



# **PARENT and STUDENT HANDBOOK**

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## **Lumen Christi Catholic School MISSION STATEMENT**

We lead our children through their educational and faith experiences so that they become their best possible selves.

## **Lumen Christi Catholic School VISION STATEMENT**

Our light brightens the world through students who serve their communities with compassion, faith and knowledge.

## **Lumen Christi Catholic School VALUES**

- Invested: Our dedicated faculty gives individualized attention to students, is always there for families and is invested in our community.
- Spiritual: Our relationship with Jesus Christ guides us to make the right choices and be a positive example to others.
- Family-Oriented: Involved parents ensure our success at school, help provide continuity at home and lift up the Lumen Christi community as a whole.
- Innovative: Our students incorporate creative thinking and problem solving to properly prepare for tomorrow.
- Transformative: We prepare children to become exemplary role models, to strive for personal success and improve the lives of others through service.

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**Serving the needs of the parish child** is the primary consideration for admission to Lumen Christi Catholic School. The following factors are considered when admitting students to Lumen Christi Catholic School:

- ◆ The child's family currently has other children in the school or has family members who have graduated from the school.
- ◆ The child's family includes an active member of the parish, meaning one parent or guardian who is a practicing Catholic, participates in the worshiping community, is a registered member of Lumen Christi Parish, and contributes to the time, talent, and treasure aspects of the parish.
- ◆ The tenure of the parishioner, if any, in the child's family.
- ◆ If a prospective student has identified special education needs, consideration are be given as to whether or not Lumen Christi Catholic School has the facilities and/or staff to accommodate the student needs.
- ◆ In order to meet the educational needs of Lumen Christi Catholic School students, the school follows the Archdiocese of Milwaukee Policy #5110 that states that all new students are on probation for one semester.
- ◆ The principal may consult with the school commission to make admission decisions.
- ◆ The parish/school respects the dignity of every child. Race, nationality or other discriminatory basis shall not be grounds to deny admission of a child into the Catholic school or religious education programs.
- ◆ 3K is an optional, self-supporting program not subsidized by the parish. Any school/parish family that chooses not to enroll their younger children in the 3K program are not be penalized for entrance purposes at the 4K level. 3K registrants are subject to this admissions policy.
- ◆ Students transferring from another school must provide records from their former school(s) before they are considered for admission. This is the responsibility of the family seeking admission. These students must also meet eligibility requirements as stated previously.
- ◆ Non-parishioners can be admitted to the school with the following understandings:
  1. Tuition are equal the full cost of the child's education.
  2. Space is available in a class after all parishioners are admitted.
  3. The child will participate in religion classes, liturgies, and school activities associated with religious themes and/or Christian service.

- ◆ Children of staff members are be regarded as parishioners for admission purposes.
- ◆ In all cases where class size limits have been reached, a child is placed on a waiting list until such time as openings occur. A child is placed on the waiting list only when the full application and tuition deposit is received. The tuition deposit is returned to the family if a spot does not open.
- ◆ Re-admission to the school is based on whether a family has continued to participate in parish activities, met financial responsibilities and all of the other above listed factors.

Admission to three year old kindergarten (“3K”), four year old kindergarten (“4K”) and five year old kindergarten (“5K”) and first grade:

1. No child may be admitted to 3K unless he/she is 3 years old on or before September 1.
2. No child may be admitted to 4K unless he/she is 4 years old on or before September 1.
3. No child may be admitted to 5K unless he/she is 5 years old on or before September 1.
4. No child may be admitted to the 1<sup>st</sup> grade unless he/she is 6 years old on or before September 1.

### **EARLY ENTRANCE TO 3K, 4K or 5K**

If you want your child to be considered for early entrance into 3K, 4K, or 5K submit a letter to the principal that includes your child’s name, date of birth, rationale, and any documentation from previous school experiences. If the school determines an assessment is to be made, your child will be assessed in reading and math by the Learning Resource teachers, and a recommendation is then given to the Principal. Decisions regarding eligibility for Early Entrance to 4K, or 5K are be made by the school Principal and this decision is final.

### **REGISTRATION and RE-REGISTRATION**

Re-registration for existing students begins in mid-January. School families are notified of the process through LC HIGHLIGHTS. Priority registration for current families ends on the first day of Catholic School’s Week. (last Sunday of January) New families can begin registering the first day of Catholic School’s Week.

New students must submit:

- an application for admission
- birth certificate
- baptismal certificate
- Non-refundable deposit that IS applied towards next year’s tuition.

The student is not considered registered until all documents and tuition deposit have been submitted.

### **CLASS SIZE POLICY**

The maximum class size is 18. 4K and 5K classes are provided an aide when enrollment reaches 18. If necessary, exceptions can be made by the Principal in consultation with the classroom teachers and the School Commission.

### **STUDENT PLACEMENT REQUESTS**

Student placement decisions are the responsibility of the principal, with input from school staff. The expertise of our certified staff regarding learning style, educational skill level, and social issues are used as the primary information source in developing the following year's classes.

Specific teacher requests by parents **are not accepted or recognized.**

### **CHILDREN WITH EXCEPTIONAL EDUCATIONAL NEEDS**

Lumen Christi Catholic School welcomes children who have special needs and may be able to make reasonable accommodations for these students in some circumstances. Lumen Christi Catholic School shall inquire as to whether the student has a history of or is presently eligible for special education and the related services available under the Individuals with Disabilities Act (IDEA).

A student eligible for placement under IDEA can be enrolled at Lumen Christi Catholic School only if the appropriate program and resources are available to meet the student's special needs.

Lumen Christi Catholic School provides the following educational curriculum:

Math	3K-8
Reading	3K-8
English Language Arts	3K-8
Religion	3K-8
Social Studies	3K-8
Science	3K-8
Art	4K-8
Physical Education	4K-8
Music	4K-8
Spanish	5K-8

## **GRADING**

Effective grading practices are necessary for improved teaching and learning. Assessment and grading are ongoing processes that guide continuous learning. • Grading should be standards-based and reflect what students know and are able to do. • Grading should be transparent and promote common understanding between students, parents, teachers, and schools. • Grading should support a growth mindset. 92 ©2017– Archdiocese of Milwaukee • Grading should only reflect student achievement. • The purpose of homework is to check for understanding, provide feedback, and prepare students for summative assessments.

## **HOMework GUIDELINES**

We strive to teach children a sense of responsibility as well as reinforce learning that has taken place in school. We recommend that children spend some time reading each evening. The following recommendation guides our teachers in the use of daily homework:

- 4K-5K 0 – 15 minutes
- Grades 1-3 15 – 30 minutes
- Grades 4-5 30 – 60 minutes
- Grades 6-8 60 – 90 minutes

## **GRADING SCALE**

Achievement Grading Scale:

### **1st - 5th**

- P Proficient
- I Inconsistent
- N Needs improvement: Demonstrates minimal understanding

### **Grades 6 thru 8**

- A 100-93
- B 92-83
- C 84-75
- D 74-68

## **HONOR ROLL**

Lumen Christi Catholic School has an honor roll procedure which is restricted to the middle school. Honor roll status is earned as follows:

- High Honors: accumulated average in all subjects is between 3.5 and 4.0 plus.
- Regular Honors: accumulated average in all subjects is between 3.0 - 3.49

Seventh and eighth graders taking advanced math and/or participating in the Discovery Project receive a weighted grade for that class(es).

Averages are based on A = 4 points; B = 3 points; C = 2 points; D = 1 point. Any plus or minus on the report card are not affect the point system; e.g., A and A+ both have the same point value.

## **INCOMPLETE**

Unfinished work resulting in an Incomplete on the report card must be completed within two weeks after the trimester ends unless there are extenuating circumstances which prevent a timely completion. Students who do not address this in a responsible manner are required to stay after school at the convenience of the teacher. Parents will receive an email from the principal stating:

*“(Student’s Name) has an incomplete in (how many) areas (list areas). Per our school policy s/he has two weeks from (enter date) to complete and turn in all necessary assignments and/or assessments to the teacher(s) so that a grade can be generated. A final report card will be issued at that time.”*

## **PARENT CONFERENCES**

Attendance at the first scheduled conferences in October is **mandatory**. Attendance at the second scheduled conferences in January is optional. Additionally, a parent or teacher may request a conference at any time during the school year.

## **STUDENT INFORMATION SYSTEM**

Parents of students in grades 6 - 8 have access to our Student Information System (our current software is “Alma”) to view their child’s progress. On Parent Night, parents are given information regarding their confidential login. Teachers are required to update online grade books within seven days of an assignment’s due date or assessment date.

