The Handbook for Community Living serves as a guide to a successful experience in LANCE and LEaPS. It exists to clarify assumptions regarding a member’s participation in the LANCE or LEaPS program.

Members of LANCE and LEaPS agree to promote Catholic values, support Catholic education, and encourage one another to grow in faith. LANCE and LEaPS members are representatives of Christian Brothers University and the Diocese of Memphis and as such they are expected to portray themselves in a professional manner at all times. Participation in LANCE and LEaPS is a spiritual, emotional, and professional challenge that sometimes requires setting aside personal wants and needs for the good of the community. Community life challenges its members to grow to new levels of understanding and experience along with others who share similar convictions and ideas.

Much of what is expected of a LANCE and LEaPS member is a matter of common sense and sound judgment. The policies in this handbook have grown out of the experience of other UCCE programs and members. Disregard of the policies and guidelines can result in the loss of program benefits, including dismissal from the program.

The guidelines are designed to foster a strong community component within LANCE and LEaPS, and are subject to change at the discretion of the LANCE/LEaPS Advisory Board.

**Admission Requirements**

Core admissions requirements for LANCE at Christian Brothers University are based on both the University's and Department of Education's graduate admissions policies and, as well, on State of Tennessee policies for admission to a teacher preparation program leading to initial teaching licensure. Basic requirements include:
- preference for a 3.0 grade point average in undergraduate studies, 2.5 minimum allowable

Required admissions tests. If your undergraduate grade point average is below 3.0, you must submit PPST scores as part of the application.
- All admitted students seeking initial licensure must complete the following tests before the August term begins:
  
  I. Praxis I three sections (Reading: 174, Writing: 173, Math: 173) OR GRE (Combined Verbal and Math: 300, Analytical Writing 4.0) OR Miller Analogies (400)

  II. Content Knowledge Praxis II test in the area they are seeking licensure.

**NOTE: THE COST OF THESE TESTS IS NOT COVERED BY THE LANCE PROGRAM.**

Program admission requirements for LANCE include assessment of factors other than test scores and grade point averages. These factors include:
- your commitment to Catholic education
- your disposition towards teaching, children and schools
- your ability to live in and contribute to a small, faith-based community
- the role of your spiritual journey in shaping your life’s purpose
COMMUNITY MISSION STATEMENT

As part of a commitment to LANCE, LEaPS and the nationwide University Consortium for Catholic Education (UCCE), participants choose to live in communion with each other for the length of their service. Through a formation process of retreats, workshops, and sacraments, community groups are established and fostered. These small communities place program members at the confluence of professionalism, spirituality, and practical living, so they may use the resources and mutual support of community to grow in each area.

Centering community life on collective and individual prayer orients each member to the theological underpinnings of a commitment to service, social justice, and living a Christian lifestyle. Members in community truly serve as Christ for one another, sharing the burdens of running a household and living as servants for their housemates. On a practical level, community life serves both the economic and social requirements of young people who have chosen economic sacrifice and physical displacement, replicating many aspects of a family atmosphere. In addition, the common ministry and vocation of teaching binds community members to each other. Relating best practices and successes, sharing classroom challenges, and concurrently pursuing graduate degrees create a sense of professional and academic solidarity unique to members of programs in the UCCE. Importantly, this helps lead to a higher than normal success rate in keeping these young teachers in the field of education.

Devotion to the ideals of community life also lead each participant to a fuller growth experience within the context of their school, parish, and service program, in addition to reinforcing the participant’s connection with the charism of LANCE, and the UCCE.
COMMUNITY LIVING

Community does not come about simply by living and doing things together. To develop a caring community each LANCE and LEaPS member must make a commitment to the other members of the group. Sometimes that may mean having to sacrifice a personal agenda in order to be with, to get to know, and to learn to care for the other members of the group.

Individualism is a highly esteemed social value in our culture. A faith-based community challenges that value by demonstrating that a great deal can be accomplished by living and working together in a spirit of sacrifice, respect, dedication, and openness.

