



# **Lumen Christi Catholic School Community Guidebook**

# Mission & Values

## Core Values

### LC Community Guidebook

## Mission Statement and Core Values

The mission of Jackson Catholic Schools is to joyfully cultivate God's goodness, beauty, and truth. Through our Catholic faith, we share the Gospel of Jesus Christ, grow in virtue and intellect, and form our students to lead and serve our communities as saints.

### Living Faith

- The Holy Spirit inspires all that we do through our Catholic faith and the Gospel of Jesus Christ.
- We seek to discover His Will and become saints.
- We are called to be the Light of Christ to all.

### Achieve Excellence

- We cultivate intellect and the pursuit of truth.
- We inspire academic achievement by challenging all students.
- We pursue the highest standards in arts and athletics.

### Develop Character

- We joyfully celebrate the Virtues.
- We cultivate leaders who serve family, parish, and community.
- We strive to model our lives after the saints.

### Promote Teamwork

- We collaborate and support each other in our mission.
- We honor and build upon our traditions.
- We are united with our Church, schools, and parish communities.

### Be Warm and Welcoming

- We embrace the dignity of all God's children.
- We welcome all who seek to join our community and its mission.
- We joyfully serve those in need.

# Value and Beliefs

## Letter from the Principal

### LC Community Guidebook

August 2024

Dear Families,

I am honored to be writing this letter for a third straight year. This is a wonderful community and I am thankful to have my family here. I have spoken at the honors assemblies about being a fan of the students and what they do with their talents. I attend a lot of extracurricular events and enjoy seeing the community come together to marvel at their God-given talents.

We are seeing an increase in participation for our faith events. The percentage of students attending the optional retreats 10th-12th grade has increased over Father Brian's time here. Mrs. Dewitt and Father Miguel look to continue to momentum we have with prioritizing our faith as we have to offer two different Kairos dates this year as we are outgrowing Camp DeSales for our overnight retreats. This is a great problem to have as our students continue to look to their faith as they journey through this unique stage of life. Living our Faith is one of our core values and I will continue to prioritize it.

It is our goal to offer a clear academic path for all students. We have put a lot of effort to ensure students have access to any help they may need with teachers available before and after school as well as specialized seminar classes. Our numbers for the career center continue to grow as well as our enrollment in AP classes. We have academic offerings for whatever our students need to assist and push them academically.

Finally, our goal is to continue inspiring students, current and future, by emulating our core values- *living faith, achieve excellence, develop character, be warm and welcoming, and promote teamwork*. We exceeded our enrollment numbers with an increase by 9.5%! This is up from the 4% increase last year. I attribute this increase to the positive and powerful faculty/staff and community members who promote the gifts of attending Lumen Christi.

I offer sincere appreciation to the staff, students, and community members of LC who have made my second year memorable and blessed. I am excited to pick up the 24-25 school year where we left off.

In the Light of Christ,

*Ben Learned*

Ben Learned  
Principal

# Value and Beliefs

## Significant Updates for 24-25

### LC Community Guidebook

**Welcome Father Miguel:** Father Miguel has joined us and we are excited for him to start his tenure here at Lumen Christi and see where his direction takes us. We are fortunate to have Mrs. Dewitt as our campus minister, so our campus ministry department is still headed in a great direction.

**Uniform:** We will continue with the changes we started last school year. We look forward to seeing the consistency with polo shirts, haircuts and overall professional appearance.

- Polo shirts are **required** every day. Uniform quarter zips and sweatshirts are designed to be layers for warmth, not to replace the polo shirt.
- Young ladies will still have the skirt as an option. Leggings (gray or black) are required to wear with the skirt from October 1st-May 1st.
  - Ladies must wear LC socks OR solid black or white socks. A logo is acceptable, but no patterns.

**Technology Policy:** We felt great support from parents and the community as we made the transition back to traditional textbooks. We also increased our discipline for cellphone violations and the parent support led to a low number of discipline log entries for misusing cell phones. The big change made during the year last year is that Middle School students are NOT allowed to have their cellphones in class, during recess or at lunch.

- We are now including air pods and smart watches in with technology violations.
  - Students can check for parental communication in between classes.
- Phone use is permitted in the hallways and before or after school.
- Upon entry into the classroom, phones will be stored. It will stay there for the entirety of the class. Teachers have the option to greenlight the use of the phones during class time if it is deemed **necessary**.
- Discipline for improper use of a personal device:
  - First offense - Detention. The phone will be removed from the students possession and stored in the front office. The student can get the phone after school.
  - Second offense - Detention. The phone will be removed from the students possession and stored in the front office. A parent/guardian will have to get the phone after school.
  - Third offense - In-school suspension. The phone will be removed from the students possession and stored in the front office. A parent meeting will be required to plan further action.
- **Middle School:** Middle school students are not allowed to have their cell phones on them during recess and lunch. The three strike policy will apply to middle school students if they are caught with their phone in class, including in their pocket.

**First Friday and Grade Level Masses:** We will continue to offer both First Friday and Grade Level Masses. We are going to combine these as there are 6 First Friday masses and we have 6 grade levels. We look forward to families joining us at 8am for mass. We will let you know what grade levels will be attached to each mass. We think this will be a good way to grow our community attendance at these masses.

For the most up-to-date information, please refer to the online version of the Community Guidebook found at [jacksoncatholicschools.org](http://jacksoncatholicschools.org)

# Value and Beliefs

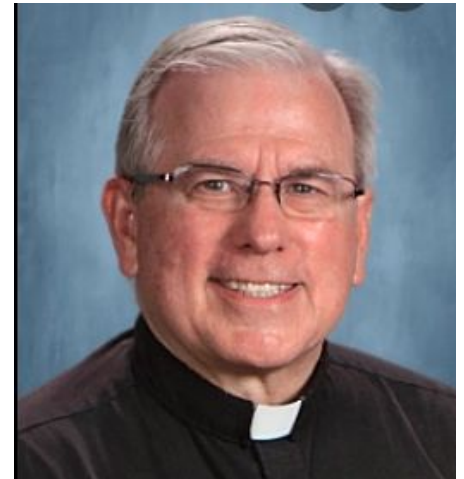
## Jackson Catholic School Governance

### LC Community Guidebook

Following the official establishment of Jackson Catholic Schools as a Public Juridic Person by Bishop Earl Boyea in summer 2020, Lumen Christi Catholic School and Jackson Catholic Schools are governed by two boards: the JCS Board of Governors and the JCS Board of Trustees. The JCS Board of Governors serves to supervise and support the Executive Director of Jackson Catholic Schools, as well as assuring Jackson Catholic Schools consistently implement canon law and the good work of the Bishop of the Diocese of Lansing. The JCS Board of Trustees is comprised of several working committees that serve to support and advise the Executive Director in key functions of the schools, including Mission and Policy, Finance, and Marketing and Enrollment, as examples.

#### 2024--2025 Jackson Catholic School Board of Governors

Fr. Tim Nelson, Chairman	Fr. Tim MacDonald
Fr. Chas Canoy	Fr. Bosco Padamattummal
Fr. Amal Nathan	Mr. Tom Maloney, Superintendent
Ms. Elaine Crosby	Mr. Jack Fremeau
Mr. Larry Schultz	



#### JCS Board of Trustees Meetings 24-25

All meetings are 4:00 - 5:30 p.m.

Wednesday, August 14	Wednesday, February 12
Wednesday, October 9	Wednesday, April 9
Wednesday, December 11	Wednesday, June 11

#### 2024-2025 Jackson Catholic School Board of Trustees

Mr. Aaron Boatin  
 Mr. Steve Dunigan  
 Fr. Tim MacDonald  
 Mrs. Amy Pelletier  
 Mr. Brian Richmond - Chairperson  
 Mr. Jason Shore  
 Mr. Rich Walicki - Vice Chairperson  
 Mr. Rick Mills  
 Mrs. Kelly Narkiewicz  
 Mr. Chris Putra

Interested in attending a Jackson Catholic School Board of Trustees meeting or presenting an idea? E-mail Monica Makulski at [mmakulski@myjacs.org](mailto:mmakulski@myjacs.org) at least 10 days in advance of the scheduled meeting.



# JACKSON CATHOLIC SCHOOLS

*Joyfully Cultivating Saints*

At Jackson Catholic Schools, we strive to create a joyful culture that fosters relationships, transparency, and healthy communication. We understand that disagreements will arise from time to time. We welcome sincere disagreements for the sake of finding truth or the best course of action. We are not beyond reproach and we have no problem admitting if we have made a mistake. However, **the way in which we communicate and work through these differences matter.** As a school community, we strive to create a culture of healthy communication in which **we handle disagreements with class, integrity, and love.**

Our school is called to be set apart and love one another as God loves us. Therefore, these healthy communication expectations apply to, but are not limited to, face-to-face interactions, email communication, voicemail, text threads, and social media posts. They apply at our schools and in our communities. They apply between faculty, staff, and parents, but also between volunteers and other community members. Great care should be taken as to how one speaks of teachers, the school, other parents, and students at all times. It's critical to watch our tone and how we treat or speak of others as it reflects on our school.

The following process modeled after the one Jesus offered (cf Mt 18:15-17) should be followed when seeking to address and resolve any concerns you might have with a teacher/staff member of the school:

1. When you have a concern specific to your child, your first step should be to immediately contact the relevant teacher/staff member directly in a clear, respectful, and charitable way.
  - a. Sharing your concerns/complaints with others without first addressing the person responsible can constitute gossip and can ruin someone's reputation. Such an action usually exacerbates the problem and even eliminates mutual trust in which a solution can be found.
  - b. Before you share your concerns, we ask that you first assume positive intent and seek information. This means not jumping to conclusions about the motivations and approaching the conversation with openness and readiness to listen.
  - c. Some guidelines to support caring, focused conversations:
    - i. When emotions are high, waiting 24 hours to communicate can help diffuse a situation and highlight what is most important.
    - ii. Face to face communication is best. If not possible, speaking on the phone is ideal. This allows us to hear the kindness and openness we bring to conversations and to best understand the nuance of what we are trying to share.
2. When addressing a concern with a teacher/staff, simply share your concerns, and be willing to work collaboratively to explore possible solutions.
  - a. The goal should be to work together to generate a plan and agree to a timeline for resolving the issue. Once that timeline is determined, monitor and evaluate the success of the plan and make adjustments as needed.
3. If after genuine collaboration and open communication with the teacher/staff member the issue is not resolved, the next step would be to address the concern with all parties involved with the Principal. Working with the teacher and administration, a plan will be generated that meets the needs of the situation and those involved will collectively agree to a timeline.
4. If the concern is with the Principal steps #1 and #2 must also be followed. If after attempts at genuine collaboration and open communication the issue is not resolved, the next step would be to go to the Chief Academic Officer, then Executive Director, then Pastor, if issues continue to be unresolved.
5. This process also applies to issues between parents involving the school.

Violations of this agreement within the Jackson Catholic Schools community will not be tolerated and could be grounds for dismissal.

# Value and Beliefs

## Tentative School Calendar 24-25

### LC Community Guidebook

#### August – 2024

Mon	12	Faculty Report for School Year
Wed	14	Packet Pick-up
Sun	18	School Open House 4:00pm; Community Mass @ 5:00 pm
Mon	19	7th and 9th Grade Orientations – 8:00 a.m. – 11:00 a.m.
Tues	20	First Half Day of School – Grades 7 – 12; Dismissal @ 11:30 am
Fri	30	NO SCHOOL: Labor Day Weekend

#### September – 2024

Mon	2	NO SCHOOL: Labor Day
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#### October – 2024

Fri	4	Homecoming
Fri	18	End of First Quarter
Mon	21	NO SCHOOL: Faculty Professional Development
Tues	22	NO SCHOOL: Faculty Professional Development

#### November – 2024

Tues	5	Grades 7 – 8 Q1 Honors Assembly @ 9:15 am in the cafeteria; Mass to follow
Thurs	21	½ Day of School: Student Dismissal @ 11:30 am/Parent Teacher Conferences
Fri	22	NO SCHOOL: LC Auction; Faculty Professional Development
Wed	27	½ Day of School: Student Dismissal @ 11:30 am; Thanksgiving Vacation begins
Thurs-Fri	28-29	NO SCHOOL: Thanksgiving Vacation

#### December – 2024

Wed-Fri	18-20	Semester Exams/Quarter Assessments; Student Dismissal @ 10:10 am
Mon-Tue	23-31	NO SCHOOL: Christmas Vacation

#### January – 2025

Wed-Fri	1-3	NO SCHOOL: Christmas Vacation
Fri	10	End of Semester 1/Second Quarter
Fri	17	Half Day
Mon	20	NO SCHOOL: Martin Luther King, Jr. Day
Sun-Fri	26-31	Catholic Schools Week Begins
Tues	28	Grades 9 – 12 - S1 Honors Assembly @ 9:15 am in the cafeteria; Mass to follow

#### February – 2025

Sat	1	Catholic Schools Week Ends
Fri	14	NO SCHOOL: Faculty Professional Development
Mon	17	NO SCHOOL: Presidents' Day

#### March – 2025

Fri	14	End of Third Quarter
Fri	21	NO SCHOOL
Mon-Fri	24-28	NO SCHOOL: Spring Break

#### April – 2025

Tues	15	Grades 7 – 8 - Q3 Honors Assembly @ 9:15 am in the cafeteria; Mass to follow
Thurs	17	Half Day – Holy Thursday
Fri	18	NO SCHOOL: Good Friday
Mon	21	NO SCHOOL: Easter Monday

#### May – 2025

Wed	21	Baccalaureate Mass @ 7:30 pm
Thurs	22	Graduation @ 7:30 pm
Fri	23	½ Day of School; Student Dismissal @ 11:30 am; Memorial Day Holiday Begins
Mon	26	NO SCHOOL: Memorial Day

#### June – 2025

Mon	2	Grades 9 – 11/End-of-Year Awards Assembly @ 8:15 am in Gym/Middle School Field Trips
Tues	3	Grades 7 – 8 /Last Day; Grades 7 – 8 End-of-Year Awards Assembly @ 9:15 am; Grades 7 – 8 Student Dismissal @ 11:00 am/ Grade 8 Advancement Mass @ 6:00 pm/OLF
Wed-Fri	4-6	Semester Exams; Grades 9 – 11 Student Dismissal @ 10:10 am
Fri	6	Grades 9 – 11/Last Day; Student Dismissal @ 10:10 am; Faculty Professional Development
Mon-Tues	9-10	Faculty Professional Development

# Value and Beliefs

## Parent Partnerships

### LC Community Guidebook

At Lumen Christi Catholic School, we believe parents are the primary educators of their students. We are blessed to partner with parents in the work of raising faithful, kind, courageous, and excellent young men and women. Because of this, parents are an intrinsic part of our Lumen Christi community. We invite parents to become involved in our school community in the following ways.