## **FORMAL ASSESSMENTS**

The Iowa Test of Basic Skills (ITBS) is administered annually in the spring to all students in grades 3, 5, & 7.

Measures of Academic Progress (MAP) testing occurs twice a year for all students in grades 2-8.

September: MAP, students in *grades 2 – 8*

March: ITBS, students in grades 3,5,7  
April to May MAP, students in grades 2 - 8

The formal assessment results are mailed home to parents at the end of the school year with the final report card

## **STUDENT RECORDS**

As a parent or guardian of a minor, you have the right to review and inspect your child's education records. If you wish to review your child's education records, make an appointment with the school principal or counselor. If you have concerns about the content or accuracy of the education records, please inform him/her immediately. Additionally, you may request copies of materials from the student records. To do this, submit a written request to the school office indicating the documents you wish to have.

Lumen Christi Catholic School follows State and Archdiocesan guidelines with utmost care and responsibility governing the collection, maintenance, administration, and dissemination of student records.

## **GRADE RETENTION – PROMOTION PROCEDURES**

Retention of a student occurs judiciously as a final option only after considering the many factors affecting retention. When retention seems likely, parents are contacted during the year relative to the Archdiocese Of Milwaukee Regulation 5123(b).

There is no legal number of absences which, if exceeded, leads to automatic retention of a student.

## **GUIDELINES FOR CONSIDERING GRADE PROMOTION AND RETENTION OF STUDENTS**

1. Chronological Age – The student who is in the younger half of the class is less likely to be penalized by adding a year to his/her academic life.
2. Intellectual Ability – Students with a lower intellectual ability (I.Q. 70 – 90) is likely to achieve below grade level. Retention may only *temporarily* alleviate this discrepancy. Therefore retention is not typically recommended. Research has shown that students who have been retained have a greater risk of dropping out of school because of increased chronological age.
3. Physical Size – The early maturing student, already larger than his or her peers, might well suffer indignities if placed with smaller students or may inflict such indignities on others.
4. Present Grade Placement – Retention should take place in 3K, 4K, or 5K. Retention beyond this point usually compounds the student's problems.
5. Siblings – Family difficulties often arise when retention causes the placement of siblings in the same grade.
6. Peer Relationships – Retention may adversely affect the relationship of the

student within the community/neighborhood group with which he/she closely identifies.

7. Group Decision - The school principal, teachers, school support personnel, and parents should be involved in a decision to retain a student.
8. Repeated retention– A student should not be retained more than once during the elementary years.

### **ACADEMIC SUPPORT**

In order to meet the needs of all students, Lumen Christi Catholic School provides academic support services to students. The range of services may include anything from remediation to enrichment depending on student needs.

## **RELIGIOUS PRACTICES**

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### **MASS ATTENDANCE**

School children in grades 5K-8 participate in weekly Mass. 4K students attend the monthly Birthday Blessings Mass, and school Masses indicated as “All School”.

### **PRAYER**

Students participate in prayer on a daily basis. The following are times of organized prayer, but spontaneous prayer also occurs.

- Beginning of the school day
- Before lunch
- After lunch
- Religion class

Throughout the school year students also participate in a variety of prayer services, Stations of the Cross, Adoration, May Crowning, and praying of the Rosary.

### **SACRAMENTS**

Sacramental preparation programs are offered in a parish setting that involves family, church, and child. Second grade students take part in the First Eucharist and Reconciliation programs. In addition, daily preparation takes place in their classroom.

Students in grades 3 - 8 participate in formal reconciliation during Lent and Advent.

### **SERVICE PROJECTS**

Social concerns are targeted in keeping with each grade level's development: service to the poor, needy, lonely, etc., through visits and/or service projects/music presentations. Middle School students have required service hours through Religion class.

## **TUITION AND FEES**

The school is funded through three sources: parish subsidy, tuition and fees, and fundraising.

The School Commission, in collaboration with the Pastoral Council, determines tuition and fees annually. Every realistic attempt is made to keep the school affordable for all parish children. See the school website for the tuition rates.

## **PARENT FINANCIAL RESPONSIBILITIES**

### **Support your parish**

Lumen Christi Parish operates our school as an investment in the Catholic education of our children. In order to keep tuition competitive and affordable for our families, the parish covers approximately 33% of the school's operating expenses. This support is a gift which we all share and allows our school to reduce 5K-8th grade tuition for active parish members. The suggested minimum giving amounts for active parish members is \$1,000 per household annually.

### **Tuition payment**

Invoices are sent home in September. Payment can be made in full by September 15th or monthly via ACH debit from a bank account with a final payment of April 1<sup>st</sup>. Forms are available to sign up for this option. See also "History of Arrears" below.

### **Late Registrations**

Families registering up to the first day of school shall be expected to fulfill their tuition obligation according to the tuition policy. Tuition for students registering on or after the first day of school shall be based on trimester of entry.

### **Student Withdrawal and Tuition Refund Policy**

Because the School's investment in staffing and instructional resources is determined by enrollment commitments, families who withdraw their child(ren) from Lumen Christi School after registration will be held to the following financial obligations:

- New and current students who withdraw their registration from Lumen Christi School before the first day of school will not be responsible for tuition for the upcoming school year.
- Once a student begins any trimester, their family will be responsible for the full tuition of that trimester. Should tuition fees have been paid beyond the current trimester, Lumen Christi School will refund these monies.
- Fees paid at the time of registration will not be reimbursed.

- Request for refund and/or release from tuition agreement must be accompanied by a dated, written notification of intent to leave the school.

If for any reason the school year is interrupted due to matters out of our control, every attempt will be made to continue instruction for all grades. As a result, tuition would not be refundable or reduced during such a period.

### **TUITION ASSISTANCE**

The parish has limited tuition assistance available for school families. These funds are administered by the Pastor. If aid is needed, please complete the aid request form available online and a meeting with the Pastor may be set up. Families are notified when funds are awarded (usually twice yearly). Any balances due after assistance are the families' responsibility.

### **HISTORY OF ARREARS**

Any family with tuition outstanding after April 1<sup>st</sup> of any school year is regarded as being in arrears. Exceptions may occur for those families who have made and faithfully abide by other payment arrangements.

Families in arrears must be enrolled in a direct debit (ACH) from a bank account, making monthly payments prior to the start of the subsequent academic year. Decisions on re-enrollment for the upcoming school year are made by the Pastor.

Once a family leaves Lumen Christi Catholic School, any remaining tuition balances are referred to an outside collection agency unless payment arrangements are in place and followed.

### **FINES**

Students who excessively abuse their textbooks are have fines assessed at the end of the school year. Lost books are be replaced at the expense of the student. Books are numbered and assigned to students to ensure accountability. Fines and replacement fees are also apply to lost or damaged library books.

Replacement assignment notebooks are available for a fee.

### **FUNDRAISING POLICY**

Purpose: Lumen Christi recognizes the need for parish groups and organizations to generate additional revenue and resources to finance and support projects and programs. The parish also recognizes that excessive fundraising may compromise the

community atmosphere that encourages active participation within the faith community. For this reason, the parish implemented the following policy:

1. Fundraising includes any activity of soliciting funds, resources, or gifts of any kind.
2. All fundraising in the name of any parish or school organization is subject to this administrative procedure unless a specific exemption as to all or part of this procedure is granted in writing by parish administration. This includes all activities conducted beyond the parish and school properties.
3. Proceeds from the fundraising event or activity shall go towards the specific cause outlined in the approved proposal form.
4. Fundraising activities by an external organization or group at the parish or school shall have prior approval by parish administration.
5. At least 60 days prior to the fundraising activity or event, a proposal form shall be completed for each fundraising activity and submitted for approval to parish administration. Approval shall be obtained prior to the fundraising event. If the event is to take place on more than one occasion, approval shall be obtained for each occasion or event.
6. Prior to submission of the proposal form, the fundraising organization or group shall contact its appropriate parish commission to advise of the fundraising activity and to determine whether funds have been budgeted for the organization and its fundraising goals.
7. If approval is granted, each fundraising organization or group is responsible for identifying and obtaining all necessary permits, licenses, etc. required in accordance with federal, state, and local regulations. Each fundraising organization or group is also responsible for contacting the parish office to schedule the use of a parish/school facility.
8. If approval is not granted, the fundraising organization or group may appeal the decision to the stewardship commission by contacting the chairperson of the commission to place the matter on the agenda for the next stewardship commission meeting. The decision of the stewardship commission is final.
9. No fundraising activity or event of any kind are permitted during Holy Week or the week before and after Christmas. Fundraising activities are also be limited during the annual Stewardship Campaign (October/November) and the Catholic Stewardship Appeal (February).
10. The parish administration, in their sole discretion, reserves the right to disallow or discontinue any fundraising activity that may be contrary to the spirit and intent of this administrative procedure, or is considered otherwise undesirable.