A faith-based community recognizes, appreciates and celebrates the differences, individuality, and giftedness of each member of the group. True community promotes collaboration rather than individualism or competition, and cultivates a climate in which its members actively explore and nurture their faith. LANCE and LEaPS members seek to build a supportive community where each person may freely express his/her successes, joys, doubts, struggles and questions. To create this environment each LANCE and LEaPS member must be receptive to different or opposing viewpoints, values, experiences, ideals, and expectations. Members must be willing to open their hearts and minds to honest, respectful dialogue with one another.

Successful community living requires each member to think of others first and to reflect upon the impact he/she has upon the other members of the group. Community living demands flexibility and compromise.

LANCE and LEaPS members can create a cooperative and supportive environment for each other through their participation in group reflection, retreats, house meetings and the day-to-day tasks of housekeeping, shopping, cooking, and so forth. The service to which members commit themselves does not conclude at the end of the school day or at the end of the week. By serving each other in community, LANCE and LEaPS members continue the process of mutual support, understanding and empowerment.
COMMUNITY LIVING EXPECTATIONS

It is assumed that the members of LANCE and LEaPS are mature adults. The policies described below are meant to clarify assumptions regarding a member's behavior and participation in LANCE/LEaPS, including those pertaining to community living, a situation with which he/she may not be familiar.

Community Participation
LANCE and LEaPS members are expected to participate in all program activities and events, including but not limited to Opening Retreat, Fall Retreat, Spring Retreat, Dinner with the Brothers, and Summer Kick-off.

Members must notify the LANCE/LEaPS Director in advance of an event or meeting if he/she anticipates being absent. Members who choose to participate in outside activities that prevent them from participating fully in community life will be placing their status in LANCE or LEaPS at risk.

The Director will notify a community member if he/she is placing his/her status in the program at risk. If after being warned the LANCE or LEaPS member continues to be absent from community the Director will decide whether or not to suggest withholding or rescinding a member’s privileges and benefits to the LANCE/LEaPS Advisory Board.

It is understood that participating in a local school and church community is part of a member’s commitment to LANCE/LEaPS. However, members should not allow sports practice, coaching, club moderator duties, etc., to take priority over their participation in community life. Outside activities should be scheduled as to minimize conflict with LANCE/LEaPS community life, including participation in evening meals. Members are expected to recruit other adults from their school community to help with these outside responsibilities.

Weekends
LANCE and LEaPS members are expected to live in the community residence on weekends and throughout the summer except for vacations from school and occasional weekend trips, not to exceed one per month without the approval of the program director and community.

Vacation Policies
Corps members may take vacations during their commitment when their schools and CBU are both out of session. If a LANCE/LEaPS event is scheduled (e.g. Opening Retreat) members must plan on participating in the event. Members should consult their school and diocesan calendars for vacation information.

Members who leave for vacation should not be expected to contribute to the community funds covering their groceries for that period of time. Likewise, if only one or two community members remain behind, they should sustain themselves on their own funds for the time they are home alone.

Summer Policy
For communities located in Memphis, community dinners, meetings, and prayer/reflection evenings will continue as usual throughout the summer. The regular schedule of performing household chores, preparing dinner, and purchasing groceries will also continue as usual. It may be necessary to alter the meal schedule (i.e. common lunch, instead of dinner) to account for class schedules of a
community’s members. Second-year members are also expected to help orient new LANCE/LEaPS members to Memphis and the program during their second summer.

**Outside Employment**

Pursuing employment outside the realm of the two-year LANCE or LEaPS commitment is prohibited. Exception: second-year LANCE and LEaPS members who have an exemplary record in community, spirituality, and professionalism may ask for written permission to obtain part-time work during the second summer session only.

**EVENING MEALS**

LANCE and LEaPS members are expected to participate in the evening meal together three nights per week. An evening meal is considered one prepared by a member of the household for all the others. Often, advanced planning will be necessary to accommodate graduate school courses. Whenever possible, meetings with parents, or other school-related commitments should be scheduled as to not conflict with participation in community life. Members are expected to schedule personal activities, such as going to the gym, before or after the evening meal.

