# Lumen Christi Catholic School
# Community Guidebook

Last Updated Summer 2026

# Mission & Core Values
LC Community Guidebook

## OUR MISSION

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.

## CORE VALUES

### 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.

# Letter from the Principal
## LC Community Guidebook

August 2026

Dear Families,

I hope everyone is enjoying their summer. We are looking forward to what the upcoming school year will hold! We are welcoming some new faces to our team of excellent faculty this school year. They will be introduced on LC social media in the coming weeks and you will also be able to meet them at our Back to School Open House in late August. We also have a new chaplain that will lead us in our faith. Father Randy Koenigsknecht is a familiar face for our St. John's parishioners and to many of our students. He has already met with many of our senior leaders and we look forward to his guidance as the leader of campus ministry. We thank Fr. Miguel for everything he's done for us and wish him the best of luck in the future!
We have chosen a bible passage for the year, it is 2 Timothy 4:7. It states, *"I have fought the good fight, I have finished the race, I have kept the faith."* With our LC Way, "Formed by Faith, United in Excellence," this passage is a good reminder to always lead with our faith and spread the message of Jesus Christ.
**Uniform:** Please review the following updates and guidelines to have a successful year!
**Skirt rules, long sleeve shirt, boys hair, girls hair**

- We want to ensure that our high school female students understand the expectations when wearing uniform skirts. The expectation is for uniform skirts to be worn at finger-tip length or longer. Moving forward, we are putting the following policy in place to ensure dress code compliance.
    - Teachers will ask students discreetly to adjust their skirts to the appropriate finger-tip length.
    - If teachers see the student has not made the adjustment or is consistently out of compliance, they will contact administration. When administration is contacted, Ms. Freel will have a conversation with the student and an Owed Time will be given.
    - The second communication to administration will result in another conversation with Ms. Freel and an Owed Time.
    - The third communication will result in the student being required to wear leggings (black, gray or forest green) under their skirt, which must still be worn at the proper length, for the remainder of the school year and an Owed Time will be given.
    - If the student fails to wear their skirt at a proper length after all these correction actions have been taken, they will be required to wear uniform pants for the remainder of the school year.
- Many students choose to wear an undershirt. Undershirts must be green, gold, white or black.
- Hair Dyes
    - Girls: Hair must be natural colors. Extreme hairstyles and/or extreme colors/dyes are not permitted.
    - Boys: Extreme hairstyles or dyes (this includes frosted tips) are not permitted.

**Technology Policy: Talk about new AI features and how we're handling it.**
The Diocese of Lansing with Lumen Christi Catholic School seeks to equip our students' minds and nurture their hearts to transform the world for Jesus with an understanding that we should do so in a way that prepares them to be responsible and moral stewards of technology. We recognize the growing presence of AI and Natural Language Processing (NLP) tools. This policy aims to ensure that students use AI tools morally, responsibly, and in compliance with academic integrity standards. It is essential to promote a culture of academic honesty while also fostering prudent and wise use of all technological resources. All AI content should be verified for accuracy and analyzed through a Catholic, biblical worldview lens for truth.
Students shall not utilize AI tools in an unethical manner - in a way that misrepresents their comprehension of the course learning standards. Additionally, they should not utilize AI tools in an immoral manner - in a way that is deceptive or dishonest. Lumen Christi administration holds the right to determine unethical use of AI tools and apply disciplinary measures per the Student Handbook.

In the Light of Christ,
*Ben Learned*
Principal

# Jackson Catholic School Governance
LC Community Guidebook

Lumen Christi Catholic school is part of Jackson Catholic Schools. Formed in 2020, by Bishop Earl Boyea, Jackson Catholic Schools is a Public Juridic Person of the Diocese of Lansing consisting St. Mary School, St. John School, Queen of the Miraculous Medal School, and Lumen Christi Catholic School. Jackson Catholic Schools are governed by a Board of Governors and Board of Trustees. The Board of Governors serves to recruit, support, and advise the Executive Director of Jackson Catholic Schools, as well as ensure that school policies and administrative actions are in conformity with canon law and diocesan norms. The Board of Trustees primary concern is the ministry of Catholic education: the spiritual, intellectual, physical, emotional, and social development of the students.