<p><b>Weekly Communications</b></p>	<p>Each week, the Main Office sends out a weekly parent newsletter with important announcements, upcoming events, and community “shout-outs.” All parents and students receive this weekly e-mail. Please contact the Main Office at 517.787.0630 if you do not receive a weekly newsletter.</p>
<p><b>Social Media</b></p>	<p>Lumen Christi frequently sends out reminders and highlights of student life via our social media accounts!</p>
<p><b>FACTS</b></p>	<p>FACTS is our new SIS (student information system) and our primary method of communicating attendances, grades, and discipline status for students. We ask parents to check FACTS weekly to ensure you can remind your student of missing assignments, set goals around grades, and check in on outstanding discipline requirements. Please see the following page for information on setting up and accessing your parent portal for FACTS and contact Registrar Amy Fleming at <a href="mailto:afleming@myjacs.org">afleming@myjacs.org</a> if you have any questions!</p>
<p><b>Grade Level Mass and Reception</b></p>	<p>We hope to continue the opportunity for parents to grow in faith alongside their students and build community with other families in their students’ grade level. Once a year, each grade level has a special Mass and reception. The Mass is held at 8:00 a.m. in our Chapel to start the school day, and we ask all parents to join us for Mass and a breakfast reception in the library immediately following the Mass. We hope to be able to safely share this experience together again this year.!</p>
<p><b>Volunteering</b></p>	<p>We greatly appreciate our parent contributions to Lumen Christi Catholic School -- parents make our community great! There are specific opportunities to volunteer throughout the year. Parents help facilitate the annual Book Fair, school dances, Advancement events like the Auction and Spring Raffle, extra-curricular and athletic support events, and even support lunch! Please stay tuned to the weekly Parent and Student Newsletter to receive more information about volunteering and supporting our school!</p>
<p><b>Events</b></p>	<p>Parents are great cheerleaders! We invite parents to attend school-sponsored celebration events, like the Honor Roll Assemblies, End of Year Honors Awards, and Catholic Schools’ Week Mass. In addition to attending your own student’s extra-curricular and athletic events, we hope you will engage with our community by attending many different events, whether it be athletic events, the fall play, or concerts! Go Titans!</p>



# Value and Beliefs

## Parent Partnerships: FACTS Family Portal

### LC Community Guidebook

#### Accessing a FACTS Family and Student Portal:

Lumen Christi recommends accessing FACTS through a browser such as Chrome or Safari.

Bookmark or Favorite the FACTS Portal site: [FamilyPortal.renweb.com](http://FamilyPortal.renweb.com)

Or from the [jcs.lumenchristi.org](http://jcs.lumenchristi.org) website click on *Quicklinks*.

*Enter the District Code of JCSJ-MI*

*Enter your Username and Password.*

*Click Log In*

**Our District Code is:  
JCSJ-MI**

A mobile FACTS FAMILY app is available for a yearly subscription of 4.99. Available from App Stores.

**At least one parent/guardian will have created an account during their School Registration and Enrollment process. The same account and sign in credentials are used to access School and Student data throughout the school years. If an additional account is desired for another family person, use these steps to create the account:**

#### How to Create a Family Portal Account

1. From FACTSmgt.com, click **Log In Here**, then click **Family Portal Login**.
2. Click **Create new Account**.
3. Enter the JCS School District Code of : **JCSJ-MI**
4. Enter your **email address** that is listed in your FACTS family individual record. Do not use the same email address used by another FACTS Family member.
5. Click **CREATE ACCOUNT**.
6. An email will be sent which includes a link to create your Family Portal Login. The link is active for 6 hours. In the email, click the **Create your Family Portal Login** link.
7. Enter a Username and Password.
8. Click **Create Account**.
9. Click **Back to Log In** and use your new username and password to log in.

Your portal account remains active as students progress from their Jackson Area Catholic Schools elementary years through Lumen Christi. Parents with students at multiple JCS locations will have a single account for all their children. Use the Student name drop down menu to switch between different students.

Passwords and Usernames remain valid each year. If you forget a Portal Account password Click the "Forgot Password" prompt on the sign in screen. You may be prompted to reset your Password periodically by FACTS.

If using a computer lab or other public internet access, you are responsible for signing out of the account before leaving the computer. *LogOut* is located in the upper right of the web window.

With the beginning of the 2024-2025 School Year, Jackson Catholic School's application for sending large group email, voice and text messages to staff and student families will change to FACTS Parent Alert. Parent Alert is the FACTS product that sends Voice, Text and Email for such occasions as snow day alerts.

**Parent Alert** emails will come from the following source, **add this to your email contacts** so that your email account recognizes them as important email and prevents blocking or filtering.

Parent Alert emails will come from **noreply@pikmykid.com. Lumen Christi Catholic School <noreply@pikmykid.com>**

Parent Alert Voice and Text Messages will be sent to the phone number in the FACTS SIS Cell Phone field. Text Messages will come from the 317065 short code and will contain our district code.

Example: **317065 JCSJ-MI** Hello this message is from Lumen Christi Catholic School, Reply STOP to unsubscribe

For help with Student Usernames, contact Media Specialist Eileen Leinhart at [eleinhart@myjacs.org](mailto:eleinhart@myjacs.org). For help with the Parent Portal Access, contact Registrar Amy Fleming at [afleming@myjacs.org](mailto:afleming@myjacs.org).

Thank you for using this valuable tool!

# Faith

## We Live Our Faith By...

### LC Community Guidebook

As members of a shared faith community, students, faculty, staff, and parents, all commit to working to get better at living our Catholic faith each and every day. At Lumen Christi, our faith is especially evidenced by the love and care we demonstrate to each other in our school community -- the Lumen Christi "family." We live our faith more formally in daily, weekly, and annual activities. Thank you for demonstrating your commitment to faith and Lumen Christi by joining us in living our faith.

**Morning Prayer** Each morning, we begin the day by standing and joining together in prayer. We pray the "Direction of Intention," a prayer highlighted by the Order of St. Francis de Sales and an important faith tradition at Lumen Christi. We ask all guests to rise and pray with us if present in the building:  
*My God, I give you this day. I offer to you now all the good that I shall do and promise to accept for love of you all the difficulty that I shall meet. Help me to conduct myself in a manner pleasing to you. Amen.*

**Class Prayer** Each class at Lumen Christi begins with prayer. Many include intentions from students, some are spontaneous prayer from teachers, others are well-known prayers like the Hail Mary or Memorare, but all give space for us to quiet our hearts and remember why we are at Lumen Christi.

**All School Mass** Each Tuesday at 10:35 a.m., our entire school community of student, faculty, and staff, join together to celebrate weekly Mass (during weeks with a Holy Day, we celebrate Mass together on that day.) Music ministry is led by our student choir and students from across all grade levels participate in serving, reading, and bringing gifts to the altar. Parents are always invited to join us for our celebration -- please feel free to find an open seat! Please see the included faith event calendar for all Masses, retreats, and special celebrations for the year.

**Please note that we close all offices from 10:30 a.m. - 11:30 a.m. during Mass to allow our community to celebrate our faith together.**

**Daily Mass and First Friday Mass** On school days, daily Mass is celebrated in our chapel Monday, Wednesday, and Thursday at 7:15 a.m, and on Friday at 3:05 p.m.. Frequently, sports and extra-curricular teams will join together in communion in the Chapel for daily Mass to commit their hard work and team work to Christ. All community members are welcome to join us for daily Mass. On the First Friday of each month, we celebrate Mass at 8:00 a.m. in the chapel and follow the Mass with conversation and breakfast in the library.

**Adoration** Once a month, each student participates in Adoration of the Eucharist with their theology class. Adoration occurs most Wednesdays. All community members are invited to join and volunteers are frequently needed to cover passing periods and lunch periods.

**Rosary** Most Mondays at 3:10 p.m., a rosary is said by many faculty, staff, and students in the Chapel. All are invited to attend!

**Divine Mercy Chaplet** Most Thursdays at 3:10 p.m., many faculty, staff, and students gather in the Chapel to pray the 15-minute Divine Mercy Chaplet. All are invited to attend; please follow this link to learn more or to pray along with us from home: <https://www.praydivinemercy.com/>

**Sacred Sunday** Sundays are reserved for our faith and families at Lumen Christi. No school-sponsored events or practices are regularly scheduled for Sundays to preserve time for Sunday Mass and for family time.

# Faith

## Faith Development Calendar 24-25

### Special Events

In growing our faith, it is important to attend to both the daily moments of gratitude and community that structure our faith life and to the opportunities for inspiration, reflection, and pause that help us transform our faith and ourselves. At Lumen Christi, we work to build both aspects of a developing faith life. This calendar works to provide parents, students, and community with a vision for how to further develop their own faith life throughout the school year.

#### August 2024

Wed	7	Senior Day (De Sales)
Mon	12	Staff Retreat (De Sales)
Sun	18	5pm Family Mass (Gym)
Fri	23	First All School Mass

#### September 2024

Fri	6	First Friday & 12th Grade Level Mass
Thurs	12	9th Grade Retreat (De Sales)

#### October 2024

Fri	4	First Friday & 7th Grade Level Mass
Thurs	10	7th Grade Retreat (Our Lady of Fatima)
Sun	13	Public Rosary Event (Lumen Christi)

#### November 2024

Fri	1	All Saints Day Mass
Tues-Fri	5 - 8	Kairos Junior Retreat
Wed	27	ThanksLIVING

#### December 2024

Fri	6	First Friday & 9th Grade Level Mass
Mon	9	Immaculate Conception Mass *(feast moved in 2024)

#### January 2025

Tues-Fri	7 - 10	Kairos Junior Retreat
Mon-Fri	27 - 31	Catholic Schools Week Events

#### February 2025

Fri	7	First Friday & 8th Grade Level Mass
Thurs	20	8th Grade Retreat (Our Lady of Fatima)

#### March 2025

Wed	5	Ash Wednesday Mass
Fri	7	First Friday & 10th Grade Level Mass
Wed - Wed	19 - 26	Jamaica Trip

#### April 2025

Fri	4	First Friday & 11th Grade Level Mass
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#### May 2025

Sun - Mon	4 - 5	Tenui Sophomore Retreat
Wed	7	TENTATIVE Senior Send Off Mass
Thurs-Fri	8 - 9	TENTATIVE Optional second Tenui Sophomore Retreat
Tues	13	May Crowning Mass
Wed	21	Baccalaureate Mass

#### June 2025

Tues	3	8th Grade Advancement Mass (Fatima)
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# Faith

## Service Hours - Grades 9-12

### LC Community Guidebook

The divine life that we receive by the gift of faith impels us to live as Christ in the world, who reminds us that “whatever you did for the least of these brothers of mine, you did for me” (Mt 25:40). It is not enough to believe in God; we must love and serve others according to the measure of our love for God. 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, and to serve.

Because of this, Lumen Christi has a proud tradition of forming students in faith through Service Hours. The gift of self given through loving service is an intrinsic part of educating young men and women, and so is required for graduation.

**All students in grades 9 - 12 complete a minimum of 15 service hours each year, for a total of 60 hours by the time of graduation. As giving service is not about completing tasks but about teaching a way of life, its consistent completion year by year enables advancement to the next grade level.** This ensures that students are progressing developmentally in their capacity to live the precepts of the Gospel..

Service hours are intended to help students grow in faith and leadership. In general, they must be performed freely, accepting no payment or other gratuity. Service hours may be earned through volunteering for non-profit organizations such as Lumen Christi, parishes and church communities, elementary schools, nursing homes, the local food pantry, or other approved organizations. Work contributed at professional offices, institutions, private clubs, or for individuals do not qualify as service hours.

Lumen Christi uses a software app called *HelperHelper* to track service hours. It is available as a phone application and via web browser. Each high school student obtains an individual profile that enables them to record hours with third-party verification and manage specific volunteer opportunities which are uploaded and available through the app itself. Further information about *HelperHelper* can also be found at the Lumen Christi website under the Students: Service Hours tab.

As a community, we also participate in Thanksgiving each year on the day before Thanksgiving. All students in grades 9-12 earn service hours together in this beloved annual tradition. We thank our parent volunteers who join our community in service each year on this date!



# Faith

## Retreats and Missions Trips

### LC Community Guidebook

Setting aside time to step back and be with Christ is necessary for a rich and growing faith life -- both for students and adults. Because of this, our Lumen Christi students participate in a variety of retreat and mission experiences throughout their six years at Lumen Christi. Our retreats sizes have grown steadily over the years, resulting in the school offering multiple retreat dates to accommodate our students and allow everyone to attend our retreats.

**7th, 8th, and 9th Grade Retreats** Students in 7th, 8th, and 9th grade participate in annual offsite daylong retreats designed to help them discover, explore, and grow a deeper personal relationship with Christ as they move through adolescence. These retreats are also meant to build class identity and community by helping students reflect on the relationships and motivations that comprise their daily experiences in light of the Christian life.

**Tenui** Students in 10th grade have the opportunity to participate in *Tenui*, an optional overnight retreat held in late spring. Tenui is a Latin verb that means “take hold”, and signifies Song of Songs 3:4, a biblical verse which is often associated with St. Francis de Sales, one of the patron saints of Lumen Christi. The Tenui retreat brings students face to face with the proposition of what it truly means to take hold of your life and of your faith. It lays the groundwork for greater spiritual leadership in the high school and is recommended for any sophomore willing to step forward out of the shadows and into the life prepared for them by God.

**Kairos** Students in 11th grade have the opportunity to participate in *Kairos*, an optional four-day overnight retreat, held in late fall or beginning of second semester. Kairos is a Greek word that means “the appointed moment”, and is a national retreat for high school upperclassmen which is built upon its ‘secrecy’ -- students know little about Kairos until they return to “Live the Fourth.” Kairos is the event most frequently cited by graduates as their favorite experience at Lumen Christi and the one that had the most impact on their life. It is highly supported by the school to best allow all students to attend. Parents: please look for specific announcements regarding this week!

**Lazarus** Students in 12th grade have the opportunity to participate in *Lazarus*, an optional weekend retreat held in mid winter. Lazarus is the Greek version of the Hebrew name which means, “he whom God has helped”. In the Gospels, Lazarus was the beloved friend whom Jesus called out of the tomb from death to life. This retreat is designed to challenge seniors with the convictions they live by, and prepare them step into an adult world in need of courageous, strong, convicted men and women. Instead of passing our lives dead in our tombs, we are meant be alive by the Spirit.

**Jamaica Mission Trip** Each year during spring break, high school students have the opportunity to participate in a weeklong mission trip to Jamaica through our partnership with Isle Go Missions. Alongside Kairos, this event is cited by graduating seniors as their most impactful student experience. Through a week of community service building and repairing houses, visiting hospitals, distributing food and other basic necessities to the poorest of Jamaica, students’ faith and relationships are changed forever.



# Academics

## Middle School Course Requirements and Curriculum LC Community Guidebook

Middle school, or grades 7 and 8, provide an important academic and social bridge for students between elementary school and high school. During this time, it is especially important that students work on growing their abilities to: work and think independently; be organized and reliable with class materials; be responsible for deadlines; initiate questions and support on their own; read independently, for academic reasons and for pleasure; demonstrate curiosity in different academic areas; begin to identify and explore possible strength and passion areas; become more self-aware about academic and personal strengths and areas of challenge. Growing these new skills takes considerable effort and support from home and school, as we work to help the student do it on their own, and well!

### Goals and Priorities:

- Students must continue to pursue academic excellence, and should be at or above grade level in all academic subjects.
- Academic and organizational areas of success and challenge should be identified, so that students can be supported or challenged as necessary prior to entering high school.
- Safe exploration and risk-taking, especially in areas of challenge, is encouraged. Students should explore many different areas and begin to think about what might be a high-interest, high-skill, or high-passion area for them moving in to high school.
- Students must work explicitly and implicitly to gain soft skills important for academics, such as work ethic, reliability around homework completion, the ability to address teachers independently.

