

THE WORLD NEEDS YOU,
BECAUSE IT NEEDS CHRIST,
AND YOU BELONG TO CHRIST.

John Paul II



OUR MISSION:

Lumen Christi Catholic School educates students of all faiths in a safe, nurturing Christ-centered environment.

OUR VISION

Guided by our Catholic Tradition, we provide the highest quality education and empower students to excel spiritually, intellectually and emotionally. We inspire them to reach their full potential and be the Light of Christ in this life and for eternity.

OUR CORE VALUES

LIVING FAITH

- The Holy Spirit inspires all that we do through our Catholic Tradition and the Word of God.
- We seek to discover His Will for our lives.
- We are called by our Baptism to be the Light of Christ to all.

ACHIEVE EXCELLENCE

- We inspire academic achievement by challenging students of all abilities.
- We nurture critical thinkers and lifelong learners.
- We excel in academics, arts and athletics.

DEVELOP CHARACTER

- We celebrate integrity, accountability and trustworthy behavior.
- We cultivate leaders who serve family, church and community.
- We do what is right, not what is easy.

BE WARM AND WELCOMING

- We embrace the diversity of others and their beliefs.
- We welcome all who seek to be a part of our community.
- We lift up those in need.

PROMOTE TEAMWORK

- We communicate honestly, openly and consistently.
- We collaborate in the classroom and in all activities.
- We honor and build upon our Lumen Christi traditions.
- We are united with our Church, schools and parish communities.

OUR PROUD HERITAGE

LUMEN CHRISTI CATHOLIC SCHOOL was opened in 1968 as a result of the determination of the Catholic Community of Jackson to build a modern educational high school that would serve the varied educational needs of all the Catholic youth of Jackson.

Our school is under the direction of the Bishop of Lansing, through the Diocesan Board of Education, and the Board of Trustees of Lumen Christi Catholic School.

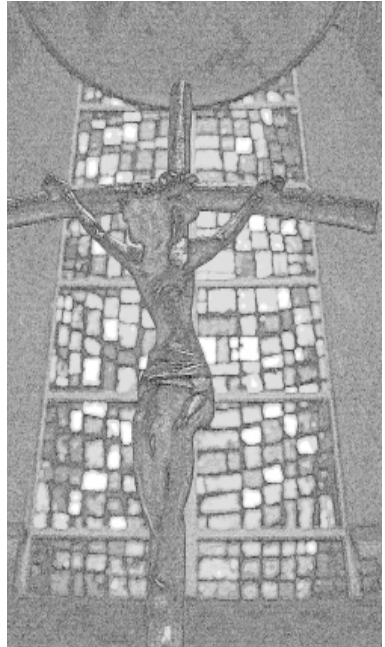
We are supported and maintained by the following Catholic Parishes:

St. John the Evangelist Parish/St. Joseph the Worker Oratory, St. Mary Star of the Sea Parish/St. Stanislaus Kostka Chapel, Our Lady of Fatima Parish, Queen of the Miraculous Medal Parish, St. Rita Parish, St. Catherine Laboure Parish, and St. John Parish - Albion.

The total area of our school encompasses 172,700 square feet. The educational concept of the interior presents a departmentalized system with practical flexibility to meet new and changing educational demands.

Vital to the education of our students is a comprehensive Resource Center and Library with a seating capacity of 265. The 180- foot diameter domed gymnasium seats 3000 people for athletic and community events and is connected to a 16,000 square foot activities center, which includes an auxiliary gym along with both a wrestling and weight room. The Cafetorium (combined cafeteria and auditorium), with complete kitchen facilities, accommodates 500 for dining and approximately 700 for assemblies or other social functions.

LUMEN CHRISTI CATHOLIC SCHOOL ranks among the finest Catholic schools in the State of Michigan.



Dear Parents and Students,

Thank you for choosing Lumen Christi Catholic School as a partner in your student's education and development. As leaders, faculty, and staff, it is our responsibility and privilege to provide a joyful and academic learning and faith community for all our students, families, faculty, and staff. The policies in this Handbook help us to maintain a community defined by achieving excellence in all that we do. With all our decisions, we work towards this community for your student and all students. We look forward to working with you in the year ahead and thank you in advance for your support of our mission and core values set forth in this Handbook.

In Christ's Light,
Mrs. Stephanie Kristovic, Principal

Ms. Elaine Crosby, President
Mr. Tony Shaughnessy, Assistant Principal/Dean of Studies
Mrs. Amy Fleming, Registrar
Mrs. Amanda Garred, Counselor/Dean of Women
Fr. Daniel Lannen, O.S.F.S., Chaplain
Mr. Ted Ludlow, Dean of Men
Mrs. Mary Shirkey, Director of Advancement
Mr. Joe Williams, Dean of School Safety

Office Manager	Mrs. Kit Spoelstra
Attendance Coordinator/Receptionist	Ms. Katie Francey
Administrative Assistant/Records	Mrs. Kristine Whitaker
Business Office Manager	Mrs. Sue Michalsky
Athletic Director 9-12	Mr. Gerald Reis
Athletic Director 7-8	Mr. Ted Ludlow
Transportation	Mr. Joseph Williams
T.R.I.P. Coordinator	Mrs. Marguerite Jarzynka

Lumen Christi Catholic School Advancement Office

The Advancement Office is responsible for raising funds that will further the institutional and spiritual mission of Lumen Christi Catholic School. During the school year, the Advancement Office orchestrates several annual fundraisers, which include the Dinner and Auction, Spring Festival, and the Annual Golf Classic. Filled with traditions, these events and others foster a spirit of voluntarism in our school community that draws from our students, families, alumni, as well as the greater Jackson area. In addition, the Advancement Office is the liaison to parents and alumni, communicating with newsletters and updates on school activities and events throughout the academic year.

2017-2018 Tentative School Calendar

August – 2017

Wed	9	Packet Pick-up
Mon	14	Faculty Report for School Year
Sun	20	Community Mass @ 5:00 p.m.; School Open House 6:00 p.m. - 7:00 p.m.
Mon	21	½ Day of School for 7th and 9th Grade/Orientations
Tues	22	First Full Day of School – Grades 7 - 12

September – 2017

Fri	1	NO SCHOOL; Labor Day Weekend
Mon	4	NO SCHOOL; Labor Day
Fri	15	½ Day of School; Student Dismissal @11:30 a.m.;Faculty Professional Learning
Wed	20	All School Open House 5:00 p.m. - 7:00 p.m.

October – 2017

Mon	9	NO SCHOOL; Faculty Diocesan MANS Conference - Hosted by LC
Fri	20	End of First Quarter
Mon	23	NO SCHOOL; Faculty Professional Learning

November – 2017

Tues	7	Grades 7 - 8 Q1 Honors Assembly @ 8:15 a.m.
Thurs	16	½ Day of School; Student Dismissal @11:30 a.m./Parent Teacher Conferences
Fri	17	NO SCHOOL; LC Dinner and Auction; Faculty Professional Learning
Wed	22	½ Day of School; Dismissal @11:30 a.m.; Thanksgiving Vacation begins
Thurs-Fri	23-24	NO SCHOOL; Thanksgiving Vacation

December – 2017

Wed-Fri	20-22	Semester Exams ; Grades 9 – 12 Dismissal @10:10 a.m.
Fri	22	Grades 7 - 8 Student Dismissal @11:30 a.m.; Faculty Professional Learning
Mon - Fri	25-29	NO SCHOOL; Christmas Vacation

January – 2018

Mon-Fri	1-5	NO SCHOOL; Christmas Vacation
Mon	8	School Resumes
Fri	12	End of Semester 1; ½ day of School; Student Dismissal @11:30 a.m.; Faculty Professional Learning
Mon	15	NO SCHOOL; Martin Luther King Day
Sun-Wed	28-31	Catholic Schools Week
Tues	30	Grades 7 -12 S1 Honors Assembly @ 8:15 a.m.

February – 2018

Thurs- Sat	1-3	Catholic Schools Week
Fri	16	NO SCHOOL; Faculty Professional Learning
Mon	19	NO SCHOOL; Presidents' Day

March – 2018

Fri	16	End of Third Quarter
Mon	19	NO SCHOOL; Faculty Professional Learning
Thurs	29	½ Day of School; Dismissal @ 11:30 a.m.; Holy Thursday
Fri	30	NO SCHOOL; Good Friday

April - 2018

Mon-Fri	2-6	NO SCHOOL; Spring Break
Mon	9	School Resumes
Tues	10	Grades 7 - 8 Q3 Honors Assembly @ 8:15 a.m.

May - 2018

Wed	23	Baccalaureate Mass
Thurs	24	Graduation LC Fieldhouse @ 7:30 p.m.
Fri	25	½ Day of School; Dismissal @ 11:30 a.m.; Memorial Day Holiday Begins
Mon	28	NO SCHOOL; Memorial Day

June – 2018

Mon	4	Grades 9 - 12 End-of-Year Awards Assembly @8:15 a.m.
Tues	5	Grades 7 - 8 Last Day; Grades 7 - 8 End-of-Year Awards Assembly @ 10:00 a.m.; Dismissal 11:30 a.m.; Grade 8 Advancement Mass @ 7:00 p.m.
Wed-Fri	6-8	Semester Exams; Grades 9 – 11 Dismissal @10:10 a.m.
Fri	8	Last Day of School for Students; Faculty Professional Learning
Mon-Tues	11-12	Faculty Professional Learning

TABLE OF CONTENTS

	Page
Admissions Policy	6
Financial Policies	8
Tuition and Fees	8
Tuition Late Fees	8
Financial Aid	9
Collection of Bills and Tuition Policy	9
Tuition Reduction Incentive Program (T.R.I.P.)	10
Attendance Policies	11
Notification/In and Out of School/Early Departure	11
Effect on Course Credit/Fourth Absence/Vacations	12
Unexcused Absences/Truancy/Tardiness	13
LCCS Teachers	14
Academic Guidelines	15
Academic Progress/Standards/Notice and Plans	15
7-8 Grades/Grade Point Average	16
Extracurricular Eligibility	16
Permanent Records/Transcript Issuance	17
9-12 Grades/Grade Point Average	17
Honor Roll/NHS/Awards/Schedule Changes/Report Cards	18
Quarter and Semester Exams/Rank in Class	19
Failure Warning	20
Field Trips/ College Visits/PowerSchool Access	20
Requirements for Graduation	21
Graduation Honors/Honor for Excellence Awards	21
Religion	22
Christian Service	22
Reading and Book Tests	23
Dress Code and Appearance	23
Uniform Dress Code	23
Athletic Game Day Dress Code	27
Student Life	27
Student Organizations	27
NHS/Student Council	28
Assemblies/Collections	29
Family/Parental Involvement	29
Guests and Visitors/Medications/Messages	30
Money-making Projects/Posters and Displays	30
Dances/Prom	31
Distribution of Printed Material/Wellness Policy	31
School Service and Guidelines	32
Student I.D. and Lanyards	32
Backpacks/Athletic Bags	32
After School Regulations	32

School Service and Guidelines - Continued	
Announcements and Daily Bulletin	32
Student Email Account	32
Student Vehicles and Parking/Bus Transportation	33
Cafeteria/Lunch Accounts/Lunch Period	34
Student Accident Assurance	34
Library Materials	35
Lockers	35
Student Assessment and Assistance	35
Telephone/Cell Phones	35
Cell Phone Infractions	36
Delivery of Items	36
Electronic Equipment	36
Hall Passes	36
Food in the Classroom and Hallways	36
Emergencies	37
Accident Procedures	37
Fire Drills/School Evacuation	37
Weather Emergency Policies/Tornado	37
Discipline Policies	38
Student Conduct	38
Owed Time and Lunch Detention	38
Detentions	39
Demerits/Procedure for Serving Demerits	40
Saturday Detention	40
Social Probations	41
Behavioral Consequences	41
Suspensions	41
Appendix 1 - Policy on Communicable Diseases/Immunization	42
Appendix 2 - Policy on use of Student Volunteers	43
Posting of Job Opportunities/Community Events	43
Appendix 3 - Policy on Dance Conduct	43
Appendix 4 - Policy on Wellness	43
Appendix 5 - Policy on Medication	44
Appendix 6 - Policy on Interrogation	44
Appendix 7 - Policy on Searches	44
Appendix 8 - Policy on Sexual Harassment	45
Appendix 9 - Policy on Substance Abuse and Drug Testing	45
Appendix 10 - State Government Issues and Consequences	50
Appendix 11 - Code of Ethics for Technology and Internet/ iPad Acceptable Use Policy	51 53
Appendix 12 - Policy on Plagiarism	57
Appendix 13 - Parent/Student Grievance Procedure	58
Appendix 14 - Rules and Regulations for Extracurricular Activities	58
Appendix 15 - Legal Notes	59

ADMISSIONS POLICY FOR THE CATHOLIC SCHOOLS

The purpose of Catholic Education is to present Jesus Christ and His teachings as taught by the Catholic Church to each student. Thus, the Catholic Faith is passed from one generation to the next.

The Diocese of Lansing, under the guidance of Bishop Boyea, continues its mission of spreading the Good News of Jesus Christ through the Catholic school system.

Thus, each Catholic school in the Jackson area shall reflect its distinctively Christian and Catholic Christian purpose by:

Its community of members united in the conviction that Jesus is the Lord and affirming its conviction by the sacramental life it lives.

Educational policies carried out in an atmosphere enlivened by the Gospel spirit of freedom and love.

Because each Catholic school is established for the above purposes, the following admissions policies are hereby adopted:

PREAMBLE

Our schools are built and maintained primarily to pass on the Catholic Faith to youth. We are happy to serve the educational needs of those outside the Catholic Faith as long as they understand and accept the nature and purpose of the Catholic school system.

INITIAL ADMISSION

Once enrolled in any of the Catholic schools of Jackson, that student, whether Catholic or not, as long as he or she is in good standing, takes priority over anyone else seeking initial admission into the system.

The Lumen Christi Catholic School admittance policy, in regards to non-payment of the tuition at another area Catholic school, is that no student will be seated unless all financial obligations have been met at all previous Catholic schools attended or we receive a written release from the pastor.

The school reserves the right to deny admission to any student, in any category, if the student's academic or discipline record is unsatisfactory.