**2026 - 2027 Jackson Catholic School Board of Governors**

Fr. Chas Canoy, Chairman
Fr. Tim MacDonald
Fr. Amal Nathan
Fr. Bosco Padamattummal
Fr. John Vinton
Ms. Elaine Crosby
Mr. Jack Fremeau
Mr. Tom Maloney, DOL Superintendent
Mr. Chris Putra
Mr. Larry Schultz



**2026 - 2027 Jackson Catholic School Board of Trustees**

Mr. Chris Putra, Chairperson
Mr. Timothy Muckle, Vice-Chairperson
Mrs. Jennifer Schupbach, Secretary
Mrs. Audra Cumberworth
Mrs. Nancy Lefere
Mr. Michael Luedecking
Fr. Tim MacDonald
Ms. Margaret Myers
Mr. Teddy Piepkow
Mr. Mike Robbins

**JCS Board of Trustees Meetings 26-27**
All meetings are 4:00 - 6:00 p.m. at Lumen Christi

Wednesday, August 12
Wednesday, October 14
Wednesday, December 9
Wednesday, February 10
Wednesday, April 14
Wednesday, June 9

Interested in attending a Jackson Catholic School Board of Trustees meeting or presenting an idea? E-mail Stephen Rajzer at srajzer@myjacs.org at least 10 days in advance of the scheduled meeting.

# 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!

| | | | |
|---|---|---|---|
| **School Leaders** | **President:** Mr. Stephen Rajzer | srajzer@myjacs.org | ● Operations Visioning and Oversight<br>● Finance, Fundraising & Marketing |
| | **Principal:** Mr. Ben Learned | blearned@myjacs.org | ● Faith, School Life Visioning and Oversight |
| | **Assistant Principal:** Mr. Sean Brogan | sbrogan@myjacs.org | ● School culture<br>● Discipline |
| | **Chaplain:** Fr. Randy Koenigsknecht | frrkoenigsknecht@myjacs.org | ● Faith development and counseling for students, staff, and community |
| **Main Office** | **Director of Office Operations** Mrs. Amanda Gaston | agaston@myjacs.org | ● Compliance and Reporting<br>● Personnel Agreements<br>● Office Supervision & Ordering |
| | **Attendance Coordinator:** Mrs. Emma Devine | attendance@myjacs.org | ● School receptionist and operator<br>● Reporting a student absent<br>● Student messages and materials |
| | **Document Control Coordinator:** Mrs. Amy Schuster | aschuster@myjacs.org | ● Transcripts and Records<br>● Honor/Extracurricular and Academic Reports<br>● TRIP support |
| **Jackson Catholic Schools** | **Executive Director:** Mr. Stephen Rajzer | srajzer@myjacs.org | ● Operations Visioning and Oversight<br>● Finance, Fundraising & Marketing |
| | **Director of Finance:** Mrs. Monica Makulski | mmakulski@myjacs.org | ● Financial planning<br>● Cash flow operations |
| | **Director of Advancement:** Mrs. Kelli Shuberg | kshuberg@myjacs.org | ● Advancement, Marketing, and Community Engagement<br>● Special Events<br>● Social Media Management |

# Directory of School Leaders
LC Community Guidebook

| | | | |
|---|---|---|---|
| **Counseling and Student Supports** | **Counselor:**<br>Ms. Hannah Freel | hfreel@myjacs.org | ● Emotional/Social/Academic Support<br>● Comprehensive Guidance |
| | **Registrar:**<br>Ms. Amy Fleming | afleming@myjacs.org | ● Course registration and class changes<br>● Dual Enrollment<br>● Academic Reporting<br>● Testing Coordinator |
| | **Student Support - NonPublic Service Plans:**<br>Mr. Todd Thompson | tthompson@myjacs.org | ● Monitoring and supervision of NonPublic Service Plans<br>● Teaching and support of students with special needs |
| | **Student Support - 504 Plans:**<br>Mr. Todd Thompson | tthompson@myjacs.org | ● Monitoring and supervision of 504 Plans |
| **Business Office** | **Associate Director of Business Affairs:**<br>Mrs. Elizabeth Gorzen | egorzen@myjacs.org | ● Records of gifts<br>● Office support<br>● General Accounting<br>● Event Support |
| **Student Life** | **Dean of School Safety:**<br>Mr. Joe Williams | jwilliams@myjacs.org | ● Lunch and recess supervision<br>● Drill compliance<br>● Busing and Transportation |
| | **Director of Campus Ministry:**<br>Mrs. Clare DeWitt | cdewitt@myjacs.org | ● Support the faith development of students, faculty, staff, and parents |
| **Athletics** | **Athletic Director:**<br>Mr. Jesse Brown | jbrown@myjacs.org | ● Athletics Visioning and Oversight<br>● Development of Coaches and Athletes<br>● Game Management |
| **Library** | **Librarian:**<br>Mrs. Eileen Lienhart | elienhart@myjacs.org | ● Book test monitoring<br>● Textbook and workbook ordering<br>● Technology support<br>● Student support |
| **Cafeteria** | **Food Services Director:**<br>Mr. William Harvey | wharvey@myjacs.org | ● Lunch planning and supervision<br>● Lunch account management |

## Healthy Communication Policy

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.