All LANCE and LEaPS community members are expected to participate and attend the planned Sunday community lunch or dinner and cohort meeting as well as the Thursday evening mass and dinner with the Christian Brothers at CBU’s Lambert Community unless attending a CBU scheduled graduate education class.

**Weekly Prayer**

In addition to prayer before meals, each community is invited to set aside an evening for prayer twice per week.

**HOUSEHOLD MEETINGS**

Community members are expected to schedule weekly meetings to discuss practical household issues.

**COMMUNITY SOCIALS**

LANCE and LEaPS members should plan a monthly get-together, i.e. seeing a movie, an evening of board games, attending a local event, etc. Each community member should participate in this monthly get together. Members should be sensitive of others’ interests when planning the monthly social.

**HOUSEHOLD CHORES**

Each LANCE and LEaPS member is expected to do his/her part in keeping the community residence clean and safe (see below, Cleanliness and Safe Living).

**Cleanliness**

Part of being considerate to other members of the LANCE/LEaPS community is a commitment by each person to the cleanliness and health of the residence.
LANCE and LEaPS members are expected to clean the house, including the bathrooms, at least once a week.

*Food:* Food must never be left opened or uncovered anywhere in the residence. The kitchen table, shelves, sink, garbage disposal, and stove should be kept clean of food drippings at all times. The vast majority of pest problems result from inattentiveness to these habits.

*Small Appliances:* The use of small appliances such as coffee makers, hot pots/plates, microwaves, refrigerators, etc. is prohibited outside the single community kitchen. Space heaters are not allowed.

**SAFE LIVING**

LANCE/LEaPS requires each of its participants to be considerate of the other members of the household. Each member is expected to maintain the highest standards of safety, including locking doors on arrival and departure.

**PERSONAL SPACE**

*Quiet Hours*
Within reason, members will be considerate of those who are not “early birds” or “night owls.” Loud voices or sounds can disturb or irritate housemates who are studying, planning, grading, or trying to sleep.

*Personal Property*
LANCE/LEaPS is a service program whose participants embrace a simple life in community. Members are discouraged from keeping large amounts of money or valuables to their communities. LANCE/LEaPS and CBU cannot be held responsible for the loss of money or other valuables belonging to a program member.

*Personal Belongings*
For the safety of all residents personal belongings must not be stored or left in common areas or shared living space. Residents must divide food storage space fairly. Exception: coats, jackets, boots, etc. may be stored in an appropriate common storage area.

**GUESTS**

It is important that an atmosphere of welcome defines each LANCE/LEaPS residence. However, it is equally important that the residence is a place of respite and privacy for each member. Members should keep the following guidelines in mind when entertaining in the LANCE/LEaPS residence:

- Visitors should never be entertained in a shared bedroom of the LANCE/LEaPS residence.
- Community members are responsible for their guest’s behavior and actions while they are on the premises. Guests are not residents, and are therefore prohibited from using the laundry facilities, common computer(s), or any common property without the consent of each member of the community.
- Guests should not answer the residence telephone.
- Members will request permission from the other members of the community to host an overnight guest.
- Except for vacation times, overnight guests may not stay in a LANCE/LEaPS residence longer than three days without the approval of both the community and program director.
• Each member is responsible for preparing for his/her guest. After a guest leaves, the LANCE or LEaPS host should wash and store all linens and towels used by the visitor.

**Cohabitation**
Cohabitation, which represents a serious breach of conduct and Catholic teaching, is strictly prohibited.

**Intimate Personal Relationships**
Due to the nature of community living, LANCE/LEaPS will not place members who are involved in intimate personal relationships in the same community residence.

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**ALCOHOL AND DRUG POLICY**

**Alcohol Policy**
The LANCE Alcohol Policy, developed as a refinement of CBU’s Student Life Handbook, is insofar as possible educational in nature. The goals of this policy are to create a non-coercive social environment respectful of those who choose not to drink; to promote moderation, safety, and individual accountability for those who choose to drink legally; and to establish and maintain an informed community where the effects of alcohol abuse and the behavioral problems associated with it are minimal.