TRANSFER TO/FROM OTHER SCHOOLS

Transfers are recommended only at the beginning of a quarter when the student's program of studies is such that he/she can successfully do the work in the school to which he/she is transferring. A student transferring to Lumen Christi from another high school will be admitted upon receipt of a transcript of credit from that school which indicates whether or not he/she has sufficient credits for admission to the grade he/she wishes to enter. The student's discipline record may also be requested for review. After review of these records, a determination will be made as to the student's admission to our school.

It is the normal policy that a student must attend Lumen Christi for a minimum of two years, including the entire senior year, to be granted a diploma. Therefore, students in their senior year may not transfer to Lumen Christi Catholic School unless there are extenuating circumstances.

One transcript of credits will be mailed to the school to which a student is transferring. Transfer of credits will not be sent to the school where a student is transferring until all accounts are settled with the Lumen Christi Business Office Manager.

SELECTION POLICY

Lumen Christi Catholic School retains the right to select students at any grade level on the basis of both academic and disciplinary performance. The decision for entrance to our school will be made in light of the school's ability to meet the academic and disciplinary needs of the particular student.

FINANCIAL POLICIES

TUITION

The Jackson area Catholic schools are contracted with FACTS Tuition Management Services. All families attending Jackson area Catholic schools must enroll Online through FACTS website. Each family is required to pay a yearly Family Enrollment Fee of \$55. This fee is nonrefundable.

TUITION AND FEES

Tuition and fees must be paid according to one of the following plans:

Fixed Tuition Plan: Fixed tuition is for families that would like to pay for all four years (9-12th grades) at the current rate at the time of enrolling in 9th grade. Arrangements may be made through the Business Office at the school.

Annual Plan: If all tuition and fees for the upcoming school year are paid in full by July 1st, a 3% reduction will be applied toward tuition. This payment may be paid directly to the Business Office at Lumen Christi or through FACTS Tuition Management. Families that elect to pay in full, but not by the July 1st deadline, will be required to make payment by September 30th. If the payment is not received a late fee will be assessed and the family will be required to set up a payment plan on FACTS.

FACTS also offers two other payment options:

Semester Plan: One-half of the tuition and fees is paid in July and the balance is paid in January.

Monthly Installment Plan: Ten or twelve monthly payments are paid to FACTS beginning with the month of July. Automatic bank withdrawal from checking or savings is available. FACTS also offers charge card payments.

TUITION LATE FEES

A \$35.00 fee will be assessed for each late payment on the first of the month immediately following the late payment. The late fee will continue at the rate of \$35.00 per month until payments are current. September 1st will be the first month late fees will be incurred.

For families who are unable to make their payment they must make an appointment with the President to complete an Extenuating Circumstance Contract. The contract will outline the reasons for late payment and will create a calendar to begin payments. No late fees will be incurred during the Extenuating Circumstance Contract period.

After 3 months (consecutive or non-consecutive) of late payment, a meeting between the President and the family is required for the student to report to school. At this time, the President will determine if an Extenuating Circumstance Contract will be created.

Students may not enroll for the following year until all outstanding balances are paid. Exceptions may be made for families on Extenuating Circumstances Contracts who have met the conditions of the contract.

FINANCIAL AID

All applicants for financial aid must file the necessary forms in the spring prior to the school year the tuition aid is needed. The Lumen Christi Financial Aid Committee then reviews and approves financial aid to those with proven need. The number of awards is determined by the availability of funds. Allocation of financial aid is determined by review of applications received by the stated deadline. Any and all aid is yearly-based and can be revoked at any time.

COLLECTION OF BILLS AND TUITION POLICY

Established by the Lumen Christi Catholic School Board of Trustees, steered by the President, tuition is a commitment in justice made by our parents to Lumen Christi Catholic School. In prioritizing a family's bills, tuition and its payment must come ahead of so many other commitments because it involves the children's educational future.

No student will be allowed to enter Lumen Christi Catholic School until all financial obligations are met at the parish level for the elementary schools.

To secure a student's seat for any particular school year, all previous bills, fees, tuition, and fines owed to Lumen Christi Catholic School **must be paid in full.**

We will stop all processing of student records/schedules until the previous year's commitments are met. Access to PowerSchool and the information provided will be denied. **No student will receive a report card/diploma or have transcripts sent to colleges until the entire family financial obligation is paid in full.**

All tuition payments must be made according to an agreed upon schedule of payments (Schedule). Exceptions to the Schedule are to be arranged through the President. If the Schedule is not adhered to, the student will not be permitted to continue attending Lumen Christi.

Direct *written* exemption from the Schedule must be obtained from the President. Arrangements for meeting the President may be made through the Lumen Christi Business Office.

NOTE — A minimum \$35 fee will be charged for a check that is returned for lack of sufficient funds.

T.R.I.P.

TUITION REDUCTION INCENTIVE PROGRAM

PURPOSE

The purpose of T.R.I.P. is to offer participating families an opportunity for tuition reduction. Participating families order certificates through Lumen Christi Catholic School. The certificates reflect the dollar value ordered by the participant; however, Lumen Christi has purchased the certificates at a discount, which is determined by each merchant. Each school year, Lumen Christi retains 15% from the family's total T.R.I.P. rebate earned, which is applied to the program's operational expense on April 30.

ENROLLMENT

Enrollment in T.R.I.P. is open to all present and future Lumen Christi Catholic School families and friends. All families are permitted and encouraged to obtain orders from relatives and friends. Participating families agree to abide by the T.R.I.P. policies and procedures established by Lumen Christi. Lumen Christi Catholic School reserves the right to refuse an individual or family participation in this program.

CERTIFICATE ORDERS

Orders must be filled out, payment enclosed, and returned to the Lumen Christi Advancement Office by 9:00 a.m. on Thursday to be placed for pick-up the following Tuesday. Orders may be dropped off any time during the week, as long as they are received by the Thursday morning deadline. Students of participating families are authorized to bring the order form and enclosed checks to the school. Checks should be made payable to Lumen Christi Catholic School T.R.I.P. for the full amount of the purchase.

Also available for immediate purchase are a limited amount of On-Hand certificates. Students may pick up On-Order and/or On-Hand certificates following afternoon announcements or after school only, and only if a waiver form has been signed by a parent.

For additional information, please contact the T.R.I.P. Coordinator at 517-787-0630, ext. 264 or email mjarzynka@myjacs.org.

ATTENDANCE POLICIES

ATTENDANCE

The attendance policy recognizes that it is the parent(s)/guardian(s) and the student(s) themselves who choose Lumen Christi Catholic School at a considerable expense. It is, therefore, the parent(s), guardian(s) and student(s) themselves who should be most concerned that the young people take every opportunity for class attendance. Absence from school is always a deterrent to the student no matter what the reason for the absence. It is in this spirit that the following attendance policy has been established. If a student is absent from school more than four periods, they will not be allowed to attend or participate in social and/or extracurricular activities on that day. All students attending Lumen Christi shall be governed by the following policy:

NOTIFICATION

A regular full day of school is 7:55 a.m. until 3:00 p.m. for grades 7-12.

In the case of absence, it will be the parent(s)/guardian(s) responsibility to notify the school by phone or email by **8:45 a.m. each day of absence**. An email notification may be sent to attendance@myjacs.org. With this notification, re-entry to school the next day does not require a written excuse to return to school. The student, however, must receive an admit slip from the office upon the return to school. Students must attend school half day (4 periods) to attend and participate in after school activities.

If the school is not notified of a student absence, entry to school (same day or subsequent day) requires a hand-written excuse from the parent or medical excuse from a doctor's office. If the student does not have the required written excuse for entry, the student may enter school **only** after a parent contact has been made, and only with this personal contact will entry be authorized. Repeated absence with no parent notification will result in disciplinary action.

IN AND OUT OF SCHOOL DURING SCHOOL HOURS

A student may be released from school during regular school hours for funeral, sickness, or medical appointments only. An email, written note, or phone authorization from a parent is required for the student's release. If returning to school on the same day, a doctor or parent hand-written note (not an email), including the date and reason for absence, **must** accompany the student upon return to school. A student may not return to school if a note is not provided, and parent(s)/guardian(s) will be notified. Disciplinary action will occur if deemed skipping or truant.

EARLY DEPARTURE FROM SCHOOL

No one may leave school without first obtaining permission from an Administrator or the Attendance Secretary, and parent approval. In case of illness, the student must report to the office. While the parent(s)/guardian(s) are being contacted, the student is to remain in the office until someone comes to pick him/her up. Entry to school the next day does not require a written excuse to return to school. The student, however, must receive an admit slip from the office upon the return to school.

EFFECT ON COURSE CREDIT

If a student is absent from any class ten (10) times in a given 18-week semester, the student may have the class grade lowered one full letter grade for every ten (10) absences.

Included in the ten times (10) absence in a semester -- Any absence such as, but not limited to: occasional illness, vacation, doctor appointments, dentist appointments, personal business, necessary home stays, hunting, etc. Not included in the ten (10) days: hospitalization and recovery, death in the immediate family, authorized school activities, medical absence (verified by the doctor).

IMPORTANT... **Doctor appointments are not included in medical absences.**

A student who has had an excused absence will have the same number of days as the time absent to make up the class work missed. This policy does not apply to field trips and absences due to extracurricular events. Please see page 20 'Field Trips' section.

THE FOURTH ABSENCE

When a student has reached the fourth absence, it is the responsibility of the parent(s)/guardian(s) and the student to deliver any appropriate explanation to the Administration concerning the excessive absence record of the student. Failure to do so at this time means enforcement of the attendance policy in each class when the student accumulates a total of ten (10) absences per semester.

Students losing credit because of excessive absences in an individual class will be placed in a closed study for the remainder of the semester. Students losing credit because of excessive absences in all classes will be asked to withdraw from the school until the end of the given semester in question. Students who wish to return to Lumen Christi Catholic School after this time may apply for reinstatement, and his/her case will be reviewed. For an extended illness or for students on home study, parents must give 24-hour notice before picking up assignments for a student who is absent. A student must be absent for three days before assignments may be requested from the counselor.

VACATIONS

The normal school schedule contains time for vacations at Christmas, at spring-time and during the summer. Parent(s)/guardian(s) are requested to plan vacations during these periods of time. Students who take vacations outside of regularly assigned vacation periods, even with parental permission, will have those days added to their regular absentee count.

Any special circumstance **requires** contact with the Administration. Before leaving on vacation, the school Attendance Coordinator must be notified in writing of the student absence. Students will circulate this parent notification to all of their teachers and return the teacher-signed notification to the Attendance Coordinator.

UNEXCUSED ABSENCES

Unexcused absenteeism is cause for parent/guardian notification and possibly an Administrative review. This review may lead to conditional enrollment, including parameters for attendance and involvement in school activities. When a student exceeds ten (10) days of absence in a semester, participation and/or overall eligibility in extracurricular activities and/or athletics will be restricted, and a parent/guardian meeting with Administration will be held. Regular and consistent attendance is not only a vital part of a student's success, it is necessary for compliance with the Michigan Compulsory Attendance Law, and the Michigan School Code. Lumen Christi Catholic School reserves the right to contact the Jackson County truancy officer as deemed appropriate.

Based on Michigan State Law and the interpretation of the Jackson County Prosecutor's Office, excused absences include: sickness (as determined by the school), doctor's appointments, religious holidays, extreme family emergencies, and funerals. Unexcused absences include: sickness (as determined by the school), too tired, travel, missed bus, staying home to babysit, overslept, weather, or needed at home. When a child has 10 or more unexcused absences, the student may be considered truant.

TRUANCY/CUTTING CLASS/SKIPPING

In the case of truancy, cutting class, or skipping, the student will receive a "zero" for any missed assignments/tests/quizzes, in addition to having the time lost added to the absence tally. Appropriate disciplinary action will also follow (i.e. Demerits and/or In-School suspensions). Loss of credit in the class may result if the truancy is repeated. Lumen Christi Catholic School reserves the right to contact the Jackson County truancy officer as deemed appropriate.

TARDINESS

If a student is late (tardy) for school in the morning, he/she must report to the Main Office for a late slip that will admit him /her to class. Tardies are excused **only** when a parent(s)/guardian(s) note or email is provided (within one week of the tardiness) **and** the student was at a medical appointment, or sick, or by the Administration's discretion. All other tardies are unexcused. Whether excused or unexcused, an admit slip is required to return to class. Incidents of tardiness to school are cumulative through each quarter, under the following guidelines: Every tardy after four (4) unexcused tardies earns Owed Time. The sixth (6) unexcused incident will result in a parent meeting and a support plan in place. The eighth (8) unexcused tardy will place the student on social and athletic probation, resulting in removal from the next event (game, dance, or dress down privilege). The probation will continue with each subsequent tardy in that quarter. With each quarter, a student is given a fresh slate.

TARDINESS TO CLASS: Tardiness to class for the school day will be handled by the teacher. If a student is tardy to class, other than first period, he/she may receive an Owed Time or Lunch Detention issued by the teacher.

EIGHTEEN YEAR OLD MAJORITY LAW

The policy regarding the application of Michigan's Majority Law with respect to parental responsibilities is as follows: That all students attending Lumen Christi Catholic School must be living with a parent(s)/legal guardian(s). All school contact will be with the parent(s)/legal guardian(s).