# Parent Partnerships: FACTS Family Portal and Parent Alerts
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:
**https://sis.factsmgt.com/family-portal?DistrictCode=LANSING-DIO**

**Our District Code is: LANSING-DIO**

Or from the jcs.lumenchristi.org website click on *Quicklinks.*
*If Requested enter the District Code of LANSING-DIO*
*Enter your Username and Password.*
*Click Log In*
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 : LANSING-DIO
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. Select the School Portal you wish to view and then select your student in the drop down in the upper right of the portal. During the course of the 26-27 school year Facts will upgrade the Portal access so that different schools can be selected from inside the Portal.

Passwords and Usernames remain valid each year. If you forget a Portal Account password Click the “Forgot Username Password” prompt on the sign in screen. You may be prompted to reset your Password periodically by FACTS. Enter any security information as prompted. 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.

**Parent and Staff Portal sign in requires Multi-Factor Authentication.** In addition to a 12 character password, a one time code will be sent to your account email to access the FACTS Portal. Third party authenticator apps may also be used. Parents and Staff members will be able to reset their own usernames and passwords. Students will be able to access their portal accounts without the MFA step.

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 31706 short code and will contain our district code. Example: **31706 LANSING-DIO_JCSJ-MI_LCCS** message. Reply STOP to unsubscribe. Text START to 31706 to Opt back in.

For help with Student Usernames, contact Media Specialist Eileen Leinhart at eleinhart@myjacs.org. For help with the Parent Portal Access, contact Registrar Amy Fleming at afleming@myjacs.org.
Thank you for using this valuable tool!

# Tentative School Calendar 26-27
## LC Community Guidebook

| | | |
|---|---|---|
| **August – 2026** | | |
| Mon | 17 | Faculty Report for School Year |
| Sun | 23 | School Open House/Info Night & Community Mass @ 3:00 pm |
| Mon | 24 | 7th grade and New Student Orientations – 8:00 a.m. – 11:00 a.m. |
| Tues | 25 | First Half Day of School – Grades 7 – 12; Dismissal @ 11:30 am |
| **September – 2026** | | |
| Fri | 4 | NO SCHOOL: Labor Day Weekend |
| Mon | 7 | NO SCHOOL: Labor Day |
| Mon-Weds | 28-30 | Homecoming Week |
| **October – 2026** | | |
| Thurs-Fri | 1-2 | Homecoming Week |
| Sat | 3 | Homecoming Dance |
| Thurs | 8 | Half Day of School: 11:30am dismissal & Parent Teacher Conferences |
| Fri | 9 | NO SCHOOL |
| Fri | 16 | NO SCHOOL: Faculty Professional Development |
| Fri | 23 | End of First Quarter |
| **November – 2026** | | |
| Tues | 10 | Grades 7 – 8 Q1 Honors Assembly @ 9:15 am in the cafeteria; Mass to follow |
| Fri | 20 | NO SCHOOL: Faculty Professional Development & LC Auction |
| Wed | 25 | ½ Day of School: Student Dismissal @11:30 am; Thanksgiving Vacation begins |
| Thurs-Fri | 26-27 | NO SCHOOL: Thanksgiving Vacation |
| **December – 2026** | | |
| Wed–Fri | 16-18 | Semester Exams; Student Dismissal @10:10 am |
| Mon-Weds | 21-31 | NO SCHOOL: Christmas Vacation |
| **January – 2027** | | |
| Fri | 1 | NO SCHOOL: Christmas Vacation |
| Fri | 15 | Half Day of School: 11:30am dismissal & End of Semester 1/Second Quarter |
| Mon | 18 | NO SCHOOL: Martin Luther King, Jr. Day |
| **February – 2027** | | |
| Mon-Fri | 1-5 | Catholic Schools Week |
| Tues | 2 | Grades 9 – 12 - S1 Honors Assembly @ 9:15 am in the gym; CSW Mass to follow |
| Fri | 12 | NO SCHOOL: Faculty Professional Development |
| Mon | 15 | NO SCHOOL: Presidents' Day |
| **March – 2027** | | |
| Thurs | 25 | Half Day of School: 11:30am dismissal |
| Fri | 26 | End of Third Quarter |
| Fri-Weds | 26-31 | NO SCHOOL: Spring Break |
| **April – 2027** | | |
| Thurs-Fri | 1-2 | NO SCHOOL: Spring Break |
| Tues | 13 | Grades 7 – 8 - Q3 Honors Assembly @ 9:15 am in the cafeteria; Mass to follow |
| Tues | 20 | Testing Day: Grades 7-11 half day & Senior field trip |
| Fri | 23 | NO SCHOOL: Faculty Professional Development |
| **May – 2027** | | |
| Wed | 26 | Baccalaureate Mass @ 6:30 pm |
| Thurs | 27 | Graduation @ 6:30 pm |
| Fri | 28 | ½ Day of School; Student Dismissal @ 11:30 am; Memorial Day Holiday Begins |
| Mon | 31 | NO SCHOOL: Memorial Day |
| **June – 2027** | | |
| Mon | 7 | Grades 9 – 11/End-of-Year Awards Assembly @ 8:15 am in Gym/Middle School Field Trips |
| Tues | 8 | 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 | 9-11 | Semester Exams; Grades 9 – 11 Student Dismissal @ 10:10 am |
| Fri | 11 | Grades 9 – 11/Last Day; Student Dismissal @ 10:10 am |

