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MISSION STATEMENT

Ladywood High School is a Catholic, college-preparatory school sponsored by the Felician Sisters following the Franciscan tradition. We are a community of administrators, faculty, staff, parents/guardians, and students who witness Christ to the world through the pursuit of Knowledge, the understanding of Truth, and by our actions of Service to society.

OBJECTIVES

Within the framework of a total Catholic/Christian environment, Ladywood High School aims to educate young women in the attainment of Catholic values, human potential, and the ability to put faith and knowledge into fruitful action. Ladywood High School aims to harmoniously develop the whole person, so that she might live her earthly life to the fullest and, thereby, attain her eternal reward.

PHILOSOPHY

Ladywood High School seeks to influence and guide the formation of Catholic/Christian women who have an inquiring, tolerant, and liberal personality; who can face uncertainty and ambiguity with confidence; and who can formulate creative ways to meet the changes in present and future societies.

VISION STATEMENT

At Ladywood, we guide each and every young woman in the growth and formation of their spirit, mind and heart. Students, faculty and staff feel safe to stretch and hone their unique abilities. Through this experience, we launch students with inquisitive minds and zeal to personify the Charism of the Felician Ministry.

TELEPHONE DIRECTORY

Main Office (734) 591-1544
(Office Hours 7:00am - 3:00pm)
Fax (734) 591-4214
Attendance (734) 591-1545
Tuition (734) 591-1544
Athletics (734) 591-2323
Guidance (734) 591-5492
Library (734) 591-0439
Auction..... (734) 591-2413

HAIL TO OUR ALMA MATER

*Hail to our Alma Mater
Hail to our banner blue and white
Round you are fragrant pine trees
Skies above are bright,
This splendor and your glory
Lift to the sky your proud acclaim Hail
to her Fame - All hail the name of*

LADYWOOD!

*Then cheer for dear old Ladywood
With voices ringing loud and clear,
And wave the blue and white Her
name revere.
We're out to dare to do
We are your daughters loyal, true
We'll wave the blue and white We will
fight for you!*

Colors..... Royal Blue/White

Nickname Blazers

CLOSING PRAYER

Memorare:

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

Felician Core Values

1. Respect for Human Dignity- We practice the value of respect for human dignity by exhibiting our reverence for and commitment to promoting the dignity of all persons.
2. Compassion – We practice the value of compassion by exhibiting an empathetic consciousness towards others expressed in caring service.
3. Transformation – We practice the value of transformation by having an open mind and heart, leading to continuous improvement of all involved in our ministry.
4. Solidarity with the Poor – We practice the value of solidarity with the poor by ensuring the needs of the poor and vulnerable are met through advocacy and action.
5. Justice and Peace – We practice the value of justice and peace by forging right relationships, recreating a sustainable environment, promoting the common good...all in the pursuit of peace.

RELIGIOUS EDUCATION/ACTIVITIES

1. The school day begins and ends with prayer.
2. While in attendance at Ladywood High School, students are required to take two Theology courses per year and attend the annual school sponsored retreat.
3. Students who miss retreat are required to make up the experience at a Ladywood approved retreat.
4. Students are also required to attend religious functions: Eucharistic Liturgies, Prayer Services, Reconciliation Services, etc.
5. Ladywood students are urged to participate fully in Parish services and activities because the Parish is an integral part of all Catholic Life.
6. In keeping with the mission statement of Ladywood High School, each student is expected to be involved in community service. Following are the minimum hours of service expected for each level:

Freshmen:	15 hours	Juniors:	25 hours
Sophomores:	20 hours	Seniors:	25 hours

Students must record and have certified (signed by the adult supervisor of the project) all service hours. All records must be submitted to the student's Theology teacher for evaluation and recognition.

Half of required service hours will be due on Friday, December 11, 2015.

Second Half of required service hours will be due on Friday, June 3, 2016.

Seniors must have their Second Half service hours submitted before they take their semester 2 final exams.

SPIRITUAL GUIDANCE

Spiritual guidance is always available through our Dean of Ministry and Mission, school's Chaplain and / or Theology department. Services may be requested at any time and all efforts will be made to honor such requests.

GRADUATION REQUIREMENTS

A student is required to have a minimum of 26 credits for graduation. These credits must include:

- 4 credits in Theology, one for each year of attendance at Ladywood High School
- 4 credits in English
- 4 credits in Mathematics
- 1 credit in Physical Education/Health
- 1 credit in Fine Arts (Music, Art or Drama)
- 3 credits in Science
- 3 credits in Social Studies (Economics, American History and Government)
- 1 credit in Computer Technology
- 5 credits in Electives
- 2 credits Foreign Language required-Elementary or High School

For credits to be counted toward graduation, students must successfully complete both semesters of a full year course.

CLASS STATUS

In order to have *Sophomore status*, a student must have earned 7 credits; to have *Junior status*, she must have earned 14 credits; and to have *Senior status*, she must have earned 21 credits.

TRANSCRIPTS

Official transcripts bear the school seal and are mailed directly by the school to a recognized institution, not to the student. The first official transcript is sent at no charge. Additional transcripts require payments of \$2 each. Requests are to be made directly to the Records Office.

FINANCIAL HOLDS

The school reserves the right to withhold a report card, transcript, and/or diploma for any student whose parents/guardians owe tuition and for any student who owes for fees, library fines/books, and/or athletic fees or uniforms.

ADMISSIONS

Ladywood High School admits students of any race, national and ethnic origin, to all rights, privileges, programs, and activities generally accorded students of this school. It does not discriminate on the basis of race, national or ethnic origin in its hiring, personnel, and educational policies, admissions, scholarships and loan programs, as required by the terms of Title IX of the Educational Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

Ladywood High School retains the right to select students on the basis of:

1. Performance on the High School Placement Test (Grade 9 only).
2. Performance in Grades 7-8 (Grade 9 only).
3. Performance in last high school grade and GPA if a transfer student.
4. Recommendations.
5. Attendance and disciplinary records.
6. A student's potential for success.

Students who select Ladywood as first choice at the time of the testing are given first consideration.

Students wishing to transfer to Ladywood High School after the start of ninth (9th) grade need to provide the following.

1. A letter from the parent(s) and a separate letter from the student(s) explaining the situation and why they would like to transfer to Ladywood.
2. Copy of student's high school transcripts/grades from all high schools attended.
3. Copies of standardized test scores.
4. For International Students Only: a copy of their immigration papers, visa, etc.

Ladywood High School retains the right to refuse admittance to any student whose presence would seriously impair the development of Christian education.