LUMEN CHRISTI CATHOLIC SCHOOL FACULTY

Mr. Matthew Anderson - Religion
Mr. Donald Best - Science
Ms. Callaghan Bradley - Physics/Chemistry
Mr. Herbert Brogan - Physical Education
Mr. Sean Brogan - Social Studies
Mr. Shane Brogan - Physical Education
Mrs. Lisa Burdick - Math/Instructional Leader
Mr. Ryan Cole - German/Publications
Mr. Richard Cooper - Geography/History
Mr. Ian DeWitt - Science/Religion
Dcn. David Ethers - Religion
Ms. Amy Fleming - Technology/Registrar
Mrs. Elizabeth Flynn - English Language Arts
Mrs. Jo Anne Gauthier -English Language Arts/Foods Nutrition
Mrs. Amanda Garred - Counselor/Dean of Women
Mrs. Mary Glomski - Social Studies/Instructional Leader
Mr. Damon Havlicek - English/College Advisor/Instructional Leader
Mr. John Kivel - 7/8 Band
Mrs. Mary Kuhl - Resource Learning Center
Mrs. Stephanie Kristovic - Principal
Fr. Dan Lannen, O.S.F.S. - Religion/Chaplain
Mrs. Barbara Leathead - Math
Mrs. Nancy Lefere - Science
Mrs. Linda Leigh - Culinary Arts/Cafeteria Supervisor
Mr. Ted Ludlow - Dean of Men/Grade 7/8 Athletic Director
Mr. Justin Marcero - Vocal Music/Theatre Arts/Instructional Leader
Mrs. Robyn Mijal - Science/Math/Yearbook
Mrs. Alicia Miller - Art
Mr. Ryan Miller - English
Mr. Patrick Neville - Math
Mrs. Melissa Nowinski - English/Instructional Leader
Ms. Katie Obear - English Language Arts
Mr. Emmanuel Olmos - Spanish
Mrs. Aileen Pomarico - Physical Education
Mr. Martin Powers - Business Education
Mr. John Richmond - Religion
Mr. Tony Shaughnessy - Assistant Principal/Dean of Studies
Mr. Daniel Simmons - Chemistry/Instructional Leader
Miss Patty Smith - Geography/Resource Center
Mr. Robert White - Math
Mr. Jeffrey Wilkins - Band/Marching Band Director
Mr. Joseph Williams - Physical Education/Dean of School Safety
Mrs. Susan Wood - French
Mr. Michael Woolsey - Social Studies

ACADEMIC GUIDELINES

ACADEMIC PROGRESS - Grades 7 - 12

Lumen Christi Catholic School has established academic standards, which must be met in order for the students to participate in school sponsored athletics, clubs, organizations or school social functions (i.e., intramural sports, rec days/nights, dances, and attendance at sporting events).

Academic progress is monitored regularly each week. Current eligibility is cumulative, determined from the beginning of the marking period to 8 a.m. each Monday. Students with more than one “D” or an “F” in any of their classes will receive an “Academic Plan for Improvement.” Plans are issued to these students and mailed home to inform parents. Parents are to sign one copy of the plan and send it back to school as a means of communication with teachers.

ACADEMIC ELIGIBILITY STANDARDS - Grades 7 - 12

Lumen Christi Catholic School academic eligibility standards:

Academic Plan: 1st notice or 2nd notice non-consecutive

More than one “D” or an “F” in their classes.

Student receives an Academic Plan for Improvement.

A student with a first notice may participate in all school activities.

A student with two “F”s must meet with the Principal or designee.

Academic Warning: 2nd consecutive notice or 3rd notice non-consecutive

More than one “D” or an “F” in their classes for a second time.

Student receives an Academic Plan for Improvement.

A student on academic warning may participate in athletic practices but not in games.

Student must meet with the Principal or designee.

Student must attend one morning or after school study session.

Academic Probation: 3rd consecutive notice or 4th notice non-consecutive

More than one “D” or an “F” in their classes for a third time or more.

Student receives an Academic Plan for Improvement.

A student on academic probation is declared ineligible for the following week and may not participate in school-sponsored athletics, clubs, and organizations or after school social functions (i.e., intramural sports, recreation days/nights, dances and attendance at sporting events) until his/ her grades meet eligibility requirements.

Parent may schedule a conference with principal/designee and teacher(s).

Student must attend two morning or after school study sessions

Note: Supervised Study sessions can be arranged between a student and teacher. Grades will be reported on the first day of each marking period and reported out on the third Monday of the marking period and each consecutive Monday.

ACADEMIC NOTICE AND PLANS ISSUED - Grades 7 - 12

Notices and Academic Plans are issued to the student on Tuesdays and are valid Wednesday through the following Tuesday. Notices are mailed home to inform parents. Parents are to sign one copy of the plan and send it back to school as a means of communication with the teachers.

A student with two D's or any F's at the end of quarter will be declared ineligible for the first three weeks of the next marking period and remain ineligible until his/her grade meets eligibility requirements.

The Michigan High School Athletic Association has established academic standards, which must be met by students enrolled in junior high/middle school and involved in interscholastic athletic program. Regulation III, Section 7(A) states that "no student shall compete in any athletic contest during the current semester who does not have to his or her credit on the books of the school represented, a passing grade for the last semester in at least fifty percent (50%) of the total periods of work carried." A first year junior high/middle school student may compete without reference to his or her record in the sixth grade.

GRADES AND GRADE POINT AVERAGE - Grades 7 - 8

Generally, quarter grades are based on assigned values as follows:

Grade	Cut-off %	Grade	Cut-off %
A+	100	C+	80.5
A	92.5	C	72.5
A-	91.5	C-	71.5
B+	90.5	D+	70.5
B	82.5	D	62.5
B-	81.5	D-	61.5

EXTRACURRICULAR ELIGIBILITY - Grades 9 - 12

In general, students in grades 9-12 participating in an extracurricular activity must maintain a cumulative GPA of 2.00. For those students who fall below this level, their record will go before the Academic Review Committee.

PERMANENT RECORDS/TRANSCRIPT ISSUANCE - Grades 9 - 12

A permanent record is retained in the Main Office files for every student who is attending or has attended Lumen Christi Catholic School. This record shows all courses that a student has taken in high school with the semester grade, honor points and the credit earned in each course. It also includes the student's test profiles, all academic awards, and any extracurricular activities. A complete record of all absences for the four years, as well as an account of all tardies, is marked on the permanent record. Class rank is computed each year and placed on the permanent record. The final ranking is computed after the first semester of the Senior year. A copy of this permanent record is sent to all colleges to which the student applies, as well as to any employer who requests a copy of the record. Transcript fees are assessed for each student in April. **Final transcripts/diploma will not be issued until all accounts are paid in full.**

Guidelines for the issuance of transcripts are:

- The request for the first initial transcript for college application is free.
- Any additional requests for a first-time transcript for college application is \$3.
- Any additional requests for transcripts to the same college is free.
- Any transcript requested for application to the US Armed Forces is free.
- Any transcript requested for employment is free.
- Any student wishing to see his/her permanent records should contact his/her counselor.

GRADES AND GRADE POINT AVERAGE - Grades 9 - 12

Grade	Cut -off%	GPA Points	HONORS GPA Points	AP GPA Points
A+	100	4.00	4.32	4.40
A	92.5	4.00	4.32	4.40
A-	89.5	3.67	3.96	4.04
B+	86.5	3.33	3.60	3.66
B	82.5	3.00	3.24	3.30
B-	79.5	2.67	2.88	2.94
C+	76.5	2.33	2.52	2.56
C	72.5	2.00	2.16	2.20
C-	69.5	1.67	1.80	1.84
D+	66.5	1.33	1.44	1.46
D	62.5	1.00	1.08	01.1
D-	59.5	0.67	0.72	07.4

Lumen Christi Catholic School uses a weighted GPA for grades earned in Honors and Advanced Placement courses. The weighted GPA is used to calculate honors and to award valedictorian, salutatorian, and class rank. Semester grades are computed by the following method: 2/5 for each quarter grade (letter) and 1/5 for semester exams grade (letter).

Marks for all subjects for which a whole unit of credit is given toward graduation are to be used in computing class rank. Summer school and courses taken outside Lumen Christi Catholic School are not included in computing rank in class. Pass/Fail courses are also not included in computing rank in class.

HONOR ROLL

For grades 9 -12 to be listed on Honor Roll, a student must have a grade point average of 3.20 and above. Honor Roll is based on scholastic achievement and is computed at the end of each semester, for the current semester. In the computation of the grade point average, all subjects taken at Lumen Christi Catholic School are counted.

For Grade 7 – 8 Honor Roll is based on a student grade report card that denotes all “A” grades in courses earning a letter grade, or all “A- B” grades in courses earning a letter grade. Honor Roll is reviewed and recognized each quarter.

NATIONAL HONOR SOCIETY

Students, in grades 9 -12 with a cumulative average of 3.50 or higher, are invited to apply to the National Honor Society after the second semester of their sophomore or junior year. Applications are reviewed by the faculty, and admission is based on character, leadership, scholarship, and service. Students must adhere to the by-laws in order to remain a member in good standing.

AWARDS

In Grades 9-12, First Honor and Honorable Mention certificates are awarded to those students who have earned recognition for their outstanding achievements in academics and extracurricular activities. Awards are distributed at the end of the school year at an assembly for the high school grades. Grades 7-8 Honor Awards are given at the end of each school year at the Grade 7-8 annual assembly held as part of their year-end activities.

The senior class First Honor and Honorable Mention for outstanding achievements in academics and extracurricular activities are awarded and recognized as a listing in the graduation booklet

SCHEDULE CHANGES

Individual schedules may not be changed without the approval of the Registrar, after consultation with the teacher involved. Students must then have the consent of their parent(s)/guardian(s).

The Principal has **final** approval of any and all changes. No student will be allowed to drop a course after the first week of the new semester unless the procedure is initiated by the teacher or the Registrar.

REPORT CARDS

Student report cards are provided to parents quarterly. Any errors should be reported to the teacher who originally issued the grade . Changes on official records must have the written approval of the teacher who gave the original grade. If a student received an “I”, he/she **must** hand in the make-up work within two weeks of the end of the marking period, unless otherwise approved by the Registrar.

QUARTER AND SEMESTER EXAMINATIONS - Grades 9 - 12

At the end of the first and third quarters, a written test may be given in each subject, but only during the scheduled time. If a student misses a test at the end of the quarter, he/she must have the permission of an Administrator and the teacher to make up the test. If permission is not given, the student will automatically receive a failing grade for the test. Tests/quizzes of any kind may be given only according to the published schedule.

At the end of each semester, a written examination must be given unless otherwise authorized by the Principal. A schedule of examination times will be given by the Main Office.

At the discretion of the teacher, exams may be collected from the students after the students have seen the results.

Any student failing a marking period or semester does not receive credit. If the failure involves a required subject, it must be made up with the approval of the Administration.

Students are not to be exempted from semester examinations without the prior approval of the Administration.

RANK IN CLASS - Grades 9 - 12

Rank in class is computed at the end of each year and at the end of the first semester of the senior year.

Rank in class is not listed on report cards, but it is computed for purposes of grade reporting on college applications. It is considered private information and is given only to those who have a right to know that information.

CREDIT FROM OTHER INSTITUTIONS - Grades 9 - 12

Approved courses taken outside of Lumen Christi Catholic School may be listed on the student transcript, if credit is earned. Administrative consideration will be given in regard to grades being included in the computation of the cumulative GPA.

FAILURE WARNING

Each teacher is obligated to inform parents, by phone or in writing, when a student is doing failing work. It is the parent(s)/guardian(s) responsibility to take concern for a failing student. When contact with the teacher is made, constructive steps may be taken to correct the problem of the failing student. It is also suggested that the teachers inform the students as soon as possible of the failure. If a student is in doubt about his/her status, he/she should ask his/her teacher and seek the necessary help to correct the situation. Teachers must submit names of those who are failing to the Main Office at the end of each marking period.

FIELD TRIPS

All field trips must have prior approval of the Administration. When they are determined appropriate, field trips will be made only if parents sign a consent slip. All field trips are supervised by a regular classroom teacher and all school rules apply. School dress code may be required for such trips. All students who are involved in any outside activity which will result in missed classes must contact their teachers prior to leaving for that activity to find out their assignments and to arrange to make up any tests/quizzes that will be missed. If a student fails to comply with this policy, it may result in the student losing credit for any missed assignments/tests/quizzes.

COLLEGE VISITS RECORDED AS FIELD TRIPS

Seniors: Two college visits are allowed per year and recorded as a Field Trip only with 2-day prior written parent notification.

Juniors: 2nd semester juniors are allowed one college visit recorded as a Field Trip only with 2-day prior written parent notification.

POWERSCHOOL ACCESS FOR STUDENT INFORMATION

Where Internet is available, student academic and attendance information may be accessed at any time by using an assigned confidential student password provided by Administration.

As you review grades and assignments for a class, keep in mind that calculations for the individual grades can be complicated and may reflect only a portion of the work that has been done by your student up to that point in a term. It is more important to pay attention to the individual assignments for each class and whether or not they have been completed, and how well they were done.

If you do not have Internet access, you may call the Registrar for student information.

REQUIREMENTS FOR GRADUATION

To qualify for graduation from Lumen Christi Catholic School, a student must have spent at least two years in attendance at Lumen Christi, including the entire senior year. Administration will review applications for exemptions to this policy.

For graduation, a student must have fulfilled the following requirements:
(One semester equals one credit)

Attendance at a high school for four years

A minimum of 48 credits including:

Theology = 8

English = 8

Mathematics = 8

Science = 6

Social Studies = 6

World Language = 6

Computer Science = 2

Physical Education = 2

Fine Arts = 2

Electives = Minimum of 2 to 6 credits

60 Hours of Community Service

All students must read 20 books from our Reading Program

The policy of Lumen Christi Catholic School is that all students carry seven subjects. Exceptions to this policy are made with the guidance of our Registrar and Dean of Studies with the approval of Administration. Students with a total of 3 or more AP and/ or Dual Enrollment courses may be eligible for a study period.

GRADUATION HONORS

3.20 - 3.59 Cum Laude (with Praise)

3.60 - 3.79 Magna Cum Laude (with Great Praise)

3.80 - 4.00 or above Summa Cum Laude (with Highest Praise)

HONOR FOR EXCELLENCE AWARDS

The top graduating seniors, based on overall GPA, will be honored with an award presented to them at graduation, including a Valedictorian and Salutatorian. The students to give the welcoming and farewell addresses at the graduation ceremony will be chosen from this group. This decision will rest solely with the Principal and is based on student GPA, ACT score, strength of schedule, Christian service, and overall school leadership.

RELIGION - REQUIREMENTS FOR GRADUATION

As a Catholic Christian school, the witness of faith should be evident in all we do, "by their fruits you shall know them" (Matthew 7:20). As a matter of diocesan policy, all students enrolled at Lumen Christi Catholic School are required to take one credit of religious studies for each semester of attendance. These religious studies must be those offered and approved by Lumen Christi Catholic School.

ADMINISTRATIVE POLICY ON FAILURES IN THE RELIGION DEPARTMENT

Failures for semester courses - 9th, 10th, 11th grades:

At the end of each semester, the teachers are asked to present a list of failures to the Chair of the Religion Department. Students who are underclassmen (grades 9-11) must make up the credit for the semester failed before advancing to the next level. If the requirement is not met, these students will be registered for the failed course along with the current course.

