

Lumen Christi Catholic School



2018-19

Handbook



School Handbook

Lumen Christi Catholic School is a private Catholic school educating kindergarten through twelfth-grade students and governed by an independent Board of Directors. Committed to faithful adherence to the Catechism of the Roman Catholic Church and witnessed by the yearly oath of Fidelity to the Magisterium taken by the Board, Faculty and Staff, Lumen Christi Catholic School is a response to the challenge of Pope John Paul II for a new evangelization. Lumen Christi Catholic School is open to all students, regardless of race, sex, or national origin.

Lumen Christi Catholic School is a Christ-centered school where the daily life of the teachers and students revolves around and is permeated by the teachings of Jesus Christ. Our primary goal is to participate in the mission of the Church: to become saints. The traditional teachings of the Catholic Church, as contained in Scripture and Tradition, defined by the councils and presented in the Catechism of the Catholic Church, are incorporated into the curriculum of the school.

Lumen Christi Catholic School Handbook

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Agreement: Sign and return p. 29.

1.0 Philosophy

1.1 Mission Statement

Lumen Christi Catholic School teaches the unity of faith and reason through the Light that is Christ Jesus, for the formation of young Catholics in truth and virtue.

Students will:

- Grow spiritually in the Catholic faith
- Deepen in intellect and character
- Perceive and be nurtured in his or her God-given vocation
- Respond to the call to evangelization

1.2 Core Values

Our mission will be accomplished by developing the whole person through:

- Daily participation in Holy Mass
- Reception of the sacraments
- Special emphasis on excellent standards
- Discipline
- Memory work
- Class discussion and reasoning skills
- Written and oral presentations, regularly assessed
- Daily application of the Golden Rule
- Exercise of the virtues of hospitality, service, graciousness, and courtesy
- Catholic philosophy of education as detailed in Dorothy Sayers, "The Lost Tools of Learning" (Appendix)

Lumen Christi Catholic School follows the tradition of Catholic, liberal arts education, while incorporating faith and reason in all aspects of study in order that truth may be obtained and integrated into the lives of the students as virtues.

Faith and reason are like two wings on which the human spirit rises to the contemplation of truth. ***Fides et Ratio*, Pope John Paul II**

Faith and reason never disagree; but more than that they are mutually advantageous. For right reason demonstrates the foundations of faith and, enlightened by the light of faith, it pursues the science of divine things; faith, on the other hand, sets reason free and guards it from errors and furnishes it with extensive knowledge. **St. Thomas Aquinas**

1.3 Hospitality

Lumen Christi Catholic School welcomes students of other religious traditions. As a Catholic school we maintain an atmosphere of hospitality for all, admitting qualified students of any race, creed, sex, or national origin.

1.4 Prayer Life

- Our Lady of Guadalupe and Saint Thomas Aquinas are the patroness and patron of Lumen Christi Catholic School. Novenas are prayed to both patrons each year.
- A novena is prayed each year for the intentions of Lumen Christi benefactors.
- The school begins each day with Mass attended by students and full-time faculty. Parents are welcome.
- All students learn and pray traditional Catholic prayers. Morning prayers include one decade of the Rosary. Teachers lead students in praying Grace before lunch and the Angelus at noon. Each school day concludes with prayers led by teachers and students in their homeroom.
- All School Confessions are scheduled regularly each school year. Students are able to attend confession any day before Mass.
- Eucharistic Adoration is available on Wednesday afternoons if teachers wish to participate with their classes.
- The high school makes a religious pilgrimage each year.

2.0 Catholic Core Curriculum (Elementary / High School)

2.1 Goals of Our Curriculum

The school's first concern is to help parents, who are the primary educators of their family, lead their children to Christian perfection and the knowledge and love of God. We accomplish this through training the memory, understanding, and will of each child. In particular, each child is educated to speak, to write, and to act in the most gracious and human of ways.

The skills that must be acquired in working toward these objectives are:

- Correctness in grammar and expression
- Neatness and organization in personal habits
- Excellence in writing skills
- Development of reading skills
- Participation in small group discussions
- Training in persuasiveness and in speaking the truth
- Creative and critical thinking skills
- Accuracy in mathematics
- Conduct becoming of a Christian

The three principal areas of growth for the student are: accomplishment of personal responsibilities, mastery of progressively more difficult material, and formation of the will through conscientious application of study habits.

2.2 Comprehensive Curriculum

Lumen Christi maintains and adheres to a comprehensive and coherent K-12 curriculum, published online at www.lumenchristischool.org/curriculum.html.

2.3 Grading System

Academic work is evaluated according to the following scale:

100-98=A+	97-94=A	93-91=A-
90-88=B+	87-84=B	83-81=B-
80-78=C+	77-74=C	73-71=C-
70-68=D+	67-64=D	63-61=D-
		60 or below=F

2.4 Daily Schedule

7:10	Doors open
7:10 - 7:20	Student drop-off
7:25	Classes leave for Mass
7:30 - 8:10	Mass and opening prayers
8:15 - 8:55	Period 1
9:00 - 9:40	Period 2
9:45 - 10:25	Period 3
10:30 - 11:10	Period 4
11:15 - 11:55	Lunch
12:00 - 12:40	Angelus and Period 5
12:45 - 1:25	Period 6
1:30 - 2:10	Period 7 and pack-up
2:15 - 2:30	Dismissal
2:30 - 5:15	After School Care

3.0 Parent Responsibility

3.1 Textbooks

Textbooks are loaned to students for use during the school year and are to be cared for properly. No writing is permitted in books unless directed to by a teacher. Any lost or damaged books must be paid for. Textbooks should be stored in designated areas in the classroom.

High School:

- High school students sign a textbook agreement form which records the number and condition of each book assigned. They are responsible for returning books in acceptable condition and families will be billed for loss or damage.
- Books must be stored in lockers—not on tables or in the classroom.