FINANCIAL INFORMATION

Ladywood is a private, Catholic High School that charges tuition and fees to maintain a balanced budget. The tuition and fees schedule is published annually. **The registration fee for the 2015 /2016 academic year is \$250.00 per student and is non-refundable.**

Payments are made to Smart Tuition.

If a student is withdrawn during the quarter - full tuition for the quarter is due.

\$25.00 NSF fee will be assessed for all returned checks. Payment should be made within 10 business days.

Graduation fee

Seniors are responsible for a \$125.00 graduation fee which **must** be paid with the first tuition payment. Seniors will not be allowed to participate in graduation activities until all financial obligations are paid in full.

General Fee There is a \$250 General Fee that must be paid with the first tuition payment.

Grants and Scholarships

Ladywood High School offers tuition assistance based on financial need. **Private School Aid Services (PSAS)**, an outside company, determines individual financial need. Applications to PSAS are available to all registered students. **No** tuition assistance will be given without a report from PSAS. All grants and scholarships will be credited to the final payment of the account once the money is received. One hundred percent of all scholarships and financial assistance are forfeited if the student no longer attends Ladywood High School.

Fundraising

All parents and students are expected to support and participate in school sponsored fundraisers. These activities supplement the difference between the actual cost of educating a student and the tuition. No student, parent/guardian, or faculty/staff member may solicit any funds through sales, collections, etc. without the explicit permission of the Ladywood High School Administration.

In addition, no coach, parent, student, team representative, club moderator, etc. may order or purchase apparel or equipment without the approval and permission of the Ladywood High School Administration.

TEXTBOOKS

Textbooks are available through the on-line bookstore - Classbook.com (see Ladywood's website). Company representatives will be in the school to buy back textbooks which will be used again. The books that they buy must be the edition that is specified on the website. Students - grades 9-10-11-12 - will receive a refund check within 6-8 weeks.

COURSE SELECTION

The course selection process provides the student with numerous opportunities to seek advice in selecting courses for the following year. It is not within the school policy to change a course based on the preference of teacher or hour of class.

Classes are planned and teacher's schedules developed on the basis of classes selected by the students during spring registration. The final day for schedule changes is posted annually.

However, administration reserves the right to change student schedules in order to maintain class size, balance teacher loads, and/or adjust the student's academic schedule.

Students are required to complete all full year courses.

Every student receives a copy of her schedule at the beginning of each semester. If the copy is lost or misplaced the student may obtain an additional copy in the main office.

GRADES/HONOR POINTS

Quarterly grades are based on assigned values as follows:

Regular and Accelerated Grades

4.00	A	93-100	2.00-2.32	C	73-76
3.67-3.99	A	90-92	1.67-1.99	C-	70-72
3.33-3.66	B+	87-89	1.33-1.66	D+	67-69
3.00-3.32	B	83-86	1.00-1.32	D	63-66
2.67-2.99	B-	80-82	0.67-0.99	D-	60-62
2.33-2.66	C+	77-79	Below 0.67	F	0-59

Advanced Placement

AP classes = one additional honor point (F = 0)

PROGRESS REPORTS

Teachers will issue written or electronic progress reports at any time during the quarter. Progress reports may be:

1. given to the student to present to her parents for their signature and subsequent return to the teacher, or
2. mailed or e-mailed directly to the parents for their acknowledgement and response.

REPORT CARDS

Report cards will be issued quarterly. Any questions regarding grades must be submitted in writing to the main office within two weeks of the date of issuance.

EXAMINATIONS

As a college prep school, Ladywood recognizes that knowing how to take examinations is an important part of preparing for college. In addition, exams are a learning tool; they require students to organize and review all the material covered during a given course.

Written examinations may be given during class time and /or at the end of each quarter at the discretion of the teacher. **HOWEVER, ALL STUDENTS ARE REQUIRED TO TAKE FINAL EXAMS AT THE END OF EACH SEMESTER.**

Semester examinations are a course requirement and are to be taken at the scheduled times. Any exemption to this policy is the decision of the administration.

Any student who fails to show up for a final exam will receive a grade of "F" and fail the course.

The school reserves the right to **REFUSE SEATING** for final examinations to any student whose parents/guardians owe tuition and to any student who owes for fees, library fines/books, and/or athletic fees or uniforms. If the student is allowed to take the exam, the class rank and grade point average will not be calculated and the report card, transcripts, etc. will not be issued until all financial responsibilities are met.

The school administration also reserves the right to refuse seating in a class at any time if the student's parent / guardian owes tuition, as well as owes fees for registration, senior fee, library fines / books, athletic fees, uniforms, or any other fees that are assessed during the school year.

CONFERENCES (PARENTS)

Parents are welcome to make appointments for conferences with teachers, counselors, Dean of Students or the Head of School by calling the school office between 7:50 a.m. and 2:00 p.m. Teachers are not available for conferences when teaching.

Formal Parent-Teacher Conferences are scheduled during the first and second semesters. This gives parents an opportunity to meet with teachers. If a lengthy conference is needed, arrangements should be made for another day and time.

TUTORING PROGRAM

1. Teachers are available to help students before and after school. It is the responsibility of the student to request assistance.
2. A tutoring program, sponsored by the National Honor Society, is also available to students who are experiencing academic difficulties. Students and parents may seek this help through their teachers.

GRADES -- SEMESTER

Final grades for the semester are computed by doubling the two quarter grades, adding the final exam grade and dividing the sum by 5.

CUMULATIVE GPA

The CUMULATIVE GPA is based on the SEMESTER grades that a student receives during her four years of high school. To figure out the CUMULATIVE GPA, the number of previous semester **honor points** is added to the number of new honor points and is divided by the sum of the previous and present semester grades.

Example: If a student (at the end of the sophomore year) earned 104 honor points (quality points) for 28 grades and at the end of the first semester of the junior year she earned 17 honor points (quality points) for 7 grades, the cumulative GPA would be 3.46.

The grade point average 3.46 is obtained by dividing the 121 quality points (honor points) by the total number of grades i.e. $28 + 7 = 35$.

The CLASS RANK shows how well the student has done in comparison with all the other students in that grade level. It is based on the total number of quality points, grade point average and the number of credits successfully completed.

PROBATION (ACADEMIC)

A student is placed on academic probation if her quarter and/or semester grade point average is equal to or less than 1.75. Any student who fails two or more subjects in a quarter and/or semester will be placed on academic probation. A student may be dismissed from Ladywood if both (1) her grade point average does not exceed 1.75 in the following quarter and/or semester and (2) her cumulative grade point average is below 1.75. Failure in two or more courses in a semester may result in the student being requested to withdraw from Ladywood High School.