**8th Grade Advancement:** We encourage students in 8th grade to consider taking an early high school class. These classes are taken for high school credit approved by the state of Michigan, and in many cases, can open the students' schedule to allow for more electives, Advanced Placement Classes, dual enrollment, or Career Center in high school. These classes appear on the students' formal high school transcript as "credits earned before high school" without a grade or entry into the students' high school GPA.

**Yearbook:** Yearbook is an Honors class open by invitation to academically excellent and organized 8th grade students who are already enrolled in Intro to Literature - H. Yearbook serves as these students' daily English course and provides supplemental instruction in addition to the authentic learning offered by completing the Yearbook.

	Theology	English	Literature	Math	Science	Social Science	Elective
7th	7th Grade Religion	7th Grade English	7th Grade Literature	Math 7 or Math 8	Life Science	Geography or Study Skills (Intervention Option)	<b>Rotating Electives:</b> Art, Robotics, PE, Music (1 per quarter)  Or Band or Study Skills (Intervention Option)
8th	8th Grade Religion	8th Grade English or Yearbook	8th Grade Literature or 8th Grade Honors Literature	Math 8 or Algebra I Honors (Advancement Option)	Introduction to General Science	US History or Study Skills (Intervention Option)	<b>Rotating Electives:</b> Art, Drama, PE, STEAM (1 per quarter)  Or Band or Study Skills (Intervention Option)  Or Advancement Options: World Language or Computer Applications

Please follow along with our weekly newsletter for important information. Each February, we host a counseling night for families to discuss their student's schedule. Questions? E-mail Registrar Amy Fleming at [afleming@myjacs.org](mailto:afleming@myjacs.org). Thank you for your partnership in growing excellent students!

# Academics

## High School Course Requirements and Curriculum LC Community Guidebook

In order to empower our students to create positive change in the world, they must have academic success tangible and translatable outside the school community. We expect our students to go above and beyond what is expected in all ways to pursue excellence, so in almost all areas, we require more learning than the State of Michigan to provide our students with a clear advantage. Specifically, we recognize that:

- College and career credentials are an incredible advantage for students and provide a value return on the cost of tuition for our families. Our curriculum is designed to ensure that students are able to participate in Career Center, Dual Enrollment, Career Advantage Program (C.A.P.) and Advanced Placement class (AP classes), and be college-eligible and ready in 4 years.
- ACT scores provide college and scholarship access and therefore are critical to ensuring all options for our students. Our curriculum is designed so that 100% of students have the curriculum required on the ACT prior to their junior year, to make sure that all students have equal access to the knowledge and skills needed to be as successful as possible.
- AP classes and Dual Enrollment programs are proven to improve students college acceptance, college matriculation, and college GPA. Providing students with these opportunities dramatically improves their likelihood of college graduation.
- Rigorous HS courses are the best preparation for college success.

### Goals and Priorities:

- Students must exceed or be on grade level in all content areas throughout their time at Lumen Christi.
- Most students earn early college credit, an early career credential, or an early internship opportunity before they leave Lumen Christi. It is highly recommended that all students participate in either Career Center, Dual Enrollment, C.A.P. or AP classes prior to graduation.
- Students are well equipped for acceptance to rigorous universities, eligible for competitive scholarships, outstanding candidates for all jobs, and prepared for college graduation.
- In order to maintain the integrity of our exceptional academic program and to motivate students to take the most rigorous classes, students may be awarded credit for no more than 4 semester credits from approved outside services over 4 years for non-credit recovery courses. Exceptions are outside courses taken before transferring into Lumen Christi, courses not offered by Lumen Christi, or courses not able to be scheduled. These exceptions may be given credit.

	Theology	English	Math	Science	Social Studies	World Language	Other Requirements
State of MI Requirement	None	4 years	4 years, including senior year, at least through Algebra II	3 Credits, including Biology and Physics or Chemistry	3 Credits, including World History, US History, and Gov/Econ	2 years	Computer Science (1), Fine Arts (1), PE (1)
Additional LC Requirement	4 years, 1 earned each year while at LCCS	A Senior Thesis paper must be completed: Must take English in senior year	All students must take at least Algebra I by 9th grade; 12th grade options are Stats, Trig/Pre-Calc, or AP Calculus	Biology, Chemistry, and Physics. A 4th year science is recommended, but can be replaced by another academic elective	No Additional Requirements	3 years; all students must take Year 1 by at least 9th Grade	No Additional Requirements

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# Academics

## High School Course Requirements and Curriculum

### LC Community Guidebook

	Theology	English	Math	Science	World Language	Social Science	Other Requirements
8th			Eligible for: -Algebra I	General Science - Physical Science	Eligible for: - World language in German or French		Eligible for: -Computer Applications
9th		9th Grade English Intro to Lit or Intro to Lit Honors	Algebra I OR Geometry Honors	Biology	WL I OR WL 2 -German -French -Spanish	World History OR Math Intervention (recommended by teacher only)	Physical Education OR Band
10th		World Literature OR World Literature Honors	Geometry OR Algebra II Honors	Chemistry	WL 2 OR WL 3	World History OR AP World History OR Computer Applications OR Fine Arts	AP US History OR Elective  Note: World History, Computer Applications, and Fine Arts must be prioritized over electives
11th		American Literature OR AP Language	Algebra II OR Trig/Pre-Calc Honors	Physics OR Career Center	WL 3 OR WL 4	US History OR AP US History, or AP Government	Elective OR Dual Enrollment OR Career Center
12th		British Literature OR AP Literature	Trig/Pre-Cal OR AP Calc AND/OR Statistics	Science OR other Academic Elective in Math, English, or Social Sciences OR Career Center	WL 4 OR WL 4 Honors OR Elective	Economics (0.5) AND Government or AP Government (0.5)	Elective OR Dual Enrollment OR Career Center OR C.A.P.  Note: Students in Career Center must use their time at LC to take core classes. They may not use embedded credit from CC unless their schedule requires it for on time graduation. Students may not take an elective in lieu of an academic or core course due to embedded credits.



## Academics

# Dual Enrollment, Honors/AP, Career Advantage Program (C.A.P.), and Career Center LC Community Guidebook

In keeping with our Core Value of “Achieve Excellence,” Lumen Christi students challenge themselves to achieve beyond traditional goals and expectations: Titans do more. Because of this commitment to hard work, dedication, and perseverance, we encourage most of our students to participate in an early college or career program. This experience is designed to:

- Develop critical non-cognitive skills necessary to exceed expectations after high school.
- Provide competitive edge to our students in the college and career landscape.
- In many cases, provide financial relief to post-secondary education (college and career) costs.

In the past 4 years, we’ve increased our participation in dual enrollment, raised the number of students earning a 3 or higher on AP exams, maintained enrollment in Career Center, and continued our growing internship program. We are so proud of our students who persevere to put themselves a “step ahead” for their next step!

**Dual Enrollment:** Lumen Christi facilitates Dual Enrollment with Baker College, Spring Arbor University and Jackson College, and encourages Dual Enrollment at any location.

For Dual Enrollment to be reimbursed by the State of Michigan, students must take a non-core class (such as writing, sociology, or psychology) during the school year. The facilitating college will arrange for payment to be made by the state. Students may have up to 10 classes paid for during their high school career.

These classes can count for either college credit or both college and high school credit, but the preference must be indicated in advance. Students who elect to receive high school credit for their class will receive credit on the AP/College weighted scale towards their GPA. Students enrolled in Dual Enrollment may have the option to take an online course during the school day in our library/Media Center. Information about Dual Enrollment is found on the Lumen Christi/Academics website page.

For additional information, contact Amy Fleming, Registrar, at [afleming@myjacs.org](mailto:afleming@myjacs.org).



**Advanced Placement Classes:** Lumen Christi Catholic School offers eight Advanced Placement Courses: AP Calculus, AP Language, AP Literature, AP Government, AP Chemistry, AP Psychology, AP World History, and AP US History. AP World History is an early introduction to rigor intended for 10th or 11th grade students. AP US History, AP Language and AP Chemistry are intended for 11th grade students (AP Gov may also be taken in 11th grade year and AP US History may also be taken in the 10th grade year) and AP Gov, AP Calc, and AP Literature and are intended for 12th grade students. AP Psych is an elective appropriate for 11th or 12th grade students. To receive the AP designation on their transcript, students must take the AP exam at the end of the year. Students in an AP course receive a grade in their GPA based on the AP weighted scale. Students enrolled in 2 or more AP or Dual Enrollment classes are eligible for a study period to be scheduled into their school day.

Please note: Because of the rigor and fast pace of AP courses, students in AP courses may have no more than 6 field trips from an AP class in year. Additional days may be requested in writing to the principal, Mr. Learned.

## Academics

# Dual Enrollment, Honors/AP, Career Advantage Program (C.A.P.), and Career Center

## LC Community Guidebook

**Career Center:** Lumen Christi partners with the Jackson Area Career Center to offer a wide variety of career learning and expertise to students in 11th and 12th grade. The Career Center program is free to all Jackson County students, and Lumen Christi students may participate in either the morning session of Career Center. We do not offer Cosmetology at the Career Center because the program requires afternoon and additional work hours that we are not able to accommodate.

To ensure our students have as many opportunities as possible, CC students' course guidelines are outlined in the vertical curriculum. In rare cases, students may be allowed to accept CC course credit for core courses, but only in cases where they are not able to take the corresponding course at Lumen Christi.

More information about the Jackson Area Career Center can be found at <https://www.jcisd.org/jacksonacc> or by contacting Registrar Amy Fleming at [afleming@myjacs.org](mailto:afleming@myjacs.org) or Counselor Hannah Freel at [hfreel@myjacs.org](mailto:hfreel@myjacs.org).



**Career Advantage Program (C.A.P.):** These students engage in a one semester work-based internship across the Jackson Community, at partners such as Alro, Great Lakes Industries, Jim Winter, Orbitform, ALS, and Kibby Park Animal Hospital. Students attend internship from 8:00 a.m. - 10:00 a.m. Monday - Thursday. On Friday, students participate in a common dual enrollment course taught by Spring Arbor University on Lumen Christi's campus.

Students participating in C.A.P. receive a \$1,000 tuition grant for their participation in the program, sponsored by the internship partners.

Applications for the C.A.P. Class of 2025 will be published and accepted beginning in winter 2024. Please check the parent newsletter for more information about this opportunity.



Questions about college and career readiness? Contact Counselor Hannah Freel at [hfreel@myjacs.org](mailto:hfreel@myjacs.org)

## Academics

# Career Center and Career Advantage Program (C.A.P.) Guidelines

## LC Community Guidebook

We are proud of our Career Center and Career Advantage Program (C.A.P.) students, who have demonstrated dedication, perseverance, vision, and risk-taking through their pursuit of additional career experiences and credentials. Because both the goals of high school graduation, C.A.P., and Career Center completion are so important, we work very closely with our internship partners and the Career Center to create procedures and balance time equitably across the two locations. To ensure success for all parties, the following guidelines are in place:

Career Center students are dismissed early at 10:15 a.m. from the Career Center in order to be in attendance for their fourth period class. This has been arranged with instructors and administrators at the Career Center and is a long-standing arrangement between Lumen Christi and the Career Center.

Students are expected to sign in to the Main Office at Lumen Christi by 10:40 a.m. each morning. Each student must sign in himself. If students are not signed in by 10:40 a.m., they are marked tardy to school. Each student has 4 free tardies to school per quarter. Students are expected to be in their class by 10:45 a.m. This is technically late to 4<sup>th</sup> hour, but represents the compromise we make with the Career Center. Because of this, it is incredibly important that students waste no time in getting to class. Students who arrive to class after 10:45 a.m. will be marked tardy to class and receive an automatic Owed Time from their teacher. When a student reports at 11:00 a.m. or after and we have not received parent notification of absence, we will call home to ensure that parents know that their student has arrived safely to school.

C.A.P. students are released from their internships at 10:00 a.m. each morning. Students are expected to sign in to the Main Office at Lumen Christi by 10:25 a.m. each morning. Each student must sign themselves in. If students are not signed in by 10:25 a.m., they are marked tardy to school. Each student has 4 free tardies to school per quarter. Students are expected to be in their 4th period class on time at 10:34 a.m. When a student reports at 10:45 a.m. or after and we have not received parent notification of absence, we will call home to ensure that parents know that their student has arrived safely to school.

Mass is at 10:35 a.m. to allow Career Center and C.A.P. students to attend as a part of their faith development and our community. C.A.P. students will report directly to the library upon arriving at school and Career Center Students will report directly to Mass upon arriving at school and are expected to be in Mass by 10:43 a.m.

### Questions?

Questions about the Career Center can be directed to Counselor Hannah Freel at [hfreel@myjacs.org](mailto:hfreel@myjacs.org)

Questions about C.A.P. can be directed to Susan Wood, C.A.P. Coordinator at [swood@myjacs.org](mailto:swood@myjacs.org)

Questions about attendance can be directed to the Main Office at [attendance@myjacs.org](mailto:attendance@myjacs.org).



# Academics

## Book Requirements and Textbooks

### LC Community Guidebook

In keeping with our Core Value of “Achieve Excellence,” Lumen Christi students challenge themselves to achieve beyond traditional goals and expectations. Each year, our 9-12 students read more than 1,750 books as a part of our required reading program. In conjunction with rigorous textbooks and required reading in classes, our students are prepared to be exceptional readers, writers, and thinkers when they enter college and the workforce -- the Lumen Christi difference.

**Book Program:** Students in grades 9 - 12 read 5 books per year as a part of our required reading program, although all students are encouraged to read as many books as possible from this list, as it will make a marked difference in their readiness for the ACT and for college. Book tests are offered any day during the school year (before or after school) or on select dates during the summer (please follow our weekly newsletter and social media announcements!). Students must be “caught up” on their book lists to progress to the next grade each year to ensure they are growing academically!

Students in grades 7-8 may get a head start on their book reading for high school! Please choose from the “7-8” list below.

**Grade 7 - 8 Book List:** [Grade 7 & 8 Full Description](#)

**Grade 9 - 12 Book List:** [Grades 9 – 12 Full Description](#)

**Classics Book List:** [Classic List – All Grades](#)

**Textbook and Book Process, Grades 7 – 8:** Students in grade 7 and 8 use traditional textbooks and workbooks to complete their rigorous curriculum. The textbook list for the coming school year is published in June. Workbooks and new books are purchased Packet Pick-Up. Used textbooks can be traded, bought, and/or sold on the Parent Textbook Exchange page on the Lumen Christi website. We are always eager to help with any questions you have!

**Textbook Exchange Website:** [Parent Textbook Exchange](#)

**Textbook List for 2024-35 School Year (All Grades):** [24-25 Textbook List](#)

**Textbook and Book Process, Grades 9 – 12:** Student in grades 9 – 12 will use a combination of traditional textbooks, online texts accessed via school owned laptops, as well as workbooks. Book lists for the coming year are published in June, and will indicate the textbook/resource used and how it is acquired by student/family. Workbooks and paperback novels will be sold at Packet Pick-Up. There is a rental fee for classroom textbooks, as well as some classes have a fee for disposable supplies used. All fees are listed on the Textbook List on the Lumen Christi website.