LANCE/LEaPS permits the use of alcohol within the limits of applicable state, city, and county liquor laws and the policies of Christian Brothers University. LANCE and LEaPS community members are expected to observe the following alcohol policy that prohibits:

• Drinking at CBU athletic events
• Providing an alcoholic beverage to an obviously intoxicated person
• Drunk or disorderly conduct
• Supplying alcoholic beverages to anyone under 21 years of age
• During summer, alcohol consumption in any room of the residence halls where all occupants are under 21 years of age. Any gathering in a student room in the residence halls that consists of ten or more people is considered an illegal party
• Kegs and/or other multi-liter containers (empty or filled) in the residence halls
• Failure to be responsible for the conduct of campus guests or to acquaint them with LANCE/CBU alcohol policies and procedures.
• Participation in drinking games or any other form of abusive drinking behavior
• Violation of State or Federal laws concerning alcohol

Under Tennessee Law, it is illegal and considered a misdemeanor to:

• Sell or give away any alcoholic beverages to a person under the age of 21 or to any intoxicated person regardless of age; or operate a motor vehicle in which open alcoholic beverage containers are found
• Operate a motor vehicle under the influence of alcohol or any controlled substance
• Operate a motor vehicle and be found with .8% or more alcohol in one’s blood (i.e., you are legally guilty of “DWI”, Driving While Intoxicated)
• Under Tennessee State Law, any person who drives any motor vehicle in the state is deemed to have given consent to a test for the purpose of determining the alcoholic or drug content of that person’s blood.
Under civil law, a person or organization may be held liable for damages if alcohol is served to a person who is intoxicated and as a result of that intoxication injures himself/herself or another person.

Readings of .05%-.08% are valid evidence of impairment. As a rough guideline, a 140 pounder, consuming three typical drinks over a period of two hours and then driving, may be doing so impaired. The same is true for a 180 pounder, consuming four drinks over the same period.

Court imposed sanctions for a first offense of the above offenses are as follows:
- Fines of $50 to over $100
- Jail terms of 30 days to 3 years or more
- Community service hours

These sanctions can be combined or issued separately depending on the interpretation of the judge.

CBU or LANCE/LEaPS sanctions may be issued by appropriate disciplinary authorities, including the Program Director and VP of Student Affairs.

Depending upon the severity of the incident, any of the sanctions specified in either the LANCE/LEaPS handbook or the CBU Student Handbook may be levied.

**Drug Policy**
The possession, distribution, sale or use of controlled substances (i.e. marijuana, narcotics, barbiturates, hallucinogens or amphetamines and all other drugs prohibited by state and federal law) is prohibited. LANCE/LEaPS and CBU also prohibit the possession of drug paraphernalia (i.e. bongs, one hitters, pipes, clips, etc.) Students who violate this policy are liable for disciplinary action by LANCE/LEaPS, CBU, and civil authorities.

A drug offense under state or federal law can be a misdemeanor or a felony depending on the charge and the amount of drugs. Court-imposed sanctions for a first offense for possession, distribution or use of drugs are as follows:
- Fines of $1000 to $200,000 or more
- Jail terms of 30 days to 20 years or more
- Community service hours

Federal Government guidelines state that anyone receiving Federal Financial Aid who is convicted of violating controlled substance laws may lose his or her financial aid.

Possession, use, and distribution of controlled substances is also a direct violation of a LANCE contract and will result in the immediate removal of all memberships and benefits therein.

**Alcohol/Drug Counseling**
If students of CBU feel they may be experiencing an alcohol or drug problem, they are encouraged to contact the University Counseling Center located in the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director will be able to provide information and testing, or assist in making a referral to a local agency or treatment facility. The director may be reached at (901) 321-3119.