3.2 Student Field Trips (Elementary)

1. Special programs and field trips are all privileges. These and other privileges are offered to the students who illustrate that they are mature and maintain academic and deportment levels that will allow them to retain the privileges.
2. If Indiana law requires that a student use a car seat and the field trip requires that the student travel in a vehicle, the family must provide a car seat for that student. If the family fails to provide a car seat, the student will be unable to attend the field trip.
3. Parents are responsible for covering the cost of field trips on a trip-by-trip basis. We strive to limit each student's field trip expenses. This limit does not include the 7th/8th Grade pilgrimage to Washington, D.C. Information on fundraising opportunities for this trip is provided each year.

3.3 Student Attendance and Punctuality

1. Lumen Christi Catholic School depends on parents to ensure that their children are present for every school day, barring illness or other extraordinary circumstances, and that they arrive on time. Attendance and punctuality are matters of respect and courtesy toward teachers and classmates; absences and lateness disrupt instruction and create extra work for faculty.
2. Parents should avoid planning family trips and activities on scheduled school days. Medical and dental appointments should be scheduled, as much as possible, outside school hours.
3. While we recognize that factors like traffic and weather are beyond parents' control, it is important that students arrive on time in the morning. Daily Mass is a central focus of our life as a school, and students are expected to be present by 7:25 to go with their class to 7:30 Mass. In addition, we ask that students arrive between 7:10 and 7:20, so that students have time to put their belongings away and be ready for the school day before going to Mass.
4. Please see Section 4.8 for details on Student Absences and Tardiness.

3.4 Security

1. Both the elementary and high school buildings have a single public entrance protected by a security lock with a code that must be entered on a keypad. The high school lock is on at all times; the elementary school lock is on 7:25 - 2:30.
2. All visitors during the school day, including parents, must report to the school office in the elementary school building or the front desk in the high school building. Visitors should not be in the hallways during the school day, and are not permitted to enter classes, without the prior permission of the administration.
3. Parents who need to pick up their children prior to the regular dismissal time must notify the school by the date of the early dismissal and check out the students in the main office. Parents should not go to the classroom to get their children.
4. Please note that children can only be released to parents or individuals identified on the emergency form for the student unless a signed letter has been given to the office detailing the exception for that day. This applies to regular dismissal as well as early pick-up.

3.5 Dropping off Children in the Morning (Elementary school)

For high school, see section 4.8 below.

1. School doors open at 7:10, and students should arrive between 7:10 and 7:20 a.m. Parents are welcome to accompany their children to their classrooms but should not expect to have unscheduled meetings with teachers at this time. After 7:25, parents should bring students directly to the church for Mass; do not go into the school building at this time. Students arriving after 7:25 are tardy.
2. It is recommended that parents drop off from their car in the alley to the east of the school building. Alternatively, parents may park in the CYO parking lot across Stevens St. from the school and escort their children to the building.
3. Parents should make sure that students are in the school building (before 7:25) or in the church (after 7:25) before leaving the premises.

3.6 Picking up Children (Elementary school)

1. School ends at 2:15 p.m. Parents should pick up children during the dismissal period from 2:15 to 2:30. At 2:30, any students remaining in the classroom will be escorted to the gym for After School Care and wait to be picked up.
2. Students are dismissed through the main entrance. Parents may park and come to the entrance to meet their children. Parents who need to remain in their cars are encouraged to use the alley just east of the main entrance; the administrator/teacher on duty at the entrance will escort students to the car.
3. Students are notified in their classrooms when their parents arrive and sent to the main entrance. Only pre-K and Kindergarten parents are normally admitted to the building during dismissal to meet their children in the classroom.
4. High school students who are picking up younger siblings must meet them at the front entrance, just as a parent would, then escort them to their cars.
5. If parents or guardians who are not on the regular After School Care list will be late in coming for their student, they should notify the school of this delay before 2:15 p.m. The students will go to After School Care until parents pick them up.

3.7 After School Care

1. Students in After School Care are expected to show respect and obedience to the adult in charge and to maintain a standard of behavior appropriate for school.
2. In particular, rules for the playground and cell phone use are the same as during the school day. Students are not to bring electronic devices for use during After School Care.
3. Students in After Care may not use the vending machines near the gym.
4. Charges for the After School Care Program begin at 2:45. All students must be signed out of the After School Care Program by the adult picking them up.
5. If high school students enter After School Care to wait for a parent to arrive, they may not leave until their parent comes to get them.

3.8 Fundraising and Development

All families are expected to participate in all Lumen Christi fundraising activities. Information will be forthcoming as each event is planned during the school year.

3.9 Tuition and Fees

1. Tuition and book fees are to be paid in full for the upcoming school year or on a monthly basis through FACTS. Tuition Assistance is available annually for families who qualify through the FACTS Grant and Aid program: <https://online.factsmgt.com/signin/4DZRM> Outstanding tuition must be paid to re-enroll or for Lumen Christi to send transcripts to other schools or to colleges.
2. Lumen Christi reserves the right to determine an extra fee for early withdrawal from school.

3.10 Parent-Teacher Communications

1. In matters involving the classroom, contact the teacher first. An appointment should be made if the parent expects the meeting to be more than a brief discussion. The school will keep parents apprised of conference opportunities.
2. Every teacher has Lumen Christi email account. Each teacher's address is [first initial][last name]@lumenchristischool.org. Email is a great vehicle for communicating but not the best way to resolve problems. It is recommended that a parent or teacher schedule an appointment or a time for a phone conference.
3. Parents are expected to establish an account on Engrade, our online grading and teacher communication tool, and check it regularly. Log-in credentials are provided.

3.11 Telephone Calls to the School and Cell Phones (Elementary)

1. Student use of office telephones is, of necessity, limited only to emergencies. Schoolwork left at home does not constitute an emergency. Every effort will be made to relay non-emergency but important messages (e.g., transportation changes) to students before dismissal, but this cannot be guaranteed.
2. Cell phones are not appropriate for elementary school students to have on their person during the school day. If you allow your child to have a cell phone, they must turn it in to their homeroom teacher upon arrival. This policy extends to After School Care.

3.12 Parental Commitment to the Mission of the School

1. Lumen Christi expects that Catholic parents of Lumen Christi students will see that their children meet their Sunday Obligation as defined in the *Catechism of the Catholic Church* (2177-2178).
2. Catholic parents are required to sign a statement of support for the school's mission and the teaching of the Magisterium of the Catholic Church. See the agreement on p. 27.
3. All parents are asked to uphold a wholesome home environment, teaching manners and guiding media use.