Failures for semester courses - 12th grade:

Senior-level failures will be dealt within the context of the senior religion program.

CHRISTIAN SERVICE - REQUIREMENTS FOR GRADUATION

The Bishop's Document on Education, "To Teach as Jesus Did," calls for a three-fold purpose for Christian Education: to teach doctrine, to build community, to serve. In order to teach the necessity of service as part of our commitment as Christians, all students here at Lumen Christi Catholic School will be required to perform Christian Service each year in addition to their regular school hours.

GRADES 9 - 12

All students are required to complete 15 hours of approved Christian Service by the end of EACH YEAR. With the required completion of 15 hours each school year, students will accumulate a total of 60 Hours over the course of four years in high school - a requirement for graduation. Students will not be admitted to the next grade level until Service Hours have been completed from the previous year, and seniors will not be able to graduate if they have not completed the 60 Service Hours. The Service is to be performed freely, accepting no gratuity. Service Hours may be accumulated through volunteering for nonprofit organizations such as Lumen Christi, Parish elementary schools, the Church/Parish, nursing homes, the local food pantry, as well as other approved placements. Hours worked at professional offices, institutions, and private clubs, or for individuals will not qualify as Service Hours.

Freshman Year ONLY

Students may complete up to 15 Service Hours for different family members or neighbors who are in need and cannot afford to pay for help or assistance.

Service Hours are to be recorded by the student on a Service Hour form provided by the Religion department teachers. Forms should be turned in to the school Chaplain. All forms turned in are required to have a description of the Service performed, number of Service Hours earned, the printed name of a supervising adult, along with their signature, and contact number. Service Hour forms must be turned in at the end of the school year that they apply.

READING AND BOOK TESTS - REQUIREMENTS FOR GRADUATION

All students are required to read 20 books: five (5) books EACH YEAR, i.e. 5 freshman year, 5 sophomore year, 5 junior year and 5 senior year. If the requirement is not met, the student will be required to come in during the summer book test days to finish this requirement. Students will not be admitted into their next grade level until their reading requirement is completed from the previous year. Seniors will not graduate without completing their 20 required books. Students may read ahead to complete this requirement. For example, a freshman may read 20 books in the summer before freshman year and complete the requirement.

DRESS CODE AND APPEARANCE

At Lumen Christi Catholic School, we strive to act with character and integrity and to achieve excellence in all we do. For these reasons, we implement a uniform for students. By dressing professionally and appropriately each day, students ensure that every moment at Lumen Christi is devoted to growing intellectually, socially, and in faith. We need every single minute possible to achieve our goals, and having a clear, consistent, and professional uniform enables our staff and students to remain focused. A significant part of developing character and integrity is developing a strong sense of responsibility. We believe it is the student's responsibility, with the support and guidance of the parent, to report to school each day in full uniform and to maintain full uniform throughout the school day and in all areas of the school (including hallways, cafeteria, etc.). If at any point during the day, students are not in full uniform, they will be issued a reprimand and be required to fix the issue. If it is an issue that cannot be fixed immediately by the student (i.e. incorrect uniform pants), a parent will be contacted and a student will not be able to be in class until the full uniform is worn.

Because our greatest priority is the intellectual, social, and faith development of our students, repeated offenses that take away from the learning environment of the student or other students will result in parent meetings, behavior contracts, social probation, and possibly suspension. Our uniform is meant to create focused, academic environments for students. The Administration reserves the right to decide whether a student, or a group of students, is in proper dress with respect to the student's ability to fully engage in the classroom and school community. For this same reason, the Administration may decide to make updates to the dress code as necessary.

UNIFORM DRESS CODE

7th - 8th GRADE: BOYS AND GIRLS

REQUIRED - GIRLS AND BOYS

- Polo Shirt with Chi-Rho logo: Green or Light Grey / short or long sleeved / cotton pique / female or unisex fit
- Pants: Khaki or Black / straight/standard fit / ID logo*
- I.D. LANYARD (provided by Lumen Christi)

OPTIONAL ADD-ONS - GIRLS AND BOYS

-Sweater with Chi-Rho logo: Green or Black / vest, v-neck cardigan, or v-neck pullover

-Sport Wick 1/2 -Zip Jacket with Chi-Rho logo: Boys and Girls style / offered in Black from EDUCATIONAL OUTFITTERS / also offered in Green from the LC Fan Shop

-Socks MUST be worn at all times.

-Dress shoes, boots, or clean athletic shoes may be worn. Athletic shoes may be of any style or color. Laced shoes and boots must be tied. *No* pants are to be tucked in boots or shoes. *No* sandals, flip-flops, or slippers are allowed.

-Lanyard and School ID must be worn during the school day.

-Belts:

1. Girls: Belts are recommended, but not mandatory for girls.
2. Boys: Belts MUST be worn at all times.

-Hair:

1. Girls: Extreme hairstyles or extreme colors (dyes) are *not* permitted.
2. Boys: Hair is to be off the collar and above the eyebrows and ears. Extreme hairstyles (i.e. Mohawks, lines, etc) or extreme colors (dyes) are *not* permitted. Boys are to be clean-shaven. Sideburns are to be no longer than the bottom of the ear lobes.

-Jewelry:

1. Girls: Jewelry and make up is kept at a minimum, and in good, modest taste. Earrings are allowed. *No* visible body piercings (i.e. nose rings), plugs or tattoos, including while participating in extracurricular activities and/or events.
2. Boys: *No* visible body piercings (i.e. earrings and nose rings), plugs, tattoos, or make up, including while participating in extracurricular activities and/or events.

UNIFORM DRESS CODE GRADES 9 - 12

9th - 12th GRADE BOYS:

REQUIRED - 9 - 12 BOYS

-Shirt with Chi-Rho logo

Shirt Options:

-White Oxford shirt with Chi-Rho logo: must be worn with uniform necktie

-Uniform Tie: Green & Gold striped pattern / must be purchased from EDUCATIONAL OUTFITTERS / Necktie must be worn with oxford shirt

-Polo Shirt with Chi-Rho logo / cotton pique / Black or White / short or long sleeved / unisex fit

-Black Dri Fit Polo Shirt with Chi-Rho logo: short sleeved / unisex fit

REQUIRED - 9 - 12 BOYS

-Pants: Khaki or Black / straight/standard fit / ID logo*

-I.D. LANYARD (provided by Lumen Christi)

OPTIONAL ADD-ONS - 9 - 12 BOYS

-Sweater with Chi-Rho logo: Green or Black / vest, v-neck cardigan, or v-neck pullover

-Sport Wick 1/2-Zip Jacket with Chi-Rho logo: Boys style / offered in Black from EDUCATIONAL OUTFITTERS / also offered in Green from the LC Fan Shop

9th - 12th GRADE GIRLS:

REQUIRED - 9 - 12 GIRLS

-Shirt with Chi-Rho logo

Shirt Options:

-White Oxford blouse with Chi-Rho logo: $\frac{3}{4}$ Sleeve or Long Sleeve

-White Fitted Pinpoint Oxford shirt with Chi-Rho logo

-White Standard fit Oxford shirt with Chi-Rho logo

-Polo Shirt with Chi-Rho logo: cotton pique / Black or White / female or unisex fit / short or long sleeved

-Black Dri Fit Polo with Chi-Rho logo: short sleeved / female or unisex fit

REQUIRED- 9 - 12 GIRLS

-Pants or Skirt

Options:

-Pants: Khaki or Black / straight/standard fit / ID logo*

-Plaid Skirt purchased from EDUCATIONAL OUTFITTERS.

Skirt **must** be worn with leggings (ankle length or longer), knee socks, or tights in solid black, white, or grey. Leggings and knee socks are available for optional purchase from EDUCATIONAL OUTFITTERS.

-9th-12th Grade girls may wear boots with leggings or tights, with the uniform skirts. No pants are to be tucked in boots or shoes.

-I.D. LANYARD (provided by Lumen Christi)

OPTIONAL ADD-ONS - 9 - 12 GIRLS

-Sweater with Chi-Rho logo: Green or Black / vest, v-neck cardigan, or v-neck pullover

-Sport Wick ½-Zip Jacket with Chi-Rho logo: Girls style / offered in Black from EDUCATIONAL OUTFITTERS / also offered in Green from the LC Fan Shop

-Socks **MUST** be worn at all times. Note: 9th-12th Grade girls may wear boots with leggings or tights, with the uniform skirts.

-Dress shoes, boots, or clean athletic shoes may be worn. Athletic shoes may be of any style or color. Laced shoes and boots must be tied. *No* pants are to be tucked in boots or shoes. *No* sandals, flip-flops, or slippers are allowed.

-Lanyard and School ID must be worn during the school day.

- Belts:

1. Girls: Belts are recommended, but not mandatory for girls.
2. Boys: Belts **MUST** be worn at all times.

-Hair:

1. Girls: Extreme hairstyles or extreme colors (dyes) are *not* permitted.
2. Boys: Hair is to be off the collar and above the eyebrows and ears. Extreme hairstyles (i.e. Mohawks, lines, etc...) or extreme colors (dyes) are not permitted. Sideburns are to be no longer than the bottom of the ear lobes & well groomed. Any exception to shaving guidelines must be approved by the Administration.

- Jewelry:

1. Girls: Jewelry and make up is kept at a minimum, and in good, modest taste. Earrings are allowed. **No** visible body piercings (i.e. nose rings), plugs or tattoos, including while participating in extracurricular activities and/or events.
2. Boys: **No** visible body piercings (i.e. earrings and nose rings), plugs, tattoos or make up including while participating in extracurricular activities and/or events.

ATHLETIC GAME DAY DRESS CODE - 7th - 12th GRADES

- White oxford shirts for boys and girls (purchased from Educational Outfitters) and all other approved Uniform Dress Code
- Lumen Christi tie for boys 7-12 (purchased from Educational Outfitters) and all other approved Uniform Dress Code
- We encourage students to participate in team unity by wearing the game day dress, however, school uniforms are always acceptable and teams will support any student who decides to wear the school uniform.
- Students may wear their team gear as a part of their uniform on game days only.

STUDENT LIFE

STUDENT ORGANIZATIONS AND MODERATORS - Grades 9 -12

- Angling Club – Mr. Martin Powers
- Builders Club (Grades 7, 8 and 9) - Mrs. Shayne Slough
- Book Ends Book Club – Mrs. Eileen Lienhart
- Campus Ministry - Fr. Daniel Lannen, O.S.F.S.
- Chess Club – Mr. Daniel Simmons
- Equestrian Club - Mrs. Teri Aiuto
- French Club – Mrs. Susan Wood
- German Club – Mr. Ryan Cole
- Handspeak – Mrs. Mary Kuhl
- Improv - Mr. Donald Best
- Intramurals – Mr. Martin Powers
- Kairos Leaders - Fr. Daniel Lannen, O.S.F.S.
- LC - A Cappella – Mr. Justin Marcero
- LC Interfaith Project – Mrs. Mary Kuhl
- LC Men’s Chorale – Mr. Justin Marcero
- Model UN - Mrs. Mary Glomski/Mr. Sean Brogan
- Mathletes Club – Mrs. Lydia Carlson
- National Honor Society - Mr. Ryan Miller
- PAL - Prayers and Letters – Mrs. Mary Kuhl
- S.A.D.D. - Students Against Destructive Decisions – Mrs. Aileen Pomarico
- Students for Life – Mr. Matthew Anderson
- The Ninth Hour – Mr. Justin Marcero
- Quiz Busters - TBA
- Sound Club – Mr. Justin Marcero
- Spanish Club - Mr. Emmanuel Olmos
- Student Council – Mrs. Alicia Miller/Mr. Ryan Cole
- Traveling Science – Mrs. Nancy Lefere
- Women’s Chorale - Mr. Justin Marcero

NHS OFFICERS AND STUDENT COUNCIL

NHS - NATIONAL HONOR SOCIETY

President - Josemari Imperial

Vice President - Madeline Colella

Secretary - Karsen McCord

Treasurer - Marilyn Schonhard

Historian - Colleen McDonnell

Tutoring Coordinator - Geraldine Berkemeier

Faculty Moderator - Mr. Ryan Miller

STUDENT COUNCIL

Faculty Moderators - Mrs. Alicia Miller/Mr. Ryan Cole

EXECUTIVE BOARD

President - Christopher Spencer

Vice President - Josie Gibson

Secretary - Allison Rand

Treasurer - Shannon Daly

SENIOR CLASS

President - Colleen McDonnell

Vice President - Christine Stevens

Secretary - Anna Manchester

Treasurer - Bo Wright

JUNIOR CLASS

President - Nina King

Vice President - Hannah Cavanaugh

Secretary - Hillary Ziemba

Treasurer - Kyler LaDuke

SOPHOMORE CLASS

President - Elizabeth Spencer

Vice President - Megan Gibson

Secretary - Ellery Keene

Treasurer - Emma Pelletier

FRESHMAN CLASS

Announced after the start of the school year.

STUDENT LIFE

ASSEMBLIES

Students, accompanied by their teachers, will take their places in the Gym or Cafetorium. It is understood that whenever a teacher or designated person directs a student to an assigned place, the student will comply.

The accepted form of applause is a clapping of hands. Never is there to be any hissing, booing, whistling, or stomping of feet. The students should never permit the accepted form of applause to degenerate into any form of clever mockery or distraction.

Entering and leaving the assembly will be in the order directed. Do not walk across the Gym floor.

COLLECTIONS

No financial collections may be made by teachers, classes, clubs, seminars or any other group of students without the approval of the Principal. In an emergency, and for a worthwhile cause, such a request should be presented to an Administrator who will make a judgment concerning the request.

FAMILY/PARENTAL INVOLVEMENT

As understood throughout history by Holy Mother Church, the home is domestic Church and parents are the first educators of their children. While you have entrusted the education of your children to Lumen Christi, parental involvement is still necessary and welcomed. We are here to support the family as the primary educator of the youth. As Mother Seton taught, "disorder in society is disorder in the family."

GUESTS AND VISITORS

ALL VISITORS MUST REPORT TO THE MAIN OFFICE

A visitor name badge is required for all guests and visitors who are in the school. Guests and visitors are required to register upon their arrival and departure from the building.