# Faith Development Calendar 26-27

## 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 2026** | | |
| Mon | 17 | Staff Retreat (De Sales) |
| Sun | 23 | 5pm Family Mass (Gym) |
| Fri | 28 | First All School Mass |
| **September 2026** | | |
| Thurs | 10 | 12th Grade Level Mass |
| Mon | 21 | 9th Grade Retreat (De Sales) |
| **October 2026** | | |
| Fri | 2 | First Friday & 7th Grade Level Mass |
| Thurs | 22 | 8th Grade Retreat (Our Lady of Fatima) |
| **November 2026** | | |
| Fri | 6 | First Friday & 8th Grade Level Mass |
| Mon - Thurs | 9-12 | Fall Kairos Junior Retreat |
| Wed | 26 | ThanksLIVING |
| **December 20256** | | |
| Wed - Fri | 2-4 | 10th Grade Optional Overnight Retreat (Damascus Camp) |
| Tues | 8 | Immaculate Conception Mass |
| **January 2027** | | |
| Tues-Fri | 5-8 | Winter Kairos Junior Retreat |
| **February 2027** | | |
| Mon-Fri | 1-5 | Catholic Schools Week Events |
| Fri | 5 | First Friday & 9th Grade Level Mass |
| Wed | 10 | Ash Wednesday Mass |
| Wed - Fri | 10-12 | Lazarus Senior Retreat (De Sales) |
| **March 2027** | | |
| Fri | 5 | First Friday & 10th Grade Level Mass |
| Wed - Wed | 25-1 | Jamaica Trip |
| **April 2027** | | |
| Thurs | 9 | 11th Grade Level Mass |
| **May 2027** | | |
| Tues | 11 | TENTATIVE Senior Send Off Mass |
| Tues | 18 | May Crowning Mass |
| Wed | 26 | Baccalaureate Mass |
| **June 2027** | | |
| Tues | 8 | 8th Grade Advancement Mass (Fatima) |

# 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. As we help form our young men and women, our goal is to offer service opportunities that cover three main categories: School & Family, Church & Faith, and Community Works of Mercy.

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 does not qualify as service hours. Work performed for individuals such as baby-sitting, dog-sitting, or house-sitting also does not count toward service hours, unless there are some extenuating circumstances. Please do not hesitate to reach out to the Campus Minister if you have questions.

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. Students use the app as a way to keep up to date of various service opportunities that come up in the school community and surrounding Jackson-area. Students are not limited to only the volunteer postings on Helper Helper, but they are a great way to stay on target of their yearly service hour goals.

Opportunities that are uploaded to the Helper Helper app are approved by the Campus Minister. Opportunities serving personal homes or private properties will not uploaded on to the app in the interest of student safety.

As a community, we also participate in Thanksliving each year on the day before Thanksgiving. All students in grades 9-12 earn 2 service hours together in this beloved annual tradition. We thank our parent volunteers who join our community in service each year on this date!

It is a privilege to assist our students in learning the importance of service to one’s community and to call them to “Be the Light” to those in need.

# 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. |
| **Abundant Life 10th Grade Retreat** | Students in 10th grade have the opportunity to participate in *Abundant Life Retreat*, a 3 day, 2 night retreat offered by Damascus Ministries in Centerburg, OH. This is a brand new opportunity for Lumen Christi Sophomores and is completely optional retreat. Damascus Ministries offers incredible retreat experiences on their campus and allows students to have life changing encounters with Christ. It lays the groundwork for greater spiritual leadership in the high school and is recommended for any sophomore willing to step forward 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 these weeks! |
| **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. Students participating in this spring break opportunity will complete 24 hours of service and have those counted toward their graduation requirement. |

# Course Requirements and Curriculum
LC Community Guidebook

## Middle School Course Requirements

| | 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 | 7 History or | **Rotating Electives:** Art, Robotics, PE, Music (1 per quarter)<br><br>Or Band |
| 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 | 8 History or | **Rotating Electives:** Art, Drama, PE, Health (1 per quarter)<br><br>Or Band<br>Or Advancement Options: World Language : German 1 |

## High School Course Requirement Comparisons

*Students may be awarded credit for no more than 4 semester credits from approved outside services over 4 years for non-credit recovery courses.*

| | 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 | 3.5 Credits, including World History, US History, and Gov/Econ and Personal Finance | 2 years | Visual Performing Arts, PE/Health, online learning experience |
| 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 Require-ments | 2 years; all students must take Year 1 by at least 9th Grade | Fine Arts and Phys Ed, 1 year<br>Intro Computers 1 Sem |

Questions? Email Registrar Amy Fleming at afleming@myjacs.org. Thank you for your partnership in growing excellent students!