4.0 Student Policies

4.1 Scholarship

1. Student work must be done according to the standards established by Lumen Christi Catholic School and as implemented by each teacher.
2. It is the student's responsibility to strive to achieve those skills and goals outlined above in the opening pages of this handbook and guided by the teacher's syllabus.
3. All work is expected to be done neatly, accurately and promptly.
4. **Late Work**
 - **Elementary:** Assignments must be submitted on time as directed by the responsible teacher. Late work is subject to penalty and the respective student to disciplinary measures. Elementary students who miss a quiz or a test, or fail to complete an assignment, may be asked to make up the work during the lunch/recess period.
 - **High School:** Late work is not accepted in the high school except for illness or extraordinary circumstances.
5. All students are admitted conditionally. Upon initial enrollment, students are placed on academic and deportment probation for 12 weeks. The Admin Team and the Headmaster will conduct ongoing reviews of new students. Parents will be notified prior to a review.

4.2 Cheating

Teachers will explain the following policy in every class:

Cheating will result in a failing test grade for the assignment and may involve additional disciplinary action. Cheating is defined as copying or paraphrasing another's answers and passing them off as your own, allowing another student to copy your work, sharing text via computer files so they may be copied, cheat sheets, or other such dishonest practices.

Plagiarism is a form of cheating. Plagiarism is defined as using another person's work as your own. All sources must be properly documented with quotation marks and references. A student must give credit to others for original ideas even if there is no direct use of text. Students will never pass off another person's work as his or her own.

4.3 Computer Acceptable Use Policy

Lumen Christi is aware that computers and online technology are a growing part of education today. Nonetheless, we hold that computer technology is just one of many educational tools. We wish to limit computer applications to only essential functions so as to promote real human interaction and the natural intellectual faculties of memory, reason, and imagination.

1. Computers and internet access will be provided to students and faculty in the school building for educational purposes only.
2. Students will use computers at a desk where the screen is visible to the teacher.
3. Teachers requiring students to use computers as part of a lesson will direct students to pertinent sites and the use of specific software programs. Students must ask permission to go to any sites not specific to the lesson or project.
4. Students must treat computers and laptops with great care. If they damage or diminish computer or laptop resources, they will be held financially responsible.

5. Students will not change settings on the computer including screen savers.
6. Students found not compliant with the school computer use policies will be subject to loss of computer privileges and/or additional consequences.
7. Unacceptable use of the computers will include but are not limited to the following:
 - Transmitting, accessing, printing, downloading or uploading any material which is inappropriate. This includes obscene or vulgar materials, and abusive or hateful, degrading or demeaning materials.
 - Use of headphones is prohibited unless specifically required by the teacher for instruction.
 - Engaging in commercial or business activity
 - Printing, downloading, or uploading information from a personal disk or travel drive without a teacher's permission
 - Computer game playing of any kind
8. Lumen Christi students and faculty will abide by the Archdiocesan policy, "Social Media Guidelines." (*Office of Catholic Education, March 2012.*) All social networking, including texting, chat rooms, Facebook, Twitter, Skype, Instagram or similar social media will not be done on any media device during school hours.
9. The Headmaster is the final arbiter on acceptable computer use.

4.4 Summer Remediation Policy

Elementary: Students may be asked to remediate skills or courses they have failed or in which they demonstrate a deficit in order to progress to the next grade level. In these cases, a detailed plan will be proposed to the parents.

High School: The steps below outline the obligations of the family and student in seeking to remediate credit for a course failed during the school year. Specific web sites and vendors for remediation are in a separate document for the high school—see the appendix.

1. Research summer offerings of courses in local schools or in approved home school programs.
2. Inform Lumen Christi of the details *before* you pay for the class and before the class starts. Lumen Christi requires a copy of the course description and the contact information for the summer school to be emailed or sent via regular mail to our office before the course begins. Lumen Christi will email an approval for a course directly after a request has been made. The deadline for proposing a remediation plan is June 20 of each year.
3. We reserve the right to accept or reject any course or program: we wish to ensure the course work is of acceptable quality.
4. The maximum remedial course load for the summer period is two courses. The limit for courses which must be remediated for continuance or application to the high school is two full-year courses (e.g., English 9) or five semester courses (e.g., U.S. Government, a semester of geometry, a semester of chemistry, etc.).
5. The family is responsible for all logistics connected with summer school remediation, including finding a course, requesting approval from Lumen Christi Catholic School, registering, payment, books, and reporting the official results to Lumen Christi.
6. In order for Lumen Christi to give credit for a summer school course taken as remediation, the student must achieve a C- or 71% average. We also require an official grade report from the approved program provider received in our office

- before the start of school or by August 20 of each year, whichever comes first.
7. If all remediation requirements are satisfied, the student may return to Lumen Christi on academic probation. If the student fails subsequent course work or makes two "D" grades, as evidenced by the next progress report, the student may not stay at Lumen Christi. We will work with families to find a school or program more suited to the specific needs and challenges of the students.

4.5 Attire and Grooming

Conforming to the dress and appearance code is one of the easiest ways for students to show their cooperation and support of Lumen Christi Catholic School. As a Catholic school, we must uphold our religious values of modesty and self-respect. We believe that uniform dress promotes good behavior and morale; and proper dress shows who we are to others.

The dress and appearance code is in effect during the school day and any functions where the student represents the school such as service hours or field trips.