Students should NEVER invite guests or visitors to come to Lumen Christi during the school day without first seeking permission from the Principal or a designated member of the Administration. If a student wishes to bring a guest to classes for a day for the purpose of potential enrollment, they should first obtain permission from the Principal. Permission should be obtained at least two days in advance of bringing the guest. With permission, the student will be given a guest form that he/she must take to all of his/her teachers for admittance of the guest to class. If the teacher has no objections to having a guest, the teacher signs the form. The form should be returned to the Advancement Office at least one day before the guest is brought to school. Student guests must wear khaki pants and a solid-colored button down dress shirt, or solid-colored polo shirt. We remind our student to introduce his/her guest, especially to our teachers. Permission granted for a student guest to visit classes does not extend to after school extracurricular activities or athletic practices.

MEDICATIONS

No student will be given prescription medication without a signed parent form on file. (See Appendix 5.)

MESSAGES

It is the normal procedure that students **will not** be called to the phone during school time except in cases of emergency. Messages for students are only accepted from parents, guardians, or other individuals listed on the Emergency/Registration Card. These messages will be delivered to the students at the end of the school day unless otherwise authorized by an Administrator. Because it is extremely disruptive to the educational process, parents are asked to please refrain completely from calling and/or texting his/her child during school hours.

MONEY-MAKING PROJECTS

Any club, organization, or team that plans to contract the services of an outside agency **MUST** submit a proposal to the Lumen Christi Administration. **Any event, from field trips using chartered buses to selling anything as a fund-raiser, must go through the Administrative channel.**

POSTERS AND DISPLAYS

Any poster or display must have the approval of a faculty sponsor and an Administrator. Posters may be placed only in assigned areas: Cafetorium, Commons, Gym and on classroom doors; Posters may never be placed in front of the Chapel. Posters may be displayed **ONLY** with the use of masking tape. When the event is over, all posters and displays must be removed by those who put them up. Students may not write or post announcements in the corridors or in seminars without permission.

DANCES

To be admitted to a school-sponsored dance, students must present their I.D. card. Ordinarily, dances sponsored by the school or some group from the school are open only to Lumen Christi students. Students from other schools may attend such dances only as guests of students from Lumen Christi Catholic School. In order to bring a guest to a dance, a student must obtain a guest pass from the Main Office at least two days before the dance takes place. Students will be held responsible for the guest's behavior at the dance. A Lumen Christi student is permitted one guest per event. No one older than 20 years old may be a guest at a Lumen Christi dance. Both student and guest must arrive at the dance together, and the guest must have identification to be admitted to the dance.

Unless announced otherwise, dances are for students in grades 9 - 12.

PROM

Lumen Christi Catholic School reserves the right to determine who may attend its Prom. Since the Lumen Christi Prom is a Junior/Senior Prom, it is the policy of the school that only students who are at least Juniors in high school, but no older than 20 years old may attend the Prom. This rule applies to Lumen Christi students and students from other schools that may be guests of Lumen Christi students. Those attending the Prom are required to wear **formal dress**.

DISTRIBUTION OF PRINTED MATERIALS

In accordance with Lumen Christi Catholic School policy the following has been adopted:

The Administration, in counsel with a department chair or other faculty members, shall determine the suitability of any printed material for distribution within or on the grounds of the school. The authority shall rest with the Principal for all school sponsored and produced newspapers and periodicals. She will also determine the suitability for distribution of all externally-produced literature and other printed matter; no such literature shall be distributed in the school or on school grounds without her approval.

WELLNESS POLICY

Lumen Christi Catholic School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

(See Appendix 5)

SCHOOL SERVICE AND GUIDELINES

STUDENT I.D. AND LANYARD - GRADES 7-12

Each student, Grades 7 - 12, is issued an I.D. at the beginning of the school year. This card identifies a student as a member of Lumen Christi Catholic School and enables him/her to participate in the school's activities. **The I.D. LANYARD must be worn on a school provided lanyard during the school day.** Lumen Christi Catholic School will provide the first lanyard for the school year. If a student must replace the I.D. and/or lanyard, the replacement cost is \$5 and must be paid at time of replacement. During the school day, if a student does not have their I.D. Lanyard, they will be given a temporary I.D. Label Sticker and an Owed Time will be issued.

The school I.D. is to be presented and carried by the student at school activities. Teachers, chaperones, and Titan Club members at athletic events have the right to ask for the student I.D. card at any time in order to identify students. **The I.D. LANYARD must be turned in if the student leaves Lumen Christi Catholic School.**

BACKPACKS AND ATHLETIC BAGS

Backpacks and athletic bags are to be secured in the student's hallway locker, Locker room locker, or in the designated holding room provided for athletic equipment and bags during the school day. Bags are not to be brought into classrooms, labs, the cafeteria or left in the hallways.

AFTER SCHOOL REGULATIONS

The use of the school building on weekends or at night requires the permission of the facilities manager. No students may use the building for any purpose unless accompanied by a faculty member. Students should not ask faculty members to make an exception to this rule.

Students staying after school must be in quiet study in the Library or one of the front vestibules, unless working with a particular teacher. Students should not be wandering the building. Gates closing off the school corridors will be locked at 5 p.m. on school days. Students should get their personal effects out prior to that time.

ANNOUNCEMENTS AND DAILY BULLETIN

Announcements are emailed daily to all students. When read or announced, students are expected to listen to the announcements quietly and respectfully. Items for these daily announcements are turned in to the Main Office by **2:00 p.m.** the day before and must be signed by a faculty member, coach, or moderator. Announcements are posted to PowerSchool's daily bulletin for parent and student viewing each day.

STUDENT EMAIL ACCOUNT

Students are assigned a Jackson area Catholic schools Google for Education email account (myjacs.org) to be used for academic collaboration. Students will complete classroom assignments creating documents, spreadsheets, and presentations through this shared group, as well as receive daily announcements. Lumen Christi has full ownership of this collaborative email group and reserves the right to monitor the use of student accounts at any time. After graduation, the student email account is deleted.

STUDENT VEHICLES AND PARKING

Any student who drives a car or other vehicle to school must register at the Main Office and obtain a parking permit. They must have their license plate number and driver's license. A \$25 fee will be charged for the permit. The tags are to be hung on the rear view mirror. Tags not attached to the mirror are not valid. The application form must be signed by both the student and a parent. A replacement tag is \$5.

Students are to park their vehicles and immediately leave their vehicles and the parking area. **No student should loiter in his/her vehicle.** Please keep the vehicle locked. Parking lines are marked, and students are asked to park in those areas. Restricted parking areas and visitor parking areas are to be respected. The faculty and staff are permitted to park their cars in the area in front of the school, on the east (Cascades) side, and behind the building. Students are asked to park on the west side of the school and in the student parking lot. No person should park at the entrance or on the driveways. These passages are to be kept clear for fire routes, buses and trucks.

Violations of parking rules may lead to suspensions or revocation of parking privileges. Any abuse of the driving privilege around the school, such as recklessness, dragging, etc., will result in demerits or possible forfeit of the right to drive to school. A \$5 fine will be charged to those students who do not have a parking permit or who park in the wrong areas. NO student is to leave the premises without permission, or sit in any car during the time it is in the parking area. When driving on school property, please observe the 15 MPH speed limit and the one-way directions.

BUS TRANSPORTATION

A student who rides a school bus has certain responsibilities for the comfort and safety of the other students as well as himself/herself. It is important that students conduct themselves in an orderly manner at the bus stop and on the bus. For misconduct on the buses, a student is suspended from the bus for three days. A second offense will result in a ten day (to the balance of the school year) suspension from riding the bus. A student may ride only the bus to which he/she has been assigned.

Any student who fails to comply with the regulations for riding school buses will have to forfeit his/her bus pass until a meeting is held with his/her parent(s)/guardian(s) and the Transportation Director. Restoration of a bus pass will ultimately rest with the decision of the Transportation Director/Administration. Students, who ride a Lumen Christi bus, must be a registered student and have paid the transportation fee for the school year. With the payment of the transportation fee, the student will be provided a bus pass which the student must have readily available for identification when riding the bus.

CAFETERIA

A fully-equipped Cafeteria is provided where a hot lunch is served to those who wish to purchase. Students also have the option of bringing their own lunch from home. All students however, must eat in the Cafeteria. No student should eat on the way to the Cafeteria, on the grounds, in their vehicles, or in any other part of the building.

In order to preserve good order and courtesy in the Cafeteria, it is necessary that each student be served quickly, move to a table, and upon finishing their lunch, make sure that the place is free of crumbs and the chair is in its proper position. All paper, milk cartons, trays, utensils, etc., should be placed in the receptacles provided. While eating, each student should observe good table manners and speak in moderate tones so as not to disturb any classes that are in progress. Students, upon finishing their lunch, may *not* leave the Cafeteria or Commons until dismissed by the proctor in charge. Students may not have food delivered from local food establishments. Students are asked to bring their lunch, or buy the hot lunch offered in the school Cafeteria. Students may use their iPad for school work only while seated.

LUNCH ACCOUNTS

Monetary deposits to a student Lunch Account will allow a student to purchase a hot lunch and/or a la carte in the Cafeteria. Lunch Account deposits may be made through the Main Office or through the lunch line. Students must use their school I.D. to purchase lunch and authorize account deductions. The Lunch Account is not a charge account. Students must have money in their account to use the program. A student's account balance may be viewed in PowerSchool.

LUNCH PERIODS

Lumen Christi Catholic School is a closed campus for lunch. Students may not leave the building to purchase lunch at a local business, nor may they order and have lunch delivered to the school. Parents may bring lunch to school if forgotten or bring special lunches.

No student is permitted to leave the premises or to sit in any vehicle during the lunch period.

STUDENT ACCIDENT ASSURANCE

Although Lumen Christi is a self-insured institution, students accidentally injured while taking part in school activities are not covered under this policy. In order to reduce most of the medical bills incurred as a result of such an injury, *Student Accident Assurance* is now **mandatory for all students**. This *Assurance* is supplemental to the parents' own insurance. The fee for the policy is included in the General Fee paid by all students.

LIBRARY MATERIALS

Students may check out Library material for two weeks. Our Library collection includes all book test books. If material is not returned by the due date, a courtesy reminder notice will be sent to the student. Students will not be allowed to check out any material until overdue material is returned. After two weeks, a ten cent per day fine will be levied. After three weeks, students will be given a detention. Failure to return the Library material after five weeks will result in the student being charged for the replacement cost of the item(s) checked out. All Library material must be returned or paid for before semester exams may be taken. The charge for a lost Library book is its replacement value or a minimum of \$10 for a paperback book or \$30 for a hardbound book. Removal of Library books or materials without following the proper checkout procedures will be considered theft.

LOCKERS

Lockers are provided by the school for the convenience of the student, and it is understood by the student and parent(s)/guardian(s) that the locker belongs to Lumen Christi Catholic School. Students are provided these lockers to keep books and outside clothing. The locker must be kept locked. Combinations should not be given to friends. The school is not responsible for stolen items. In accepting the locker assignment and using the locker, the student agrees that the Principal/her representative may open the locker and examine any of the items or contents at any time. Anything taped or displayed on the inside of the locker must be reasonable in nature, (i.e., no obscene material or material that reflects the use of illegal substances). Masking tape is the only adhesive to be used in displaying the article. Owed Time and Lunch Detention will be given for a marked-up or dirty locker, and the student will be responsible for the cleaning of the locker. Lockers are subject to inspection periodically throughout the school year.

STUDENT ASSESSMENT AND ASSISTANCE

Your student's well being, both emotionally and physically, are critical. Due to the importance placed on this issue, in any case where the Administration sees the need, an assessment will be scheduled for the student. It is mandatory that the student and parent(s)/guardian(s) attend the assessment. The recommendations from the assessment for both the parent(s)/guardian(s) and the student must be followed for the student to continue to attend Lumen Christi Catholic School.

TELEPHONE/CELL PHONES

In keeping with best practices found in other local and national Catholic and public schools, cell phones are **not allowed** to be used during the school day, including lunch time. Such devices are to be left in the student's locker and turned off, or in their car if they drive. Students may use their cell phones prior to the first bell and after the final bell in the hallways. Emergency messages will be handled through the Main Office and delivered to students. A phone is available in the Main Office for students to use during school hours, if necessary. The cell phone policy will be strictly enforced. Our goal is to focus on learning, instruction, and faith formation, without interruption of cell phones.

CELL PHONE INFRACTIONS

The device will be confiscated and returned to the student after school. Students will receive an Owed Time or Lunch Detention. If a student is resistant or disrespectful to a staff member when asked to turn over a cell phone, they will receive a Detention and parent/guardian will be required to pick up the cell phone in the Main Office. Repeated violation of this expectation may result in Administrative consequences.

DELIVERY OF ITEMS

School is not to be disrupted by outside vendors delivering items such as flowers, balloons, singing telegrams or food. Students are not to order any items to be delivered during school hours without first obtaining the permission of Administration.

ELECTRONIC EQUIPMENT

The Audio-Visual Department has the necessary equipment for class use. Students are asked not to bring any recording devices, Ipods, or other similar electronic equipment to school for any reason; they tend to disrupt the educational process and may be misplaced or stolen.

HALL PASSES

An individual student leaving a classroom during class time must have the teacher's hall pass. When several students leave together for an area, a slip of paper with the names of the individuals and the time, signed by the teacher, must be sent to the designated area .

FOOD IN THE CLASSROOM AND HALLWAYS

Students may not have food in the classroom or hallways, except for classroom special events planned in advance by the teacher and approved by the department head.

Water ONLY is allowed in the classrooms and hallways. Water must be in a clear container or clear plastic bottle.

EMERGENCIES

ACCIDENT PROCEDURES

In the event of a serious accident, contact the nearest faculty member, who will then observe the following procedures:

- Contact the Main Office.
- The Main Office will call the parent(s)/guardian(s) and arrange transportation (parents, ambulance, or faculty member).
- Fill out the Accident Form which is located in the Main Office.
- Inform a member of the Administration

FIRE DRILLS, SCHOOL EVACUATION PROCEDURES, ETC.