# High School Course Requirements and Curriculum

LC Community Guidebook

| | Theology | English | Math | Science | World Language | Social Science | Other Requirements |
|---|---|---|---|---|---|---|---|
| 8th | | | Eligible for:<br>-Algebra I H | | Eligible for:<br>- World Language in German | | |
| 9th | | 9th Grade English Intro to Lit or Intro to Lit Honors | Algebra I OR Geometry Honors | Biology | WL I OR WL 2<br>-German<br>-Spanish | World History OR AP World Histroy 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 | Computer Applications/ Personal Economics and Fine Arts | AP US History or US History If WL completed.<br><br>Note: World History, Computer Applications, Pers Finance and Fine Arts must be prioritized over electives |
| 11th | | American Literature OR AP Language | Algebra II OR Trig/Pre-Calc Honors, OR Algebra II Year A | Physics OR Career Center | WL 3 OR WL 4 Honors as an Elective | US History OR AP US History<br><br>AP Gov can be taken as an elective | Elective OR Dual Enrollment OR Career Center |
| 12th | | British Literature OR AP Literature | Trig/Pre-Cal OR AP Calc AND/OR Statistics OR Algebra 2 Year B | Science OR other Academic Elective in Math, English, or Social Sciences OR Career Center | WL 4 Honors as an Elective<br><br>Or other Elective | Economics or Personal Finance or Personal Economics AND Government or AP Government | Elective OR Dual Enrollment OR Career Center OR C.A.P.<br><br>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. |

# 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 career programs and opportunities to students in 11th and 12th grade. The Career Center program is free to all Jackson County students, and Lumen Christi students participates in the morning session. For students in the Career Center programs, course guidelines are outlined in the vertical curriculum on page 14. 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.jacc-mi.net/.

**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.

**Career Advantage Program (C.A.P.):** These students engage in a one semester work-based internship across the Jackson Community, at partners. 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.

**Advanced Placement Classes:** We offer eight Advanced Placement Courses: AP Calculus, AP Language, AP Literature, AP Government, AP Chemistry, AP Psychology, AP World History, and AP US History. Students enrolled in 2 or more AP classes may be eligible for a study period in their schedule. One of the AP classes must be AP Calc, AP Chem, or AP Lit.

**New Policy Effective for the 2025–2026 School Year:**
Lumen Christi has adopted a new policy regarding accommodations in Advanced Placement (AP®) courses, effective beginning the 2025–2026 school year. Enrollment in AP® courses is considered outside the Least Restrictive Environment (LRE)—the general education setting available to all students. As a result, accommodations outlined in Nonpublic Service Plans and 504 Plans will no longer be implemented within AP® courses.

**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.

Questions? Email Registrar, Amy Fleming, at afleming@myjacs.org
or School Counselor, Hannah Freel, at hfreel@myjacs.org.

# Book Test Requirements and Textbooks
LC Community Guidebook

**Book Test 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, 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 tests to progress to the next grade each year to ensure they are growing academically.

Students in grades 7 and 8 may get a head start on their book reading for high school, but they do not have an annual goal until grade 9. They will receive credit for passing (70% or better) book tests given in their literature classes.

Our book test software allows us to create tests for any book of interest to our students. Please note that a student is allowed one graphic novel book test during their career as a Lumen Christi student.

**Textbook and Book Process, Grades 7 – 12:** All grades will use traditional printed textbooks and novels, that will be provided by the school. The cost for these will be included in the annual fee assessed to each family and paid via FACTS with their tuition. The textbooks will be distributed by the classroom teacher the first week of school. All textbooks, with the exception of literature novels and disposable workbooks, will be returned to the teacher at the end of the school year (or semester if applicable). If the textbook is lost or damaged making it unusable a replacement book fee will be charged to the family.

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

# 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%+ |

Questions about grades 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.