The following applies to both the elementary school and the high school:

Uniform

1. **Shirts:** Students must wear navy blue knit polo shirts. The knit shirt has a sewn-in ribbed collar, 2 or 3 button placket and may be long-sleeve or short-sleeve. There may be no embroidery on the shirt.
 - Shirts must remain neatly tucked in; girls may blouse (fold under) the hem of the shirt.
 - If a T-Shirt is worn under the polo, its length may not exceed that of the uniform shirt or shirtsleeve.
2. **Pants:** Uniform khaki colored pants or walking shorts from Schoolbelles are required. Uniform khaki walking shorts must be no more than 2 inches above the knee.
 - A simple black or brown dress belt may be worn with pants and walking shorts.
 - Low rise or a drooping waist on uniform pants is prohibited.
 - Tight pants or shorts are prohibited.
3. **Skirts/Jumpers:** Elementary school girls have the option of wearing a uniform skirt or jumper from Schoolbelles or Lands' End instead of pants or shorts. Skirts and jumpers should extend to the top of the knee. (See the online codes below to access school-specific information on each vendor's website.)
 - Schoolbelles: Lumen Christi School Number S2162
 - Land's End: School Number 90009817 (for jumpers or skirts only)
4. **Outer Wear:** In the school building and in church, only the following outer wear is allowed, unless a specific exception is made on cold days:
 - Uniform Lumen Christi fleece or sweatshirt from Schoolbelles
 - (For elementary school girls) navy blue cardigan sweater from Schoolbelles
 - A plain navy blue sweatshirt
5. **Shoes:** Shoes must be worn and must be neat. The shoe must cover the foot: no sandals or flip flops or beach/pool type shoes are allowed. Boots are allowed in the winter, as long as they are not extreme or distracting. No high heels or slippers are allowed. A pair of shoes will consist of a matched set of two shoes. Shoes must be tied at all times.

6. **Socks:** Socks are required in the elementary school but not in the high school. If they are worn, they must be matching socks of solid color: white, gray, black, navy or brown.
7. **Jewelry:** Girls may wear stud or small tasteful earrings. Large hoop or long dangling earrings are not allowed. The only other forms of jewelry permitted are timepieces, one or two bracelets (not multi bracelets going up the arm) or pieces of a religious nature. No piercing other than ear piercing is permitted.
8. Students must wear the uniform properly at Mass. The high school fleece or the navy blue sweatshirt is the only outer wear allowed in Church once seated in a pew. Faculty will allow students to wear a coat in winter if it is exceedingly cold in Church.
9. **Out-of-uniform days:** Although the dress code is relaxed, students must follow the guidelines for the day and dress appropriately for Mass and school.

Appearance

1. Students are expected to attend school in clothing that is clean, neat, fits comfortably (not too large or too tight), and is not tattered, ragged or torn.
2. Hair color should be a natural hair color and pattern; extreme hairstyles are prohibited. Unacceptable patterns include streaks of unusual color or quantity, shaving parts of the hair to create an image, and similar unconventional styles.
3. Girls' hair shall be neat and combed; modest makeup is permitted.
4. Boys' hair shall be neatly trimmed in a traditional style, which is defined as above the ears, eyebrows, and neck. Boys must be clean-shaven; mustaches and beards are prohibited.
5. Fingernails must be clean and of a modest length. Girls may use nail polish.
6. No visible tattoos are permitted.

4.6 Courtesy and Deportment:

Each student should be progressing toward the goals outlined below:

1. Gives cheerful and immediate obedience to authority;
2. Knows, understands, appreciates and abides by the rules of Lumen Christi Catholic School;
3. Exercises self-control and restraint;
4. Maintains a modest, neat, and well-groomed appearance in accord with the dress code;
5. Appreciates and acknowledges the skills and talents of others;
6. Maintains a standard of personal excellence, putting forth his or her very best effort in all he or she does, directing all actions to the honor and glory of God;
7. Prays and worships with a devout attitude;
8. Raises his or her hand to speak, not interrupting others;
9. Gives assistance to other students when needed and appropriate;
10. Is punctual in attendance and assignments;
11. Cares for his or her own possessions and those of others, keeping the building neat and clean;
12. Apologizes for inappropriate behavior, quietly and respectfully accepting the consequences thereof.

Lumen Christi students are expected to exercise prudence outside of school. They should not engage in overtly immoral activity. This applies to social media as well.

4.7 Student Discipline—the goal of discipline is self-discipline.

1. **Infractions of school rules and guidelines**, as well as any violation of common order or moral standard, will result in disciplinary measures. Most minor misbehavior will be handled by the teachers. Teachers will work to guide or redirect students to solve or avoid the problem. Parents may be notified via the Parent-Teacher Communication forms, email, or a phone call. These measures may be from the teacher's classroom management plan or in the form of extra work, clean-up detail, loss of privileges, etc. The objective of disciplinary measures is to ensure that the student learns and corrects the problem which he or she is being called to change.
2. Major disciplinary issues include, but are not limited to, any illegal activity, violence/fighting, bullying, verbal abuse, insolence, harassment, vandalism, threats, and chronic behavior violations. The Administration's action for major disciplinary issues can include previously listed disciplinary measures and restitution for damages, after-school detention, in-school suspension, out-of-school suspension and expulsion.
3. **Restitution**—Students may be required to work, clean up, repair, replace, or pay for damage.
4. **After-school detention**—Elementary and High School students will be held for an hour after school (2:30 – 3:30) in a location to be determined. They will be supervised by a teacher or an administrator. A \$10 supervision fee to cover staffing cost will be charged. After three or more detentions in a semester, a student may be assigned an out-of-school suspension.
5. **Out-of-School Suspension**—Out-of-school suspension requires that the student be deprived of all the privileges of attending school for the number of days specified. Students receiving an out-of-school suspension are expected to remain current with class assignments and will earn credit for work/tests completed. Students receiving such suspensions may be considered for expulsion.
6. **The continued or serious** violation of school policy requires a conference with parents and may result in the student's removal from the school. *Final evaluations and disciplinary decisions including expulsion rest solely with the Administration and Board of Lumen Christi Catholic School.*
7. **Seclusion and Restraint**—While Lumen Christi does not anticipate any need for seclusion and rarely if ever would have to employ restraint – as both of these terms are defined by Indiana law – we comply with state requirements to maintain a Seclusion and Restraint Plan, which is available in the main office.
8. Lumen Christi strives for discretion on disciplinary matters. We avoid sharing discipline information to students and families who are not involved in the matter.

4.8 Absences and Tardiness

Please see section 3.3 for Parent Responsibilities with respect to student attendance.