**Textbook List for 2024-35 School Year (All Grades):** [24-25 Textbook List](#)

Want to click on the links directly? Visit our website to access all the information here, or click directly from our virtual guidebook!

Need help or have questions? Please contact Eileen Lienhart, Librarian, at [elienhart@myjacs.org](mailto:elienhart@myjacs.org). We can't wait to help you!

# Academics

## Grading Scales and GPA

### LC Community Guidebook

#### 7 - 8th Grade Grading Scales and Recognition

7th and 8th grade students receive quarterly grades. **A final grades is calculated for 7th and 8th grade students based on the average of all 4 quarters.** To be in good standing for advancement, a student must be passing all classes.

Students participating in high school credit courses daily follow the high school grading scale for that course only, although the final grade will not appear on their high school transcript (just credit earned).

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%+

**Honors and Recognition:** 7th and 8th Grade students are recognized each quarter for excellence via our Honor Roll. Students can earn "All A" Honor Roll or "All A and B Honor Roll".

**A special recognition day is planned each quarter to honor these students. Parents of 7th and 8th grade students are invited to join us for the quarter 1 and 3 recognition day.** On these days, invited students will receive a complimentary breakfast!

Additional awards are presented at the end-of-year Honors Assembly for specific subject excellence. We hope to see you there!

Questions about grades, Honor Roll, or GPA?  
Contact Registrar Amy Fleming at  
afleming@myjacs.org

#### 9 - 12th Grading Scales and Recognition

9th - 12th students receive semester grades. The semester grade is calculated as 40% Q1, 40% Q2, and 20% exam. The semester grade appears on a student's transcript and is calculated into their GPA.

Grade	Cut Off	GPA	Honors GPA	AP GPA
A+	100%	4.0	4.32	4.40
A	92.5	4.0	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	1.1
D-	59.5	0.67	0.72	0.74

**Honors and Recognition:** 9th - 12th students are recognized for Honor Roll by achieving a 3.20 GPA.

**A special recognition day is planned each quarter to honor these students. Parents of 9th-12th grade students are invited to join us for the Semester 1 recognition day.** On these days, invited students will receive a complimentary breakfast!

Additional awards are presented at the end-of-year Honors Assembly for specific subject excellence. We hope to see you there!

# Academics

## Quarterly Assessments

### LC Community Guidebook

**Vision:** At Lumen Christi, we define our curriculum with two guideposts: the standards established by the Diocese of Lansing determine the scope of the curriculum and content-driven Quarterly Assessments drive the rigor of the curriculum. The Quarterly Assessments serve both to determine the appropriate level of rigor to push students to grade level or beyond, but also serve as an important reflection to determine necessary student re-teaching and to evaluate pedagogical strategies used in a quarter.

#### Quarterly Assessment Design and Grading

- Quarterly Assessments are created by the teacher to address the standards. The best Quarterly Assessments will use nationally standardized target assessments (ACT/ASPIRE, SAT, Regents Exams [<https://www.nysedregents.org/>], Advanced Placement, Smarter Balanced Assessment Consortium).
- Each Quarterly Assessment is comprised of:
  - 5 Power Standards identified by the teacher.
  - For High School, the QA is embedded within the semester exam for Q2 (end of S1) and Q4 (end of S2)
- Each Quarterly Assessment is graded as a test grade for the quarter.
- Teachers may choose to use the Quarterly Assessment as evidence of mastery for a previous assessment (for example, a student who received an “A” on that Power Standard for the QA may replace/update a previous “D” in the same Power Standard). This is solely at the discretion of the teacher in consultation with the Instructional Leader.

#### Quarterly Assessment Logistics and Implementation

- Quarterly Assessments are given near the 8th/final week of the quarter.
- In Quarters 1 and 3, all grade levels give Quarterly Assessments on designated days. Designated days are determined 3-4 weeks in advance by the Instructional Leadership team.
- In Quarters 2 and 4, grades 7-8 give QAs on designated days. Grades 9 - 12 follow Semester Exam schedule.
- During a QA week, QAs are given Monday - Thursday. Friday is Mass Day and QA Make-Up Day. QAs are made up in the Library, supervised by the Librarian.
- A follow up professional development day is provided for teachers for data analysis and planning.

#### Quarterly Assessment Dates 24-25

	QA Week		QA Week
Q1	10/10	Q3	3/13
S1	12/19	S2	5/30-6/9

Please help us administer successful, productive assessments! We ask that you schedule appointments and other time away from school during other times so that your student can take their QAs as scheduled. Thank you for your help!

# Academics

## Grading Policies: Homework, PowerSchool, Late Work, and Plagiarism

### LC Community Guidebook

As a community of partners preparing our students for college and the workforce, we have shared goals of developing students to be independent, reliable, gritty, and to take initiative and ownership of their own learning. These soft skills are developed in many ways throughout a Lumen Christi education and also emphasized through policies for homework, grading, and academic honesty.

**Homework:** Completing work from school at home is critical for students in two ways: First, it emphasizes learning from the day in an independent setting to ensure the student can complete the work on their own, which they will be asked to do later. Second, completing a rigorous homework load each night builds work stamina and organizational skills that elevate Lumen Christi students at college and in the workforce. Students should expect to have about 1 hour of homework nightly in 7th and 8th grade and about 2 hours of homework nightly in 9th - 12th grades. Students taking advanced, honors, AP, or dual enrollment classes should anticipate having more homework. The investment, belief, and hard work in homework now has an invaluable pay-off in a few years! Thank you to our parents and students for giving this their 100%!

**FACTS:** The main means of communication of academic progress among teachers, parents, and students is your FACTS Family Portal. Teachers at Lumen Christi commit to updating grades on at least a weekly basis. At least three grades per week should be entered.

Parents and students should check FACTS weekly. Please understand that a teacher's duties include many tasks in addition to grading, and expect assignments and tests may need some time to be graded. FACTS is a living, working document. A zero entered for a missed test or assignment is easily changed once the work is completed. Checking FACTS multiple times a day often results in more panic and confusion than clarity. As the students progress from 7th grade to 12th grade, more responsibility should be placed on the students rather than the parents or teachers for keeping track of work. The goal is to graduate independent, responsible, well-educated, and ever-faithful young men and women.

**Late Policy:** Assignments turned in late (not because of absence) will be accepted for one week late and marked at 60%. After one week, assignments are accepted until the end of the quarter and marked at 50%. This policy applies to grades 7-12.

Assignments turned in late because of an excused absence may be turned in two days late per day absent without penalty.

**Plagiarism:** Plagiarizing a paper is an extreme academic issue. Because students are learning rules of attributing sources, it is very important that they take responsibility to ask questions in advance and cite resources such as the MLA handbook for guidance prior to submitting a paper. If a student has plagiarized a paper (not including the senior research paper), the student will receive a zero on the paper, and the parents notified. The student may receive a disciplinary consequence, depending on the circumstances.

The student will be allowed to re-submit the paper for half credit in grades 9-12, and for 60% credit in middle school.

**Cheating on tests and quizzes:** Cheating on a test or quiz is an extreme academic issue. At most colleges, it will result in failing a course or even being asked to leave the school. Because of this, we believe it is important for students to understand the severity of the offense early. If a student is caught cheating on an assessment, the student will receive a zero. The teacher will notify the parents. The student will not be allowed to retake the assessment.

# School Life

## Directory of School Leaders

### LC Community Guidebook

Listed below are some of the school leaders supporting our students and school and the areas in which they can help you!

<b>School Leaders</b>	<b>President:</b>		<ul style="list-style-type: none"> <li>Finance, Fundraising, Marketing, and Operations Visioning and Oversight</li> </ul>
	<b>Principal:</b> Mr. Ben Learned	blearned@myjacs.org	<ul style="list-style-type: none"> <li>Faith, School Life Visioning and Oversight</li> </ul>
	<b>Assistant Principal:</b> Mr. Sean Brogan	sbrogan@myjacs.org	<ul style="list-style-type: none"> <li>School culture</li> <li>Discipline</li> </ul>
	<b>Chaplain:</b> Fr. Miguel Colunga	frmcolunga@myjacs.org	<ul style="list-style-type: none"> <li>Faith development and counseling for students, staff, and community</li> </ul>
<b>Main Office</b>	<b>Director of Office Operations</b> Mrs. Amanda Gaston	agaston@myjacs.org	<ul style="list-style-type: none"> <li>Compliance and Reporting</li> <li>Personnel Agreements</li> <li>Office Supervision &amp; Ordering</li> </ul>
	<b>Attendance Coordinator:</b> Mrs. Theresa Sattler	attendance@myjacs.org	<ul style="list-style-type: none"> <li>School receptionist and operator</li> <li>Reporting a student absent</li> <li>Student messages and materials</li> </ul>
	<b>Document Control Coordinator:</b> Mrs. Amy Schuster	aschuster@myjacs.org	<ul style="list-style-type: none"> <li>Transcripts and Records</li> <li>Honor/Extracurricular and Academic Reports</li> <li>TRIP support</li> </ul>
<b>Jackson Catholic Schools</b>	<b>Executive Director:</b>	@myjacs.org	<ul style="list-style-type: none"> <li>Operations Visioning and Oversight</li> <li>Finance, Fundraising &amp; Marketing</li> </ul>
	<b>Chief Academic Officer:</b> Mrs. Stephanie Kristovic	skristovic@myjacs.org	<ul style="list-style-type: none"> <li>Administrative leadership, direction, evaluation and support</li> </ul>
	<b>Chief Financial Officer:</b> Monica Makulski	mmakulski@myjacs.org	<ul style="list-style-type: none"> <li>Financial planning</li> <li>Cash flow operations</li> </ul>
	<b>Chief Philanthropy Officer:</b> Mr. Ted Ludlow	tludlow@mjacs.org	<ul style="list-style-type: none"> <li>Donations and Gifts</li> <li>Community Relations</li> </ul>
	<b>Director of Public Relations:</b> Ms. Kelli Shuberg	kshurberg@myjacs.org	<ul style="list-style-type: none"> <li>Marketing and Community Engagement</li> <li>Events</li> <li>Social Media Management</li> </ul>



# School Life

## Directory of School Leaders

### LC Community Guidebook

<b>Counseling and Student Supports</b>	<b>Counselor:</b> Ms. Hannah Freel	hfrees@myjacs.org	<ul style="list-style-type: none"> <li>• Comprehensive Guidance</li> <li>• College Prep</li> </ul>
	<b>Registrar:</b> Ms. Amy Fleming	afleming@myjacs.org	<ul style="list-style-type: none"> <li>• Course registration and class changes</li> <li>• Dual Enrollment</li> <li>• Academic Reporting</li> <li>• Testing Coordinator</li> </ul>
	<b>Extended Student Supports:</b> Mr. Todd Thompson	tthompson@myjacs.org	<ul style="list-style-type: none"> <li>• Monitoring and supervision of Service Plans and 504s</li> <li>• Teaching and support of students with special needs</li> </ul>
<b>Business Office</b>	<b>Director of Business Affairs:</b> Mrs. Karla Warriner	kwarriner@myjacs.org	<ul style="list-style-type: none"> <li>• FACTS management</li> <li>• Payroll</li> <li>• Treasury Management</li> </ul>
	<b>Associate Director of Business Affairs:</b> Mrs. Elizabeth Anderson	eanderson@myjacs.org	<ul style="list-style-type: none"> <li>• Records of gifts</li> <li>• Office support</li> <li>• General Accounting</li> <li>• Event Support</li> </ul>
<b>Student Life</b>	<b>Dean of School Safety:</b> Mr. Joe Williams	jwilliams@myjacs.org	<ul style="list-style-type: none"> <li>• Lunch and recess supervision</li> <li>• Drill compliance</li> <li>• Busing and Transportation</li> </ul>
	<b>Director of Campus Ministry:</b> Mrs. Clare DeWitt	cdewitt@myjacs.org	<ul style="list-style-type: none"> <li>• Support the faith development of students, faculty, staff, and parents</li> </ul>
<b>Athletics</b>	<b>Athletic Director:</b> Mr. Jesse Brown	jbrown@myjacs.org	<ul style="list-style-type: none"> <li>• Athletics Visioning and Oversight</li> <li>• Development of Coaches and Athletes</li> <li>• Game Management</li> </ul>
<b>Library</b>	<b>Librarian:</b> Mrs. Eileen Lienhart	elienhart@myjacs.org	<ul style="list-style-type: none"> <li>• Book test monitoring</li> <li>• Textbook and workbook ordering</li> <li>• Technology support</li> <li>• Student support</li> </ul>
<b>Cafeteria</b>	<b>Food Services Director:</b> Mr. William Harvey	wharvey@myjacs.org	<ul style="list-style-type: none"> <li>• Lunch planning and supervision</li> <li>• Lunch account management</li> </ul>

# School Life

## Bell Schedules

### LC Community Guidebook

Normal Bell Schedule	
Period	Time
Warning Bell	7:50
1	7:55 – 8:44
2	8:48 – 9:37
3	9:41 – 10:30
4	10:34 – 11:23
5 HS Lunch MS Recess	11:27 – 11:52
6 HS Seminar MS Lunch	11:56 – 12:21
7	12:25 – 1:14
8	1:18 – 2:07
9	2:11 – 3:00

Mass Day (Tuesday) Bell Schedule	
Period	Time
Warning Bell	7:50
1	7:55 – 8:41
2	8:45 - 9:31
3	9:35 - 10:21
Home Base	10:25 - Transition
Mass	10:35 - 11:25
4	11:29 - 12:08
5 HS Lunch MS Recess	12:12 - 12:31
6 HS Seminar MS Lunch	12:35 - 12:54
7	12:58 - 1:36
8	1:40 - 2:18
9	2:22 - 3:00

Assembly Bell Schedule	
Period	Time
Warning Bell	7:50
1	7:55 – 8:3
2	8:39 - 9:19
3	9:23-10:03
4	10:07-10:47
7	10:51-11:31
5 HS Lunch MS Recess	11:35-12:00
6 HS Seminar MS Lunch	12:04- 12:29
8	12:33-1:13
9	1:17-1:57
House Event	2:00-3:00

HS Exam Day Schedule	
Period	Time
Warning Bell	7:50
Report to Room	7:55 – 8:00
Exam 1	8:00 - 9:00
Exam 2	9:05 - 10:05
Final Announcements	10:05 - 10:10

1/2 Day Bell Schedule	
Period	Time
Warning Bell	7:50
1	7:55 – 8:22
2	8:26 – 8:53
3	8:57 – 9:24
4	9:28 - 9:55
7	9:59 - 10:26
8	10:30 - 10:57
9	11:01 - 11:30

# School Life

## Attendance: Interventions

### LC Community Guidebook

#### **If your student has a mid-day appointment or needs to leave early, we ask:**

- Please send a note at the beginning of the school day. Students should bring their notes to the office before the school day to receive a yellow slip. This ensures no additional loss of class time.
- Please report to the Main Office before leaving the school building. We need to sign you out and know you are safe!
- Please report to the Main Office upon your return so we know you are safe. Please bring a signed note.

#### **If your student needs to leave early due to illness:**

- We will call you on the phone from the Main Office. As always, please do not allow your student to contact you on their cell phone during the day. We thank you for your help in supporting our policies!
- A parent or other relative may pick up the student. Students driving may leave themselves with their parents' verbal permission on the phone.
- Please send a signed note the next day for our records.