## **ENDOWMENT FUND**

This is a permanent fund that consists of donated money and stocks segregated from the operating funds of the school. Donors are given the option of either contributing a tax-deductible gift to the permanent fund or designating a gift toward the school's current operating budget. The principal is permanently invested and the earnings produce a source of income for the school. The endowment fund trustees, in agreement with the principal, make annual decisions on the disbursement of funds.

## **TECHNOLOGY POLICY**

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### **INTERNET RESPONSIBLE USE**

#### **Introduction**

Our students use technology to create, communicate, collaborate and think critically. Technology is essential to facilitate the student-centered, real-world learning environment that is evident at Lumen Christi Catholic School. While we want our children to be active contributors in our connected world, we also want them to be safe, legal and responsible. This Internet Responsible Use policy supports our vision of technology use and upholds in our students a strong sense of digital citizenship.

#### **The Role of Technology at Lumen Christi**

First, we believe that our teachers have the greatest impact on student learning in the classroom, not the technology. Additionally, the innovative learning practices at Lumen Christi Catholic School are designed to prepare our children for their future, not our past.

Further, at Lumen Christi Catholic School, we promote digital and mobile learning in a cloud-based context. We use technology to support communication and collaboration and to create and publish. We use technology to extend research and information literacy. We develop in our students a sound understanding of technology operations and concepts. We believe technology can greatly aid in transforming teaching and learning and we provide a platform for students to use technology to do what they could not otherwise do. We create a safe online environment for everyone through the use of filtering software and adult supervision.

#### **Responsible Use Agreement**

Lumen Christi Catholic School provides opportunities for students to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our students, and to protect data and our resources, all students and parents must read and sign this agreement annually.

Primarily, our Responsible Use Agreement is centered around the following four tenets to being an informed Digital Citizen and Digital Leader:

1. **Be empowered.**
  - o Use the available devices to amaze us
  - o Think and CREATE
  - o Use our technology to help you learn
  - o Share everything
2. **Be nice.**
  - o Only say nice things about other people.
  - o Ask for permission before you take a picture or video of someone else.
  - o If you use a picture or video from someone else, please give them credit.
  - o Be respectful and kind.
3. **Be smart and be safe.**
  - o Only use your first name when typing and speaking.
  - o Keep your passwords to yourself and only share with your family.
  - o If you are uncertain, talk with us.
4. **Be careful and gentle.**
  - o Help us take care of our devices and networks.

### **BRING YOUR OWN DEVICE (BYOD)**

Currently students in 6th - 8th grade are eligible to be in our BYOD learning initiative. As a component of this program, students have the option to use their own personal laptops, tablets, or other electronic devices in class during the educational process.

All users are expected to use common sense and decency with regard to technology resources. Students must have a signed BYOD Agreement and Internet Responsible Use Agreement on file in the office in order to participate in the program. In addition, all who use the electronic resources of the classroom (including the Internet) and such items as: Google Apps for Education, Web 2.0 Tools, teacher websites, blogs, etc. are abide by school policies. The school reserves the right to monitor use to assure that the systems are being used responsibly and in compliance with school rules.

Lumen Christi Catholic School provides Wi-Fi access to Internet based information and electronic resources (such as Google documents) as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards and school policies.

#### **Specific Device and Network Use Guidelines:**

- The student takes full responsibility for his/her device and keeps it with him/herself at all times or locked securely in his / her locker. A well-designed carrying case is recommended. The school is not responsible for the security of the device.
- The student is responsible for the proper care and cleaning of his/her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated the Internet Responsible Use Agreement (IRUA), administrative procedures, school rules or has engaged in other misconduct at school or home while using their personal device.
- Only the Internet network (LCMequon) provided by the school may be accessed while on school grounds. Personal Internet-connected devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time.
- Students with Windows-based PCs are required to have updated anti-virus software running on their devices.
- Students are required to have their device either engraved or labeled with their name. All students are insert an image of themselves as background wallpaper to ensure easy device ownership and ID.
- Students must bring their device to school fully charged each day.
- As the BYOD model is collaborative in nature, students are at times be sharing devices with other students to coordinate group projects and group work.
- Lumen Christi Catholic School (as an entity) are NOT be responsible for the student's personal device. This includes but is not limited to: lost, stolen, or malfunctioning equipment. All devices should be locked in a secure location when not in use. Students are encouraged to secure their device appropriately during the remainder of the school day.
- Technology support are not be provided for any software or hardware devices that the student brings into the classroom, nor are Lumen Christi Catholic School be responsible for any malfunction of the student's device due to any changes made to the device. Students have access anytime, however, to the technology coordinator and student SAINT squad members for help or school-related issues.
- On occasion, a student will have access to a school-owned device. Students using school-owned electronic devices are to give care to the use and transport of the device during class activities. School-owned devices are NOT be taken off school grounds and are to be returned in an appropriate condition at the completion of all activities.

### **Scope of Use**

- Devices are to be used for learning only. The conduct described in the BYOD Agreement and the Internet Responsible Use Agreement (IRUA) applies to student practices while at school and outside of home. If student conduct negatively affects the school climate or interferes with the educational process, disciplinary measures may apply.

### **Consequences**

- If a student violates any policy or portion thereof, he/she are be subject to disciplinary action at the discretion of teaching staff and/or school administration.

### **SHARING POLICY and COPPA COMPLIANCE:**

The spirit of innovative learning at Lumen Christi Catholic School is one of creating academic content and 'publishing' or sharing that work online or via student-created online portfolios. At all grade levels, we create blogs, eBooks, podcasts, screencasts,

videos, websites, and other media, but we don't create them for one person. We create and share student work with the class, the school, and the school community and, perhaps, the world, because we understand that a global audience drives achievement. We also encourage students to collate work for the purpose of creating an online digital portfolio. We might share student products on websites like Showme.com, Audioboo.net, other Web 2.0 tools, our Lumen Christi Catholic School YouTube Channel ([youtube.com/lumenchristichannel](https://youtube.com/lumenchristichannel)), or through our Google Apps for Education (GAFE) domain. These are secure teacher moderated sites, where students can develop a voice and create and collaborate online with teacher supervision. Student full names and personal information are always kept confidential and are not shared online.

Using our GAFE domain and the related monitored online media creation sites mentioned above requires that we collect data on students under the age of 13, like name and GAFE email. Therefore, Lumen Christi Catholic School must acknowledge that we assume responsibility for complying with **COPPA**, the Child Online Privacy Protection Act. COPPA is a regulation that requires parental consent for the online collection of information about users under age 13. Per the Google Apps for Education Agreement, any school administering Google Apps for Education acknowledges and agrees that it is solely responsible for compliance with COPPA.

Our Internet Responsible Use Agreement (IRUA) is the document we are using to acknowledge our responsibility and compliance with COPPA and to obtain parental consent for the supervised and monitored collection of student data.

## **PERSONAL ELECTRONIC DEVICES**

Middle school students are allowed to use electronic devices, except for cell phones, during the school day. Students shall follow the following guidelines when using cell phones:

- Students shall turn off their cell phones before entering the school building.
- Students shall turn in their cell phone to their homeroom or classroom teacher and have it returned at the end of the school day. The school encourages each student to clearly label his/her cell phone with his/her first and last name.
- Students may NOT use any form of electronic equipment in restrooms or locker rooms.
- When using personal devices, students should represent themselves and the school appropriately. Communication with others should be respectful. While the school's wireless network is filtered, students are still prohibited from accessing or using offensive, profane, obscene, abusive, harassing, derogatory, threatening, sexually explicit, or otherwise inappropriate information, symbols, or images. Students are NOT permitted to engage in any illegal activities.

- When using personal devices, students must respect copyright law and other expectations for intellectual property belonging to other parties. Plagiarism is prohibited.
- Students should promptly disclose to staff any message that they receive which is inappropriate or makes them feel uncomfortable.
- Students should keep personal information private, refraining from disclosing personal contact information about themselves or peers. Usernames and passwords should not be shared among students, and students should refrain from falsely identifying themselves in communication with others.
- Students must respect school restrictions on computing resources. Vandalism including introduction of viruses is not tolerated. Students should not interfere with another user's equipment. Use of proxy sites or hacking software may not be used to bypass security.
- An administrator may confiscate and search a personal device while on school property if he/she has reasonable suspicion that the use of the device and/or the content captured on it violates school policies, guidelines, rules or other expectations for conduct.
- The school is not liable for the loss, damage or misuse of any personal device while on school property or while attending school-sponsored activities.
- Students are strongly encouraged to ask for permission or clarification regarding any expectations related to the use of personal devices prior to accessing them.