Absences

1. If a student will be absent due to a foreseen extraordinary event, the school should be notified in writing at least one week prior to the absence.
2. Assignments for a student's scheduled absence are to be completed on return in the same amount of days the student was absent. Teachers may provide work in advance at their discretion, but are not required to do so. Long-term projects that have a due date of weeks or months in advance may still be due and collected on the said date. Allowances for sickness or unusual circumstances will be granted at the discretion of the teacher.
3. If these procedures are not followed the absence will be considered unexcused and the student will receive a grade of zero for all work missed.
4. If a student will be absent due to an unforeseen event such as illness, **the school should be notified by 7:20 a.m.** (317-632-3174)
5. The student will be responsible for completing all missed assignments; one make-up day will be allowed for each day missed.
6. Continued absences may bring about the student's removal from Lumen Christi Catholic School. Allowances for serious health problems or unusual circumstances will be granted at the discretion of the Administrative Team in consultation with the student's family.
7. Leaving the campus without permission during the school day may result in suspension from school. See high school policies for allowances for students who drive.

Tardiness

1. Tardiness to School: School begins at 7:25 a.m., Monday through Friday. Students in both the elementary school and the high school should arrive between 7:10 and 7:20 to put their belongings in their classroom or locker before going to Mass. Students who arrive after 7:25 should go directly to the church, bringing their belongings with them.

Students who arrive after 7:25 will be marked tardy. All attendance records will be maintained by the respective elementary and/or high school office. A tardy may be excused if a parent provides a written explanation (via email or note) to the office.

2. Tardiness to Class: In the high school, three unexcused tardies to class per semester are excessive. After the third and each subsequent tardy, the student will be assigned a detention. In the elementary school, class tardiness is subject to teacher discipline.

4.9 Use of School Facilities

1. Special permission must be obtained before a student may take a book or other equipment from school. (Textbooks and books used for class assignments are excluded from this prohibition.)
2. Computers and copy machines are for use of staff. Permission must be obtained before placed in operation by a student.
3. Congregating and loud or unruly behavior are not permitted in the restrooms.
4. Sports equipment available for use by students at recess is to be used only in the gym or playground.
5. Students are not allowed in the faculty room areas without permission.

4.10 Personal Effects

1. All personal effects (sweatshirts, lunch boxes, book bags, etc.) will be labeled with student's name at the beginning of the school year. Any unclaimed personal items will be discarded with the exception of school uniforms. We have a uniform lost and found box.
2. No personal electronic devices or cellular phones are allowed at school from 7:30 to 2:30, nor are they allowed during After School Care, as noted in section 3.7 above. Lumen Christi reserves the right to confiscate noncompliant devices and return them to the student or parent(s) later.
3. Students should not bring large sums of money or valuable objects to school.
4. Students may not access data that exceed student user privileges, i.e. teacher accounts or data.

4.11 Respect*

The good name, reputation and personal safety of each student, faculty, and staff member is vitally important. In order to protect students, employees, and the school itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on or off campus, that is in opposition to this policy and/ or inconsistent with the Catholic Christian principles of the school as determined by the school in its discretion.

Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether they are done physically, verbally, or electronically through the use of a home or school computer or by remote access during school time or after hours.

Some examples include, but are not limited to, text messages, sexting, pornographic or sexual images, blogging, etc. Any individual found to have made or participated with others in making, repeating or forwarding any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

* **Source:** *Archdiocese of Indianapolis Office of Catholic Education.*

4.12 Students with Challenges (Elementary School)

1. **Physical challenges:** families will confer with the Headmaster for admission of students with physical challenges. Lumen Christi Catholic School welcomes all qualified students yet our building does have limits for persons with physical challenges.
2. **Other challenges:** Lumen Christi may accept students with limited special needs. We may be able to help the student because of our small class sizes and Christian charity. However, we do not provide IEPs (Individual Education Plans) and we do not have the resources to provide specialized learning support. Any additional support is the responsibility of the parent.
3. If parents have their child tested through IPS (Indianapolis Public Schools) and have an Individualized Education Plan (IEP), we will work with them to the best of our ability.
4. See separate High School Admissions policy for high school students with challenges.

5.0 Miscellaneous Policies

5.1 Illness and Medications

1. If a student becomes ill and cannot continue class, the student should report to the teacher. The teacher will have the student escorted to the office and a parent will be contacted if warranted.
2. If a student has a communicable illness (cold, flu, lice, or pink eye) that student should remain home until the period of contagion is passed. The student may be sent home or isolated at school if the teacher determines the student is still showing symptoms of contagion.
3. High School faculty and staff do not dispense medicines. We believe high school students can manage their own medication with parental support.
4. Pain Reliever: The school will not distribute any pain reliever without written permission from the parent or guardian. The school secretary maintains a dispensing log.
5. Other Medications for Elementary School: For the safety of all concerned, students may not carry or keep medicines with them at school. Any student who is required to take prescription medication while in school must keep the medication in the administrator's office.

5.2 Accidents

1. If a student is injured during school hours the office will be notified immediately and the student escorted there if prudent.
2. The injury and circumstances of the accident will be written in the log book located at the front desk in the office and a parent will be notified at that time if necessary or at the time of pick-up at the end of the day.

5.3 Food Allergy Policies

Lumen Christi Catholic School is committed to working with families with food allergies to provide a safe environment for all students. Our goals for allergy management are as follows:

1. Identify students with food allergies and ensure proper care for those with life threatening allergies.
2. Promote self-advocacy and appropriate self-care in each student with a food allergy.
3. Work with parents to understand the specific nature of each child's allergy and train faculty and staff in any necessary emergency procedures. Parents will provide a food allergy action plan for each child, and apprise the school of any symptoms and treatment necessary.
4. Post individual students' food allergies and instructions in classrooms and areas of food consumption if requested by the parents.
5. Obtain written instructions detailing the allergy and course of action upon a reaction from the parent/guardian through a "Medical Equipment/ Medicine Instruction" form available in the office.
5. Carry parent guidance as in an action plan for emergencies, medicines, and permissions on any field trip.
6. While all reasonable measures will be taken to accommodate severe allergies, Lumen Christi will not be liable for incidental exposures to allergens.