- Do not turn lights off.
- Move rapidly, do not run, and maintain complete silence.
- The first pupil out of each exit should fasten or hold the door open.
- Leave the classrooms in single file, close the door after the last person is out.
- Use assigned exit only.
- Students and all personnel should move beyond the driveways.
- Return to the building only when the signal is given.
- Cafetorium -Use exits marked (2) directly out of the Cafetorium and past the concrete recreational area.
- Fieldhouse - Students are to use the closest exit.
- Those in the middle of the Fieldhouse have an exit choice. They must choose their exit quickly.
- Music Area - Use the fire exit door which is colored yellow.

WEATHER EMERGENCY POLICIES

If serious weather conditions make it dangerous for buses to travel, school may be closed for the day; notice will be given over **all local radio and TV stations, and by notification via a phone broadcast using School Messenger to all families.**

DO NOT CALL THE SCHOOL for such information since the school is not equipped to handle the numerous calls that would result. If a tornado or natural disaster should be possible during the day, the Jackson City Police Department will inform the Jackson Public School District Central Office. Each school in the area, including Lumen Christi, will be informed.

TORNADO WATCH - means tornadoes may develop due to weather conditions. All students and staff shall remain in classes as scheduled or continue with scheduled activity. The Administration will closely monitor the weather situation for further developments.

TORNADO WARNING - means a tornado has actually been sighted or indicated on radar. Students and staff shall be retained within the building and moved to the safest possible location using the building's tornado plan. They are to remain there until the warning is lifted. During a Tornado Watch parent(s)/guardian(s) may sign out their student(s) in the Main Office of the school. Parent(s)/guardian(s) should listen to radio and television stations and not call the school, as frequent calls from parents make other important calls impossible.

DISCIPLINE POLICIES

“The discipline of the LORD, my son, do not spurn; do not disdain his reproof; For whom the LORD loves he reproves, as a father, the son he favors.” (Proverbs 3:11). Likewise, expectations are set for students to fulfill their potential as children of God.

Discipline (self-discipline) must be maintained at Lumen Christi to create a joyful and focused learning and faith community for all. School rules and standard procedures are the framework through which we shape this community. Occasionally, students may make mistakes or choices that impact our learning community negatively. To right our community and to work towards integrity and character, students must take action in accordance with their behavior. The consequences outlined here, as well as restorative conversations and practices across the school, serve to support our guidelines and to build character and integrity in individual students.

When considering behavior choices:”...live by the Spirit and you will certainly not gratify the desire of the flesh...the fruit of the Spirit is love, joy, peace, patience, kindness, generosity, faithfulness, gentleness, self-control.” (Galatians 5:16, 22).

STUDENT CONDUCT

Lumen Christi Catholic School students represent the school in every aspect of their life, including outside of school. Any student who acts or speaks in a manner that does not reflect the core values of Lumen Christi is subject to disciplinary action.

OWED TIME AND LUNCH DETENTION

Owed Time (Grades 7-8) or Lunch Detention (Grades 9 -12) slips will be given for failing to abide by school procedures and discipline. Owed Time or Lunch Detention will be served during student lunch periods on Wednesdays. Students must bring a cold lunch and academic work or a reading book to Owed Time or Lunch Detention service. While in Owed Time or Lunch Detention, all students must remain silent. If service is missed, students will be required to serve a detention. If a student does not follow directions or guidelines in Owed Time or Lunch Detention, the student will leave immediately and be issued a detention. If a student receives many or repeated Owed Times in a semester, he/she will be subject to Administrative review and consequences, such as Social Probation.

If there is a violation during the class exchange time, the issue will be communicated by the teacher who witnessed/addressed it and/or communicated to the Administration.

Students are responsible to know if they have Owed Time or Lunch Detention to serve. Teacher notification, weekly bulletin postings, and record in PowerSchool are available to keep the student on track to serve as required.

Owed Time may be issued for the following violations of school rules:

- Cell Phone Violation
- Dress Code or grooming violations (that do not require the student to leave class)
- Chewing gum during the school day (plus \$1 fine)
- Eating/drinking without permission
- Tardiness
- No corridor pass
- Library violations (plus fines)
- Failure to wear school I. D.

DETENTIONS

Detentions are given for minor infractions of school discipline that are intentional and/or measurably disrupt the learning of the student or other students. Each detention equals one half-hour of time to be served by the student. Detentions are served on Thursdays. Students may serve a detention at 7:15 a.m. or at 3:10 p.m. If a student has multiple outstanding detentions, the student is required to serve at both times. Students must bring academic work or a book to detention and arrive on time and in full uniform. If a student does not follow directions or the guidelines for detention, the student will be asked to leave immediately and will be issued a Saturday Detention. If a student acquires many or repeated detentions in a semester, he/she will be subject to Administrative review and additional consequences, such as Saturday Detention, or Out-of School suspension. If a student does not serve an assigned detention, the student will be assigned to Saturday Detention.

Students are responsible to know if they have a detention to serve. Teacher notification, weekly bulletin postings, and record in PowerSchool are available to keep the student on track to serve as required.

If there is a violation during the class exchange time, the issue will be communicated by the teacher who witnessed/addressed it and/or communicated to the Administration.

Detentions may be issued for the following violations of school rules:

- Rowdiness
- Inattention in class
- Disturbing class
- Disrespect/Talking back after warning
- Failure to comply with a reasonable request
- Inappropriate language
- Parking lot violation (plus \$5 fine)
- Technology violations

Note: The list for Owed Times and Detentions issued is only a partial listing. Additional infractions of school rules could be determined by Administration.

DEMERITS

Demerits are given by the Assistant Principal and/or Principal for more serious infractions. One demerit equals two detentions and carries with it one hour of detention time or service. If a student receives many or repeated demerits, he/she will be subject to an In-school suspension and/or administrative review. All discipline infractions will be recorded in PowerSchool.

Demerits may be issued for the following violations, which can also include suspensions:

- Throwing objects/food
- Skipping /Cutting class
- Use & Possession of tobacco products
- Stealing
- Disrespect - abusive/malicious
- Excessive tardiness
- Abusive language
- Vandalism (plus restitution & possible referral to civil authorities)
- Fighting
- Harassment of any kind
- Weapons
- Alcohol and Drugs
- Inappropriate use of technology
- Forgery
- Reckless driving or other reckless behavior (inside or outdoors)
- Cheating/Plagiarism/use of technology w/o permission during assessments (plus grade consequence)

****Please note that the list of Demerits is only a partial listing and additional infractions of school rules could be determined by the Administration.**

PROCEDURE FOR SERVING DEMERITS

Demerits are equivalent to two detentions. If assigned a demerit, students must report for both the 7:15 a.m. and the 3:10 p.m. detentions on the following Thursday.

SATURDAY DETENTION

Saturday Detentions are assigned for repeated or egregious behaviors or for failing to serve detention. Saturday Detention will be offered monthly from 8:00 a.m. until 10:00 a.m. and supervised by an administrator. Students assigned to Saturday detention will be required to arrive on time, in full uniform, and with a book or academic work to complete. Failure to serve a Saturday Detention will result in a suspension.

Discipline service takes priority over extracurricular activities and work. Students, who are unable to attend, must have documentation in writing by parent(s)/guardian(s) or medical professionals and may at the sole discretion of the administration, serve at another day and/or time. This will be permitted only in cases of extraordinary circumstances.

SOCIAL PROBATIONS

The Administration may place a student on social probation for a period of time, or indefinitely, by the Administration's own determination or by the recommendation of the Activities Board. This social probation would forbid the student's presence at ANY event, on/off the school property involving Lumen Christi Catholic School, for the period of that probation which would include recreation events, athletic events, etc. Furthermore, a student on Social Probation may not participate in any conditioning, weight lifting, tryouts, practices, etc, outside of regular school hours. Any violation of the Social Probation will result in a three day suspension from school, a six month social probation, and loss of Senior privilege days.

BEHAVIORAL CONSEQUENCES

Behavioral consequences include:

1. Teacher Re-Direction
2. Owed Time or Lunch Detention
3. Detention
4. Saturday Detention
5. In-School Suspension
6. Out-of-School Suspension

FROM CLASS SUSPENSION

If a student is removed from an individual class, the student must report immediately to the Main Office. The student stays in the Main Office or will report to the Dean Office for the rest of the period. The teacher is responsible for contacting the parent(s)/guardian(s) before the next class day. The teacher is also responsible to contact and follow up with the Dean and/or the Principal.

IN-SCHOOL SUSPENSION

Only the Dean and the Principal may assign a suspension. In-school suspension will be served at school, not in the classroom and the student will do course work. In-school suspension automatically occurs if a student reaches the level of 10 detentions in a semester, and parent(s)/guardian(s) will be notified. In-school suspension can be administered on a case-to-case basis depending on the violations or infractions that occurred.

OUT-OF-SCHOOL SUSPENSION

Out-of-school suspension automatically occurs if a student reaches the level of 15 detentions in a semester, and parent(s)/guardian(s) will be notified. The student may receive an academic consequence for being out-of-school suspended, per the discretion of the Principal. Out-of-school suspension can be administered on a case-to-case basis depending on the violations or infractions that occurred. If a student reaches the level of 20 plus detentions, a parent/guardian meeting with the administration will be scheduled and an expulsion review may occur.

* A student on any suspension may not attend or participate in any extracurricular or athletic event.

APPENDIX 1

POLICY ON COMMUNICABLE DISEASES

Infectious Hepatitis, AIDS, Impetigo, Chicken Pox, etc.

Any child enrolled or seeking enrollment to Lumen Christi Catholic School shall be permitted to attend school in a regular classroom setting provided:

- The health of the child, as documented by a physician, allows participation in regular academic school activities.
- The student behaves acceptably in a manner that would not cause spread of the disease or in any way put others at risk.
- The student does not have open sores, skin eruptions, or any other condition which prevents control of bodily secretions.
- That there be specific evaluations of the child's physical condition with written certification from his/her physician allowing continuing participation in regular academic school activities.

Parent(s)/guardian(s) have the obligation to report to the school Administration when any child has been diagnosed as having any communicable disease.

In order to protect confidentiality, when a student who is enrolled or seeking enrollment is diagnosed as having any of the above, or other communicable illnesses, only those who need to be aware of the condition will be told in order to assure proper care of the student.

Based on the condition of the child, the form of communicable disease, and the expected type of interaction with others, the Principal, after consultation with the proper authorities, may limit the student's participation in all school activities. In this area, we also adhere to all public health policies and policies established by the Diocese of Lansing and the State of Michigan.

IMMUNIZATION RECORD REQUIREMENT

Michigan State law requires that all students must be immunized against vaccine-preventable diseases to attend Lumen Christi Catholic School. Immunization is one of our most cost effective measures to protect children from these diseases that may cause disability or death. Since 1978, State law requires that each student entering kindergarten or a new school district must be in compliance with State law **before** the first day of school.

If a parent/guardian has an objection to any of the immunizations that are recognized under the current public health codes, a waiver form is available and must be signed prior to the start of the school year. If immunizations have been waived for a student and outbreak of disease occurs, the student may be required to stay home from school, and may be at risk of contracting and spreading disease. Questions about immunization requirements or requests for informational materials are available through Jackson County Health Department.

APPENDIX 2

POLICY ON USE OF STUDENT VOLUNTEERS

Any teacher, staff person or moderator who wishes student help on a work-related project must first have permission from the Administration and the consent of the student. The project or work should be of such a nature that any of us would be capable of normally handling the chore without injury. Under no circumstances is a student to miss class due to being sent, asked or directed to assist in a work related project. Administrative action will follow any violation of this policy.

POSTING OF COMMUNITY JOB OPPORTUNITIES

Requests to post or announce job opportunities will not be honored by the school. As educators, we are charged with providing the students enrolled at Lumen Christi Catholic School with opportunities to grow in faith, knowledge, and individual interests, while attending school. Posting and announcing requests outside this responsibility, detract from our purpose and school mission.

POSTING OF COMMUNITY EVENTS

The posting or announcement of community events or miscellaneous volunteer opportunities must be *pre-approved* before any announcement or posting will be honored. Requests to announce or post a community event will be reviewed by the moderator of Christian Service for consideration and approval.

APPENDIX 3

POLICY ON DANCE CONDUCT

Students must dance face-to face leaving some space between them. All dancing that simulates or resembles any type of inappropriate activity is prohibited. If a student is seen inappropriately dancing, they will be asked to leave the dance. Administration will review the students' eligibility to attend dances for the remainder of the school year. If a student is dismissed from the dance, the dance entry fee is forfeited.

APPENDIX 4

POLICY ON WELLNESS

Conscious of our mission to form the entire person, body, mind and soul, we adopt this Wellness Policy to bring Lumen Christi School into compliance with State and federal law. Meals served through the National School Lunch program, as well as all a la carte and vended food or beverage items sold by the school or served at school-sponsored activities and events, shall meet at least the minimum wellness guidelines set by State and federal law. All students shall participate in nutrition education as outlined in the diocesan physical education and health standards. A staff wellness plan shall be developed and activities implemented to improve school staff wellness.

All students will have the opportunity to participate in moderate to vigorous physical activity on a regularly scheduled basis compliant with the school physical education program. Families will be encouraged to incorporate physical activity into the lives of all household members.

The use of tobacco products in any part of the school building, grounds, or on school buses is prohibited.

APPENDIX 5

POLICY ON MEDICATION

All student medications (prescribed or parent supplied) must be turned in to the Main Office along with a note indicating dispensing directions. Students must use these directions in requesting these medications. Office personnel will strictly follow any dispensing instructions. The only medicine the Main Office will provide is generic ibuprofen. In order for the student to receive ibuprofen, the parent(s)/guardian(s) must give permission through the student enrollment process completed each year. Prescription medication in the original bottle is to be brought to the Main Office with a parent's note - indicating amount of medication to be taken and the time of administration.

Students who must carry medication and/or inhalers for life-threatening attacks (asthma, bee stings, certain allergic reactions) must have a doctor's note indicating the condition and a description of the medication and how it is to be administered. This note is kept in the Main Office.

Parent(s)/guardians(s) must notify the Main Office at the beginning of the year of any students with existing special medical needs or conditions, or as soon as those needs or conditions arise.

APPENDIX 6

POLICY ON INTERROGATION OF STUDENTS BY LAW ENFORCEMENT OFFICERS

No student may be interviewed on school property by a police officer or any other outside authority unless a school official or a parent(s)/guardian(s) are present during the interview. Parent(s)/guardian(s) will be notified prior to any interview. Likewise, no student shall be turned over to any legal authorities unless such persons shall possess a warrant, in which case the parent(s)/guardian(s) must be notified immediately.