**If a student returns to school without a signed note or a phone call from parents, they will be held in the Main Office until we have a parent contact. Our records and partnerships are important, and we need to work together to make sure students are safe!**

To encourage student attendance, we support a few guidelines as a school community:

- For school sponsored events - 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. At Lumen Christi, we will uphold that policy for practices. For games or events, students must be present for a full day to participate (exceptions will be made for students with medical appointments, when the coach is notified in advance).
- If student has excessive absences (more than 10, either in an individual class or full day absences), they may be required to make up the days or lose credit in a single class or all classes. School field trips, deaths in the family, and ongoing medical conditions are not counted towards excessive absences.
- Due to the rigor of Advanced Placement courses, students in those courses may have no more than 6 field trip days. Students may request additional days in writing to the principal, Mr. Learned
- Students who continue to show issues with attendance over time and after intervention are not committed to our vision or our school. Parents, school, and student will meet to determine if the student should continue at Lumen Christi.

#### **Tardy Policy**

Being on time, present, and ready to start the day at 100% is an intrinsic part of our core values. Being excellent means being on time and school must be students' priority. We recognize that there are extreme cases where students might be tardy to school due to extenuating circumstances, and so all students are granted four free tardies per quarter for any reason. After four tardies in a quarter, a student will be issued an Owed Time for each subsequent tardy to help build a sense of responsibility. After eight tardies in a single quarter, administration will work with families to establish a contract for attendance and to ensure the student is learning the necessary skills and has the required support. Students at this level may be on social and athletic probation until the terms of their contract are fulfilled. Each quarter, students get a fresh slate!

Tardies are "excused" and do not count towards a student's four tardies only when the student is sick or has a medical appointment. Please provide a note for our records to ensure the tardy is excused!

Teachers establish their own policies for "tardy to class;" please consult with the syllabus for each teacher's policy. In general, being tardy to class will result in an "Owed Time."

Please contact us! You can reach the Main Office at 517.787.0630 (leave a voicemail at any time) or e-mail us at [attendance@myjacs.org](mailto:attendance@myjacs.org). Thank you!

# School Life

## Middle School Culture

### LC Community Guidebook

#### Middle School Recess:

Middle School students need intentional physical and social time to further develop. We believe, and evidence has shown, that recess and the ability to expend physical energy reduces behavior issues.

Middle School students participate in recess in the main gym or football field each day. Balls are provided; many students also choose to just chat!

Cell phones are **NOT** permitted during recess or lunch.

#### Recess Guidelines

1. Be kind. Use kind words and actions with all.
2. Come prepared so you can play and engage intentionally.
3. Invite others to play and make sure everyone is included.
4. Stay in the boundaries of recess space so you stay safe.
5. Be physical, but not rough. Students should never push, play keep away, or tackle.
6. Conflict arises. If it can't be solved privately with words, separate for some alone time or seek an adult.



# School Life

## Titan Time/Titan Tutoring

### LC Community Guidebook

Lumen Christi Catholic School offers free supervised study and afternoon fun each day Monday - Friday in the Library from 7:10 - 7:35 a.m. and from 3:00 p.m. until 5:00 p.m.

Students reporting to school in the morning before the doors open at 7:35 a.m. are invited to join us for supervised quiet and study! Students in the building MUST report to Titan Time until 7:35 a.m. Entry is through the Main Office door.

Students participating in Titan Time must report by 3:00 p.m. and sign in and out of the Library. All students are required to complete their homework first in Titan Time. After students have completed their homework and had an After School Dean review their homework, students may transition to more open social time, with some games provided.

All students present in the building after 3:00 p.m. must be in a classroom with a teacher, in an extracurricular activity with a moderator, a practice or activity with a coach, or in Titan Time. Students leaving from one of these activities must have a signed note to be in the hallway. This ensures that our building and students stay safe! Students who are in the hallway unsupervised after 3:00 p.m. will receive an Owed Time and be escorted to Titan Time or outside. Students may always wait outside for parents. Parents will not need to sign out a student from Titan Time; students will be allowed to leave at any point.

Please note that Titan Time is not available on half days of school.

**Titan Tutoring:** This service allows students to focus in on their academic needs to get them back on track. Any student with a D- or E at grade check will be informed by administration that they are to attend Titan Tutoring. Titan Tutoring is a 30 minute study hall before (7:15-7:45 in Mr. Simmons' room) or after school (3:05-3:35 in Ms. Cliffords room). Attendance is mandatory for students to participate in extracurricular activities that day. Skipping Titan Tutoring will result in missing practice, third time skipping will result in missing a game.



# School Life

## Lunch

### LC Community Guidebook

#### Students or Parents Can Pay for Lunch By:

##### Logging into your FACTS account and adding money to the Students account.

- Depositing a cash or check in the Main Office to add money to their account. Students write their name, the amount, and date on a white envelope and put it in the green lunch box. Check should be written to Lumen Christi.

The direct link:

All families should receive an e-mail notification of the lunch balance. Please check this regularly and e-mail Director William Harvey at [wharvey@myjacs.org](mailto:wharvey@myjacs.org) if you are not receiving

#### If A Student Does Not Have Money for Lunch:

- Each student will be allowed a negative \$25.00 lunch account balance.
- A notice will be sent to both the parent and the student stating the negative account balance.
- If they have exceeded their allowed negative balance and still do not have lunch, we provide a lunch! Students are offered cold lunch that includes a cold cheese sandwich with, fruit, and milk. (Note: our biggest question comes when students refuse the lunch and then report that they had no lunch. Please partner with us by talking this through with your student in advance and after the issue!)

#### Daily Lunch:

Cost for MS Hot Lunch: \$4.30  
Cost for HS Hot Lunch: \$4.80  
Ala Cart items vary in price

#### Free and Reduced Lunch:

If your family struggles to make ends meet, there is help with lunch through the federal government free and reduced lunch program. Last year, approximately 25% of our families qualified for Free or Reduced Lunch.

You may download the application from our website or request one from the Main Office. or, please use the application in your family portal.

The school began a free lunch volunteer cafeteria program for students last year and proved to be very helpful to families. We are expanding that this year to include parents. The volunteer time is from shortly before the beginning of lunch to shortly after the end of lunch. Approx. 1.5 hours.

For more information please contact, Food Services Director; William Harvey at [wharvey@myjacs.org](mailto:wharvey@myjacs.org)

For more information on the lunch menu, Parent/Student volunteer program or the cafeteria, please contact Food Services Director William Harvey at [wharvey@myjacs.org](mailto:wharvey@myjacs.org).

# School Life

## Uniforms: Grades 7 and 8

### LC Community Guidebook

At Lumen Christi, we achieve excellence by paying attention to the smallest details and ensuring those are right. We thank our parents for joining in this commitment each morning by checking their student's uniform, encouraging it to be right, providing the correct uniform pieces, and supporting our school policies and beliefs! ***For repeated dress code violations at the administrations discretion a student will be asked to be removed from class until the issue is resolved. A written and verbal warning will be communicated to both student and parent before a student would be removed from the classroom***

#### Boys:

- Boys must wear either a green or light gray polo (cotton or dri fit) with the Chi Rho logo OR a white Oxford shirt with Chi Rho logo and a uniform necktie.
- Boys must wear khaki or black pants in straight or standard fit with the uniform tag on the back pocket.
- **In chillier weather, boys may wear:**
  - A long-sleeved plain black or white shirt underneath a polo.
  - A green or black vest, v-neck cardigan, or v-neck pullover sweater with Chi Rho logo.
  - A black or green dri-fit ½ zip or full zip jacket with Chi Rho logo. (Green available in Fan Shop only.)
  - A black or green fleece jacket with Chi Rho logo.
  - Beginning Oct. 1st dress code appropriate sweatshirts may be worn.

#### Girls:

- Girls must wear either a green or light gray polo (cotton or dri fit) with the Chi Rho logo OR a white Oxford shirt with Chi Rho logo.
- Girls may wear khaki or black pants in straight or standard fit with the uniform tag on the back pocket.
- **In chillier weather, girls may wear:**
  - A long-sleeved plain black or white shirt underneath a polo.
  - A green or black vest, v-neck cardigan, or v-neck pullover sweater with Chi Rho logo.
  - A black or green dri-fit ½ zip or full zip jacket with Chi Rho logo. (Green available in Fan Shop only.)
  - A black or green fleece jacket with Chi Rho logo.
  - Beginning Oct. 1st dress code appropriate sweatshirts may be worn.

#### Athletic Dress Code:

- Outside of Lumen Christi spirit wear Fridays athletes may only wear team apparel when given permission from an administrator.

Shirts, quarter-zips, sweaters, pants, and skirts must be ordered from our partners at **MyAplus** Uniforms. Please visit their website at <https://lansing.myaplusuniforms.com/collections/lumen-christi-catholic-school> for information on purchasing.

# School Life

## Uniforms: High School

### LC Community Guidebook

At Lumen Christi, we achieve excellence by paying attention to the smallest details and ensuring those are right. We thank our parents for joining in this commitment each morning by checking their student's uniform, encouraging it to be right, providing the correct uniform pieces, and supporting our school policies and beliefs! ***For repeated dress code violations at the administrations discretion a student will be asked to be removed from class until the issue is resolved. A written and verbal warning will be communicated to both student and parent before a student would be removed from the classroom***



#### Boys:

- Boys must wear either a white or black polo (cotton or dri fit) with the Chi Rho logo OR a white Oxford shirt with Chi Rho logo and a uniform necktie.
- Boys must wear khaki or black pants in straight or standard fit with the uniform tag on the back pocket.
- **In chillier weather, boys may wear:**
  - A long-sleeved plain black or white shirt underneath a polo.
  - A green or black vest, v-neck cardigan, or v-neck pullover sweater with Chi Rho logo.
  - A black or green dri-fit ½ zip or full zip jacket with Chi Rho logo. (Green available in Fan Shop only.)
  - A black or green fleece with Chi Rho logo full zip jacket.
  - Beginning Oct. 1st dress code appropriate sweatshirts may be worn.

#### Girls:

- Girls must wear either a white or black polo (cotton or dri fit) with the Chi Rho logo OR a white Oxford shirt with Chi Rho logo.
- Girls may wear khaki or black pants in straight or standard fit with the uniform tag on the back pocket OR a uniform skirt. **Uniform skirts: From October 1st-May 1st** - Must be worn with solid colored black or grey leggings (ankle length or longer); solid colored black, grey, or white tights. **Socks:** Solid black or white socks (logos are allowed, but no patterns) or uniform sock with LC block logo.
- **In chillier weather, girls may wear:**
  - A long-sleeved plain black or white shirt underneath a polo.
  - A green or black vest, v-neck cardigan, or v-neck pullover sweater with Chi Rho logo.
  - A black or green dri-fit ½ zip or full zip jacket with Chi Rho logo.(Green available in Fan Shop only.)
  - A black or green fleece with Chi Rho logo full zip jacket.
  - Beginning Oct. 1st dress code appropriate sweatshirts may be worn.

#### Athletic Dress Code:

- Outside of Lumen Christi spirit wear Fridays athletes may only wear team apparel when given permission from an administrator.

Shirts, quarter-zips, sweaters, pants, and skirts must be ordered from our partners at **MyAplus** Uniforms. Please visit their website at <https://lansing.myaplusuniforms.com/collections/lumen-christi-catholic-school> for information on purchasing.



## School Life

### Uniforms: Hair and Jewelry

#### LC Community Guidebook

Professional hair and jewelry minimize distractions in the learning environment and ensure we always remember we are on the same team. Thank you to our parents for supporting these guidelines at home: we are on the same team!

#### **Hair:**

1. Girls: Extreme hairstyles or colors/dyes are not permitted.
2. Boys: Hair must be clean, brushed or combed, above eyebrows, off collar, and above ears. Students with protective hairstyles may neatly and professionally braid or tie up hair with approval from the administration. Boys must be clean shaven.

#### **Jewelry:**

1. Girls: Jewelry and make-up is kept at a minimum. 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 extra-curricular activities and/or events.



# School Life

## Restorative Discipline: Goals and Responsibilities

### LC Community Guidebook

Restorative Discipline is a whole school relational approach to building school culture and addressing student behavior that fosters belonging over exclusion, and meaningful accountability over punishment. It changes the focus from fear and punishment, instead concentrating on belonging, connectedness and willingness to change because people matter to each other. The teaching of the Cardinal Virtues in our religion classes complimented by the school wide recognition when students are displaying virtuous behaviors has allowed us to focus on our behavior with the values Christ has taught us.

As a team of school, student, and parent all working to make every student as successful as possible, we have shared responsibility in our implementation of restorative discipline practices:

Student	As students, to reach our very best, we will: <ul style="list-style-type: none"><li>● Work always to be the best version of ourselves, taking responsibility for our actions in and out of school.</li><li>● Check our myjacs e-mail regularly for notification of Owed Times and Detentions.</li><li>● Check the posted Owed Time/Detention lists each week.</li><li>● Follow-up with issuing teacher with questions regarding our Owed Time/Detention.</li><li>● Make arrangements with administration in advance if any schedule conflict prevents us from serving on posted date/time.</li><li>● Make arrangements with any coaches/activity directors to notify them if we will miss event due to serving our Owed Time/Detention.</li></ul>
Parent	As parents, to support our students to reach their very best, we will: <ul style="list-style-type: none"><li>● Have meaningful conversations with students about being their best selves and taking responsibility when they make mistakes.</li><li>● Check our email each week, as emails are automatically generated each time an Owed Time/Detention is entered.</li><li>● Reach out, first to issuing teacher, with questions about Owed Time/Detention Entry.</li><li>● Reach out to administration with additional questions.</li><li>● Arrange for transportation to/from Owed Time/Detention for our student.</li><li>● Remind students to bring a cold lunch on Owed Time service days.</li></ul>
School	As a school, to support our families, we will: <ul style="list-style-type: none"><li>● Make expectations as clear as possible so students can choose to be excellent.</li><li>● Have meaningful conversations with students about being their best selves, their goals, and restoring our community when they make mistakes.</li><li>● Partner with parents and students to create supports and interventions when a student repeatedly demonstrates poor choices.</li><li>● Ensure weekly emails go out to parents, to notify them of issued Owed Time/Detention.</li><li>● Hold Detention each Thursday, before school at 7:15 a.m. and after school at 3:05 p.m.</li><li>● Be available for parent/student questions or concerns, returning parent emails and phone calls within 24 hours, Monday through Friday.</li></ul>

# School Life

## Restorative Discipline: Goals and Responsibilities

### LC Community Guidebook

<b>Owed Times:</b> Responsibility oriented behaviors, impacting an individual student.	<b>Detentions:</b> Typically respect oriented behaviors, that impact others in the community.	<b>Demerits/Suspensions</b> Issued by Principal for more serious infractions.
<ul style="list-style-type: none"> <li>● Dress code or grooming violations</li> <li>● Chewing gum</li> <li>● Eating/drinking in hallway/classroom</li> <li>● Tardiness</li> <li>● No Hall Pass</li> <li>● Library Violations</li> </ul>	<ul style="list-style-type: none"> <li>● Personal device violations</li> <li>● Disturbing class</li> <li>● Rowdiness</li> <li>● Inattention in class</li> <li>● Disrespect/talking back after warning</li> <li>● Failure to comply with a reasonable request</li> <li>● Inappropriate language</li> <li>● Technology violations on school devices</li> </ul>	<ul style="list-style-type: none"> <li>● Throwing objects/food</li> <li>● Skipping class</li> <li>● Use and possession of tobacco, alcohol, or drugs</li> <li>● Disrespect - abusive/malicious</li> <li>● Excessive tardiness</li> <li>● Stealing</li> <li>● Fighting</li> <li>● Vandalism</li> <li>● Forgery</li> <li>● Reckless driving</li> <li>● Cheating/plagiarism</li> </ul>

Saturday Detentions are assigned for repeated or egregious behaviors or for failing to serve detention. Saturday Detentions are given by the Assistant Principal or Principal. Saturday Detentions will be offered 1 time each month, from 8:00 a.m.-10:00 a.m., and supervised by an administrator.