# **Academic Policies: Homework, FACTS, Late Work, Plagiarism, and Titan Tutoring**
LC Community Guidebook

**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 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 up to 60%. After one week, assignments are accepted until the end of the quarter and marked up to 50%. Assignments turned in late because of an excused absence may be turned in one day late per day absent without penalty. For assessments missed due to an excused absence, students have a week to make it up without penalty. After this one week, the student will be allowed to make up the assessment but it will be marked up to 60%. After the second week, assessments will be marked up to 50% up to the end of the quarter. These policies apply to grades 7-12.

Students taking an AP class will follow the late policy as written in the teacher's syllabus. These classes have collegial level expectations, so the students will be held to the deadlines as outlined in the class syllabus.

**Plagiarism and Cheating on Tests and Quizzes:** Plagiarizing a paper or cheating on a test or quiz 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 or cheated on an assessment…

- 1st offense - The student will receive a zero on the paper or assesment and the parents will be notified. The student will receive a detention. The student will be allowed to re-submit the paper or take a different assessment of the teacher's choice for up to half credit in grades 7-12.
- Additional offenses - After the first offense, any plagiarism or cheating on an assessment in any class during first or second semester will constitute a zero with no opportunity to retake the assessment or resubmit the paper, and the student will receive a detention.
- **THIS INCLUDES SEMESTER EXAMS AS WELL.**

## AI use for plagiarism and discipline

Lumen Christi administration will utilize Turnitin.com to judge the degree of plagiarism on any written assignment used by the teacher.

- Any paper or assignment that is submitted to Turnitin.com will receive a percentage of AI detected.
- The threshold for plagiarism will be 20%.
    - Any paper/assignment that receives an AI detection of greater than 20% is deemed plagiarism by LC administration. The discipline for exceeding the 20% will be as follows.
        - 1st offense - The student will receive a zero on the paper or assesment and the parents will be notified. The student will receive a detention. The student will be allowed to re-submit the paper for up to half credit in grades 7-12.
        - Additional offenses - After the first offense, any instance of plagiarism during first or second semester will constitute a zero with no opportunity to retake the assessment or resubmit the paper, and the student will receive a detention.

# Bell Schedules
LC Community Guidebook

| Normal Bell Schedule | |
|---|---|
| Period | Time |
| Warning Bell | 7:50 |
| 1 | 7:55 – 8:45 |
| 2 | 8:48 – 9:38 |
| 3 | 9:41 – 10:31 |
| 4 | 10:34 – 11:24 |
| HS Lunch<br>MS Recess | 11:27 – 11:52 |
| HS Seminar<br>MS Lunch | 11:56 – 12:21 |
| 5 | 12:24 – 1:14 |
| 6 | 1:17 – 2:07 |
| 7 | 2:10 – 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 – 8:23 |
| 2 | 8:26 – 8:54 |
| 3 | 8:57 – 9:25 |
| 4 | 9:28 - 9:56 |
| 5 | 9:59 - 10:27 |
| 6 | 10:30 - 10:58 |
| 7 | 11:01 - 11:30 |

| Mass Day (Tuesday)<br>Bell Schedule | |
|---|---|
| Period | Time |
| Warning Bell | 7:50 |
| 1 | 7:55 – 8:38 |
| 2 | 8:41 - 9:24 |
| 3 | 9:27 - 10:10 |
| 4 | 10:14 - Transition |
| Mass | 10:25 - 11:15 |
| 4 | 11:19 - 12:02 |
| HS Lunch<br>MS Recess | 12:06 - 12:25 |
| HS Seminar<br>MS Lunch | 12:29 - 12:48 |
| 5 | 12:51 - 1:32 |
| 6 | 1:35 - 2:16 |
| 7 | 2:19 - 3:00 |

| Assembly Bell Schedule | |
|---|---|
| Period | Time |
| Warning Bell | 7:50 |
| 1 | 7:55 – 8:36 |
| 2 | 8:39 - 9:20 |
| 3 | 9:23-10:04 |
| 4 | 10:07-10:48 |
| 5 | 10:51-11:32 |
| HS Lunch<br>MS Recess | 11:35-12:01 |
| HS Seminar<br>MS Lunch | 12:04- 12:30 |
| 6 | 12:33-1:14 |
| 7 | 1:17-1:58 |
| Assembly | 2:00-3:00 |

# 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.
- To ensure safety during school hours, students are not permitted to leave school during the school day to walk to any appointments on their own.
- 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.

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

- For school-sponsored events - If a student is absent from school for four or more instructional periods, they will not be allowed to attend or participate in social and/or extracurricular activities on that day including athletic practices. For games, performances, or social events, students must be present for a full day to participate (exceptions will be made for students with medical appointments, when the coach/director 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.
- 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

**Student Injuries**

- If a student needs support due to an injury or medical issue, please reach out to Hannah Freel, the school counselor, who will develop a plan of support for attendance and academics.