Students are allowed to enter the building at 7:40am and are supervised by the homeroom teacher in the classroom. Drop off ends at 7:55 am. Students are to be in their classrooms ready to learn by 8:00 am when the bell rings. Students not in their homeroom by 8:00 am are considered tardy.

Dismissal time is 3:10 pm. After school care services for 3K-5 are available from 3:10 to 6:00pm.

### **REPORTING AN ABSENCE OR TARDY**

If your child is going to arrive after 8:15 am or is absent for the day:

1. Call 242-7960 and press 1 **before** 8:15 a.m.
2. State your child's name, homeroom teacher and reason for the absence.
3. If your child is arriving late, indicate the approximate time he/she are be arriving

\*\*To assure the safety of our students, if we do not receive a phone call by 8:15 am, the school office will call a parent to determine the location of the child.

### **REPORTING A PRE-ARRANGED ABSENCE OR TARDY**

If your child will miss all or part of a school day due to a pre-arranged absence:

1. Send an email to [lcschool@lumenchristiparish.org](mailto:lcschool@lumenchristiparish.org)
2. Include your child's name, homeroom teacher, date(s) and time of absence and the reason for absence.
3. The office will inform your child's teacher

### **EXCUSED ABSENCES**

The following are valid reasons for excused absences from school:

1. Illness of the student (medical or mental)
2. Medical, dental or legal appointments
3. Funeral attendance
4. Attendance at a religious service
5. Severe weather when school is not officially closed
6. Suspension of student by school administrator
7. Vacation

Students who are absent from school or leave during the school day due to an illness are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception.

### **UNEXCUSED ABSENCES**

Any absence that does not fall into one of the above categories is an unexcused absence.

### **HALF DAY**

Attendance is considered half-day if the student arrives after 10:15 am or leaves before

12:30 pm.

### **LEAVING THE BUILDING**

If your child is leaving the school building for any reason a parent or guardian must sign the student out on the clipboard in the school office.

### **VACATIONS**

Lumen Christi Catholic School STRONGLY encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with studies.

Students are expected to make up all missed work upon their return to school. Teachers do not provide work or administer assessments before a vacation. The student has one day to make up work for every day that was missed. Missed tests must be made up at a time that meets the discretion of the individual teacher. This may be before or after the school day.

### **CHRONIC ABSENTEEISM**

A student who is absent for ten percent (10%) or more of a school year for ANY REASON.

(The 2019-2020 school year consists of 176 days, thus ten percent (10%) is 18 days of absences, *regardless of whether excused or unexcused*)

- When a student reaches 10 absences, for any reason, the parent/guardian are notified by letter via US Mail.
- When a student reaches 18 absences, for any reason, the parent/guardian is required to meet with the school principal to determine continued enrollment or re-enrollment at Lumen Christi Catholic School.
- A student considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.

The principal is required by Compulsory Attendance Law to report a child who is labeled Chronically Absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

### **HABITUAL TRUANCY**

A student with ten (10) or more UNEXCUSED absences.

- When a student reaches 5 unexcused absences, a letter is sent via US mail to the parent/guardian
- When a student reaches 10 unexcused absences, a meeting is set up with the school principal to determine continued enrollment or re-enrollment for the upcoming school year.

The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System.

### **EXCEPTIONS TO THE POLICY**

Compulsory School Attendance does not apply to any child who is temporarily not in proper physical or mental condition to attend school but who can be expected to return to his or her program upon termination of his or her illness or condition. The certificate of a licensed physician, dentist, chiropractor, optometrist, or psychologist shall be sufficient proof of the physical or mental condition of the child and of the expectations for the child upon termination of the child's illness or condition. An excuse shall be in writing and shall state the time period for which it is valid not to exceed 30 days.

**TARDINESS**

A student is considered tardy if he/she is not in his/her classroom by 8:00 am.

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Lumen Christi Catholic School considers all full day 4K-8th grade students who reside in the Mequon-Thiensville School District to be regular bus riders and all students who do not reside in the district to be car riders.

Any student routinely taking alternate transportation must have a note on file in the office. For occasional changes, please notify the School Office in writing for each occasion.

## **CHANGE IN END OF THE DAY TRANSPORTATION**

In the event that your child's regular end of the day transportation plans change, you must notify the school office via telephone no later than **1:00pm**.  
Do not call or text your child. Do not email the teacher.

Changes made after 1:00 pm will not be communicated to your child or his/her teacher. Your child's original transportation plans will be adhered to.

## **GOING HOME WITH A FRIEND ON THE BUS**

If your child is going to a friend's house afterschool via school bus, Riteway requires a parent note stamped by the office. Please send a note to school with your child in the morning, or email the office. The office will stamp the note and return it to your child, who will need to present it to the bus driver when he/she boards the bus at the end of the day.

NOTE: If your child does not have a note, there will be an issue when your child transfers at Lakeshore or Steffen.

## **3K Students**

3K students must be driven to and from school.

## **4K Half Day Students**

Students have the option of taking the bus to school in the morning, but must be picked up by a parent or guardian at 11:30 am. Bus service is not provided at half day pickup.

## **BUS**

Full day 4K-8th grade:

Bus transportation to and from Lumen Christi Catholic School is available to all students enrolled in full day 4K-8th grade who reside in the Mequon-Thiensville School District.

All 4K and 5K students taking the bus home are assigned a "Bus Buddy" (an older Lumen Christi Catholic School student who is on the same bus) to assist them on their initial afternoon bus experience.

#### Half Day 4K:

Bus transportation to Lumen Christi Catholic School in the morning is available for all half day 4K students who reside in the Mequon-Thiensville School District

Route information arrives in the mail from the bus company before the school year begins. The Mequon-Thiensville School District sets the bus schedule. Any questions or comments regarding route and pick-up/drop off times can be directed to the school district personnel at (262) 238-8500.

If your child experiences a problem on the bus, contact Riteway Bus Company (262) 512-1044.

#### **BICYCLES**

Students who choose to bike to school are asked to abide by the following regulations:

- Riding bikes on the playground/parking lot before and after school is prohibited.
- Park and lock bicycles in the racks provided.
- Ride cautiously in the parking lot.
- Dismissal at the end of the day is after all car riders are off the campus
- Playing near the parked bikes is prohibited.
- The school does not accept responsibility for lost or stolen bicycles.

#### **CARS**

Car driver procedures for morning drop-off and afternoon pickup can be found on the website under "Current Families".

## **ATHLETICS**

The goal of the Lumen Christi Parish athletic program is to provide a Christian atmosphere in which every child may attempt to achieve maximum growth – emotionally, mentally, physically and spiritually within the context of youth sports while promoting a sense of community for our school families. The athletic program strives to teach the Christian values of teamwork, dedication and sacrifice, self-discipline and mutual respect, fundamentals of various sports, development of talents and skills, enjoyment, appropriate competition and positive name recognition in the community in a religious and academic environment that help prepare student athletes for life as adults. Specific policies can be found in the Athletics Handbook on the school website.

## **EXPECTATIONS**

In an effort to uphold the high academic and behavioral standards of the school, the principal may reserve the privilege for a child to participate in any co-curricular or sports activities. The following criteria are followed by Lumen Christi Catholic School students::

1. In order to promote good sportsmanship and display Christian attitudes in public, a child must maintain appropriate behavior.
2. School assignments always take precedence over activity practice schedules.
3. Disciplinary consequences always take precedence over activity practice schedules.
4. If school is closed due to inclement weather, all afterschool activities at the school are cancelled.
5. Students must be in attendance 1/2 of the school day to participate in after school activities, regardless of the reason for absence.

## **FIELD TRIPS**

Every teacher plans field trips or other classroom activities as an extension of classroom instruction. Some field trips are covered under the school budget; other trips may result in a charge.

Students must have a completed permission slip as provided by the school to participate. Adult chaperones must have a completed Parent Liability Form as provided by the school to participate.

Due to insurance liability issues, only students and adults are allowed to participate in our out-of-school instructional activities.

## **PHILOSOPHY OF DISCIPLINE**

Good discipline is an essential element in a positive, effective learning environment. It helps each student to fully develop his/her own potential, while at the same time protecting the right of others to learn.

Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. A climate of mutual understanding, respect and trust based upon faith in the worth and dignity of each individual promotes self-discipline.