5.4 Inclement Weather/Snow Days

Notices of delays and closings for Lumen Christi Catholic School due to inclement weather will be announced through public resources. (WISH-TV 8, www.wishtv.com and WTHR-TV 13, www.wthr.com) It is recommended to check the news stations' websites rather than wait for the TV stations' list of schools to scroll.

5.5 Confidentiality and Proper Channels

1. Lumen Christi Catholic School is a small school that enjoys a cordial family atmosphere. This situation, along with the norms of professionalism, requires strict observance of confidentiality in and out of the school. As the staff of Lumen Christi Catholic School is required and committed to honoring the confidentiality of all matters and information they are privy to, so too must the families of Lumen Christi Catholic School respect the welfare of others and the school and likewise maintain confidentiality at all times.
2. It should be noted that all staff of Lumen Christi Catholic School are agents of the school. As such, all personnel are required to bring to the administrator any information they possess regarding enrolled students insofar as that information concerns the welfare of the student, other students or the school as a whole.
3. Gossip and murmuring destroy small schools. All personnel, students and families are requested to follow the proper channels when raising questions and airing concerns.
 - When an issue originates from the classroom, please consult the teacher first.
 - When an issue originates from school policy, or administrative action, consult the administrator first, and if necessary, the Headmaster.
 - If a situation is not resolved to one's satisfaction, please follow the chain of command: teacher, administrator, Headmaster.
 - In accord with Christian standards of charity, please address all issues kindly and in a spirit of constructive cooperation. The Lumen Christi community strives to presume the best in others.

5.6 Bullying

Lumen Christi Catholic School prohibits all forms of bullying at school. Bullying is defined as repeated, excessive, or unreciprocated teasing, taunting or physical contact. Other characteristics include but are not limited to:

- Making fun of, criticizing, or threatening another person
- Constant criticism, nit-picking, or trivial fault finding
- Intentionally undermining someone, especially in front of others
- Isolating or excluding someone, including the "silent treatment"
- Any cruel, mean, or unacceptable behavior
- Cyber bullying (conducted via the internet or texting)

Any student who bullies another student will be disciplined by the Headmaster. Repeated offenses may warrant suspension or expulsion.

5.7 Abuse and Reporting

Lumen Christi Catholic School follows state law regarding physical abuse and its reporting. Indiana is a mandatory reporting state for child abuse, self-abuse, and suicide.

5.8 Media Policy: Archdiocese of Indianapolis Policy No. 2010-01

- Recognition of students and adults through photographic images and personal information used in school, parish or agency publications, on the internet or released to the news media can be motivating for students, education and adult leaders and a good opportunity to display their skills and accomplishments. However, caution is essential in this area.
- Parents and some adults may have serious concerns about the release of images and information. Some students and adults could be placed at risk if they are identified in the public domain, especially on the internet with its worldwide reach.
- In general, *passive consent* is needed from parents for the parish/school to use student images without personal identification in school or parish publications or on websites. That is, parents should have an opportunity to object to the general release of their child's image and other "directory information" by the school or parish at the beginning of the program year. This cannot apply to "crowd shots" of large groups of people in public situations where it would be virtually impossible to find and remove individual images (i.e., a news photograph or TV image at a football game or youth rally where there is no reasonable expectation of privacy.) Nor can it apply to random images taken by other persons in such settings that may eventually become public.
- In all cases when a student's image is to be identified by name and/or more specific information about the student is to be used in school/parish publications, on a website or released to the media, specific permission (*active consent*) for such use is to be obtained from the parents. Similar permission should be sought from adults for use of their images.
- Parents are required to write a letter to Lumen Christi to opt out of passive and active consent of media coverage. This policy is not retroactive to previous school years.

5.9 Admissions Policy for Elementary School

1. New student admissions requirements are explained on our website at www.lumenchristischool.org under the Admissions tab.
2. The steps for Admission are as follows:
 1. Initial inquiry: the school gives information
 2. Tour
 3. Application and fees
 4. Interview and testing
 5. Admissions decision
 6. Letter of Admissions decision outcome
 7. FACTS application if applicable
3. Newly admitted students are automatically placed on academic and deportment probation for the first semester.
4. Lumen Christi respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic School it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic Faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered

at the school, including Mass, except those that are intended only for Catholics (e.g. the reception of the Sacraments.)

5. In keeping with our mission to fully uphold Catholic moral law, Lumen Christi Catholic School reserves the right to exclusively hire employees whose lifestyles and beliefs fully maintain Catholic doctrine. Lumen Christi Catholic School reserves the right to employ the same criteria in the granting or denial of admission to students, as those criteria apply to the student in question or the student's parents/guardians.

5.10 Re-enrollment

1. Families are required to complete an "Intent to Return" form and supply the appropriate fee (which is applied to their book fee upon return). If financial aid is sought FACTS Tuition Aid information must be completed at this time via <https://online.factsmgt.com/signin/4DZRM> This process will secure the students' place for the upcoming school year.
2. Lumen Christi reserves the right to accept or reject a student's re-enrollment based on the student's academics and behavior.