**Tardy Policy**

Being on time, present, and ready to start the day at 100% is an intrinsic part of our core values. We recognize that there can be extenuating circumstances where students might be tardy to school, so all students are granted four free tardies per quarter for any reason. After four tardies to first period in a quarter, a student will be issued an Owed Time for each subsequent tardy. Being tardy to class during the school day will result in an "Owed Time." For Career Center and CAP students who arrive during the school day, the same tardy policy for first period will be enforced for their first class period - after four tardes to school, a student will be issued an Owed Time for each subsequent tardy. 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!

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. Thank you!

# Academic Eligibility and Athletic Policies
LC Community Guidebook

**Academic Eligibility Process:**

- 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 Mr. Simmons’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, such as the musical or choir concerts, you must meet eligibility requirements.

**Titan Tutoring:** In order to encourage academic excellence, we regularly monitor grades. 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 (7:15-7:45am) or after school (3:05-3:35pm). 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.

**Athletic Attendance Policy:**

All students must follow the Lumen Christi attendance policy within the school guidebook. Academics must be a student-athlete’s most important commitment.

- Practice: a student must be present for at least four class periods on a non-game day to be allowed to participate.
- Game Day: a student must be present for a full day to be allowed to participate.
- Exceptions to this rule include medical appointments/funerals with appropriate notes/communication to the school attendance office and athletic director.
- Lunch and seminar do not qualify as a class period.

Please see the Lumen Christi Catholic School Athletic Handbook for more information on athletic policies.

# After Hours Library Supervision
LC Community Guidebook

**Library Supervision:** We offer supervised study time 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. This service is not provided on half days.

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 Library Supervision until 7:35 a.m. Entry is through the Main Office door.

Students who attend Library Supervision must report by 3:00 p.m. and sign in and out of the Library.

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 Library Supervision. Students who are in the hallway unsupervised after 3:15 p.m. will receive an Owed Time and be escorted to Library Supervision or outside.  Students may always wait outside for parents.  Parents will not need to sign out a student from Library Supervision; students will be allowed to leave at any point.

**Dollar General:** Students are not permitted to cross the street to go to Dollar General. Any student caught crossing the street to Dollar General will receive an Owed Time on the first offense and a detention for any offense after that.

# Lunch
LC Community Guidebook

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

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

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 if you are not receiving a weekly balance report.

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

- Each student will be allowed a negative $25.00 lunch account balance.
- A notice from FACTS will be sent to the parent responsible for their lunch 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: $4.50
Cost for HS Hot Lunch: $4.95
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 a couple years and proved to be very helpful to families and to the kitchen. 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.

**Students getting a hot lunch or purchasing food from our a la carte menu, must have their ID.**

For more information please contact,
Food Services Director;
William Harvey at 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.

# 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!

**Boys:**

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

**Dress Down Guidelines:**

- **Allowed**: Sweats, Jeans, Track pants, Joggers, Khakis
- **Not Allowed**: Pajama Pants, Ripped Jeans, Skirts, Shorts, Leggings, Spaghetti Straps, Tank tops, Strapless Tops, Bare midriffs, Off the Shoulder Shirts, Sandals, Flip Flops, Slippers, Inappropriate slogans



**Athletic Dress Code:**

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

Uniform items must be ordered from our partner, **Tommy Hilfiger.** Please use the following link for purchasing: https://www.globalschoolwear.com/school/LUME03.

# 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!

**Boys:**

- Boys must wear either a white or black polo (cotton or dri fit) with the Chi Rho logo
- Boys must wear khaki or black pants with the uniform tag on the back pocket.
- **In chillier weather, boys may wear:**
  - A long-sleeved plain black, white, green, or gold shirt underneath a polo.
  - A green or black vest, cardigan, or v-neck pullover sweater with Chi Rho logo.
  - A black or green dri-fit ½ zip with Chi Rho logo.
  - 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
- Girls may wear khaki or black pants 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 dark green leggings (ankle length or longer); solid colored black or dark green 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, white, green, or gold shirt underneath a polo.
  - A green or black vest, cardigan, or v-neck pullover sweater with Chi Rho logo.
  - A black or green dri-fit ½ zip with Chi Rho logo.
  - A black or green fleece with Chi Rho logo full zip jacket.
  - Beginning Oct. 1st dress code appropriate sweatshirts may be worn.

### Dress Down Guidelines:

- **Allowed**: Sweats, Jeans, Track pants, Joggers, Khakis
- **Not Allowed**: Pajama Pants, Ripped Jeans, Skirts, Shorts, Leggings, Spaghetti Straps, Tank tops, Strapless Tops, Bare midriffs, Off the Shoulder Shirts, Sandals, Flip Flops, Slippers, Inappropriate slogans



### Athletic Dress Code:

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

Uniform items must be ordered from our partner, **Tommy Hilfiger.** Please use the following link for purchasing: https://www.globalschoolwear.com/school/LUME03.