Standards and rules are necessary for the successful operation of a school. If these are established, and consequences understood, pupils are more likely to comply. Discipline is primarily a parental responsibility. A central goal of Lumen Christi Catholic School is to work with the home in helping students to develop self-discipline. Students are expected to be responsible for their behavior and to accept the consequences of their actions. As they accept their responsibility as contributing members of the school community, they enjoy the rights and privileges provided for them by the school.

Students attending a Catholic school are representatives to the civic community of the school they attend and the church that sponsors the school. Any behavior on the part of the student which causes negative or adverse publicity for the school may be a cause for disciplinary action on the part of the school. Disciplinary rules relating to bullying are set forth in the Bullying Policy.

## **PROBATION**

The school may place any student on probation at anytime. After conferences are held with the student's parent/guardian and relevant school personnel, the principal sets conditions for release from the probation period. The principal's decisions are final.

## **SUSPENSION**

Suspension is a justifiable action and is normally an in-school suspension. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parent/guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.

In-school suspension can be directed for varying lengths of time as decided by the principal.. In-school suspension conditions are to be determined by the principal. In-school suspension students remain the responsibility of the school.

Out-of-school suspension is considered a rarity and is decided by the principal. State law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held.

The principal may give an out-of-school suspension immediately following a serious disciplinary offense.

## **EXPULSION**

Expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered a rarity and used only as a last resort.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers the property, health, or safety of others, and is deemed to be in the best interest of the school. A serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic standards are not considered to be expelled.

### **Expulsion Procedures**

The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

1. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.
2. The expulsion hearing committee is composed of 3-4 people selected by the pastor. One of these committee members needs to chair the meeting, not the pastor. The pastor is present, though, for the entire hearing itself and during the deliberations of the hearing committee. The principal, a teacher representative and the school counselor are also present.
3. An expulsion hearing is not a legal proceeding; therefore neither party may have an attorney present during the hearing.
4. The school has up to 30 minutes to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
5. The student who is the subject of the hearing and his/her parents are given equal time to present their chronology of events and reasons as to why expulsion is not warranted.
6. Committee members can ask clarifying questions at the end of each presentation time. Representatives of the two sides are not to interrupt the other during their respective presentations.
7. A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
8. The hearing is ended and the school representatives(principal, teacher, and counselor) and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives the pastor a recommendation.
9. The committee may recommend one of three things:
  - a. Expel
  - b. Suggest other disciplinary actions in lieu of expulsion
  - c. Exonerate the student of any wrongdoing

10. The pastor can accept the recommendation totally, in part, or reject it altogether.
11. The pastor has final responsibility for the decision to expel or not.
12. The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by pastor and principal no later than the day after the hearing.
13. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect. This withdrawal must be done through a written notice signed by the parent.
14. The student, or his/her parent or guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent are investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent are refer the issue back to the parish with a recommendation about which step of the procedure needs to be further processed.

### **PROHIBITED ITEMS FROM THE SCHOOL CAMPUS**

Items endangering pupil safety or interfering with the instructional program are not permitted on the school or parish grounds. Such items are determined by the teachers and principal, and include but are not limited to:

- snowballs, baseballs, bats, lacrosse sticks, golf clubs.
- toys from home should not be brought to school unless for show and tell

Any unacceptable items will be confiscated by the principal. The school is not responsible for such items.

### **SEARCH AND SEIZURE**

The principal and staff members specifically delegated by the principal can inspect the contents of student lockers and desks at any time. The principal/designee has the right to access any content, including text messages, photos, or address books on cell phones confiscated from students.

### **WEAPONS**

Lumen Christi Catholic School does not allow weapons in the school or on the school and parish grounds.

Students are prohibited from the possession and/or use of weapons and dangerous materials. Weapons and dangerous materials include, but are not limited to:

- knives, firearms, pepper spray, fireworks, explosive devices, look-alike weapons or any object or material that is intended to be used, is used, or may be used in such a manner that is capable of causing bodily harm or is deemed to be a threat.

# BULLYING

## 11-1

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At Lumen Christi Catholic School, we believe that all people should be treated respectfully as children of God. We aim to provide a safe, secure, and respectful learning environment for all students in the school buildings, on school grounds, on school buses and at school-sponsored activities. Lumen Christi Catholic School consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

The goal of the Bullying Policy is as follows:

- To inform students, parents, faculty and staff of the bullying policy, action plan and response plan and to work together to maintain a positive school environment.
- To take positive action to prevent bullying behaviors from occurring through a well-communicated and clear policy.
- To promote a Catholic educational environment in which bullying behaviors are not tolerated.

### Definition

Bullying is a deliberate or intentional behavior, using words or actions, intended to cause fear, intimidation or harm to another individual or group while on school grounds, at a school sponsored activity, through technology or on a school bus. Additionally, bullying outside of the school setting may be addressed if it has a direct and negative impact on a student's academic performance or safety in school.

Bullying is more than misconduct. Bullying behavior is intentional and repeated against students or a group of students over time. An isolated incident is not bullying and is addressed by the teachers.

Bullying includes, but is not limited to, the following:

- **Verbal Harassment** - threatening or intimidating language, teasing, name calling, put downs or spreading gossip/rumors.
- **Indirect Harassment** - includes social exclusion, isolation, intimidation through actions and gestures, or making hurtful written comments.
- **Being An Active Bystander** - Assisting or reinforcing the mean behavior of an individual.
- **Cyber-bullying** - Using technology to intimidate, embarrass, harass, threaten or gossip.
- **Physical Violence or Threat of Physical Violence** - includes threatening or angry body language, destructive behavior, intimidation, forcing someone to do something or other use of violence.

### Action Plan

Staff, parents, and students need to work together to prevent bullying behaviors. The success of this policy requires the following:

*Staff members are:*

- encourage all students to report bullying behaviors they experience or witness.
- remain alert to signs of bullying.
- if bullying is witnessed, take appropriate actions.
- offer support and encouragement to students being bullied.
- provide students with skills to deal with bullying behavior and opportunities to practice these skills.
- foster a class culture of respect for others.
- communicate to parents the anti-bullying strategies to be reinforced at home.
- act as role models.
- report to the school counselor incidents of bullying that a staff member witnesses.

*Parents are:*

- maintain open communication with their child.
- get to know and be aware of their child's friends and observe how they interact in social settings.
- report concerns of bullying behavior to their child's teacher, school counselor, and/or school administrator.
- practice positive problem solving skills with their child.
- support the school's bullying policy and actively encourage their child to avoid bullying behavior.
- be open to the idea that their child may be involved in bullying behaviors and work with the school to eliminate these behaviors.
- encourage their child to stand up to any behaviors or actions that are not appropriate.

*Students who witness or are being bullied are:*

- report incidents of bullying to the staff in charge at the time of the incident to handle the situation immediately.
- report the incident to the school counselor.
- talk to their parents or an adult they trust.
- act confident by holding your head up, standing up straight, making eye contact and walking away.
- not engage in violence or retaliation.
- avoid situations where bullying can happen.

*All students are:*

- treat others with the respect and dignity that is expected of a child of God.
- stand up if they witness a bullying situation - be an upstander!

## **Bullying Response Plan**

Inappropriate behavior may be handled in a variety of ways depending on the incident. In addition to the guidelines set forth in the Discipline Policy, the following actions may be taken in connection with Bullying.

Isolated incidents which do not constitute bullying are handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, administration, a school counselor, and/or parent(s) may be notified. Disciplinary guidelines set forth in the school are followed.

Any bullying observed by a staff member must be documented with parent(s) being notified. When bullying behavior is reported, the initial action are for the teacher, school counselor, and/or administrator to talk with the students involved to gather facts. If it is determined to be bullying, then, at a minimum, the following actions are taken by administration:

- A major referral are issued with parent(s) being notified of the concerning event(s). If necessary and appropriate, a detention may be served.
- A parent/student conference are scheduled with the administration to determine the course of action which include an in-school suspension.
- The minimum action are be a detention and the maximum action would be expulsion at the discretion of the principal.

At Lumen Christi Catholic School, we believe that proper attire reflects and promotes good behavior and attitudes. All children enrolled in 4K – 8<sup>th</sup> grade are required to follow the dress code.

## **ACCOUNTABILITY**

**Dress code enforcement begins at home.** It is the responsibility of the student to choose the appropriate clothing to wear to school, the parent's responsibility to scrutinize the uniform before the student leaves for school, and the teacher's responsibility to monitor and enforce the Dress Code Policy throughout the day.

**The principal makes the final determination of the appropriateness of student dress when unresolved by the teacher and student.**

## **ENFORCEMENT POLICY**

Students choosing to not comply with the uniform policy are sent to the School Office by the classroom teacher. The student is given proper uniform attire to wear and are sent back to class. Parents be notified if this continues to be an issue.