GRADE POINT AVERAGE AND HONORS

The grade point average (GPA) is computed for each MARKING PERIOD (QUARTER) and appears on each report card. It serves as the basis for computing honor roll status. To be considered for the Honor Roll:

1. A student must have an "A," "B," or "C" in each of her classes with a minimum of a 3.145 GPA. (Any C- disqualifies the student.)
2. A student may not receive more than one detention within a quarter.
3. A student who incurs a suspension will not be considered for the Honor Roll for that quarter.
4. A student who receives a disciplinary action for cheating will not be considered for the Honor Roll for that quarter.

Head of School Honor Roll: 4.000 - 4.999

Second Honors: 3.500 - 3.999

Third Honors: 3.145 - 3.499

A student who has been an Honor Student for four years at LHS is awarded the Gold Cord at graduation. A student who has been an Honor Student for three years at LHS (including the senior year) is awarded the Blue Cord at graduation. Transfer students will be reviewed on a case by case basis.

Valedictorian/Salutatorian

The Valedictorian and Salutatorian Honors are based primarily on seven semesters: total number of quality points, grade point average and credits earned, but character and service must also be considered in calculating

these honors. Conversely, student conduct that disparages or tarnishes the reputation of the Ladywood High School community will disqualify one from this honor.

COLLEGE CREDIT / DUAL ENROLLMENT

Students may take courses at the college and / or university during the school year.

Students are encouraged to avail themselves of the opportunity to obtain college credit while still attending high school. Students need school permission to enroll in a dual enrollment course during the school day. These are considered enrichment courses and do not substitute for secondary level courses.

Students need to speak with their counselor for additional information and to receive permission to enroll in a college level course.

ACADEMIC INTEGRITY POLICY

“Academic integrity requires that students be truthful and respectful of the intellectual property of others”. In their pursuit of knowledge, students must know what constitutes academic dishonesty so that it can be avoided.

There are three types of academic dishonesty.

1. **Cheating:** Misrepresenting mastery of material on a test or on written projects. Examples are:
 - A. Copying another student’s homework or class work.
 - B. Allowing another student to copy her work.
 - C. Using notes or lists during an exam, test or quiz.
 - D. Using calculators improperly during tests.
 - E. Giving out test questions/answers before, during or after a test either verbally or electronically
 - F. Submitting work in her name, which has been prepared by others
 - G. Altering responses on a quiz or test to deceive the teacher or to “help” another student

2. **Plagiarism:** Representing someone else’s words, ideas, phrases, or statistics as her own work. When a student submits work that includes research, the sources of the information must be acknowledged through complete, accurate footnote references, verbatim quotations when necessary, and bibliographical listing. To avoid a charge of plagiarism, a student should be sure to include a footnote (credit to another person’s work) whenever she:
 - A. Quotes another person’s words directly.
 - B. Uses another person’s ideas, opinions, or theories even if they have been paraphrased in the student’s own words.
 - C. Uses facts, statistics, or other graphic material taken from a source, unless the information is common knowledge.

3. **Fabrication:** Inventing information or giving false information to deceive the educational process. Examples are:
 - A. Citing or footnoting information, which is not taken from the source indicated.
 - B. Padding a bibliography by listing sources, which are not used in the research paper

- C. Making up or fabricating information and submitting it as research data.
- D. Writing a quiz, paper, test, or other class work for another person or allowing another person to do the same for her.

Consequences: Cheating Policy:

Cheating will result in the following consequences:

- 1st offense:
 - Zero on the assignment. Teacher calls parents. Cheating referral form turned into the Dean of Students.
 - Student must meet with the Dean of Students.
 - Saturday detention will be issued
- 2nd offense:
 - Zero on the assignment
 - Teacher calls parents
 - Cheating referral form turned into the Dean of Students
 - Student must meet with the Dean of Students
 - Meeting will be held with the parents, student, and Guidance
 - Student will receive a one day in-school suspension resulting in zeros on all work missed in any class on that day.
- 3rd offense
 - Zero on the assignment
 - Teacher calls parents
 - Cheating referral form turned into the Dean of Students
 - Student must meet with the Dean of Students
 - Meeting will be held with the parents, student, and Guidance
 - Student will receive a two day in-school suspension resulting in zeros on all work missed in any class on those days.

Subsequent offenses

- Zero on the assignment
- Teacher calls parents
- Cheating referral form turned into the Dean of Students
- Student must appear before the Dean of Student
- Meeting will be held with the parents, student, and Guidance
- Dean of Students will make a recommendation of disciplinary course of action to the Head of School.
- Student may receive a multiple day in- school suspension and up to expulsion from Ladywood resulting in zeros on all work missed in any class on those days.

Important Notes:

This policy applies to all assignments (class work, homework, projects, tests etc.).

The administration will keep a record of all cheating referrals. The referrals carry over from year to year as long as the student is enrolled at Ladywood. Therefore, if a student is caught cheating as a freshman and cheats again two years later as a junior, it will be considered a second offense.

SUMMER AND NIGHT SCHOOL POLICY

A student may attend summer or night school for credit under the following conditions:

1. She receives a letter from the Dean of Students advising summer or night school because she failed a class and needs the credit.
2. Failure to take the prescribed summer school classes may make the student ineligible to return to Ladywood.

Summer or night class grades will not change the grade from Ladywood and will not affect a student's cumulative grade point average (GPA). The credits received, though, will be recorded on her permanent record and accepted by Ladywood towards graduation requirements.

ATTENDANCE POLICY

Attendance Policy for 2015-2016 School Year:

Students are only allowed 4 excused absences per class each semester. After 4 absences, all subsequent absences will be unexcused and result in zeros for all assignments missed on the day of the absence. This policy will apply unless the Administration grants an exception based on extenuating circumstances.

After two absences, the Attendance Office will notify the Dean of Students. The Dean of Students will send home a letter informing the parents that the student will only be allowed 2 more excused absences in that particular class. After 4 absences, another letter will be sent home informing the parents that all future absences in that class will be unexcused and result in zeros on all missed work.

Pre-approved absences, dentist/doctor appointments are not treated as exceptions to this policy. If a student is tardy in excess of 20 minutes, the student will be considered absent for that class. This policy is consistent with the expectations that our students will encounter as future employees. Most employers only allow a set number of absences before pay is reduced for each subsequent absence.

PHILOSOPHY

There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the high school administration and faculty believe that students must be in class in order to fully maximize the educational opportunities that are available to them.

Monitoring student attendance is a shared responsibility between the school and home. Even though students who are absent (excused) may make-up their written assignments, **there is no way to make-up the interaction**

that exists in the classroom. It is the student's responsibility to attend all classes and to be on time.