#### Serving Consequences:

- Students will be required to report for all issued consequence on time, in uniform, and with quiet work to complete.
- Receiving three Owed Times in a two week window will result in a served Thursday detention.
- Discipline service takes priority over extracurricular activities and work.
- Detentions are served before OR after school each Thursday, at 7:15 a.m. and 3:05 p.m.
- Saturday Detentions are served one Saturday per month, from 8:00 a.m.-10:00 a.m.

#### Viewing infractions in FACTS:

In addition to receiving emails, parents/students can view all discipline entries in FACTS. Parents/students should login to the FACTS portal and can view the entries by clicking on the BEHAVIOR box, in the Navigation panel. We thank you for taking the time to do this if you have a question prior to sending an e-mail to check, as in most cases, the information is available in FACTS. This allows us to spend more time with the students!

#### Questions about Infractions:

- Ask your student! In most cases, they should be able to report what happened.
- Please contact the issuing teacher with questions or concerns about an issued owed time/detention.
- Please contact Assistant Principal Sean Brogan at [seanbrogan@myjacs.org](mailto:seanbrogan@myjacs.org) with questions about serving a consequence.
- Please contact Amy Fleming, Registrar with questions about Powerschool login/viewing infractions.

# School Life

## School Safety

### LC Community Guidebook

Each and every one of our students is a child of God’s, and it is our sacred duty to protect them. As a school community, we have adopted several policies to work to keep our school building safe and secure for all students. We thank you for understanding when these policies require an extra minute or extra effort. We are a team in growing our students to be amazing men and women!

<b>Entry to Building</b>	To accommodate families with early drop off, we offer supervised study hall with limited capacity from 7:10 - 7:35 a.m. in the school Library. Parents sign up one time for the year. Participating students arrive by 7:10 a.m. and enter the building by buzzing in at the Main Office entrance. The Office Manager will identify and greet the students and welcome them into the building. From 7:35 a.m. - 7:55 a.m., students may enter at the High School (first door) or Middle School (4th or last door) entrance. A staff member holds open the door to ensure security and welcome students. The door remains locked at all times. If a staff member is not there or it is after 7:55 a.m., students must report to the Main Office door to be buzzed in and identified.
<b>After School</b>	We understand parents need to arrange different pick-up schedules. All students are invited to attend Titan Time in the Library Monday - Friday from 3:15 p.m. - 5:00 p.m. Students in the building after school must be with a teacher, moderator, or coach in an activity or classroom or in Titan Time. Students will be issued a pass to leave from their designated location and will be issued an Owed Time if they are in the hallway after 3:15 p.m. without a pass.
<b>Dollar General</b>	For students’ safety, they may not walk to the Dollar General across the street at any time, before or after school or during any non-school hours. Students will be issued detentions if they do not follow this guideline.
<b>Visitors</b>	All visitors must report to the Main Office. A visitor name badge is required for all guests and visitors who are in the school. Student guests in the building are not permitted, except for rare exceptions (like international learning). Students who have friends interested in attending Lumen Christi should contact the Advancement Office at <a href="mailto:lcadv@myjacs.org">lcadv@myjacs.org</a> .
<b>Messages</b>	We ask that, for their safety, students not use their cell phones in any capacity during the school day, including for contacting parents. Parents and students are welcome to use the Main Office to make calls and transmit messages. For the safety of students, we only accept messages and packages from parents, siblings, or those listed on the Emergency card. Messages are distributed to students at the end of the day to maintain our academic focus!
<b>Backpacks and Athletic Bags</b>	Backpacks are allowed in classrooms. We provide a “Bag Drop Room” in the high school hallway for students of any grade level to leave large, oversized athletic or extra-curricular bags during the day for safe-keeping. Large bags may not be stored in classrooms or in the hallway. Thank you for keeping our spaces safe!
<b>Closed Campus</b>	Lumen Christi is a closed campus. Students are not permitted to leave during the day, except for medical appointments with a note. Students may not receive deliveries, including food, on campus at any point.
<b>18 Year Old Majority Law</b>	All students attending Lumen Christi Catholic School must be living with a parent or legal guardian. All school contact will be with the parent or legal guardian.
<b>Lockdown</b>	Lumen Christi Catholic School has implemented the “Lockdown” school safety system. This system utilizes manual door barricades as well as a technological “mesh” bluetooth system to quickly transmit emergency information to stakeholders within the school and local law enforcement. More information can be found at: <a href="http://thelockdownco.com/the-boot/">http://thelockdownco.com/the-boot/</a>

# School Life

## Additional Guidelines

### LC Community Guidebook

**Cell Phones:** Time spent in class learning and in our community building relationships is incredibly important for all students. The majority of our students have a personal cell phone and we respect your parental decision to allow this. We want to respect the learning process and are going to strictly enforce our discipline policy of zero personal phone usage during active learning time. Our discipline policy is as follows:

- First offense - Detention. The phone will be removed from the students possession and stored in the front office. The student can get the phone after school.
- Second offense - Detention. The phone will be removed from the students possession and stored in the front office. A parent/guardian will have to get the phone after school.
- Third offense - In-school suspension. The phone will be removed from the students possession and stored in the front office. A parent meeting will be required to plan further action.

**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. A replacement tag is \$5.

Students are to park their vehicles and immediately leave the parking area. For their safety, we ask that students do not loiter in their vehicles. Please keep vehicles locked. Students are permitted to park on the west side of school in the student parking lot only; please respect the parking lines.

Violations of parking rules may lead to suspension or revocation of parking privileges. Any abuse of the driving privilege around the school, such as recklessness, dragging, etc. will result in discipline and possible forfeit of the right to drive to school. Students may never go out to their car or exit the property during the school day without permission. When driving on school property, please observe the 15 mph speed limit and one-way directions.

**College Visits:** Seniors are allowed 2 days for college visits which will be designated as "field trips." Juniors are allowed 1 day for a college visit in their second semester that is recorded as a "field trip." To be counted as a field trip, written notification must accompany the college visit. Please notify teachers in advance of the visit so we can coordinate missing work and upcoming assignments with the student. Many students may use additional days for college visits, but these are recorded as regular absences -- we thank you for early notification of these dates, as well!

**Bus Transportation:** Lumen Christi provides transportation between each of the Jackson Area Catholic Schools before and after school, athletic and extracurricular bussing, and bussing for field trips. At all times, we ask students to be courteous, respectful of directions, and mindful of the safety of themselves and others. Students who make choices that do not reflect our values will experience consequences, including potentially the loss of bus-riding privileges.

For questions about bus transportation, please contact Joe Williams at [jwilliams@myjacs.org](mailto:jwilliams@myjacs.org).

**Dances:** Dances are a great opportunity to build community and have fun together! Dances are designated in advance as 7-8 dances or 9-12 dances. To be admitted to a school-sponsored dance, students may be required to present their I.D. card. No guests are permitted at 7-8 dances. 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 some 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 allowed one guest per event. No one older than 19 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.

To ensure the safety of all of our students and partner with parents, students at a dance must have parent permission to leave the dance more than 30 minutes before the scheduled end of the dance. If a student is requesting to leave early, we will ask the student to contact the parent via cell phone to receive permission. Thank you for your partnership!

# School Life

## Bullying Beliefs, Policies, and Approach

### LC Community Guidebook

**Vision:** At Lumen Christi Catholic School we believe that all people are children of God, worthy of love, respect, compassion, and support in growing towards their full potential. We further believe that as a Catholic Christian community we are called to work to reflect God's love for all in everything that we do. In this way, we build up the Body of Christ within our school community, and provide a physically and emotionally safe environment for all members.

Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time. This includes bullying behaviors that happen at school, during non-school hours, or on social media.

All adults and students are called to report incidents of bullying behaviors whenever they witness or hear about such behaviors. In this way, we care for one another and make sure our community is safe.

When intervening with respect to bullying behaviors, we act with the following principles in mind:

- All people are made in the image of God and are deserving of love, compassion, and support, especially those experiencing bullying behaviors and including those committing bullying behaviors.
- Our primary goals in intervening as a school are first, to stop the negative behaviors immediately and second, to grow students in faith and character.
- Knowing the negative impact of bullying behaviors, we must investigate quickly and thoroughly.
- As a school, we seek to give power back to those experiencing the bullying behaviors and make them agents in choosing how to address the situation.
- Most bullying is very subtle and avoids adult attention. The most effective way to identify bullying is by student or parent reporting.

When bullying behaviors are reported early, we avoid negative consequences and seek instead to stop the behavior. This is intended to encourage early reporting and to create investment from all stakeholders in stopping the bullying behaviors.

We use a four-option process. People experiencing bullying behaviors meet with either the Principal, Assistant Principal, or counselor and after processing the situation choose:

1. To try to work through the situation on their own.
2. To practice responses to the bullying behaviors with safe adults to try to address the behavior on their own.
3. To have the Dean and Counselor reach out to proximal adults and students to create awareness of the bullying behaviors so that opportunities for bullying behaviors are removed and quick intervention can take place if bullying behaviors happen.
4. To have the Dean or Counselor meet separately with the student committing the bullying behaviors to create a contract to stop the behaviors. All parents are contacted, in the case of students, to be aware of the contract.

Whichever option is selected, an administrator or counselor will follow up with the person experiencing the bullying behaviors for several weeks to ensure that the bullying behaviors have stopped. If the person exhibiting the bullying behaviors violates the contract or retaliates in anyway, he or she is immediately moved to the most severe and significant punishment available – in the case of a student, this would be suspension.

Please note that this process applies to bullying behaviors caught early. Egregious behaviors, whether bullying or single incident behaviors, will be addressed separately and individually, and will almost always have immediate, significant consequences.

Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter.

If your student or another student is experiencing bullying behaviors, contact Counselor Hannah Freel at [hfreel@myjacs.org](mailto:hfreel@myjacs.org), Assistant Principal Sean Brogan at [seanbrogan@myjacs.org](mailto:seanbrogan@myjacs.org), or Principal Ben Learned at [blearned@myjacs.org](mailto:blearned@myjacs.org)

# Athletics

## Mission & Vision Statement

### LC Community Guidebook

#### Mission Statement

Lumen Christi Catholic School models joyful life experiences through the avenue of athletics in a supportive and challenging Catholic faith-based environment. The athletic program shapes bodies, hearts, minds and behaviors in the light of Christ.

#### Department Vision

The Lumen Christi Catholic Athletic Department, guided by our Catholic traditions, will provide a high quality athletic program to help complete the overall education process provided by Lumen Christi Catholic School. We strive to empower students physically but also mentally, socially, emotionally, and spiritually. We will inspire and motivate our student-athletes to become passionate servants of Christ, strong members of society, and champions inside and outside the classroom using the avenue of sports and physical fitness.

#### Sportsmanship Philosophy

Good sportsmanship is absolute key in every function of athletics. The Lumen Christi Catholic Athletic Department makes it an absolute priority to preach about the principle of always displaying good sportsmanship. We also ask everyone in our community to display the same characteristics.

As a reminder to our staff, students, and community: *Please let the coaches coach and the officials officiate.*

#### Reminder

- **To the Parents:** It should be remembered that participating in athletics is a privilege, not a right. The major focus is teaching skills, attitudes, knowledge and sportsmanship. The lesson students learn, by being part of a team, teaches them responsibility, cooperation, dedication and determination, which are all valuable lifetime skills. Not only do we want our students to be successful in athletics, but also in life!
- **To the Athlete:** The privilege you have earned to be a part of an interscholastic athletic team at our school is a true extension of your work in the classroom. We hope you will benefit as much from your athletic experience as you do from your academic endeavors. As a high school athlete, the positive values learned on the playing fields or courts, will last a lifetime.



# Athletics

## Athletic Schedules

### LC Community Guidebook

We understand that athletics and extracurriculars are a critical part of our school community. Students, faculty, staff, parents, alumni, and friends participate together to celebrate the core values that make Lumen Christi great! We appreciate that many community members plan to attend games, practices, and events, and we want to further improve our communication to ensure joyful participation from all stakeholders! Please continue to provide us feedback throughout the year as we implement our new system.

To find current schedules and forms and to receive up-to-date information about specific sports teams you will need to visit the LC Titans Athletics website. You can create a fan account to receive text and email updates. There is also an option to print out a specific team schedule.

Click the link below for Titans Athletics and follow the steps.

[www.lctitans.org](http://www.lctitans.org)

Click "Join" and create a "Fan" account

- Enter your name, email, and phone number (mobile, this is for text alerts) and create a password.

Go to Favorites

- Add a school: enter 49203 and then click on "Lumen Christi Athletics"
- Add teams: with the drop down boxes, you can choose any or all of the teams that you want to follow. You will still be able to access all teams even if you do not name them as your favorite. The teams you select will be the only schedule change alerts you receive.
- Click on: Alerts
- Click on: Schedule Changes
- Click on: Alert Settings
  - You will need to enter your phone number and email address.
  - You may (probably) see an indication that your email or phone have not been confirmed (or both).
  - You will receive a text and/or an email indicating your code. You will need to find that and enter it.

After this process is complete (easily completed in 5 minutes), you will have access to the schedules as they are at that very moment.





# Athletics

## Sports Programs

### LC Community Guidebook

#### Athletic Programs:

The following list is the current athletic programs offered by Lumen Christi Catholic School.

<p><b>Fall Sports</b></p>	<ul style="list-style-type: none"> <li>● Varsity/JV/MS Football</li> <li>● Varsity/JV/MS Volleyball</li> <li>● Varsity Boys Soccer</li> <li>● Varsity/MS Cross Country</li> <li>● Varsity Girls Swimming – Co-op w/Jackson HS</li> <li>● Varsity Girls Golf</li> <li>● Varsity Boys Tennis</li> </ul>
<p><b>Winter Sports</b></p>	<ul style="list-style-type: none"> <li>● Varsity/JV/FR/MS Boys Basketball</li> <li>● Varsity/JV/MS Girls Basketball</li> <li>● Varsity Boys Swimming – Co-op w/Jackson HS</li> <li>● Varsity/MS Wrestling</li> <li>● Varsity Boys &amp; Girls Bowling</li> <li>● Varsity/MS Competitive Cheer</li> <li>● Varsity Gymnastics – Co-op w/Jackson HS</li> <li>● Varsity Ice Hockey</li> </ul>
<p><b>Spring Sports</b></p>	<ul style="list-style-type: none"> <li>● Varsity/JV/MS Baseball</li> <li>● Varsity Softball</li> <li>● Varsity/JV Girls Soccer</li> <li>● Varsity Girls Tennis</li> <li>● MS Boys/Girls Tennis</li> <li>● Varsity Boys/Girls Track</li> <li>● MS Boys/Girls Track</li> <li>● Varsity Boys Golf</li> </ul>



Physical activity and building community is great for all students! We encourage all students to participate! Contact Athletic Director Jesse Brown at [jbrown@myjacs.org](mailto:jbrown@myjacs.org) for information on any of our programs.