**General Behavior**
LANCE and LEaPS members are representatives of Christian Brothers University, their placement diocese, and their placement school, and as such are expected to conduct themselves in an appropriate manner at all times. Whether in public or in the privacy of the LANCE/LEaPS residence, members are expected to behave in a manner befitting themselves, LANCE/LEaPS,
Christian Brothers University, and their placement dioceses. Failure to behave in a manner befitting one’s commitment to these communities may result in disciplinary action.

**DIFFICULT SITUATIONS**

**Confidentiality**
Occasionally, a LANCE or LEaPS member may share issues of a personal nature with another member. Personal information that is shared with an individual or in the context of a group meeting should be kept in confidence. However, if the well being of the LANCE or LEaPS member, his/her service to the school, the well being of the community or the integrity of LANCE/LEaPS is at risk LANCE/LEaPS members have an obligation to notify the Director.

This obligation is meant to protect and preserve the welfare of every LANCE or LEaPS member. Confidential information will be dealt with sensitively and with respect for those involved.

**Emergencies**
Occasions may arise when LANCE or LEaPS members must make decisions regarding a situation that affects their own health and safety or that of their peers. If such an occasion arises, members should notify the Director. The following guidelines should be noted:

- If an emergency is life-threatening, a member’s first step should always be notification of the proper authorities.
- Members should notify the Director if there is an emergency involving significant personal injury or a property emergency of major proportions.
- If a LANCE or LEaPS member suspects that another member is experiencing a problem of a serious nature the member should bring the matter to the attention of the Director. (Serious problems can include drug use/addiction, alcoholism, depression, eating disorders, theft, etc.).
- If a LANCE or LEaPS member observes a serious, continuously unresolved problem between or among members of a community the member should bring the matter to the attention of the Director.
- In the case of a minor property emergency, LANCE or LEaPS members should attempt to fix the problem within reason, using the human and physical resources available to the community.
- If a community cannot fix the problem, the landlord should be contacted immediately. It is recommended that the community document all contact with its landlord.
- Members must report all accidents and instances of theft to the Director and, if appropriate, to the police.
- In the case of an accident, mishap, serious conflict, or life-threatening situation, members may be asked to write an incident report that will be kept on file and used for clarification should the issue arise again.
- When appropriate, the Director should be made aware of any serious difficulties a LANCE or LEaPS member may be experiencing at their school or in the community. Members have special responsibility to report concerns regarding the health and safety of other members of the community.
- Members should also seek assistance from the principal, mentor teacher, or Director if discipline issues arise at school, or if difficulties with students’ parents or other faculty/staff occur.
**ADDITIONAL HANDBOOK POLICIES**

**Bereavement Leave**
Members should notify the LANCE/LEaPS Director of the death of a family member or friend before taking leave of the program to attend the funeral. During the teaching year, a member must also notify his/her school’s principal, and follow appropriate guidelines as an employee. In general, a leave of three to five days of leave is granted.

**Pets**
Pets are prohibited from the LANCE/LEaPS residence and community premises.

**Smoking**
Smoking is prohibited inside all LANCE/LEaPS residences. Smoking is also prohibited in locations on the premises where secondhand smoke reaches any interior part of a LANCE/LEaPS residence. Violations of this policy should be reported directly to the LANCE/LEaPS director.

**Dress Code**
Keeping in mind the coed nature of LANCE/LEaPS communities, members are expected to dress modestly and appropriately in the community residence.

**Hazing**
Hazing is strictly prohibited. Hazing is defined as any deliberate individual or group action intending harm by being placed in dangerous or precarious situations. Hazing may also consist of actions which inflict and/or result in personal indignity or physical injury. Hazing may consist of actions which cause or inflict physical pain, assault, battery, intentional emotional distress, risk or physical harm, or any impairment of the proper fulfillment of community, academic, or other obligations.

**Vehicles**
LANCE/LEaPS members are strongly encouraged to bring their own vehicles, and to offer transportation to fellow members as often as possible.

**Renters’ Insurance**
LANCE/LEaPS does not pay for insurance on community property or belongings. It is highly recommended that each community purchases Renters’ Insurance for their residence and belongings.