PARENTS ARE URGED TO CAREFULLY READ THE FOLLOWING REGULATIONS:

When a student is absent from school, a parent/guardian **Must** call the attendance office at 734-591-1544, between 7:00-8:00 A.M. on the day a student is absent or will be unusually tardy. On her return to school, the student must:

1. Report to the attendance coordinator prior to the first class on the day of return.
2. Present a written note properly dated and signed by a parent/guardian. The phone call, the note and, where applicable, the doctor's note, are needed prior to the student's re-admission to school. The student must **also** provide the attendance office with the re-admission slip signed by her respective teachers, or the absence will be unexcused.

EXCUSED ABSENCES

The following conditions for absence will be considered excused and will not result in loss of credit **if** proper verification is provided.

1. Unavoidable doctor visits with written verification from the doctor's office. This includes, but is not limited to, all medical, chiropractic, orthodontic or dental personnel.
2. Hospitalization with written verification.
3. Serious, extended illness or chronic health conditions under a physician's care with written verification from the physician.
4. Mandatory prearranged court appearance verified by court documents prior to and after the appearance.
5. Death in the immediate family.
6. Exclusion for immunization purposes.
7. Prearranged absence properly documented.
8. College Visits – student must submit to the Attendance office documentation from the college and/or university verifying the date(s) of the college visit.

Make-up Work

A student that is absent and would like their assignments for the next class meeting, may either e-mail her teachers requesting the assignments or check on Edline. After an absence which has been excused, the student has the responsibility to make arrangements with her teacher(s) to complete the missing assignments and tests. The length of time allotted for makeup work is left to the teacher's discretion but is not to extend beyond two weeks without consultation with the administration.

UNEXCUSED ABSENCES

If the school classifies the absence as unexcused the student receives no credit for assignments or tests missed.

The following list includes examples of unexcused absences but is not limited to these: over sleeping, hair appointment, babysitting, student pictures, working, etc. Non-attendance at religious functions such as;

liturgies, prayer services and the annual retreat are considered unexcused absences.

Absence the day before or the day after a school-planned vacation will be counted as unexcused unless previously approved by the administration.

AFTER SCHOOL PARTICIPATION

Students who are absent from school either a half day or all day, may not attend or participate in any school function, activity, sports practices, games or events that day.

The school will examine the student absence on a case by case basis. Ex: death in the immediate family will not result in the student being able to participate in a game or practice.

PREARRANGED ABSENCES

When it is necessary to miss school because of extenuating circumstances, students must **submit a letter to the Dean of Students a minimum of three (3) days prior to the absence.**

Teachers are not responsible for providing advance assignments or make-up work. Missed quizzes, tests and assignments must be made up within two weeks.

VACATIONS

Vacations that do not coincide with the school calendar are discouraged. The normal schedule provides for vacations at Christmas, Easter and the entire summer. Parents/guardians are asked to plan vacations during these periods. **The school position is: 1. We do not support or authorize vacations taken when classes are in session. 2. We do not approve of students missing classes either before or after the scheduled vacation periods. An absence on the day before or the day after a scheduled vacation period is an automatic unexcused absence.**

ILLNESS

If a student becomes ill during the day, she must report to the attendance office. The school will contact her parent/guardian to make arrangements for leaving the building. In the meantime, the student must wait for transportation. At no time may a student leave the building or make her own arrangements to contact parents. The student must bring a note from her parent/guardian upon her return to school.

The student will be marked absent from classes missed during this time. Upon her return, a doctor's statement must be provided along with the parent's written note. The student will present the readmit slip to those teachers whose classes were missed. Failure to follow these procedures will result in the absence being counted as an **unexcused absence.**

FUNERALS

In the event of a death in the immediate family or Ladywood family, parents who wish to have their daughter attend the funeral service may have her excused by sending a note stating the time the student will leave and return to school.

CUTTING CLASS

A student is expected to attend all classes, study halls, library times, homerooms, assemblies, field trips, or any other school function that has been scheduled. Cutting class or any scheduled **activity will result in “F’s” in classes missed on that day as well as a one day suspension and all “F’s” on the day of suspension.**

LATE ARRIVAL

Students are expected to be in school and to report to all classes on time. “On time” means that a student is seated in the classroom, in uniform, with all materials ready to begin class. **Students arriving late to school must check in at the Attendance Office. Failure to do so will result in an unexcused tardy. (See tardiness.)**

TARDINESS POLICY

Tardiness Policy for 2015-2016 School Year:

Three unexcused tardies will result in a Saturday detention. Three additional unexcused tardies result in an additional Saturday detention. After a 7th unexcused tardy, the student must meet with the Dean of Students who will determine any further actions to be taken. Tardies do not carry over from quarter to quarter.

If a student is with another teacher who provides a pass or with the counselors who provide a pass, that is considered an excused tardy and does not count toward the Saturday detention consequence. All first period tardies will be considered unexcused unless the Administration grants a blanket exception due to inclement weather.

After 3 or 6 tardies the Attendance Office will write up a referral form and turn it into the Dean of Students. Nothing is to be given to the student. The administration will take the necessary disciplinary action.

DRESS CODE

The dress code is in effect from the first day of school to the last unless otherwise announced by the Head of School.

A student’s appearance at school reflects an attitude of pride in self, school, and the community. **To reflect a spirit of academic and business worlds, Ladywood students are required to be neatly groomed and dressed in clean uniform shirts, sweaters and skirts.**

The uniform includes:

1. Uniform skirt - no more than 2 inches above the knee.
2. White, long or short-sleeved Ladywood monogrammed, knit shirt with collar and banded edge.
3. Optional white monogrammed turtleneck, (which may be worn only with the uniform sweater).
4. Ladywood, navy blue, v- neck long sleeved sweater;
5. Ladywood navy blue quarter-zip fleece; or Varsity Athletic Sweater.
6. Solid White ankle socks or navy blue, white, gray, or black tights.
7. Footwear will consist of: tennis shoes, top-siders or shoes that have a closed toe and closed sides. Shoes that scuff the floor will not be permitted.

8. **Plain white T-shirts (NO Designs)** are allowed to be worn under the uniform shirt.
9. Seniors only may wear their class sweatshirt.
10. Slacks- khaki uniform slacks may be worn.
11. While school is in session, Student Identification Cards must be worn on the approved lanyards. These lanyards should not be tied. Also, no stickers or other attachments should be added.
12. Tights with designs are not permitted.

The following footwear is not permitted:

- Boots
- High heels
- High top tennis shoes
- Sandals
- Flip-flops
- Slippers
- Moccasins

SPIRIT DRESS APPAREL

Jeans and / or athletic pants may be worn if they are clean, neat, and without fringes or holes. Official Ladywood T-shirts and/or sweatshirts may be worn. School shoes must be worn.