## **OUT OF UNIFORM DAYS**

1. The first calendar Friday of every month is an out of uniform day. In the event there is no school on the first Friday, there is no make up day for out of uniform.
2. Students and parents are notified of any special occasions when non-uniform clothing may be worn.
3. Students can wear anything that fits the general requirements listed below.
4. Girl/Boy Scouts are allowed to wear their scout uniforms or vests to school on day they have a scout meeting.
5. Lumen Christi athletes are allowed to wear their jerseys to school the day of a game. Other groups associated with Lumen Christi School or Parish may wear appropriate attire the day of an event or performance with approval from the principal.

## **FRIDAY SPIRIT WEAR**

The second, third, and fourth Fridays are designated as Spirit Wear days. Students are allowed to wear Lumen Christi Catholic School or Church spirit wear tops with their uniform bottoms.

## **GENERAL REQUIREMENTS (also apply on Out-of-Uniform days)**

1. The dress code applies to all students as long as they are on school grounds or on a field trip.
2. Students should present a neat appearance by wearing a clean, unwrinkled uniform free of holes.
3. If their top has buttons, they must be buttoned, except for top button.
4. Bottom must be worn securely at the waist.

5. Skirts, shorts, dresses, jumpers must be finger-tip length
6. Top and bottom must not be baggy, oversized, or excessively tight.
7. Colored or patterned undergarments must not show through uniform top or bottom.
8. Clothing must be appropriate – no vulgar, violence, drugs, or alcohol messages on clothing.

**SPECIFIC UNIFORM REQUIREMENTS** (Does not apply on Ou

The following table outlines the basic uniform requirements each student are comply with on uniform days. Any item not listed in the table is not allowed.

Item	Girls	Boys
<b>Top</b>	<p><b>Shirts</b> (<i>must be tucked into bottom</i>) White collared polo shirt, turtleneck, or blouse. Forest green polo, must bear the Lumen Christi Catholic School logo and must be purchased through Land’s End.</p> <p><b>Sweaters</b> Forest green or navy crew neck, v-neck, cardigan, hooded or sweater vest</p> <p><b>Sweatshirts</b> Forest green sweatshirts must bear the Lumen Christi Catholic School logo and must be purchased through Land’s End.</p> <p><b>Fleeces</b> Forest green and navy blue fleece must bear the Lumen Christi Catholic School logo and must be purchased through Land’s End.</p> <p><b>Middle School Sweatshirts</b> Forest green hooded sweatshirts are supplied through the School’s spirit wear supplier. Can be worn by students in grades 6-8.</p>	<p><b>Shirts</b> (<i>must be tucked into bottom</i>) White collared polo shirt or turtleneck. Forest green polo, must bear the Lumen Christi Catholic School logo and must be purchased through Land’s End.</p> <p><b>Sweaters</b> Forest green or navy crew neck, v-neck, cardigan, hooded or sweater vest</p> <p><b>Sweatshirts</b> Forest green sweatshirts must bear the Lumen Christi Catholic School logo and must be purchased through Land’s End.</p> <p><b>Fleeces</b> Forest green and navy blue fleece must bear the Lumen Christi Catholic School logo and must be purchased through Land’s End.</p> <p><b>Middle School Sweatshirts</b> Forest green hooded sweatshirts are supplied through the school’s spirit wear supplier. Can be worn by students in grades 6-8.</p>
<b>Bottom</b>	<p><b>Pants</b> (<i>ankle-length</i>) Navy blue tare or corduroy pants that fit securely at the waist.</p> <p><b>Skirts</b> – Bel Aire Plaid (<i>knee-length</i>) 1. jumper 2. skirt</p>	<p><b>Pants</b> (<i>ankle-length</i>) Navy blue plain tare or corduroy pants that fit securely at the waist</p> <p><b>Shorts</b> (<i>knee-length</i>) Navy blue tare shorts</p>

	<b>Shorts</b> ( <i>knee-length</i> ) Navy blue tare shorts <b>Skorts</b> Bel Aire Plaid	
<b>Socks</b>	<b>Socks</b> <i>(must be worn visible above the shoe)</i> Solid white, navy, black, or forest green <b>Tights</b> Cable or flat knit solid white, navy, black, or forest green <b>Leggings</b> Navy blue or black	<b>Socks</b> <i>(must be worn visible above the shoe)</i> Solid white, navy, black, or forest green
<b>Shoes</b>	<b>Sneakers, Dress Shoes</b> Flat and closed toe shoes.	<b>Sneakers, Dress Shoes</b> Flat and closed toe shoes.
<b>Accessories</b>	<b>Jewelry</b> One pair of stud earrings worn in the ear. No other piercings are allowed. All other jewelry must be conservative in nature and not cause a distraction. <b>Belt</b> Brown or black	<b>Jewelry</b> Earrings or other piercings are not allowed  <b>Belt</b> Brown or black
<b>Hair</b>	<b>Color</b> Natural hue	<b>Color</b> Natural hue
<b>Make Up</b>	Not allowed	<b>Not allowed</b>

## **PHYSICAL EDUCATION**

### **Gym Uniform: 4K - 4th Grade**

Children are required to wear gym shoes and socks to participate in class.

Girls are required to wear shorts or sweatpants under their uniforms. Girls are allowed to remove their uniform dress to allow for more freedom of movement.

### **Gym Uniform: 5th - 8th Grade**

Students must bring a change of clothes for each gym class.

**Shirt:** T-shirt or sweatshirt is recommended.

**Shorts:** Modest length.

**Sweatpants/Athletic Pants:** No jeans or dress pants.

**Gym Shoes and Socks:** Shoes **must** have non-marking soles.

**Jewelry/Personal Items:** NO jewelry or watches. Personal items are discouraged; the school is not responsible for damage or loss. (Medals may be taped.)

### **GRADUATION ATTIRE**

Our 8<sup>th</sup> grade graduation ceremony takes place in church and includes the celebration of Mass. While this is a special occasion, attire should be appropriate for that setting. Students wear caps and gowns during the Mass and ceremony.

### **MODIFICATION TO DRESS CODE POLICY**

Requests for changes to the Lumen Christi Catholic School Dress Code policy are considered by the School Commission on a semi-annual basis at its regularly scheduled meetings in November and May. Any request for a change to the Dress Code policy received by the principal are be held until the next School Commission meeting in either November or May.

The School Commission are only consider requests for changes to the Dress Code policy which are submitted in writing or via electronic mail to the principal.

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An Ozaukee County health nurse works with our school. A complete and accurate immunization history must be provided for any child enrolled at Lumen Christi Catholic School. Forms are available in our School Office. Parents are expected to update immunizations when needed. Clinics are provided by the Ozaukee County Community Health Nursing Services.

### **HEALTH RECORDS**

Emergency contact information **must** be kept in the School Office for each child. Communicable diseases **must** be reported to the School Office immediately, and we are in turn report this information to the county health department. ***Each student must have emergency information on file in the School Office.***

### **ACCIDENT OR ILLNESS**

You will be contacted if your child gets sick or hurt at school. If parents cannot be reached, we will call the secondary emergency contact to pick up your child.

We will call the Mequon Rescue Squad if the accident or illness is serious, as determined by the administrator. Parents are then be contacted.

### **ALLERGY INFORMATION**

#### Required Information

Parent(s) / guardian(s) of students with severe allergies are be required to submit the following:

1. A health care plan, which is kept on file and in the cafeteria if the allergy is food related, and a current supply of epinephrine auto injectors (“epipens”) which need to be renewed as the medicine expires (one or more epi-pens if the allergy is non-food related and two or more epi-pens for food related allergies).

### **PRESCRIPTION MEDICATIONS**

In all instances where prescription medication is administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of such medication. In order to ensure that the physician retains the power to direct, supervise, decide, inspect and oversee the implementation of this service, no prescription medication shall be given to a student by any employee of the school unless the following information is given to the school:

1. The Physician Order for Medication Administration form must be filled out by a physician.
2. The Medication Consent form must be filled out by parents.
3. Prescription medication to be given during the school day must have the

following information printed on the container:

- Child's full name
- Name of the drug and dosage
- Time to be given
- Physician's name

Medication taken by the child at the designated time will be administered by the school secretary or by other individuals who have been identified. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time. The school secretary shall maintain an accurate medication file, which includes all of the necessary forms on each student receiving medication.

### **EPI-PENS:**

**Severe Food Allergies** – Students are keep their Epi-Pens with them or in the classroom. Teachers are responsible for making sure Epi-Pens are brought on field trips.