APPENDIX 7

POLICY ON SEARCHES

(A) Searches may be implemented to maintain order, discipline, or safety of the members of the student body, staff, or other individuals who may be on or using school premises.

(B) Any vehicle on Lumen Christi Catholic School property may be searched when school officials have a reasonable suspicion that the search may uncover a violation of law or school rules.

(C) The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search may uncover a violation of law or school rules. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

(D) "Reasonable suspicion" means that a school official has grounds to believe that the search may result in evidence of a violation of school policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation or other sources of information believed to be reliable by the school official authorizing the search, such as: a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context.

APPENDIX 8

POLICY ON SEXUAL HARASSMENT

The Diocese of Lansing absolutely prohibits sexual harassment of anyone in any form. Such conduct may result in disciplinary action up to and including dismissal from Lumen Christi Catholic School.

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature. The following are examples, but harassment is not limited to this list: unwanted touching, name calling, spreading rumors of a sexual nature, gestures with hand or body, pressure for dates or for sexual activity, unwanted verbal comments of a sexual nature.

Whom to report to: Students who feel that they are victims of any form of the above are to report the incident(s) to the guidance counselor, the school social worker, the Disciplinarian, or any Administrator.

Sanctions for the student harasser may include, but will not be limited to:

- Parent-student conference
- Written note of apology to the victim
- Detention time leading to suspension

OTHER FORMS OF HARASSMENT

All other forms of harassment, both physical and psychological, are strictly prohibited. All sanctions that apply to the concept of sexual harassment apply to these other forms of harassment as well.

CRIMINAL SEXUAL ASSAULT

Criminal Sexual Assault - means a violation of Section 520(b)-(g) of the Michigan Penal Code being MCL 750.520(b)-(g). A pupil who commits criminal sexual conduct in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311(2)) until such time of reinstatement under Section 380.1311(5).

APPENDIX 9

POLICY ON SUBSTANCE ABUSE AND DRUG TESTING

INTRODUCTION

The Lumen Christi Catholic School community forms students spiritually, intellectually, and socially into faithful disciples of Jesus Christ. Our LCCS community, including our parents, students, faculty, staff, and administration, mutually pledges to engage in the development of our students to grow toward a healthy, safe, moral, and Catholic lifestyle. The LCCS community recognizes the challenges that adolescents face in today's society, with regard to alcohol, drugs, and other substances. As the Catechism of the Catholic Church observes, abuse of drugs inflicts "grave damage on human health and life." The LCCS Drug and Alcohol policy has a focus on student-parent participation, restorative support, and recognition of the moral significance of drug and alcohol abuse.

Attendance at a Catholic high school is not a right, but it is a privilege. With the privilege, come certain responsibilities. We hold students and their parents, or guardians, to a high code of behavior in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the students continued enrollment at Lumen Christi Catholic School.

APPLICABILITY

The policy applies to every LCCS student, from the day of orientation until the student's last school-affiliated event is completed. The Policy applies at all times and in all places, and there are no circumstances in which the policy does not apply. A student's behavior away from school and in the school can affect the safety of the students or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community. For this reason, the parents agree that LCCS has full and complete discretion to impose discipline, or take other action as it deems appropriate for behavior occurring at the school and away from school.

PROHIBITED SUBSTANCES AND MATERIALS

- Alcohol.
- Tobacco, nicotine products, including but not limited to electronic cigarettes whether or not the student is of legal age to purchase or use it.
- Illegal drugs.
- Prescription drugs for which the student lacks a prescription.
- Steroids, human growth hormone or any performance-enhancing drugs.
- Containers for the above items (e.g. beer cans) or look-alike items (e.g. pills, powders, or chopped up leaves presented as being illegal drugs, though they are not).
- Drug paraphernalia.
- Beverages that are sold as non-alcoholic versions of alcoholic beverages (e.g. Sharp's, O'Doul's, Kingsbury Malt Beverages, Zing Malt Beverages or sparkling champagne-like beverages.)
- Glues, solvents, fuels, or other common materials used for inhalant abuse, if clearly intended for that purpose.

CONDUCT

1. The following conduct is an offense under the Policy:
 - a. Possession of a prohibited substance or material.
 - b. Use of prohibited substance or material.
 - c. Sale, purchase, or transfer of a prohibited substance.
 - d. Being intoxicated, "high", or under the influence of a prohibited substance.
 - e. Failure to complete the terms of the consequence.
2. Expectations for the LCCS Community with respect to the Policy:
 - a. Each member of the community pledges not to ignore an offense.
 - b. A member of the community who is aware of an offense must inform a school administrator of the infraction.

PROCESS

Students will be screened for drug usage utilizing a diocesan approved drug testing company. Any student enrolled in Lumen Christi Catholic School, Grades 9-12, is subject to screening for drug usage on a randomly selected basis. To eliminate any bias, each student will be assigned a number, and a random number generator will determine the students selected for testing.

In addition to random testing, any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy will be required to submit to screening. A student may be directed to submit to screening based upon their behavior before, during, or after the school day or a school-sponsored activity.

Screening will also take place for students that are found to be in violation of this drug and alcohol policy in accordance with the consequences listed below.

Parents may elect to be present at the time of their student's drug screening. Written requests for notification of testing must be made in advance. For random drug testing, parents will be allowed three days to report to school for the screening if their student's number is randomly selected. In the case of a student who displays behavior that may be related to the use of prohibited substances, parents who request to be present at the time of screening must report to the school within one hour for screening. Failure to report to school within the given window will result in the student being tested without a parent present.

DRUG SCREENING METHOD

Lumen Christi Catholic School will use hair sampling procedures for the process of policy implementation. Normally, a small sample of head hair will be collected from the students by trained personnel. However, if a sample of head hair cannot be obtained, body hair collected from the arm or leg will be used for the drug screening method. Therefore, it is expected (except in certain situations) that students wear a hairstyle that allows for a sample of head hair to be collected.

NOTIFICATION OF TEST RESULTS

Notification of test results will be given to the Principal or President by the drug testing company. If the student has tested positive for a banned substance, they will be informed in person by an administrator. As soon as possible, the administrator will notify the student's parents/guardian. A letter will be used if the parents/guardian cannot be reached by telephone. The parents/guardian will be asked to come to the school at the first mutually convenient time to discuss the report (the discussion normally will not occur over the telephone). It is left to the discretion of the Principal as to whether or not they will notify parents/guardian in regard to a negative test result.

REPORTED OFFENSE

The Administration of the school will investigate the reported violation of the Policy and determine the facts. If the facts indicate that a violation has occurred, the student will be informed in person by administrator. The administrator will notify the student's parents/guardian. A letter will be used if the parents/guardian cannot be reached by telephone. The parents/guardian will be asked to come to the school at the first mutually convenient time to discuss the report (the discussion normally will not occur over the telephone). Neither the manner of the investigation or the determination of the facts is subject to procedural challenge. The factual determination by the Administration is final, though parents may seek review of the consequences.

CONSEQUENCES – ALL OFFENSES

1. Parent Meeting (mandatory): The student and a parent or guardian will meet with the Principal or Assistant Principal to discuss the offense and the consequences under the Policy.
2. School Counseling / Assessment and Treatment (mandatory): the student will meet with their LCCS Counselor. The Counselor will make a referral to an LCCS approved and licensed assessment agency (Assessment). The student will provide a copy of the Assessment and the plan resulting from the Assessment (Plan) to the LCCS Counselor and Assistant Principal. The student is required to complete the Plan successfully and will provide any verification requested by LCCS. Any expenses incurred for the Assessment and/or any treatment program required by the plan will be the responsibility of the student and not LCCS.
3. Spiritual Counseling (strongly recommended): The occasion of an offense is an opportunity to encounter Christ, whose positive message is one of Truth and Redemption. Catholic students will make an appointment with the School Chaplain and student's parish pastor or other priest, for spiritual guidance and conscience formation, and have the opportunity if desired, for the Sacrament of Reconciliation. Non-Catholic students will make an appointment with the School Chaplain or a minister within the student's religious tradition for similar purposes.

Note: Students who violate the policy more than one time will use the same Counselor, same assessment agency, and same Spiritual Counselor during each offense.

4. Intervention Matrix
 - a. First Offense
 - i. Must complete parent meeting.
 - ii. Must complete assessment and start treatment plan.
 - iii. Suspended for 25% of the current or next season/performances/activities but the athlete/performer/participant must attend practice.
 - iv. Three weeks' social probation.
 - v. Mandatory second drug test paid for by the parent/student.
 - vi. Finish the season/performance/activity in good standing.

- b. Second Offense
 - i. Must complete parent meeting.
 - ii. Must complete assessment and start treatment plan.
 - iii. Suspended for 50% of current or next season/performances/activities.
 - iv. Athlete/performer/participant must attend practices unless time is needed for counseling/guidance.
 - v. Six weeks' social probation.
 - vi. Additional mandatory drug test paid for by the parent/student.
 - vii. Finish the season/performance/activity in good standing.
- c. Third Offense
 - i. Recommendation for expulsion.
 - ii. Disciplinary hearing available if requested by student and/or parent/guardian.

If ongoing enrollment at LCCS is allowed, student may have additional requirements and obligations to fulfill to continue attending the school.

SELF-DISCLOSURE

Available for first offense only of high school career.

Self-disclosure exists for students willing to admit their violation of the drug policy and move forward on the path toward restoration of full privileges in the LCCS Community.

A student who by him/herself or together with his/her parent or legal guardian voluntarily discloses their violation of the Drug Policy to the Administration before a random drug test will be subject to the following consequences

(the student will still be tested after disclosing to establish a baseline abuse from which to gauge progress or lack thereof).

- a) Must complete parent meeting.
- b) Must complete assessment and start treatment plan.
- c) Suspended for 10% of current or next season/performances/activities.
- d) Athlete/performer/participant must attend practices unless time is needed for counseling/guidance.
- e) Two weeks' social probation.
- f) Finish the season/performance/activity in good standing.

Note: A student who commits a second offense after self-disclosing on their first offense receives the normal second offense consequences.

LAW ENFORCEMENT

It is the policy of LCCS to cooperate fully with law-enforcement agencies. The school will report any conduct that is required by law to report.

Where appropriate, the school will seek information from law enforcement agencies regarding student conduct.

EXCEPTIONAL CIRCUMSTANCES

Notwithstanding any other provisions of this Policy, LCCS retains full and complete discretion to impose any discipline or take any other action, or decline to take action, in the general spirit of the policy, as it deems appropriate for any student behavior occurring anywhere at any time.

USE OF BREATHALYZER

A student or guest who has entered upon Lumen Christi Catholic School property may be required to submit to a preliminary breath test if a faculty member or adult chaperone has reasonable cause to believe the student or Guest to be under the influence of an intoxicant. The cause may include, but is not limited to, the observance or odor of an intoxicant or the observance of other disturbing evidence (e.g. bloodshot eyes, slurred speech, loss of balance, etc.). Any test that is so required will be administered by a trained faculty member or police officer in the presence of another faculty member or adult chaperone.

APPENDIX 10

STATE GOVERNED ISSUES AND CONSEQUENCES

According to State laws regarding Permanent Expulsions:

A district, or the district's designee, is required to permanently expel a pupil from the district for weapons, arson, criminal sexual conduct or physical assault to an employee, volunteer, or a person contracted by the school district. These are referred to as "State Mandated" Expulsions.

a. Dangerous Weapons - A pupil found to be in possession of a dangerous weapon in a weapon free school zone, must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code - section 380.1311(2)) until such time of reinstatement under section 380.1311(5).

Dangerous weapons are defined as a firearm, dirk, dagger, stiletto, iron bar, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, and brass knuckles. Firearm is defined under the federal Gun-Free Schools Act of 1994 as:

- Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer.
- Any destructive device.

A school board, or the district designee, is not required to expel the pupil if the pupil can establish in a clear and convincing manner at least one of the following:

- The object or instrument possessed by the pupil was not possessed for the use as a weapon, or for a direct or indirect delivery to another person for the use as a weapon.
- The pupil did not knowingly possess the weapon.
- The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon. Michigan Department of Education Pupil Accounting Manual Revised August 2010 5N - 3.

The weapon was possessed by the pupil at the suggestion, request or direction of, or with the express permission of school or police authorities.

b. Arson - means a felony violation of Chapter X of the Michigan penal code MCL 750.71-80. A pupil found to be guilty of committing arson in a school building or on school grounds must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code - Section 380.1311(2)) until such time of reinstatement under Section 380.1311(5).

c. Physical Assault - Pupil to Employee, Volunteer or a Person Contracted by the District - is defined in section 380.1311a of the Revised School Code as the act of intentionally causing or the attempting to cause physical harm to another through force or violence. A pupil, in grade 6 or above, who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311a(1)) until such time of reinstatement under Section 380.1311a(5).

d. Bullying - PA 241 of 2011

e. Concussions – PAs 342 and 343 of 2012

APPENDIX 11

CODE OF ETHICS FOR TECHNOLOGY AND INTERNET

JACKSON AREA CATHOLIC SCHOOLS TECHNOLOGY CODE

The educational programs of the Catholic schools require the ethical use of technology including the Internet by all employees, volunteers and students as stated in the Terms, Conditions and Regulations for the use of technology and the Internet. Violations of this code may result in denial of access privileges, school disciplinary action and/or appropriate legal action. Certain violations may also be criminal offenses.

Since the Catholic schools provide these services and technologies, all school policies governing appropriate behavior are applicable when using the technologies. These policies apply to all users of telecommunication systems entered via equipment and access lines at each school or who obtain their access privileges through association with a school.

INTERNET AND OTHER TECHNOLOGY TERMS, CONDITIONS AND REGULATIONS

Use of the Internet and other technologies must support and be consistent with the educational goals and objectives of the Catholic schools. The Catholic schools will periodically make determinations of whether specific uses of Internet and other technologies are consistent with acceptable use practice.