No Yoga pants or leggings may be worn for Spirit dress apparel.

Unless the administration has approved a different dress down theme for the school day, the students must only wear Ladywood apparel. Students who wear another school's apparel will be issued a disciplinary referral.

UNACCEPTABLE DRESS

Except when expressly permitted for special occasions, head coverings including, but not limited to, hats, caps, and excessively large hair ornaments may not be worn during the school day, either in class, in the hallways, during lunch time, or during school events during the regular school day. However, headbands are permitted - see GROOMING, page 22.

Outdoor jackets or coats, sweat pants, gloves, or any other attire not part of the regular uniform may not be worn to class or during the school day at any time, including lunch time.

Jewelry and make-up are to be kept simple. **Multiple earrings, bracelets and/or necklaces are not acceptable. Nose, tongue, eyebrow and any other body part piercing is not permitted.**

GROOMING:

Students are expected to attend school appearing neat and clean in hairstyle and dress. Hairstyles are to be neat and simple. Headbands are permitted without writing, but cannot exceed two (2) inches in width. The purpose of the headband is not to stand out, but to help keep hair neat and to reduce the number of bobby pins needed to keep hair from becoming distracting to the student. Excessive hair colors of, but not limited to blue, green, purple, orange, etc. are not allowed. Spiked, shaven or extreme short haircuts are not allowed. Students in violation of the hair code will be sent home. The absence will be unexcused.

If for some reason a student needs to be **exempt** from the dress code, **she must secure permission from the Dean of Students upon arrival at school.** It must be noted that generally **medical reasons** are the only accepted reasons for exemption.

WATER BOTTLES

Students may use a clear water bottle during the school day. Water bottles may only have water in them. Pop, water flavorings, juice, energy drinks, alcohol, etc. are not permitted. Any student found to be in defiance of this policy will face disciplinary consequences, including up to expulsion.

CODE OF CONDUCT

A student's personal conduct is an indication of her desire to remain a student at Ladywood High School. Respect and responsibility are the foundation of the Ladywood Code of Conduct.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social networks, such as Facebook, Twitter, Instagram, and all social media sites or online in general will be disciplined, up to and including expulsion.

Student conduct that is disparaging or harmful to the reputation of the Ladywood High School community may incur indefinite suspension and/or expulsion.

The use of the Internet must be in support of education and research consistent with the educational objectives of the school. As computer users, the students agree to follow all rules and codes of ethics in all their work.

Any infringement of the Student Telecommunications Use Agreement and iPad Misuse Consequences Agreement will result in the student being disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the Head of School as detrimental to the school community.

DISCIPLINARY ACTION: A student's conduct that hinders the Ladywood environment, may incur a detention, suspension and / or expulsion for any of the following reasons:

- Boisterous and unacceptable behavior on buses
- Unladylike behavior in hallways: shouting, running, or horseplay
- Unauthorized presence in the hallway
- Chewing of gum in school
- Lying
- Defacement of school property (including desks and lockers)
- Defacement of school uniform

- Kicking or otherwise damaging lockers
- Disrespect for teachers, administration, staff, visitors, volunteers, etc.
- Dress code violations
- Eating or drinking outside of the cafeteria area- Clear water bottles are allowed.
- Disruptive behavior during the lunch sequence
- Unauthorized presence in the parking lot during school hours
- Vulgar language, whether written or spoken
- Use of cell phones at any time during the school day, including lunch period
- Improper behavior at school functions
- Use of radios, beepers, cameras, cell phones or other electronic devices in school
- Littering anywhere on the school premises including inside of desks
- Habitual detention
- Skipping class and/or a required activity
- Vandalism of school property, i.e. defacing lockers, desks, pictures, etc.
- Leaving campus without authorized permission
- Physical and/or verbal assault and harassment of another student or any other person
- Having a beverage other than water in a clear water bottle
- Using a drinking container other than a clear water bottle
- Insubordination--open defiance of school personnel or any persons associated with the school
- Possessing immodest literature and/or use of profanity whether written or spoken
- Smoking at any time in the school building or on school premises (This applies also to all school sponsored activities)
- Possession or use of alcoholic beverages and/or drugs on school property or at any school-sponsored activities
- Theft of personal or school property
- Possession of a weapon or dangerous object (referred to police)
- Repeated violations of the Academic Integrity Policy
- Improper use of computers, including visiting restricted sites such as Facebook, My Space, Twitter, Instagram, etc.
- Unauthorized use of cameras, cell phone cameras, iPad camera or other electronic devices
- Posting unauthorized and/or compromising statements/photos, videos, etc. on Facebook, My Space, Twitter, Instagram, etc. or any other public website, social media site, etc.
- Serious and frequent disrespect for school personnel and/or any person.
- *Malicious vandalism.
- *Unwholesome attitudes disruptive to the good of all.
- *Possession of a weapon or dangerous object.

The Head of School reserves the right at her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

IN-SCHOOL/OUT OF SCHOOL SUSPENSION PROCEDURES

The student is removed from all classes on the day(s) of suspension.

A suspension is recorded and notification is given to her parents

The student may not participate in any school-related activities during the time of suspension.

School personnel will communicate with the parents and student prior to the student's readmission, after extended suspension.

Following a third suspension, the student will be permitted to withdraw from school.

PROBATION (DISCIPLINARY)

A student may be placed on probation for serious or continued misconduct. During this probation the student will have the opportunity to exhibit improvement. Parents will be informed of the terms of the probation.

EXCLUSION

Exclusion is an act of removal from the school with no opportunity for readmission.

EXCLUSION PROCEDURE

Only the Head of School may exclude a student.

1. The Dean of Students is notified immediately of the act/incident.
2. The student must report to the Dean of Students at once.
3. The Dean of Students gathers the facts and interviews all parties concerned.
4. Parents are called and apprised of the incident.
5. The student is sent home
6. The Head of School evaluates the situation
7. The student is dropped from enrollment.

In order that no distortion of a complaint occurs in the process, the person making the referral will submit in triplicate a written report of the complaint.

APPEAL

An exclusion from Ladywood High School is considered very serious. An appropriate process of appeal is provided to a student who is excluded.

A request for review of exclusion must be submitted to the Head of School in writing within five (5) calendar days of the notice of exclusion. This request should be addressed to Head of School/Appeals, Ladywood High School, and 14680 Newburgh Road, Livonia, MI 48154.

ELECTRONIC DEVICES, PHONES, RADIOS, IPODS, TAPE RECORDERS, ETC.

The use of cell phones is prohibited throughout the school day in all areas of the Ladywood High School building. Cell phones and other electronics are to be left in the car or turned off and kept in the locker during the day or they will be confiscated.