**Severe Non Food Related Allergies** – The Student's Epi-Pen are kept in the School Office, based on the preference of the parent(s)/ guardian(s).

Whenever an Epi-Pen is administered, a call is made to 911 and to the parent(s)/ guardian(s).

### **Lunchroom tables**

A permanent nut-controlled table is offered. It will be at the discretion of the parent(s)/guardian(s) to choose the assignment of their child to this table. Parent(s)/ guardian(s) are required to submit a written request to the School Office for their child to sit at the nut controlled table. Children without nut allergies are be allowed to sit at this table with the permission of a teacher only if their lunch contains no nut allergens.

We wash the nut free table first and then all other tables are cleaned using dishrags and soap. After the second lunch, the same procedure is followed, then the tables are sprayed with a solution effective in removing food proteins as well as germs and bacteria.

### **Snacks and treats brought into School**

Each homeroom teacher are send a notice home at the beginning of the year indicating the existence of an allergy in the classroom and what the allergy is. The parent(s)/guardian(s) of any child with severe allergies should provide a snack box of safe snacks for their child which will be kept in the classroom.

### **Training**

Teachers, and the school secretary have Epi-pen training before each school year as well as being educated on the signs and symptoms of allergic reactions.

### **INHALERS:**

Schools recognize the importance and necessity of students being allowed to carry asthma inhalers. Students in grades K-8 may self-administer certain emergency prescription medications while at school, such as inhalers and glucagons, only under the supervision of the school staff. An elementary student who carries an inhaler on his/her person need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/legal guardian, principal, and homeroom teacher. The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler. The school has no responsibility for safeguarding the student's inhaler. Only limited quantities of any medicine are to be kept at school.

**The foregoing policies are in effect for regular school hours. All extra-curricular activities are the responsibility of the parent(s) / guardian(s) to make the proper arrangements with the necessary care givers.**

### **NON-PRESCRIPTION MEDICATION:**

1. Over the counter, non-prescription medications must be supplied by the parent/guardian in the original, small or trial size container. The medication must be accompanied by a Medication Consent Form signed and completed by the parent/guardian.
2. Medication shall be kept in the School Office.
3. Non-prescription medications are only be given for a maximum of five (5) days. After that period, a doctor's prescription is required. Switching to another variation of a non-prescription medication is not an acceptable method to continue administration without a prescription.
4. Medication are only be given according to package directions. Medications provided by the parent/guardian must be age/weight appropriate for the student. Fever reducing medications are not be given to a child with a fever in order to keep him/her in school.

### **PETS IN SCHOOL**

For health and safety reasons, family/household pets are not allowed in the school building. This does not include classroom animals that are approved by the principal.

### **SERVICE ANIMALS**

The Americans with Disabilities Act defines a service animal as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The task(s) performed by the animal must be directly related to the person's disability.

If a parent or legal guardian requests that his/her child be allowed to have a service animal, the following guidelines are followed by the school:

- The parent or legal guardian requesting this permission must present to the school:
  - a. medical documentation of the disability for which the use of a

- service animal may be helpful. (A current IEP calling for the use of a service animal is sufficient)
  - b. documentation of the service animal's certification as a service animal or documentation of the animal's training.
- The school and its personnel are not responsible for the care and/or feeding of the service animal.
- Students and teachers with allergies to animals or a fear of animals must be accommodated to the greatest extent possible while accommodating the need of the student whose disability requires the presence of the service animal.

## **WELLNESS**

Lumen Christi Catholic School recognizes that good nutrition and regular physical activity positively affects the health and well being of our students. Research suggests that there is a positive correlation between a student's physical and mental health and well-being and his/her ability to learn.

A School Wellness Policy has been developed for the Archdiocese of Milwaukee Schools (Policy 5140.4 a, b, c) and in summary includes the following components which are implemented on our campus:

### **Nutrition Education**

We promote education curricula in order to positively influence the students' healthy eating choices and to foster lifelong healthy eating.

- Nutrition education is integrated into our core curricula whenever as appropriate. This education includes consistent messages delivered to our students in the classroom, in the lunchroom, and through messages sent home to parents. The topics covered include but are not limited to:
  1. understanding the meaning of health and wellness.
  2. nutritional guidelines as set by the Department of Agriculture and other professional agencies.
  3. the importance of physical activity and fitness.
  4. mental and emotional health.
  5. building healthy relationships and resolving conflicts.
  6. drugs, alcohol and tobacco.
  7. personal safety.
  8. the environment and one's health.
- The staff and faculty at Lumen Christi Catholic School collaborate to be consistent and creative in the area of nutrition education throughout the school day.
- Nutrition education posters, such as the Food Pyramid Guide, are displayed in the cafeteria and other common areas.
- This policy will be posted on the school website to promote ideas among families.
- Students, teachers, parents and volunteers are all encouraged to be role models for healthy eating on the school premises.

## **Physical Activity**

We continue to provide opportunities for our students to develop the skills for specific physical activities, to maintain their own physical fitness, to ensure their regular participation in those activities, and to teach the benefits of a physically active lifestyle.

- Physical Education classes are offered to all grades in compliance with the state Department of Public Instruction guidelines.
- Daily recess is offered with opportunities for physical activity.
- Teachers are encouraged to incorporate some physical activity into the academic curriculum.
- Opportunities for after school physical activities are offered through our extensive athletic program.

## **School Nutrition Guidelines**

Lumen Christi Catholic School strongly encourages the serving, sale, and distribution of nutrient dense foods for all school functions and activities. According to the Dietary Guidelines for Americans, “Nutrient-dense foods are those foods that provide a substantial amount of vitamins and minerals and relatively few calories”. Staff and interested groups are:

- provide a positive environment and appropriate knowledge concerning food choices whenever possible;
- inform and encourage students and parents to bring/send healthy snacks for mid-morning snack and for “cold” lunch;
- consider non-food items as an incentive for student success. If food items are used as an incentive or reward, staff and parents are encouraged to adhere to nutritional guidelines;
- work to reduce opportunities for students to gain access to unhealthy food choices, including items offered for sale at concession stands; and
- meet regularly with the meal program employees who currently supply our hot lunch to ensure that we are serving appropriate food.

## **Other School-Based Activities**

Our school goal is centered on creating an environment that promotes healthy eating and encourages students to be physically active.

- A clean, safe, pleasant lunchroom environment will be provided.
- Allowing enough time to eat is a priority. The faculty, food service staff, and administration provide lunch times appropriate to the age level of the student.
- All drinking fountains are operative and available to students at all times.
- Bottled water is encouraged in the classrooms.
- Soda and candy are not permitted during the School day.
- All fundraising projects are encouraged to meet nutritional guidelines.

## **Setting Goals for Measurement and Evaluation of the School Wellness Policy**

The School Commission, the Parent Association and the staff of Lumen Christi Catholic School are regularly review this policy. At each evaluation, they check to ensure that the steps outlined have been put into practice and they are adopt changes as necessary. Parish wide input is encouraged and welcomed.

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Children enrolled at Lumen Christi Catholic School must be toilet trained before attending school. We do not have the facilities or supplies required to change children at school.

Lumen Christi defines toilet trained children as:

- no longer wearing diapers (disposable or cloth) or disposable underwear (pull-ups),
- can tell the teacher when they need to go to the bathroom, and
- can attend to their own hygiene

If a child is not completely toilet trained as described above when school starts, the parent may choose one of the following options:

- Temporarily withdraw the child from school until he/she is toilet trained. If there is a waiting list for the grade level, his/her name would be placed at the top of the list.
- Withdraw the child from school. Registration fee is not refundable, however.

### **Accidents**

We realize that from time to time accidents happen. Accidents by definition are unusual incidents of soiled pants with either urine or feces to the extent that the child is unable to clean himself/herself independently and/or the clothing is unsanitary for the child to wear or for others in the classroom to be exposed to. If a student has a bowel movement in his/her underwear, the parents/guardians are called to the school to come to change their child.

Students who have more than two accidents in two weeks are considered to not be toilet trained, and the following procedures are used:

1. Parents/Guardian are be notified by the classroom teacher regarding the concerns with the accidents occurring at school.
2. The family is provided two options:
  - a. Remove their child from the school setting for two weeks, so that toilet training can take place in a more appropriate setting; or
  - b. Make the decision to remove their child from the school setting for an extended period of time until the child is ready to return to school.

If, after returning to school from the two-week toilet training period, the child continues to have accidents, the child will be removed from school until the next school year (3K, 4K only). Children in older grades continuing to have accidents will be sent home for another two-week period.