# Athletics

## Eligibility

### LC Community Guidebook

#### Eligibility Rules:

Lumen Christi Catholic School is a voluntary member of the Michigan High School Athletic Association. The MHSAA rules listed in this section are only a summary of some of the regulations affecting student's eligibility. Most rules are found in the MHSAA handbook, which can be located in the high school athletic office. Review these rules and ask questions of your principal, athletic director, and coaches. Your assistance with helping your child adhere to the following rules will assure eligibility to participate in interscholastic sports and prevent issues down the road!!

<b>Age</b>	High school students become ineligible if they reach their 19 <sup>th</sup> birthday before September 1st of the current school year.
<b>Physical Examination</b>	Athletes must have a physical on file in the athletic office certifying that he/she is physically able to compete in athletic practices and contests.
<b>Enrollment</b>	Students must be enrolled in school prior to the fourth Friday after Labor Day (1 <sup>st</sup> semester) or the fourth Friday of February (2 <sup>nd</sup> semester) to be eligible for the athletic season after the current season in which they enroll. A student must be enrolled in the school for which he or she competes.
<b>Semesters of Enrollment</b>	Students cannot be eligible in high school athletics for more than eight semesters and the seventh and eighth must be consecutive. Students are allowed four 1 <sup>st</sup> semesters and four 2 <sup>nd</sup> semesters of completion and cannot compete if they have graduated from high school.
<b>Semester Records</b>	Students must have passed at least 66% of full credit load potential for a full time student in the previous semester of enrollment and must be currently passing at least 66% of their full credit load for a full time student. Though, please know that Lumen Christi Catholic School requires our student-athletes to follow our own academic standards. Please continue further into our policies for a more detailed description of our academic standards.
<b>Transfer Students</b>	A student in grades 9-12th, who transfers to another high school, is not eligible to participate in an interscholastic contest for a sport in which the student has participated in in the last school year. He may participate in a new athletic activity. There are some extreme exceptions to the transfer rule. The list of exceptions is available for your viewing in the athletic office. Here at Lumen Christi Catholic School, we require our students to attend our school 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. Please contact the high school principal to discuss your child's particular situation. We will do our best to bring your child into our Lumen Christi Catholic family!

# Athletics

## Eligibility Cont.

### LC Community Guidebook

<p><b>Undue Influence</b></p>	<p>The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes will cause that student and person to become ineligible to compete or coach for up to 180 days or even longer under more severe circumstances by the MHSAA. Please contact the athletic director about any situation involving students wanting to transfer to our wonderful school district. We want as many young men and women to join our family as possible but we want to ensure we stay within the MHSAA rules and regulations in doing so!</p>
<p><b>Limited Team Membership</b></p>	<p>After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions include ice hockey and all individual sports. For more detailed information, please contact the athletic office.</p>
<p><b>Awards and Amateurism</b></p>	<p>Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award that does not have a value over \$40.00. Banquets, luncheons, dinners, trips, and admissions to camps or events are permitted if accepted “in kind.” Awards in the form of cash, merchandise, certificates, or any other negotiable document are not allowed by the MHSAA.</p>
<p><b>Attendance</b></p>	<p>Per the MHSAA, 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. At Lumen Christi, we will uphold that policy for practices. For games or events, students must be present for a <u>full day</u> to participate (exceptions will be made for students with medical appointments, when the coach is notified in advance). All students attending Lumen Christi shall be governed by our attendance policies, which can be found in the “Attendance Policies” section of our community guidebook. School must be our student-athletes most important commitment!</p>
<p><b>Tardiness</b></p>	<p>Here at Lumen Christi, we motivate and encourage our students to ready themselves for the professional world outside of high school. In doing so, holding our students accountable for arriving to class on time is strongly incorporated into our everyday routines. Thus, consequences are in place if a student is not meeting this expectation. If a student-athlete receives his/her eighth unexcused tardy, the student will be placed on social and athletic probation, which results in removal from the next athletic competition event. The probation will continue with each subsequent tardy in that quarter. With each quarter, a student is given a fresh slate. Please see our Tardy policy for more details.</p>

# Athletics

## Academic Standards

### LC Community Guidebook

#### Academic Standards:

As a Catholic school, we believe in developing students holistically, and supporting their spiritual, academic, social, emotional, and physical growth, and expecting their very best in each one of these areas. To ensure that academic success is of the highest priority to each and every student, we have academic standards that are required for participation in athletic or extra-curricular activities. The guidelines are designed to give students clear and predictable benchmarks during the quarter, and clear and predictable consequences for not meeting those benchmarks

#### Eligibility Process:

- Grades will be checked informally every two weeks.
- Grades will be checked formally at the end of each quarter. Teachers and coaches will work together to hold students accountable throughout the quarter. This may include sitting for a practice or competition.
- Any student with an “E” will be automatically ineligible -- effective immediately and throughout the next quarter. The student can become eligible the following quarter after 3 weeks if the student is not failing any classes. This will provide greater accountability for the students and consistency for students and teachers.
- Grades are checked every two weeks. Any student with a D- or E at grade check will be informed by administration that they are to attend Titan Tutoring. Titan Tutoring is a 30 minute study hall before (7:15-7:45 in Mr. Simmons’s room) or after school (3:05-3:35 in Ms. Clifford’s room). Attendance is mandatory for students to participate in extracurricular activities that day. Skipping Titan Tutoring will result in missing practice, third time skipping will result in missing a game.
- For one time events, like the musical, choir concerts, you must have been eligible at the most recent checkpoint. Kairos, Tenui, March for Life, and Jamaica are exempt from academic eligibility guidelines.

#### Academic Eligibility Check Dates

##### Semester 1:

- Friday, October 20
- Friday, December 22

##### Semester 2:

- Friday, March 15
- Friday, June 7

# Athletics

## Academic Standards Cont.

### LC Community Guidebook

Notices and Academic Plans are issued to the student. Notices are e-mailed home to inform parents.

#### 7/8<sup>th</sup> Grade Academic Standards:

Lumen Christi Catholic School requires that any student-athlete in 7<sup>th</sup> or 8<sup>th</sup> grade must also abide by the same academic policies put upon high school student-athletes. We believe that this policy will not only help our middle school students better themselves but it'll also prepare them for the high school level of expectations.

The MHSAA has established 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.” – Regulation III, Section 7(A)

A first year junior high/middle school student may compete without reference to his or her record in the sixth grade.



# Athletics

## Code of Conduct

### LC Community Guidebook

#### **Athletic Rules:**

The following rules are to be adhered by all Titan athletes. Our athletic department believes that having high expectations for our young people will only better develop them into hard working and successful student-athletes. These rules are in effect 12 months a year and begin at middle school and remain in effect until your last event as a high school senior. Any infraction of these rules may result in suspension or termination of athletic privileges for that particular athlete. Infractions are used as a teaching tool for our student-athletes to make better decisions as they progress through their time here at Lumen Christi Catholic.

#### **Substance Use, Abuse, and Misuse:**

Please see our Drug and Alcohol policies. All Drug and Alcohol policies apply to our athletic policies and athletic code of conduct.

#### **Rules for Participation:**

Participation in athletics is a special privilege. Though, with privilege, comes responsibility. The Lumen Christi Athletic Department believes that student-athletes will appreciate the experiences they receive through athletic participation, more often so, if they are required to earn the right. We work for everything we gain in our daily lives. Our athletic department feels that participation in sports should be the same!

1. If a student athlete is suspended from school, whether its in-school or out-of-school suspension, they will not be eligible to participate in athletics during the suspension. When a student who is suspended has been placed back into class, he/she is eligible to practice or play in games. Suspensions are a result of poor behavior/decision-making. Student-athletes must be role models in our school and we always push our student-athletes to be leaders in and out of the classroom.
2. An athlete is expected to set an example of responsibility. When school is in session the day of an evening athletic contest, the participating athlete is expected to be in school for full day (exceptions will be made for medical appointments where the athletic office is notified in advance). Academics always come first in our athletic department. If an event falls on Saturday, the student athlete must be in school for a full day on Friday.
3. Grade policies and our Drug/Alcohol policies must be followed at all times. Please refer to those policies for more details.
4. In order for an athlete to be eligible to practice or play in a game when ill from school, he/she must be in attendance at school that day unless out for a doctor's appointment. If a student-athlete is too ill to improve their academics, physically participating in physical activity shouldn't be allowed either.
5. Detentions are unfortunate when received, though they help our student-athletes reflect on their behaviors and decisions. If a student-athlete is serving a detention after school, the student-athlete is to miss any athletic activity in order to serve the detentions given, whether it's a practice or a game. If a team bus is leaving for an away athletic event while a student-athlete is serving detention, they are not allowed to get alternative transportation to that event. **THEY ARE TO MISS THAT ATHLETIC EVENT.** Please see our "Detentions" section of our community guidebook for more details.

# Athletics

## Code of Conduct Cont.

### LC Community Guidebook

<b>Coaches' Rules</b>	<p>This Athletic Code of Conduct is a set of minimum standards of for all athletes at Lumen Christi Catholic School. Coaches may set additional rules and standards for athletes in their respective sports. These rules will be printed out and given to students. Coaches have the right to mold their own programs under the oversight of the athletic director.</p> <p>Additional rules by coaches must be cleared through the athletic director. Once set, these rules are binding and student athletes must follow these in addition to general athletic rules. In the event that a coach finds violations of coaching rules and chooses to discipline a student athlete, the coach will notify parents by phone. The athlete or parent may appeal a coach's decision to the athletic director. The athletic director's decision will be final but will be made in the best interest of the student-athlete. Our coaches are trusted by our school leadership to make decisions to help our student-athletes grow.</p>
<b>School Equipment</b>	<p>As students should be with their own personal property, they will also be asked to take proper care and security of athletic uniforms and equipment issued to them. School furnished uniforms and equipment may only be used for practice or contests unless expressly approved by the coach or by the athletic director for use at another time. Any personalized equipment/uniform parts (shirts, sweatshirts, warm-ups, etc.) that team members purchase to keep after the season must be paid in full prior to the personalized equipment/uniforms being ordered. If there are any missing items at the end of the season, that particular student must pay for the replacement in full before beginning their next sport. Help us teach our kids accountability!</p>
<b>Vacations</b>	<p>Vacations that occur during the season and which cause an athlete to miss practice in preparation of that sport must be cleared in advance through the coach. Any athlete who does not follow this procedure jeopardizes the athlete's position on the squad. This policy helps Lumen Christi teach lessons in regards to professional workplaces and responsibility. Students need to make sure their coaches and leaders are aware of what may cause them to miss time.</p>
<b>Physicals</b>	<p>All physicals for the next school year must be dated after April 15 of the current school year. Physicals dated before April 15 of the current school year will not be valid by MHSAA mandate. Also, physicals MUST BE 100% COMPLETE and on a MHSAA physical form. Help us ensure our student-athletes are safe and cleared to participate at all times!!</p>
<b>Extracurricular Conflicts</b>	<p>When there is an extracurricular conflict with a student-athlete, the coach, athletic director, and extracurricular director will meet to resolve time conflicts. Students must be given a fair shot at participating in as many extracurricular activities as they want. Though, an overload of participation can be deemed so. We encourage our students to participate in as many activities as they can. Our athletic and extracurricular programs help develop our students into well-rounded individuals.</p>

# Athletics

## Code of Conduct Cont.

### LC Community Guidebook

<p><b>Travel Regulations</b></p>	<p>Team buses shall travel to and from all athletic events during the week unless other methods of transportation are required. If parents or guardians wish to escort their child to away events, this must be cleared by the coach and athletic director. This helps us ensure that we know where your child is and they are safe. Each member of the traveling squad should dress according to the coach's directions. Athletes are expected to behave as ladies and gentlemen at all times. Only the athletic office sets up transportation. Please help us ensure that only Lumen Christi student-athletes and school personnel are on school transportation at all times.</p> <p>It is expected that student-athletes conduct themselves appropriately on school transportation. We want our student-athletes to represent our school district no matter where they go. For misconduct on buses, a student will be required to meet with the athletic director, transportation director, and principal to determine appropriate action.</p>
<p><b>Athletic Game Day Dress Code</b></p>	<ul style="list-style-type: none"> <li>● White Oxford shirts for boys and girls (purchased from Educational Outfitters) and all other approved Uniform Dress Code.</li> <li>● Lumen Christi tie for boys 7-12 (purchased from Educational Outfitters) and all other approved Uniform Dress Code.</li> <li>● 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.</li> <li>● Students may wear their team gear as part of their uniform on game days only.</li> </ul>
<p><b>Athletic Bags</b></p>	<p>All 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. We ask this of our student-athletes to help not clutter our learning areas for more academic activities. It also keeps our students less distracted on keeping track of their belongings and more focused on our daily lessons.</p>
<p><b>After School Regulations</b></p>	<p>Student-athletes staying after school must be in Titan Time at 3:00 pm in the Library unless working with a particular teacher. Student-athletes need to head directly to the reporting areas for their athletic activities at the designated time and should not be wandering the building unless needing to meet with school personnel. We want to ensure the safety of our students and overseeing the building usage is a way of doing that.</p>





# Athletics

## Health & Safety

### LC Community Guidebook

#### **MHSAA Insurance:**

The Michigan High School Athletic Association (MHSAA) provides all of its member schools with a Catastrophic Accident Medical Insurance Policy which pays up to \$500,000 for medical expenses left unpaid by other insurance after a deductible of \$25,000 per claim in paid medical expenses has been met. All students enrolled in grades 7 through 12 at MHSAA member schools who are eligible under MHSAA rules and participating in practices or competition in sports under the MHSAA jurisdiction are covered by this policy for injuries related to their athletic participation.



The MHSAA also provides additional insurance that is intended to pay accident medical expense benefits resulting from a suspected concussion. The injury must be sustained while the athlete is participating in a MHSAA covered activity. Policy limit is \$25,000 for each accident.

This program intends to assure that all eligible student-athletes in MHSAA member schools in grades 7 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or underinsured. Accident medical deductibles and copays left unpaid by other policies are reimbursed under this program to the limits of the policy.

Should you have need to make a claim under this program, contact the MHSAA or [terri.bruner@kandkinsurance.com](mailto:terri.bruner@kandkinsurance.com) or phone 800-237-2917.

#### **Lumen Christi Insurance Assistance:**

In addition to the MHSAA insurance, Lumen Christi Catholic partners with “Student Assurance Services” through the Michigan Catholic Conference in order to help assist finances in the event that your son or daughter is injured while participating in sports. Please contact the Lumen Christi Athletic office for more information on this assistance. Any injury that occurs during practice or an event should be reported to Sarah Wilhelm, Certified Athletic Trainer, so that an injury report can be submitted to the Main Office. These records help us ensure your reimbursement when appropriate.