6.0 High School Policies

6.1 Admission Policies for High School

1. Lumen Christi Catholic School admits students in grades 9 through 12, bound by the handbook guidelines for every student with exceptions outlined below. High school students must take the required load of courses for their grade level, and participate in all school activities including fundraisers.
2. All students upon initial enrollment are placed on academic and deportment probation for the first 12 weeks of attendance.
3. Lumen Christi Catholic School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational or admissions policies. LCCS upholds Catholic moral standards in the hiring and retention of employees, and in the admission and retention of students. When applying to our high school, students from Lumen Christi Elementary School are not required to give a letter or writing sample.
4. For admission to the freshman class, each student must fulfill the following conditions:
 - successfully complete the eighth grade or last grade before transfer (success means at least a 2.5 (C+) cumulative grade point average in all courses;
 - complete the application and attach a recent report card and any testing results; transfer students will submit a transcript from their high school; home school students will submit an official list of course work;
 - attach a letter of recommendation to the application;
 - meet all financial obligations to the former school before final acceptance
 - schedule an appointment for an interview upon receipt of the application and recommendation for Admission
5. **Opportunities to shadow** (follow a high school student) for a day are available. Please make an appointment for a shadow date at least two days in advance of the intended visit.
6. **Cautions:** Families should be aware that because Lumen Christi Catholic School is a small school and is supported only by tuition, fundraising and donations, we have limited resources. This may affect your decision to apply to Lumen Christi. Briefly, these special situations include:
 - Lumen Christi lacks Special Education resources for students with learning disabilities, low academic achieving students or those with learning challenges. We cannot enroll these students with special needs. Our small classes often allow a highly motivated student to compensate for a very mild disability such as dyslexia. However, we do not have the benefit of employing additional teachers for resource and support. Additionally, Lumen Christi does not have the resources to use special teaching techniques in a classroom for students with learning challenges who depend on them for success. The measure of learning capability is the student's documented success at grade level, and standardized testing. All decisions regarding a student's High School admission are determined by the High School Coordinator in consultation with the Headmaster.

- Extracurricular activities are non-conventional due to our small size and our commitment to simplicity. Our school does provide a number of sport options through CYO and intramurals. Students take part in retreats, field trips to cultural events, the Washington, D.C. March for Life in January, and a spring pilgrimage.

6.2 Student Discipline. A Lumen Christi High School Student is

- Respectful: shows proper deference to those in authority; is reverent when appropriate; shows consideration toward others through common courtesy
 - Violations may include gossip, slander, ill treatment of others, sloth, irreverence in Mass or during devotions, thwarting the efforts of faculty
 - The high school follows all guidelines on respect as stated by the Archdiocese of Indianapolis' Office of Catholic Education, p. 15.
- Kind: demonstrates empathy towards others; is helpful without being prompted; strives to be a peacemaker
 - Violations may include ostracizing others, sowing discord, unpleasant or callous words or actions
- Receptive to Learning: is attentive in class, fulfills the requirements of each class, works diligently
 - Violations may include refusal to do assignments, neglect of class requirements, inattentiveness, thwarting the efforts of the teacher, disrupting class

These are the behavioral expectations Lumen Christi Catholic High School has for our students. Consequences of negative behavior are:

1. First offense: detention.
2. After three detentions per semester, an in-school suspension is scheduled.
3. In the event of an additional offense, a conference between student, parents and administration will be held and the student will be suspended from school. At the time of a conference, the school and parents will agree on a behavioral plan which, if violated, will result in the student's expulsion from Lumen Christi.

6.3 Academic Policies

1. **Textbooks** are included in the high school tuition and are loaned to the student for the school year. This does not include disposable books like a workbook or a notebook. Students will be issued textbooks at the beginning of the school year (or spring semester if new books are used), and must sign a textbook agreement. The agreement will record the condition of the books loaned to the student, the serial number issued, and the acknowledgement of student responsibility for the textbooks. Students will not mishandle books; if books are damaged, families must pay for replacement. Books must be kept in the lockers when not in use during class.
2. **Progress Reports** will be issued halfway through the semester to inform students and parents of academic work. Grades and comments will be provided.
3. **Semester Grades** will be mailed home after each semester.

4. **Exams** will be given at the end of each semester—the last days before Christmas break in the Fall semester, and the last days of school in the Spring semester. Students are required to sit for exams; they are a significant part of the semester grade. Students may be granted a reading day before the exam days to prepare at home.
 - Each exam should last at least 1 hour but not more than 2 hours.
 - Exams are not required in Skill courses or Composition.
 - Math teachers may elect to give a longer unit test during exam week instead of a semester exam.
 - Students do not have to be present at school when they do not have an exam. Attendance will be taken before each exam.
 - The exam will be valued at approximately 15% of the semester grade. Teachers may give a study guide but are not required to do so.
 - Exemptions: For seniors: if students have a 94 A average or above in a class, teachers may allow them to be exempt from taking the exam. This allowance is to be determined by the individual course teacher. Students who are on probation or suspension are not eligible for this exemption.
5. **Academic Probation** will be enforced for a student who makes two D grades per semester or one F grade on required courses. The student will have one semester to bring his or her grade up to a C- (71%) level. If after the second semester, the student's grades still include two D's or one F, the parents will conference with the Headmaster and faculty to decide whether the student may continue at Lumen Christi.
6. **Graduation** will be held in May of the senior year if students complete all required courses and have met the financial obligations to the school. Honor graduates with a 3.5 grade point average or higher and High Honor graduates with a 3.8 grade point average or higher will be acknowledged by the wearing of the ceremonial honors cord(s) over the graduation gown. Graduation will typically follow a Mass at Holy Rosary Church, and a celebration will be hosted by the school following the Mass when practical. Diplomas will be issued during graduation.
7. **College Application Assistance** will be given to Juniors and Seniors.
 - PSAT and SAT preparation courses will be offered for an extra fee when possible.
 - Students and parents will be required to give faculty two weeks notice for any letters of recommendation or required forms for their college applications.
 - Seniors are allowed two college visit days per year which excuse him or her from class. All work missed must be completed one day after return.
8. **Transcripts**—the official record of academic work—will be issued by the school when all financial obligations have been met by the family. After each year of attendance, the grade point average will be calculated and recorded. Transcripts will carry the seal of the school and be signed and dated.

6.4 Enrichment and Field Trips

Enrichment Trips

1. Lumen Christi will offer its high school students as many enrichment opportunities as possible keeping in mind educational goals and practical considerations such as finances. Examples of enrichment trips are service opportunities, special Masses, the yearly pilgrimage, attending plays, etc.
2. On car trips there will be no laptops or computer games allowed. Ipad or similar devices for music are allowed with headphones. Movies where students can share watching the film are allowed. We wish to eliminate the one-on-one screens, including Smartphones®, where students' attention is trapped by the game/screen to the detriment of the group.
3. Families may be required to pay some or all of the costs for enrichment trips. Every effort will be made to raise the funds for enrichment activities. If parents do not want the added expense of the trip, they may elect to keep their child at home. Enrichment trips will not impact the course grade.
4. Academic effort is required to participate in enrichment trips. Student work must be at least at a C- (71%) level with no missing assignments before a student may go on an enrichment trip. If work is not up to this level in all classes, the student will benefit by staying home to catch up on school work. Student conduct is also a factor in trip eligibility.