Use of cell phones by students at any time during the school day, including class time, study periods and lunch periods, will be subject to disciplinary action including, but not limited to, in/out-of-school suspension, confiscation of the phone and including up to expulsion.

The use of cameras, video recorders, camera phones, iPad cameras or recorders, radios, iPods, beepers and other types of personal audio/visual equipment is also prohibited in school and locker rooms. These items also may be confiscated by the teachers or administration and the student may be subject to disciplinary action including expulsion. Taking pictures and / or videos in class, in the locker room, at any school sponsored activity and/or posting any of these photos/videos on Facebook, Twitter, Instagram, etc. will result in a disciplinary action, up to expulsion.

Should a situation arise, necessary phone calls may be made at the attendance office or in the main office. Parents may contact their daughter or leave a message through the main office, **not** her cell phone. Messages will be given to the student at an appropriate time.

CARS

Students who drive to school must obtain a parking permit from the school office. This permit must be exhibited in the front window of the car. Cars must be parked in the designated area only. Unregistered cars and those not parked in the assigned areas may be towed away at the owner's expense. Cars must be locked at all times for safety precautions. The school does not assume any responsibility for any loss, theft, damage, or accidents, which occur on school grounds. Students may not drive, sit in, or go to their cars at any time during the school day. However, should the need arise; the student will need to check with the main office.

The cost of the parking permit is \$50.

BUS SERVICE

Bus service is provided by the Livonia Public School system to those eligible according to law.

CAR PICK UP/BUS SERVICE

Parents or anyone who drives students to school must abide by the rules and procedures established by the school.

1. All cars are to enter through the main drive.
2. Speed Limit - 15 mph for student safety
3. Only cars with handicap permits should park or stand in the handicap parking places.
4. Students are to be dropped off/picked up in the designated area.
5. No cars are to stand or park on the road in front of the building and block the way of buses or the flow of traffic.
6. All student cars must be registered. Unregistered cars will be towed at the owner's expense.
7. All bussed students enter/exit through the North Entrance.
8. Grades 9, 10, and 11 enter/exit through the North Entrance. Grade 12 enters/exits through the Student Entrance doors.
9. All posted signs are to be observed.

10. The driveway at the north end of the parking lot (near the lacrosse field) is an exit only from 6 a.m. to 3 p.m. daily and during all school events. (Signs are posted).
11. Any student waiting for a ride or any sport practice must wait in the cafeteria.

AFTER SCHOOL WAIT PROGRAM

Any student waiting for a ride after 2:15 p.m. must report to the designated area. Parents should come to the main entrance after 2:15 p.m. Until her ride comes, the student must remain in the designated area and may not be in other parts of the school building without approval from a Ladywood administrator or staff member. Students participating in any sports program must report to this same designated area and remain there until 10 minutes before practice time. To defray the costs, a fee may be required of all students who use the after school program.

Students may not leave the school premises while waiting for any sport and/or other school activity. The school assumes **no responsibility** for students who act on their own and disregard this safety precaution.

CAFETERIA

Students may bring lunches from home or, when available, buy lunch at school from our hot lunch program. Students have access to microwaves in the cafeteria as well as to beverages and vending machines. Students must eat only in the cafeteria. Each student is responsible for cleaning up after herself.

LOCKERS/PERSONAL PROPERTY

1. Lockers are the property of LHS.
2. The student must keep her assigned locker in proper order. **No pictures or printed materials are allowed to be posted permanently either inside or outside the locker. Any item posted must be appropriate and in the keeping with the teachings and standards of LHS.** The locker is left clean at the end of the school year.
3. Students are advised not to keep valuables in school, least of all in their lockers. For their own protection, students should see to it that their lockers are locked at all times.
4. Locker combinations should not be shared with others.
5. The administration has the right to seize items in the student's possession and has the right to search school property used by the student when there is reason to believe that the student possesses material which violates the law or a school regulation.
6. Students may use only the assigned lockers.
7. Coats and sweaters, purses and backpacks must be placed in lockers and not taken into the classroom.

LOST AND FOUND

Items found on the lockers, in the hallways, etc., during or after school hours, will be brought to Room 1407 where students can check for their missing possessions. Unclaimed books will be sold at the buy-back.

HALL PASSES

An individual student leaving or returning to a class or designated area must sign the class log and the time of departure and return. **Only the official school pass may be used.** It is the teacher's responsibility to issue and collect the pass(es) in the respective rooms.

CLOSED CAMPUS

Ladywood High School maintains a closed campus. Students remain within the school premises from the time of arrival until the time of dismissal. Students may not leave the school premises while waiting for any sport and/or other activity. The school assumes no responsibility for students who act on their own and disregard this safety precaution.

CLOSING OF SCHOOL

Should it be necessary to close school due to extreme cold, dangerous road conditions, excessive snow or any other reason, the media will be notified. **IF THE LIVONIA PUBLIC SCHOOLS ARE REPORTED CLOSED, LADYWOOD HIGH SCHOOL WILL ALSO BE CLOSED.** Stay tuned to WJR, WWJ, WXYZ or Channels 2, 4, and 7 or check the school website for notification when such conditions do exist. Families will also receive a message via School Reach. All activities for the day are automatically cancelled.

EMERGENCY DRILLS

Emergency drills are paramount to the safety of all students and personnel.

FIRE: Anyone detecting smoke or a fire should:

1. pull the nearest fire alarm
2. notify the office
3. exit the building.

During a fire drill, faculty, staff, students and guests must leave the building immediately. The last person exiting a room closes the door. The teacher takes her/his roll book to be able to account for all students.

TORNADO: Anyone detecting a funnel-like cloud should immediately notify the office. A signal is given and all personnel must seek shelter immediately in hallways away from glass doors or windows. Students will not be released from school.

LOCK DOWN: Any hazardous or threatening situation may result in a lockdown.

HEALTH PROCEDURES

Each student is required to have an emergency card on file which lists names and telephone numbers of whom to contact in case of an emergency. This card also provides insurance information, health or other information important in an emergency situation. In addition, each new student must present, by the first day of school, an immunization record completed and signed by her doctor.

Parents are asked to notify the school of their daughter's health problems requiring immediate attention.

No medications should be in the student's possession. If a student must take medication during school hours, she must present to the office the completed "Release for Dispensing Medication" form signed by the doctor and the parent/guardian as well as the medication. No medication will be dispensed without the proper forms.

In the event of illness or accident on school time, parents will be contacted. A report will also be filed in the office.