## VISITORS

We have a responsibility for the safety of our students and for the management of the school. All doors leading into the school are locked. ***We require that all visitors, including parents, report to the School Office when they enter the school building.*** Upon entrance, they are be issued a visitor badge. We welcome parents to observe, but to avoid disruptions, please contact the teacher about scheduling a class visit.

All visitors must sign out from the School Office before they leave.

## PLAYGROUND SUPERVISION

Lumen Christi Catholic School provides playground equipment. Outside of the school day, families are allowed to play at their own risk.

## VOLUNTEERING

No person may chaperone a school activity or work as a volunteer in the school building unless they have completed the required steps in the Archdiocese of Milwaukee's Safe Environment program:

- Read and sign the Code of Ethical Standards and the Mandatory Reporting Statement.
- Complete a criminal background check.
- Attend a Safe Environment "Protecting God's Children" awareness session.

A list of parents (and grandparents) who have met the requirements will be given to the teachers.

## CLOSING OF SCHOOL

Lumen Christi Catholic School closes when the Mequon-Thiensville Public Schools close due to inclement weather.

In the event of severe weather, electric power outage, water failure, heating problems, or other emergency, the announcement of the closing will be emailed to parents and announced over all local television stations, their websites and radio affiliates (WTMJ-TV4, WITI-TV6, WDJT-58 and WISN-TV12). We strongly urge you to stay informed during severe weather so that you are aware of any early dismissal.

If the school decides to close during the school day, prior to dismissal time, the following procedure are occur:

1. Notification of emergency closing are be made via school email and public media resources.
2. Students are be dismissed via the school office as parents arrive to pick them up. A parent or designee must report to the school office before the student

is released.

3. Students who walk home are the last group to be dismissed. Parents should discuss with their child/ren an alternate plan for shelter/housing if an adult is not home during the day.
4. Depending on the severity of the weather, the Principal are use his/her discretion as to the release of students who walk.

### **CHILD CUSTODY DISCLOSURE**

Any family with unique parental custody, visitation, or communication issues shall inform the school in writing of their situation and provide documentation to support extraordinary requests.

### **FIRE/TORNADO/LOCKDOWN DRILLS**

Fire, tornado drills and lockdown drills are taken very seriously and are practiced. Every classroom has an escape route posted in the event of a fire. Fire and lockdown drills occur monthly. In the Spring of the year, we practice proper precautions in the event of a tornado warning.

### **CHILD ABUSE AND NEGLECT**

According to Wisconsin State Law, Sec. 48.981, any Pastoral or School administrator, teacher, counselor, or related professional (which includes functions exercised within priestly or pastoral ministry) who has reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect are occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect are occur is obligated to report the case immediately (within 24 hours) by telephone or personal visit to the local county child welfare agency, the office of the county sheriff or the city police department. The school follows all Archdiocesan policies in this matter.

### **ASBESTOS**

Lumen Christi Catholic School follows all Environmental Protection Agency (EPA) procedures and guidelines regarding asbestos.

## **RIGHTS AND RESPONSIBILITIES OF PARENTS**

### **16-1**

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The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child.

1. Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they are support the school's mission and its commitment to the principles of Catholic values and faith formation.
2. Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles.
3. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff. If parents do not support and adhere to the policies and procedures outlined in the school's handbooks corrective action may be taken to include the termination of the enrollment of the parent's child(ren).

## **GENERAL INFORMATION**

17-1

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### **WEEKLY SCHOOL COMMUNICATIONS**

Parent communication (LC HIGHLIGHTS) are sent home electronically every Thursday afternoon.

**ALL** items to be posted in the LC HighLIGHTS must be approved by the principal. Please submit items to be included to [lcschool@lumenchristiparish.org](mailto:lcschool@lumenchristiparish.org) . The deadline for items to be received is **noon** on the **Tuesday** of that week's post.

### **STUDENTS CONTACTING PARENTS**

Students are not allowed to call, text or email a parent or family member during the school day. This includes using his/her personal devices, a peer's device or devices owned by the school (computer, ipad, Chromebook, phone, etc.) If a student feels he/she needs to contact his/her parent (or another adult) the student must come to the school office. A member of the administrative team will speak to the student and decide if contact needs to be made.

### **CONTACTING TEACHERS**

Teachers are not available for phone calls, texts or emails during class time. If you need to contact a teacher, you may email or leave a voicemail on his/her classroom phone.

- Phone calls will be returned before the teacher leaves for the day.
- Emails will be returned within twenty-four hours of receiving the email. Emails sent after 3:00 pm on Friday and before 8:00 am on Monday will be returned by 8:00 am Tuesday.

E-mail addresses and direct teacher phone numbers are listed in the school directory.

### **WHERE SHOULD I GO WITH QUESTIONS / CONCERNS?**

Lumen Christi Catholic School values open and direct communication with parents. Parents are encouraged to address their questions or concerns to the person most directly involved in the matter's resolution. When subsequent conversation is required, the customary "chain of command" should be followed. Those involved in addressing matters that are raised are committed to responding in an appropriate and timely manner.

It is recommended and preferred if concerns are addressed via personal conversation rather than email. (telephone or face to face meeting)

Although there may be specific matters which would be addressed in a manner other than is prescribed below, parental inquiries should be directed as follows:

TEACHERS

- Student progress/grades
- Classroom practices or expectations
- Instructional practices
- Student behavior
- Peer issues

#### SCHOOL COUNSELOR

- Student behavior
- Peer and social issues
- Mental health concerns
- Family changes or issues

#### PRINCIPAL

- Curriculum
- Testing
- Technology
- Handbook issues or procedures
- School safety
- Bus safety or issues
- Aftercare program

#### SCHOOL COMMISSION

- School policies and procedures

#### ATHLETIC DIRECTOR

- Decisions made by coaches
- Athletic schedules
- Eligibility
- Registration

#### COACHES

- Player issues (playing time, sportsmanship, rules, schedule conflicts, etc.)
- Coaching style

#### **LUNCH PROGRAM**

The School provides a pre-paid hot lunch program through 4Ps in a Pod. Hot lunch calendars are emailed to parents six weeks in advance from 4Ps. Orders and payment are processed through the 4Ps' website. The cost of lunch does not include milk.

#### **MILK**

The School provides 1% and skim white milk, and skim chocolate milk. Milk is purchased for the entire school year in August before school begins.

#### **SPECIAL LUNCH DAYS**

Once a month during the school year, students have the opportunity to order a sub or pizza lunch. The 8th grade class hosts this as a way to offset graduation costs. Special lunches are purchased for the entire school year in August before school begins.

## **LOST AND FOUND**

Mark all of your child's belongings with his/her name using a permanent marker (this includes all school supplies, clothing, jackets, boots, shoes, gloves, hats, backpack, water bottles, lunch bags, etc.). It is the student and parent's responsibility to check the Lost and Found bins for items he/she is missing. The school does not go through the Lost and Found bins and return items to students/families.

The school has three lost and found containers located outside the:

1. school office
2. Gym
3. Cafeteria

After the last day of school, all items in the Lost and Found are donated to charity. The school holds no responsibility for items donated that were labeled with a student's name.

## **ELECTRONIC SIGNATURE**

Lumen Christi Catholic School may request electronic signature from parents to acknowledge School forms, guidelines, handbooks and other policies. Each electronic signature shall constitute a valid and binding legal signature, confirming acknowledgement of, and agreement to, the terms and conditions of the applicable policy. An electronic signature shall be deemed to be an original signature and the legal equivalent of a manual signature in writing.

## **PARENT ASSOCIATION**

The Lumen Christi Parent Association provides resources and support to the school. All parents of students attending Lumen Christi Catholic School are members of the Parent Association. The officers of the Parent Association are listed in the school directory.

## **SCHOOL COMMISSION**

School Commission meets six times during the school year. All meetings are listed on the school Google calendar. The meetings are open to all unless confidential personnel or financial matters are discussed. Each meeting begins with an open session in which any member of the school community can bring forth any issue to the Commission. Proposals relating to the dress code are only be considered at the November and May meetings. Approved minutes are available on the website.

## **ACCREDITATION**

Lumen Christi Catholic School is a ministry within the parish of Lumen Christi and under the Archdiocese of Milwaukee.

Lumen Christi Catholic School is dually accredited by the Archdiocese of Milwaukee and the Wisconsin Religious and Independent School Accreditation (WRISA). In accordance with the Wisconsin Catholic Conference and the National Standards and Benchmarks for Effective Catholic Schools (NSBECS), all schools use the Wisconsin Catholic School Accreditation (WCSA) tool. The accreditation cycle is a seven-year cycle with annual renewals.