Field Trips

1. Definition: high school field trips are opportunities to further the learning taking place in the classroom. Field trips are distinguished from enrichment trips because they are linked to the school curriculum and required.
2. If a student stays home from a field trip for any reason, he or she must do equivalent academic work as outlined by the teacher.
3. Student behavior on field trips will conform to the standards outlined above for enrichment trips.
4. There is no minimum grade requirement for a field trip.

6.5 High School Uniform and Appearance

The high school upholds the uniform guidelines stated above in section 4.6. The dress and appearance code is in effect during the school day and for any functions where the student represents the school, such as field trips.

Consequences

1. If a student is not abiding by the uniform or appearance guide, an attempt will be made to correct the problem in school and a warning given. Parents will be informed.
2. On a student's second violation, the high school student must complete a detention assignment which will consist of a cleaning chore.

Interpretation of these guidelines is left to the discretion of the Headmaster and the faculty.

6.6 Computer Use Policy for High School Students

Lumen Christi Catholic School offers students opportunities to use laptop and desktop computers which are the property of the school. Use of technology is a privilege, not a right for students. Students are expected to use technology for stated

educational purposes, under the specific direction of the faculty. The school computer use policies stated in section 4.3 apply to high school as well as the specific additions below:

1. Students will use the internet only under the direction of the teacher.
2. Students will use the computer technology safely and appropriately. Students will not use the school's resources in a manner which violates any local, state, or federal law. "Safely and appropriately" includes obeying copyright laws and avoiding plagiarism.
3. Any behavior which causes harm or damage to school-owned computers or support technology will be disciplined.
4. Lumen Christi Catholic School will protect students from harmful internet content as completely as possible by using technology only for teacher-directed, specific classroom activities.
5. Students must not bring personal laptops, I-pads, tablets or similar devices to school. If other web-interface devices are owned such as a Smartphone®, students must not access the internet, watch videos or play games during school hours.
6. The use of our school-owned laptops are for the classroom. Students may not borrow a laptop on their own time and complete assignments.
7. Students may not access data that exceed student user privileges, e.g., teacher accounts or data.
8. Computer privileges will be revoked for any student violating these policies.

6.7 Miscellaneous High School Policies

1. **Cell phones** are to be kept in students' cars or in the designated storage area in the foyer of the high school during school hours. If there is a need to contact a parent, permission for phone use may be granted by a faculty member. If a student is found to be in violation of this rule, they will receive a detention and parents will be notified. If an additional cell phone violation occurs, the student will lose cell phone privileges for the rest of the semester and parents will be notified. Listening to music on a cell phone is not allowed during school hours.
2. Students may use the kitchen area, including the refrigerator and microwave, at lunch time and after school. The area must be kept clean, and students must wash any dishes or utensils directly after use. Kitchen use is a privilege and not a right; a student may lose kitchen privileges for a defined time if he or she does not clean up after use.
3. Lockers are provided by the school for students and can be accessed by school officials if necessary.
 - Students must keep personal property, including textbooks and school materials, contained in their locker and backpack.
 - Do not leave your property in the classrooms, on tables, the floor, or in common areas. The locker rooms will be kept orderly; students must refrain from throwing trash above or below lockers, stacking or spreading out personal books and material on the common tables, or in any way cluttering up space meant for the use of all.
 - Students may use a lock on their locker; the school is not responsible for loss of property.
4. Students may go beyond the Lumen Christi / Holy Rosary campus *with parent and faculty permission*. A form for permission is distributed at the beginning of each school year for parents to state their wishes on where a student may walk on or off campus.

5. **Driving:** If a parent has permitted the student to drive to school, the student may drive to Lumen Christi and park in the designated parking spaces. High school students must be particularly careful about good driving behavior at school: inappropriate or illegal behavior will jeopardize the student's driving privilege. Older students may drive fellow students *with parent permission*.
6. **Alcohol, drugs, vape, and tobacco** will not be used by Lumen Christi students on or off campus. Students possessing or under the influence of alcohol or drugs on school grounds or while attending school functions will be disciplined and/ or dismissed. Lumen Christi reserves the right to report to law enforcement any suspected illegal activity.
7. **Weapons:** Students are never allowed to have any object which may be classified as a weapon. This includes but is not limited to knives, guns, brass knuckles, etc. Toys that look like weapons are not allowed in school, unless approved by Administration for use as props or learning aids.
8. **Dating and public display of affection:** Lumen Christi High School strongly discourages exclusive dating by its students. We believe it is in the best interest of the student to build strong friendships and delay exclusive dating until after high school. Instead, group events and camaraderie among students are encouraged.
 - There will be no public displays of affection at school, including hugging or hand holding. High school students must be always aware that they are role models for the younger students—their behavior should be focused on platonic respect, kindness, and learning. Finally, this kind of exclusive relationship can cause division and conflict among the rest of the high school students.

Lumen Christi Catholic School Handbook Agreement

Disclaimer:

The administration reserves the right at any time to unilaterally revise, modify, delete or add to any and all policies, procedures and work rules stated in this Handbook or in any other document. These policies and procedures establish guidelines only. The interpretation of this handbook is the responsibility and right of the administration.

Dear Families,

Your signature indicates your agreement and support of school policies stated herein. Please sign both sections of this agreement.

Section 1 (Parents and Students)

We have read and agree to abide with the policies set forth in the Lumen Christi Catholic School Handbook.

Parents:

Please print name: _____

Signature: _____

Date: _____

Students:

Signatures: _____

Section 2 (Parents)

Catholic Parents:

I understand that we are obligated as a Lumen Christi Catholic School family to embrace and abide by Catholic doctrine as taught by the Magisterium of the Roman Catholic Church.

Signature: _____

Non-Catholic Parents:

We support the mission of Lumen Christi Catholic School and aspire to live by the dictates of moral virtue.

Signature: _____