STUDENT VISITORS

Student visitors are welcome to Ladywood High School under the following circumstances:

1. The visitor's parent must call the office at least one week prior to the visitation day. Guests will not be admitted on a walk-in-basis.
2. Guests should be 7th- 8th grade or transfer students who are interested in admission to Ladywood High School.
3. The visitor should not be absent from her school in order to spend the day at Ladywood.
4. The visitor must provide a letter from her parents approving the visit.
5. On the visitation day, guests must report to the office prior to attending classes or school functions with the Ladywood student.
6. Guests must behave in a manner consistent with Ladywood school regulations.
7. Guests must wear appropriate school attire: no jeans, shorts, athletic clothes, or athletic shoes.
8. Guests are encouraged to plan their visits between September and April.

VISITORS/SPEAKERS

All visitors must sign in at the front office. Speakers invited to make presentations to any group are subject to prior background checks per Detroit Archdiocesan policy.

CONFLICT RESOLUTION

If a student or a parent has a concern about a school policy, a classroom policy, disciplinary action, grade(s), another student or a teacher, the following procedure should be followed to resolve the situation as quickly as possible. In all situations this procedure begins at the lowest level.

Procedure:

1. Contact the person with whom you have a complaint to discuss both sides of the situation.
2. Each person is expected to make a wholehearted attempt to listen to each other and resolve the problem.
3. If the problem is unresolved, either person may request a meeting at the next level to discuss the situation and arrive at an amicable solution.
4. A request for a review of the decision at the next level must be made in writing within three (3) workdays.

5. A response to the review must be made within three (3) workdays.
6. No concerns may be presented to or reviewed at a higher level unless all other levels are pursued.

The levels of recourse are as follows:

For Students:

Student to Student

Student to Teacher

Student to Counselor/Dept. Head

Student to the Dean of Students, if applicable

Student to Head of School

The Head of School is the final arbiter in any situation.

For Parents:

Parent to Teacher

Parent to Counselor, Dept. Head or Committee (if appropriate)

Parent to Head of School

The Head of School is the final arbiter in any situation.

DRUGS, ALCOHOL AND SUBSTANCE ABUSE

Any association with alcoholic beverages or illegal drugs at school functions or on school property (possession, use of, exchange or sale of, or being under the influence of) will result in a disciplinary action, including up to expulsion.

LEGAL MATTERS

The following actions are criminal under Michigan law and are subject to immediate school disciplinary action (suspension and/or expulsion) and to police intervention:

Possession of a weapon or dangerous object.

The sale, use, possession or distribution of illegal drugs or alcoholic beverages.

Theft of school or personal property.

Vandalism or malicious destruction of property.

If a student is involved in a police matter, her parents will be notified as soon as possible.

GUIDANCE, COUNSELING AND CAREER INFORMATION

Guidance is an integral part of the total school program. It consists of those services which will facilitate the optimal development of the individual. It is not connected with school discipline, but with the self-discipline of the individual. The outcomes of the Guidance program are student centered. The aim is to enable each student to understand her abilities, interests, and personality traits, to develop them as fully as possible, to relate them to her life goals, to establish within herself basic Catholic values, and finally to reach a state of mature self-guidance.

Counselors help the students to use intelligent planning and decision making techniques in order to reach wise educational, vocational, and personal decisions.

- Counselors meet with students individually
- regarding such matters as: educational and social adjustment to high school
physical, emotional, or social needs
classroom visitations/lesson plans according to the student's needs
the quality of academic work done by a student
the results and interpretation of standardized tests
the selection of a student's curriculum for the following year
vocational information
post high school/educational information and admissions

Students are encouraged to make use of the counseling services and parents are encouraged to maintain contact with their daughter's counselors.

LIBRARY

The library is also the Career Center where students have access to computers and software programs dealing with careers, college assistance and testing. The library is open for student use daily from 7:30 a.m. until 2:40 p.m. The librarian is available during these hours to assist students. Students must observe policies established by the librarian. They are encouraged to observe the rules and allow equal distribution of all materials to all students. Those students who fail to return books, magazines, or rented materials when due will be charged a fee. They must replace any items which they have lost.

INTERNET

All students are required to sign a Student Telecommunications Use Agreement and an iPad Misuse Consequences Agreement. Only students who have these agreements signed by the parent on file may use the Internet. They must follow the guidelines designated by the administration.

The use of the Internet must be in support of education and research consistent with the educational objectives of the school. As computer users, students agree to follow all rules and codes of ethics in all their work. Any infringement of this agreement will result in a disciplinary action, including cancellation of computer privileges and up to expulsion.

CO-CURRICULAR ACTIVITIES

There are many co-curricular activities available to students at Ladywood High School. These activities include programs and events that are religious, educational, athletic, and social in nature.

Students must understand that their primary responsibility is to their studies and that participation in any co-curricular activity is secondary.

Students must have a 2.0 cumulative grade point average or better in order to participate in a co-curricular activity that extends beyond a period of two weeks, this includes a drama production. National Honor Society and Student Council require high grade point averages. Any activity that extends beyond a two week period will require the student to have the following:

1. A 2.0 cumulative grade point average; if the student's grade point average is below a 2.0, the student, parent and Dean of Students will meet to discuss.
2. The student must be registered and in good standing;
3. The student must have and maintain a 2.0 GPA in all classes taken within the quarter and a semester.
4. If a student's GPA falls below a 2.0 in any class / classes, she will meet with the teacher of the said class and the Dean of Students and occasionally the Head of School. At that time the student, teacher and the Dean of Students will devise an academic plan. The student will have two weeks to raise her grade.

If in two weeks her grade has not been improved to a C, she will meet with the teacher, student and the Dean of Students to discuss. At that time the student may be removed from the co-curricular activity, including rehearsals, until her grade is a C.

Any student who has an F will automatically be removed from the co-curricular activity until her grade is at a passing grade and she has been approved by the Dean of Students to return to the co-curricular activity.

Any student absent for part of the school day or the entire day may not participate in a co-curricular activity for that day. The student needs to see the Dean of Students for possible exceptions.

Any student suspended from school may not participate in a co-curricular activity for the duration of the suspension.

Any student who has to serve a detention after school may not attend a co-curricular activity until the end of the detention.

ATHLETICS

Ladywood offers a variety of athletic programs in which students can participate during the fall, winter and spring seasons. The sports are on the varsity, junior varsity and freshman levels.

Athletes are bound to follow THE LADYWOOD HIGH SCHOOL, THE CATHOLIC LEAGUE and the MHSAA rules and regulations as well as the policies and procedures of Ladywood High School.

Before trying out for any sports team:

1. The student must be registered and in good standing.
2. The student must have a cumulative grade point average of 2.0.
3. The student must have and **maintain** a 2.0 GPA in all classes taken within a quarter or a semester.