UNACCEPTABLE USE

This is not to be considered an all-inclusive list. Violations of these policies will follow the standards of action for violations of appropriate school behavior as listed in the student handbook. The Administrators of each Catholic school reserves the right to respond to any violation not listed here in a manner they deem appropriate. The Catholic schools have taken the precautions to restrict access to controversial materials via technology. Transmission of any material violating any U.S. State regulations or regulations of foreign countries is prohibited. This includes, but is not limited to:

- Copyrighted material
- Threatening, violent or harassing material
- Obscene material
- Material protected by trade secrets
- Any type of vandalism including but not limited to, the uploading or creation of computer viruses.
- Unauthorized use of another's computer, iPad or computer file. All communication and files should be assumed to be private property.
- Use of another password or other identifier codes.
- Revealing one's own personal address or phone number of those of others.
- Use of photographs, movies or sound recordings of others without their permission.
- Unauthorized removal, installation or relocation of any software or technological equipment.
- Failure to report to a teacher or Administrator unacceptable use of Internet or other technologies by another user may in itself be deemed an unacceptable use.
- Students are prohibited from accessing or sending email, transferring files (uploads/downloads), accessing peer to peer networking sites, instant messaging, blogging, participating in social networking, and any voice, video or other electronic messaging of any type on the school local network or the Internet via the computer or other electronic devices in the school, unless specifically directed by a teacher as part of an educational activity.
- Students are prohibited from altering computer settings.

Also prohibited are commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communications, as well as extensive personal and private business uses. Other unacceptable types of information are pornography, information on explosive devices, inappropriate language and communications; inappropriate text files, and files dangerous to the integrity of the Catholic schools.

PRIVILEGES

The use of the Internet and other technologies are privileges granted by each of the Catholic schools. Inappropriate use may result in cancellation of these privileges. Students bringing into the school computers or digital media must have the approval of a teacher and the equipment/media must be labeled with the student's name. Students, who bring in their own equipment/media, do so at their own risk and the school the student attends is not responsible for damage, loss, or data corruption.

If students connect the equipment, or use the media, network, or other equipment, students must have authorization from the school administrator or designee. The school reserves the right to remove and keep computer files or any other technological end product which is a result of unacceptable use. These privileges will be issued upon annual receipt of written permission of parent(s)/guardian(s) and a signed statement by the student to comply with the Technology Code.

WARRANTIES

The schools make no warranties (guarantees) of any kind for the service it is providing. The schools are not responsible for any damages users suffer from loss of data, inaccurate data or poor quality data. Use of any data obtained via the Internet or other technologies is at the user's own risk. All users will be responsible for any financial obligation that is not pre-authorized by the school.

IPAD ACCEPTABLE USE POLICY

PROGRAM OVERVIEW

Providing students the opportunity to participate in a 1-to-1 environment enhances each student's overall learning experience. Utilizing iPads at Lumen Christi Catholic School gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also increases access to educational technology during the school day, narrows the digital divide between students, and promotes responsible use of today's ever changing technologies.

All iPads in use by LCCS students under this program are subject to the responsibilities and restrictions in this policy as well as the Jackson Area Catholic Schools Technology Code found in the Student Handbook (collectively referred to herein as "JACS Tech Code"). This applies whether the students purchased the device on their own or through LCCS.

All students using an iPad are required to come to Packet Pick-up day to download the e-texts on their iPads. This allows students to become familiar with where their course e-text is stored on the iPad and how to access needed resources. It will be the student's responsibility to download their e-texts and access the necessary school-year materials. Parents are welcome to accompany students, however the student must complete the process. A student fee of \$80.00 will be assessed prior to the downloading of e-text applications. During the school year, if the iPad is damaged, replaced, or updated causing the loss of academic materials, the cost to download each e-text course will be charged to the student when needed.

All iPads must be registered in the iBoss Management system to access the student network. iPads are also subject to routine monitoring by teachers, administrators, and the technology staff. LCCS technology staff will periodically monitor iPad wireless activity and bandwidth usage. In addition, LCCS reserves the right to confiscate and search all student iPads to ensure compliance with JACS Tech Code. Students must comply with any individual classroom rules regarding use of iPads set forth by each teacher and if asked to surrender the device, they must immediately unlock it (if applicable) and surrender it to the staff member making the request.

Students in violation of JACS Tech Code will be subject to disciplinary action. In addition, their device may be confiscated for a minimum of two weeks and/or may have all personal content removed. LCCS may remotely lock down and wipe a device. LCCS is not responsible for financial loss suffered due to personal material being deleted, including applications (apps), music or other media purchased by the student. Violations will result in restrictions being placed on the device by LCCS and the student only being able to access their academic content.

Regardless of any disciplinary action, completion of all class work remains the responsibility of the student.

Parents should discuss their expectations for responsible, acceptable behavior with their students. All students must sign the LCCS iPad Student Handbook before using an iPad at LCCS.

Students falling behind in any class with a 2.0 grade average or lower will be subject to having their iPad wiped of all but their e-textbooks and school Apps until the grades improve.

STUDENT RESPONSIBILITIES

CARING FOR THE IPAD

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, etc.) on top of the iPad.
- iPads must be in an approved, sturdy protective case AT ALL TIMES. Cases will not prevent all damage but they will help protect the iPad as well as students from injury due to broken glass, etc. Failure to have an iPad in a case will result in a detention.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.
- Defacing of the iPad, including the LCCS provided nametag, in any way is prohibited (no stickers, markers, etc.).
- To extend battery life, students should always turn off and secure their iPads when not in use.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- All iPads must have the Find My iPad app turned on to ensure that if lost or stolen the iPad can be located

SAFEGUARDING AND MAINTAINING AS AN ACADEMIC TOOL

- Students should apply this Bible quote when using school computers or iPads: “Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” Philippians 4:8
- The iPad is required to be at school every day, fully charged. Charging at school is prohibited. It may take up to 4 hours to fully charge the device so overnight charging is recommended.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.
- Students will use iCloud for their storage and backup of educational materials. This will allow the device to automatically backup when it is connected to Wi-Fi and a power source. Students should check to be sure their device is regularly backing up. Doing so will safeguard files, documents, and apps and allow access to class materials in the event a loaner device is necessary.
- Items deleted from the iPad cannot be ‘undeleted’, so backing up your work is very important.
- Work completed on the iPad should be emailed to your LCCS Gmail account or uploaded to your iCloud, Dropbox.com or Copy.com account to ensure the work is saved.
- Preloaded apps and all materials provided by LCCS may not be deleted and they must be updated periodically as indicated by the device.
- Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal media/files/apps must be removed regardless of financial loss to the student.
- Non-educational content is for personal use only and may not be accessed at any time during the school day or shared in any manner, audio or visual, with other students.
- The volume is to remain on mute all day. Permission must be obtained from the teacher to use headphones or unmute the device.
- The whereabouts of the iPad should be known at all times. It is the student’s responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

LOST, DAMAGED OR STOLEN IPAD

- If the iPad is lost, stolen or damaged, the Library Media Center must be notified immediately. We will make every effort to help resolve this issue.
- iPads, which are believed to be stolen may be tracked through Find My iPad, a tracking program that the student is required to enroll in upon receiving the iPad. This capability allows us to lock, and remotely wipe iPads that cannot be located.

PROHIBITED USES (THE FOLLOWING ARE SUBJECT TO DETENTIONS AND/OR IPADS WIPED)

- Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of LCCS. Students must abide by the same prohibited uses as when they use school computers. See JACS Tech Code.
- No Gaming allowed at anytime during school.
- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, harassing, obscene or sexually explicit materials. Use of apps such as Snapchat is prohibited.
- Illegal Activities - Use of the device or school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.
- iPads communication functions (messaging, texting, Facetime, camera and microphone) functions are not to be used during the school day unless under the direction of a teacher for academic purposes. Any use of cameras in restrooms or the locker room, regardless of intent, is strictly prohibited.
- Media inappropriate for school should not be stored on iPads and certainly may not be used as a screensaver or background photo (including but not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures).
- Students may only access the Internet through LCCS's Student wireless network during the school day and all other access, cellular, use of VPN, proxies, etc. is strictly prohibited.
- Violating Copyrights- Students are allowed to have music and install apps on their iPads, however the items downloaded to the iPad must be in compliance with Federal copyright laws.
- Students are not allowed to remove the school-installed profiles on their iPads. Doing so will result in the loss of ability to connect to the school's wireless network and removal all the paid applications provided by the school. Adding profiles is also prohibited.
- Misuse of Passwords/Unauthorized Access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. Students are prohibited from trying to gain access to another student's iPad, accounts, files or data.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data. Do not attempt a repair on your own, as it will void Apple Care warranty. If the device was purchased through LCCS, any damage must be reported to the Library Media Center. Students who purchased devices on their own should inquire for service from their retailer or Apple.
- Jailbreaking - the process that removes limitations placed on the iPad by Apple. Jailbreaking results in a less secure device, voids warranties and is strictly prohibited.

Failure to comply with any of the above-prohibited actions will be subject to disciplinary actions: The first offense will result in a detention and a letter home to the parents. Second offense the iPad will be wiped of everything that is not academically necessary for a semester. Only e-textbooks and school Apps will be accessible on the iPad.

APPENDIX 12

POLICY ON PLAGIARISM

1. Every paper or report submitted for credit is accepted as the student's own work. It may not therefore, have been composed wholly or partially, by another person.
 2. The wording of a student's paper or report is taken as his or her own. Thus one may not submit work that has been copied, wholly or partially, from a book, article, essay, newspaper, another student's paper or note book, or any other written or printed source. Another writer's phrases, sentences, or paragraphs may be included only if presented as quotations and the source acknowledged.
 3. Similarly, the ideas expressed in a paper or report are accepted as originating with the student. A paper that paraphrases any written or printed material without acknowledgment may not be submitted for credit. Ideas from books and essays may be incorporated in a student's as starting points, governing issues, illustrations, and the like, but in each case the source must be cited.
 4. A student may incorporate in the paper or report ideas that have arisen from discussions or lectures when understanding and conviction have made them the student's own. One may not, however, seek out and restate the ideas of another simply to meet the assignment.
 5. Any student may correct and revise his or her writing with the aid of reference books and also discuss individual details with other persons. The student may not, however, turn over his or her work to another person for wholesale correction and revision.
 6. It is permissible to submit papers typed by another person, provided the typist has not sought to change the wording, ideas, organization, or any significant aspect of the paper in any way. Students submitting such papers should proofread carefully.
- Any violation of these principles constitutes plagiarism. Penalties for plagiarism are at the discretion of individual teachers, but could include a zero on the paper along with a parental signature, and a demerit, which can also include a suspension.

CODE OF ETHICS-COPYRIGHTED

It is the policy of Lumen Christi Catholic High School that all employees, volunteers, and students will follow Federal copyright laws. Employees, volunteers, and students may copy print or non-print material allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other type of permission

Those who willfully disregard copyright law, including plagiarizing, violate school policy, and do so at their own risk and assume all liability. Any act of plagiarism subjects the offender to loss of credit for the assignment and the course.

Lumen Christi Catholic School includes clear statements in employee and parent/child handbooks defining appropriate use of educational technologies and the consequences of misuse. Any complaints that involve challenge of material for its appropriateness are to be brought to the Administration.

APPENDIX 13

PARENT/STUDENT GRIEVANCE PROCEDURE

Following the principle of subsidiarity, grievance procedures will be implemented at the lowest level with recourse to higher levels only if necessary.

-Definition: A grievance is defined as a complaint of a wrong or an injustice allegedly suffered by a student and/or parent.

Procedures

- A sincere attempt shall be made to resolve any complaints by means of a conference between the concerned persons. In the event that the complaint cannot be resolved by such a conference, then the grievant may proceed to the teacher/coach's immediate supervisor (Department Head, Athletic Director etc.).

- If this second conference between the parent/student, teacher-moderator, and immediate supervisor does not resolve the issue, then the matter may be addressed to the Principal.

- Decisions of the Principal may be appealed to the President of the school.

- In the event that the aggrieved party is not satisfied with the final decision rendered at the local level, an appeal may be made to the Superintendent of Catholic Schools, Diocese of Lansing. The written appeal should include a copy of the President's written recommendation.

APPENDIX 14

RULES AND REGULATIONS FOR EXTRACURRICULAR ACTIVITIES

It is a privilege to represent Lumen Christi in any extracurricular activity. This privilege may be revoked if a student's conduct and/or grades are deemed unsatisfactory by the Administration. Since Lumen Christi students involved in any extracurricular activities are representatives of our Catholic school, at all times their conduct and appearance reflect directly upon the school. Consequently, there are rules and regulations governing extracurricular involvement. We remind all students that we are also governed by all rules of the Michigan High School Athletic Association and some national organizations for extracurricular activity.

-Any student involved in extracurricular activity possessing, conveying, using, or under the influence of alcohol, tobacco, or any other illegal substance is subject to the Substance Abuse Policy (Appendix 9).

-Disciplinary action resulting from any other infraction of Lumen Christi rules/policy will be determined by the Disciplinarian, coach and Athletic Director or extracurricular moderator. If, in the judgment of the schools' officials, a coach or moderator is negligent in enforcing school policies, the Administration has the right to intervene.

1. Our students will refrain from any activity in or out of school that may cause discredit to Lumen Christi Catholic School. Any violation of this rule may result in a suspension or dismissal from the extracurricular.
2. Our students will refrain from swearing, or using vulgarity during practice or games/event. Any violation of this rule means students are subject to a one game or one event suspension. Any serious violation may result in dismissal.
3. All students will go to away games and events as a team/group and return the same way unless otherwise given permission by the coach or moderator.
4. All students are to immediately inform their coach or moderator of any changes in address or phone number.
5. All students will treat fellow students, fans, and people from other schools with courtesy and respect at all times. All students will accept the decisions of officials and judges without question.
6. All students must be present at award assemblies or have a written excuse prior to the assembly in order to receive their awards.
7. On the day of any game or event no student will be allowed to participate in that event if he/she is absent for more than four periods unless excused by the Administration.
8. All students must attend all practices and meetings promptly.
9. Two unexcused practices or meetings mean dismissal from the activity.
10. Absence from the event or competition must be excused by the Athletic Director or moderator. Otherwise, it means dismissal.

APPENDIX 15

LEGAL NOTES

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information.

Lumen Christi Catholic School is subject to the limitations of Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Educational Amendments of 1972 and does not discriminate on the basis of sex, race, color, or national/ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs and activities, employment policies, or contractual agreements.