# Uniforms: Hair and Jewelry
LC Community Guidebook

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

**Hair:**

- Girls: Hair must be natural colors. Extreme hairstyles and/or extreme colors/dyes are not permitted.
- 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/back hair with approval from the administration. Extreme hairstyles or dyes (this includes frosted tips) are not permitted. Boys must be clean shaven.
- Final decisions on extreme hairstyles and colors are made at the discretion of administration. If uncertain about the appropriateness of a style or color/dye, please ask an administrator for clarification.

**Jewelry:**

- 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.
- Boys: No visible body piercings (i.e. earrings and nose rings), plugs, tattoos, nail polish or make-up, including while participating in extra-curricular activities and/or events.



# Restorative Discipline: Goals and Responsibilities
## LC Community Guidebook

| **Owed Times:**<br>Responsibility-oriented behaviors, impacting an individual student. | **Detentions:**<br>Typically respect oriented behaviors, that impact others in the community. | **Suspensions**<br>Issued by Principal for more serious infractions. |
|---|---|---|
| ● Dress code violations<br>● Chewing gum<br>● Tardiness<br>● Library Violations | ● Personal device violations<br>● Technology violations on school devices<br>● Disturbing class/Rowdiness<br>● Inattention in class<br>● Disrespect/talking back after warning<br>● Failure to comply with a reasonable request<br>● Inappropriate language<br>● Throwing objects/food<br>● Cheating/Plagiarism<br>● Skipping class | ● Use and possession of tobacco, alcohol, or drugs<br>● Disrespect - abusive/malicious<br>● Stealing<br>● Fighting<br>● Vandalism<br>● Forgery<br>● Reckless driving |

**Drug Testing for Behavior Reasons:**

- Any student caught skipping a class for any length of time will be subjected to a drug test.
- Any student with excessive unexcused tardies will be subjected to a drug test.
- Any student in the bathroom when a vape detector is activated will be subjected to a drug test.

**Serving Consequences:**

- Receiving three Owed Times in a two week window will result in serving a detention.
- Serving discipline consequences 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.

**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.

**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 with questions about serving a consequence.

# 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!

| | |
|---|---|
| **Entry to Building** | 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. |
| **After School** | We understand parents need to arrange different pick-up schedules. All students are invited to attend Library Supervision 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 Library Supervision. 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. |
| **Dollar General** | 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. |
| **Visitors** | All visitors must report to the Main Office. A visitor name badge is required for all guests and visitors who are in the school. 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 lcadv@myjacs.org. |
| **Messages** | 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! |
| **Backpacks and Athletic Bags** | 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! |
| **Closed Campus** | Lumen Christi is a closed campus. Students are not permitted to leave during the day, except for medical appointments with a note. The only accepted food deliveries are from family members and are to be left on the front table by the office. Doordash or Uber eats will be confiscated and disciplinary action may occur. |
| **18 Year Old Majority Law** | 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. |
| **Lockdown** | 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: http://thelockdownco.com/the-boot/ |

# Additional Guidelines
## LC Community Guidebook

**Technology Policy:**

- Phone use is permitted before or after school.
- Phones and backpacks will be stored in their locker during the school day.
- Personal Devices include, but are not limited to: laptops, computers, tablets, cell phones, smartphones, smart watches, smart glasses, ear devices, and portable media players.
- Discipline for violation of Diocesan Technology Policy
    - If student is caught with a personal device (listed above)
        - A detention will be issued
        - Upon a parent phone call from administration, a student will no longer store their phone in their locker. The phone will be stored in an administrative office or at home for the remainder of the quarter.
        - If another infraction occurs during the quarter, an out of school suspension will be issued.

**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.

**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.

**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.

**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).

Need support? Contact Counselor Hannah Freel at hfreel@myjacs.org

# 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.

**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.

**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.

**Law Enforcement:**
It is the policy of LCCS to cooperate fully with law-enforcement agencies. The school will report any conduct that is required by law to report. Where appropriate, the school will seek information from law enforcement agencies regarding student conduct.

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

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

# Appendix 9: State Governed Issues and Consequences



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

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

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

- Any weapon, including a starter gun, which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
- The frame or 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 of the attempting to cause physical harm to another through force or violence. A pupil, in grade 6 or above, who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311a(1)) until such time of reinstatement under Section 380.1311a(5).

D. Bullying - PA 241 of 2011. Please see our Bullying Policy attached as Appendix 11.

E. Concussions - PAs 342 and 343 of 2012.

**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 technologie 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.

**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.

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 of 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.

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.

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

# 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.

**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.