If a student's GPA falls below a 2.0 in any class / classes, she will meet with the teacher of the said class and the Dean of Students. At that time the student, teacher and Dean of Students will devise an academic plan. The student will have two weeks to raise her grade.

If in two weeks her grade has not been improved to a C, she will meet with the teacher and Dean of Students to discuss. At that time the student may

be removed from the athletic competitions, including practice, until her grade is a C or at a passing level that has been approved by the Dean of Students.

Any student who has an F will automatically be removed from the co-curricular activity until her grade is at a passing grade and she has been approved by the Dean of Students to return to the athletic activity.

According to MHSAA policy, any student who does not pass 66% of their classes for the semester is ineligible for the next semester.

5. A current physical exam must be on file.
6. Athletes waiting for after school practice must wait in the area designated.
7. Any athlete absent for part of the school day or the entire day may not participate in athletic competitions or practices for that day. The student / athlete should see the Dean of Students for possible exceptions.
8. Any athlete who has to serve a detention after school may not attend an athletic competition or practice until the end of the detention.
9. Any student suspended from school may not participate in athletic competitions or practices for the duration of the suspension.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on character, leadership, service and scholarship. To be eligible for membership, a candidate must meet the criteria of each area of evaluation:

Character: A candidate must be a responsible person who respects herself and others in a Christian manner.

Leadership: A candidate must be willing to assume leadership roles at Ladywood High School, at her parish, and in her community.

Service: A candidate must give freely of her time and talents in service to Ladywood High School, to her parish, and to her community.

Scholarship: A candidate must also meet the following academic requirements:

1. Seniors, Juniors, and Sophomores must maintain a cumulative GPA of 3.5.
2. The candidate must make the honor roll in the quarter preceding her nomination for membership.
3. The candidate is strongly encouraged not to have a "Withdrawal" recorded on her permanent record.

Members of the National Honor Society are evaluated each semester. If a student falls below the standards, she will be placed on probation and/or dropped from membership.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school activities. The student must have a minimum GPA of 3.3 and be registered for the coming school year in

order to run for Student Council office. The council further requires that the student maintain at least the 3.3 GPA and that she participate in all Student Council sponsored activities.

CLUBS

Students are encouraged to participate in the various clubs offered at Ladywood. Clubs meet after school approximately once a month for one hour.

The following clubs are available for students:

Archery	Pro-Life Committee
Chess	
Outreach from America	SADD
Environmental Club	Science Olympiad
French Club	SOMA
Garbonics	Spanish Club
Italian Club	Student Council
NAHS (National Art Honor Society)	Thespians Club - ITS
NHS (National Honor Society)	Writers Club
National Music Honor Society (Tri-M)	Yellow Ribbon

FIELD TRIPS

Field trips are a part of the school program. In order to participate:

1. A student must have a C or better in each class missed that day and signed permission by the respective teachers .
2. The student must present the permission form signed by her parents/guardians, on the date required to the main office.
3. The student is responsible for making up any work missed in her other classes due to her absence.
4. Appropriate dress is required.
5. Any student who has a grade lower than a C will be reviewed on a case by case analysis.

SOCIAL ACTIVITIES

All arrangements for an activity are to be made with the approval of the class or club advisor and the Dean of Students and / or Head of School. Activities should be planned well in advance of the scheduled date. The advisor and the Dean of Students and / or Head of School should be informed of all arrangements as they occur.

WORK PERMITS

Work permits are available from the Guidance Office. Students (Minors) who plan on working are required by law to have a work permit on file. Work permits can also be obtained from the school district where the minor resides or the school district where the minor will be employed.

AIDS EDUCATION

Based upon its Christian philosophy Ladywood's response to Acquired Immune Deficiency Syndrome (AIDS) includes the following:

1. Education of the Ladywood community.
2. Recognition of the importance of the individual.
3. Honoring the right of confidentiality.

4. Loving Christian concern for the person, sensitivity to the needs of the individual, and a concern for the school community.

Concussion Law

If a student is withheld from athletic activities due to a suspected concussion, she may not return at all on that day and only on a subsequent day with the written clearance of **an MD or DO**.

ANTI-HARASSMENT POLICY

An environment of mutual respect for the dignity and worth of each individual is a basic tenet of Ladywood High School. Students are encouraged to form, hold and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the right of other students. All students must be able to learn and grow in an atmosphere free from any form of harassment.

Harassment can be either conduct or communication. Actions that seem harmless or amusing to some may be offensive to others. Therefore, harassment according to this policy includes any verbal, physical or written behavior which intimidates individuals or groups on any basis including, but not limited to race, ethnic background, religion, gender, national origin, or disability. It also includes an expressed or implied threat to personal safety. Harassment must not have an effect of interfering with the students' participation in the curricular or co-curricular activities of the school. Accordingly, harassment by inappropriate behavior directed at faculty, staff or other students will not be tolerated. A student who feels she is being harassed by peers or a staff member or who is aware of the harassment of another student(s) shall report such incidents to a teacher, counselor or an administrator.

The staff member receiving a student's report, a parent's report or observing an incident of alleged harassment is expected to convey to the Principal the circumstances surrounding the alleged incident. If the Principal determines that harassment has occurred, she will take steps to end the harassment. In the event that the incident(s) continue to occur, additional action will be taken. The Principal or her appointee will initiate a further investigation of the harassment charges and implement follow-up measures, which she believes are appropriate up to, and including exclusion from school.

ASSEMBLIES

Assemblies are a regular scheduled part of the curriculum. They are designed to be educational as well as entertaining. Guidelines for student behavior are:

1. Leave all books in your homeroom.
2. Proceed to and from the gym or Activity Center in an orderly fashion.
3. Be attentive and respectful.

The entire staff supervises assemblies and may take appropriate action for any violation of the above guidelines.

ACCIDENTS

Any accident in school, on the school grounds, or at any school-sponsored event must be reported immediately to the person in charge and to the

school office. If professional treatment is needed, emergency action will be taken immediately and the student's parents or guardians will be notified. All persons in charge are to file an accident report with the main office.

CHANGE OF ADDRESS

Parents/guardians of students and/or students are requested to notify the office in writing of a change in address or telephone number.

PARENT-TEACHER COMMUNICATION

Parent-teacher communication is enhanced with the use of the Internet. Through Grade Quick, a software program, teachers record assignments, grades and test scores. Parents have access to their daughter's grades and progress through Edline, a related program. Confidentiality is maintained because the school provides parents and daughters with passwords.

The Head of School retains the right to make amendments to this handbook during the course of the school year. In the event that changes are made, the parents will be notified in the regular mailings.

Revised August 2015