# Athletics

## **MHSAA & N.C.A.A.**

### LC Community Guidebook

#### **N.C.A.A. Eligibility Requirements for Scholarships:**

Please visit the NCAA website at [www.ncaa.org](http://www.ncaa.org) and access the section of Academics and Athletics; or visit [www.ncaa.clearinghouse.net](http://www.ncaa.clearinghouse.net) for information on NCAA eligibility. It is recommended that parents and athletes check with their counselor before scheduling classes at the high school. Information concerning rules for recruiting can be obtained through the high school athletic office. These requirements will not apply to NCAA Division III institutions where eligibility for financial aid, practice and competition will continue to be governed by institutional, conference, and other NCAA regulations.

#### **Michigan High School Athletic Association:**

Lumen Christi Catholic School is a member of the Michigan High School Athletic Association (MHSAA) and abides by all of their rules and regulations. Application for membership in the MHSAA is made by individual Boards of Education. Participation in this organization is voluntary. The MHSAA, in its modern form, was founded in 1924 to exercise control over the interscholastic athletic activities of all schools in the state through agreement with the Superintendent of Public Instruction.

In 1977 an Attorney General's opinion indicated that by action of local school districts, their schools may join an association, but the district is responsible for rule enforcement. All public school districts and nearly all non-public schools have voluntarily joined the MHSAA on an annual basis and have agreed to enforce the rules and regulations.

The fourteen elected and four appointed members to the Representative Council of the MHSAA represent many segments of the state's secondary schools. The primary function of the council is to maintain rules and regulations that ensure fairness in competition for the student athletes and a balance with education. The council continues to be responsive to requests for rule modifications from member schools, appointed committees, and coaches' associations. The Representative Council has attempted to seek the greatest good for the greatest number and to ensure that competition is conducted in a sportsmanlike atmosphere.

#### **Catholic High School League (CHSL)**

Lumen Christi is now a proud member of the Catholic High School League (CHSL). The CHSL was established in 1926 and is in its 97th year of operation. The league is made up of 34 total non-public schools, 26 of which are Catholic. This league change aligns with our school mission and is going to allow us to grow our student athletes in their faith while competing in educational athletes.

#### **Interstate Eight Athletic Conference:**

Lumen Christi middle school teams compete in the Interstate Eight (I-8) Athletic Conference. The conference consists of 8 total MHSAA member schools. The conference members are: Jackson Lumen Christi Catholic, Harper Creek, Marshall, Coldwater, Pennfield, Hastings, Jackson Northwest, and Parma Western.

# Diocesan and Board Policies

## Appendix 1: Policy on Communicable Diseases

### LC Community Guidebook

#### **Infectious Hepatitis, AIDS, Impetigo, Chicken Pox, etc.:**

Any child enrolled or seeking enrollment to Lumen Christi Catholic School shall be permitted to enter 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 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 a 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.

#### **Consent for Disclosure of Immunization Information to Local and State Health Departments:**

Immunizations are an important part of keeping our children healthy. Schools and State and Local health departments must monitor immunization levels to ensure that all communities are protected from potentially life-threatening diseases and, if necessary, respond promptly to an emerging public health threat. It is important that disease threats be minimized through the monitoring of students being immunized. Sharing immunization and personally identifiable information including the students name, Date of Birth, gender, and address with local and state health departments will help to keep your child safe from vaccine preventable diseases. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, requires written parental consent before personally identifiable information from your child's education records is disclosed to the health department. If your child is 18 or over, he or she is an "eligible student" and must provide consent for disclosures of information from his or her education records.

**Students entering GRADE 7 and students who are NEWLY enrolled to attend Lumen Christi Catholic School** will be asked to sign the *Consent for Disclosure of Immunization Information to Local and State Health Department Form*. The form is placed in the student CA File for record. You may withdraw your consent to share this information in writing at any time.

**Questions about MICR, your immunization status or requirements? Please contact the Jackson County Health Department at 517.788.4420 or the Main Office at 517.787.0630**

# Diocesan and Board Policies

## Appendix 2, 3, and 4: Policy on Student Volunteers, Posting of Community Job Opportunities, and Community Events, Wellness Policy, and Medication Policy LC Community Guidebook

### **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 circumstance 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.

### **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 Catholic 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.

### **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 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)/guardian(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.

# Diocesan and Board Policies

## Appendix 5, 6, and 7: Policy on Interrogation of Students by Law Enforcement Officers, Searches, and Harassment LC Community Guidebook

### **Policy on Interrogations of Students by Law Enforcement Officers:**

We partner with law enforcement and follow the legal requests of law enforcement officers at all times. At times, law enforcement may request to speak with a student. As a school, we will request to contact parents first and be present during the conversation. Ultimately, we will follow the direction of law enforcement after these requests. Following a law enforcement contact with student, we will request to notify the parent of the conversation. Ultimately, we will follow the direction of law enforcement after this request.

### **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 the following: purses, backpacks, book bags, packages, and clothing.
- D. School lockers are property of the school and may be searched at any time.
- E. "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'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.

### **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 Deans, 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 MCL750.520(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).

# Diocesan and Board Policies

## Appendix 8: Policy on Substance Abuse and Drug Testing

### LC Community Guidebook

#### 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 aspects of this policy and its accompanying administrative regulation as a condition of the student's 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.
- Marijuana
- Illegal drugs.
- Prescription drugs for which the student lacks a prescription.
- Steroids, human growth hormone, or any performance enhancing-drug.
- 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 version 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 7 - 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.

# Diocesan and Board Policies

## Appendix 8: Policy on Substance Abuse and Drug Testing (cont.)

### LC Community Guidebook

#### **Process (cont.)**

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 a drug screening. A student may be directed to submit to screening based upon their behavior before, during, or after the school day or at 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 oral swab sampling procedures for the process of policy implementation. The oral swab test is self-administered by the student in the presence of two trained staff members.

#### **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 parent/guardian. A letter will be used if the parent/guardian cannot be reached by telephone. The parent/guardian will be asked to come to the school the first mutually convenient time to discuss the report (the discussion will not normally take place over the telephone). It is left to the discretion of the Principal as to whether or not they will notify parent/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 the administrator. The administrator will notify the student's parent/guardian. A letter will be used if the parent/guardian cannot be reached by telephone. The parent/guardian will be asked to come to the school 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 or 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.

# Diocesan and Board Policies

## Appendix 8: Policy on Substance Abuse and Drug Testing (cont.)

### LC Community Guidebook

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

#### **Intervention Matrix:**

1. First Offense
  - a. Must complete parent meeting.
  - b. Must complete assessment and start treatment plan.
  - c. Suspended for 25% of the current or next season/performances/activities but the athlete/performer/participant must attend practice.
  - d. Three weeks of social probation.
  - e. Mandatory second drug test paid for by the parent/student.
  - f. Finish the season/performance/activity in good standing.
2. Second Offense
  - a. Must complete parent meeting.
  - b. Must complete assessment and start treatment plan.
  - c. Suspended for 50% of current or next season/performances/activities.
  - d. Athlete/performer/participant must attend practices unless time is needed for the counseling/guidance.
  - e. Six weeks of social probation.
  - f. Additional mandatory drug test paid for by the parent/student.
  - g. Finish the season/performance/activity in good standing.
3. Third Offense
  - a. Recommendation for expulsion.
  - b. Disciplinary hearing available if requested by the student and/or parent/guardian.

If continuing 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 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/performance/activities.
- D. Athlete/performer/participant must attend practices unless time is needed for counseling/guidance.
- E. Two weeks of 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.



# Diocesan and Board Policies

## Appendix 8: Policy on Substance Abuse and Drug Testing (cont.)

### LC Community Guidebook

**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.

# Diocesan and Board Policies

## Appendix 9: State Governed Issues and Consequences

### LC Community Guidebook

#### 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 receive 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 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. Please see our Bullying Policy attached as Appendix 11.
- E. Concussions - PAs 342 and 343 of 2012.

# Diocesan and Board Policies

## Appendix 10: Code of Ethics for Technology and Internet

### LC Community Guidebook

#### **Jackson 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 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 acceptable use.
- 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 e-mail, 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.

# Diocesan and Board Policies

## Appendix 10: Code of Ethics for Technology and Internet (cont.)

### LC Community Guidebook

#### **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 Catholic Schools Technology Code found in the Student Guidebook (collectively referred to herein as "JCS 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 to 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 JCS 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 JCS 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 Lumen Christi.

# Diocesan and Board Policies

## Appendix 10: Code of Ethics for Technology and Internet (cont.)

### LC Community Guidebook

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 Lumen Christi.

Students falling behind in any class with a 2.0 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, study 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 time.
- Defacing of the iPad, including the LCCS provided nametag, in any way is prohibited (no stickers, markers, etc.)
- To extend the 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 it is lost or stolen the iPad can be located.

##### Safeguarding and Maintaining Technology 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.

# Diocesan and Board Policies

## Appendix 10: Code of Ethics for Technology and Internet (cont.)

### LC Community Guidebook

#### 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 iPad wipes)

- 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 AppleCare 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.

# Diocesan and Board Policies

## Appendix 11: Bullying Policy

### LC Community Guidebook

#### Anti-Bullying Policy and Procedures

##### Introduction

This policy has been created to support our school's mission, to support our commitment to provide a safe environment for all, and to support our students in growing in our core values in order to further become incredible young men and women shining as the Light of Christ for all.

Our policy and procedures are loosely based on the Olweus Bullying Prevention Program, and are designed to guide our community in responding to bullying and other negative social behaviors both so that the negative behaviors do not continue and to ensure that each student is further growing in his or her character.

This policy applies to all students, parents, faculty, and adults connected with Lumen Christi, whether attending school, employed by the school, working as contractors, volunteering or visiting. These policies apply at all times; we are all members of the Lumen Christi community, wherever we are.

##### Policy Statement

At Lumen Christi Catholic School, we believe that all people are children of God, worthy of love, respect, compassion, and support in growing towards their full potential. Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.

The school will provide ongoing, age-appropriate, faith-based anti-bullying and social skills education for all students, as well as education for staff and parents on these same topics, in order to promote the prevention of bullying behaviors within our school community. All adults and students are called to report incidents of bullying behaviors whenever they witness or hear about such behaviors. In this way, we care for one another and make sure our community is safe.

##### Prevention and Education

Bullying prevention begins with all members of our community being able to communicate clearly about the concerns and issues. In any school community, there will be times when students do not get along. Learning to distinguish the difference between normal social ups and downs, negative social behaviors such as meanness and rudeness, and actual bullying is part of the process for all of us. To that end, we provide the following definitions for our common understanding:

- **Bullying:** A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself. At different points or in different situations, people may find themselves committing bullying behaviors, experiencing bullying behaviors, or being a bystander to bullying behaviors. Because of this, we strive not to label students as "bullies" or "victims," but rather to address the behavior that has occurred in any situation.
- **Physical Bullying:** Using physical force to hurt another student by behaviors that may include but are not limited to hitting, punching, pushing, shoving, kicking, spitting, pinching, getting in the way or holding. It is also physical bullying to interfere with another student's belongings, to take or break possessions, and to demand or steal money.
- **Verbal Bullying:** Directing words at another student with the intention of putting down or humiliating. This includes but is not limited to threatening, taunting, intimidating, insulting, sarcasm, name-calling, teasing, put-downs and ridiculing. It is also considered verbal bullying when a student uses hostile gestures towards another student, such as making faces, staring, giving the evil eye, and eye-rolling.
- **Relational Bullying:** When a student influences other students' friendships and relationships by actions that include but are not limited to deliberately leaving them out, spreading gossip and rumor, whispering about them, giving the silent treatment, ostracizing or scapegoating. Relational bullying also includes writing words or creating cartoons, posters or drawings about another student designed to hurt or humiliate that student.
- **Cyber Bullying:** The use of cell phones, text messages, e-mails, instant messaging, web blogs and postings to bully another student in any of the ways described above. Examples of cyber bullying include but are not limited to sending threatening or insulting messages by phone and e-mail, posting embarrassing pictures and personal information about others on blogs or social networking sites such as Instagram or Snapchat, forwarding to others a private e-mail or text message that was meant for a single individual, and spreading hurtful rumors online.

# Diocesan and Board Policies

## Appendix 11: Bullying Policy

### LC Community Guidebook

#### Reporting Procedures

All members of the Lumen Christi Catholic School community have the right and responsibility to report incidents of concern regarding negative social behaviors and bullying. School leadership and teachers are not always present to witness incidents or areas of concern, and therefore can only intervene when they are informed about them.

Students are encouraged to report bullying concerns to an administrator by way of a verbal report or written note.

Parents are also encouraged to report directly to faculty or school leadership their concerns about any bullying behaviors. E-mails, phone calls, or verbal reporting early in a situation can help us deter bullying behaviors before they become more egregious.

Teachers and Staff will report to the school leadership all bullying concerns and incidents that come to their attention through either direct observation or reports from others.

#### Intervention Procedures

When intervening with respect to bullying behaviors, we act with the following principles in mind:

- All people are made in the image of God and are deserving of love, compassion, and support, especially those experiencing bullying behaviors and including those committing bullying behaviors.
- Our primary goals in intervening as a school are first, to stop the negative behaviors immediately and second, to grow students in faith and character.
- Knowing the negative impact of bullying behaviors, we must investigate quickly and thoroughly.
- As a school, we seek to give power back to those experiencing the bullying behaviors and make them agents in choosing how to address the situation.

When bullying behaviors are reported early, we avoid negative consequences and seek instead to stop the behavior. This is intended to encourage early reporting and to create investment from all stakeholders in stopping the bullying behaviors.

We use a four-option process. People experiencing bullying behaviors meet with an Administrator or Counselor, and after processing the situation choose:

1. To try to work through the situation on their own.
2. To practice responses to the bullying behaviors with safe adults to try to address the behavior on their own.
3. To have an Administrator and Counselor reach out to proximal adults and students to create awareness of the bullying behaviors so that opportunities for bullying behaviors are removed and quick intervention can take place if bullying behaviors happen.
4. To have an Administrator or Counselor meet separately with the student committing the bullying behaviors to create a contract to stop the behaviors. All parents are contacted, in the case of students, to be aware of the contract.

Whichever option is selected, the Administrator or Counselor will follow up with the person experiencing the bullying behaviors for at least one week and up to several weeks to ensure that the bullying behaviors have stopped. If the person exhibiting the bullying behaviors violates the contract or retaliates in anyway, he or she is immediately moved to the most severe and significant punishment available – in the case of a student, this would be suspension.

Please note that this process applies to bullying behaviors caught early. Egregious behaviors, whether bullying or single incident behaviors, will be addressed separately and individually, and will almost always have immediate, significant consequences using our discipline system and at the discretion of the Deans. When making a decision about disciplinary consequences, Deans may consider the egregiousness of the behavior, the publicness of the behavior, the impact of the behavior, and previous incidents or involvement.

Appropriate confidentiality will be maintained in order to protect all of the individuals involved in the matter. Parents will be always be contacted for reports of bullying behaviors, whether their student is experiencing bullying behaviors or exhibiting bullying behaviors.

Need to report bullying behaviors? Please contact Counselor Hannah Freel at [hfreel@myjacs.org](mailto:hfreel@myjacs.org)



# Diocesan and Board Policies

## Appendix 12 and 13: Plagiarism and Grievance Procedure

### LC Community Guidebook

#### 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. Please see our Academic guidelines regarding plagiarism.

#### 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.

#### 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.

# Diocesan and Board Policies

## Appendix 14 and 15: Extra-Curricular Activities and Legal Notes

### LC Community Guidebook

#### 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.

#### 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.