

Lake Michigan Catholic Middle & High School



2016-2017

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Lake Michigan Catholic Middle/High School Handbook

MISSION STATEMENT

Nourishing the human spirit ~ mind, body and soul ~ through Jesus Christ

PHILOSOPHY

“Christian community is not merely a concept to be taught but a reality to be lived”.

Pope John Paul II

Lake Michigan Catholic Schools recognize parents as the primary educators of their children. It is with the active involvement of our parents that we provide a uniquely Catholic educational experience which encompasses the whole person: spiritual, moral, intellectual, emotional and physical. Together we strive for excellence in order to develop the students' potential into talents and abilities channeled for the service of God and the betterment of humankind and self, by modeling upon the life of Jesus Christ in His teachings as handed down by the Catholic Church.

Lake Michigan Catholic Schools will:

- emphasize commitment to Church which fosters the spiritual growth of students
- collaborate to meet the individual needs of students
- develop servant leaders
- stress critical thinking skills in the light of moral reasoning
- foster and strengthen self-discipline
- develop a responsibility for peace and justice
- enhance students' ability to function in a technological world
- challenge students to continue to develop their potential as a life-long learner

These hope-filled students, rooted in our Catholic tradition, will be eager to face, in faith and trust, an uncertain future with a critical, reflective, creative and peaceful anticipation.

INTRODUCTORY STATEMENT

Welcome to Lake Michigan Catholic Middle/High School! This handbook provides an effective means to communicate our guidelines and procedures to parents and students. However, there are times when unforeseen circumstances occur that fall outside the scope of the handbook. The administration reserves the right to handle these circumstances on a situational basis.

PARENTS AS PARTNERS

We, at Lake Michigan Catholic Middle-High School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life; physically, mentally, spiritually, emotionally, and psychologically. Your choice of Lake Michigan Catholic Middle-High School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals

taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Lake Michigan Catholic Middle-High School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents, faculty, administration and staff in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher, coach or the staff and administration at home will only create an attitude of distrust toward the teacher, the school, and the parent. Certainly this also pertains to social media comments and entries as well.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

COMMUNICATION STATEMENT

The faculty of Lake Michigan Catholic Middle/High School recognizes that our first priority is the education of our students in the faith as well as the academic disciplines offered in our curriculum. Our dedicated teachers take on multiple responsibilities in and out of the classroom. These activities enhance the school environment and community for our students and their families. Under normal circumstances all voicemail and email messages will be responded to within two school days. We value the productive collaboration that results from effective parent teacher communication and look forward to working with you as partners during the school year.

Lake Michigan Catholic Middle/High Schools use the TeacherEase system as our electronic grade book. Some teachers may use alternative means to deliver assignments outside of this system, however all official grades and transcripts are generated in the Teacherease system. Grades earned for typical assignments will be entered within one week of the assigned due date in Teacherease. Projects may take longer to assess and may or may not be broken down into graded parts. Exceptions to this rule sometimes will occur and you may contact your child's teacher with questions. Late assignments made up by students for credit will be entered as soon as possible. Please keep in mind that grade weighting, number and type of assignments vary by class and teacher. Individual questions pertaining to particular classes should be addressed directly with your child's teacher.

Email is the preferred method of correspondence used by the school on routine matters and parents are encouraged to visit our website, www.lmclakers.org for the latest updates from the school.

HISTORY & INFORMATION STATEMENT

The merger of St. John and St. Joseph Catholic Schools in 1969 marked the new beginning of Lake Michigan Catholic Middle/High School. LMC has grown into a Pre-K-12 system serving Southwestern Michigan in the true Catholic education tradition. We are grateful to SS. John & Bernard, St. Joseph, Sacred Heart Mission, S. Joseph, Watervliet parishes and the Twin-City Area Catholic School Fund, Inc. for their generous financial support.

LMC schools are a part of the educational system established by the Diocese of Kalamazoo and are subject to the policies of the Diocesan Office of Schools.

LMC is accredited by the Michigan Non-public Schools Accrediting Association.

LMC operates as a drug and weapon free school. In accordance with Title IX of the Educational Amendments of 1972, Lake Michigan Catholic Schools does not discriminate on the basis of sex in either its admission policies or its employment practices. John Berlin, Executive Director, shall be considered the coordinator of this title.

DIOCESAN EDUCATIONAL COMMUNITY

Bishop Paul J. Bradley - Bishop of Kalamazoo Diocese
Very Reverend Fr. Robert Creagan, V.E. - Pastor Saint Joseph Parish
Very Reverend Fr. Brian Stanley, V.F. - Pastor SS. John & Bernard Parish and Lakeshore Dean
Mrs. Margaret Erich – Superintendent of Schools
Dr. Terry Nugent, Ph.D. – Assistant Superintendent of Schools

Diocesan Policies

The Diocese of Kalamazoo has a published policy manual by which all Diocesan schools are bound. These policies assist the pastors and administration in the governance of the school. LMC adheres to all Diocesan policies in regard to the operations of its school. A copy of the Diocesan policy manual is available in the school office for review.

ADMINISTRATION

John Berlin – President - 983-2511 ext. 34
Gerald Heath – Middle- High School Principal, 983-2511 ext. 23
Jody Maher – Elementary School Principal 429-0227
Larry Glendening – Director of Business Services 983-2511 ext. 30

STUDENT & FAMILY SERVICES

Athletic Director - Neil Carter, 983-2511 ext. 46
Cafeteria Services Director (MS/HS) – Ann Kangas, 983-2511 ext. 14
Counseling & Social Work – Kathleen Smart, 983-2511 ext. 19 / Elem. 429-0227 ext. 18
Development Director – Chris Glendening, 429-0227
Guidance Director (MS/HS) – Deb Schmid, 983-2511 ext. 48
Attendance & Media Bay (MS/HS) – Mrs. Lisa Whitfield 983-2511 ext. 26
Maintenance – Joe Martin 983-2511 ext. 29
School Chaplain – Reverend Fr. Thomas McNally, 983-2511 ext. 31
SCRIP – 429-0227 or by email scrip@lmclakers.org

ADMISSION POLICY

No child shall be denied admission to the school on the basis of religious affiliation, race, color, or national origin or economic status.

Registration Priorities

Families who are presently enrolled, and whose accounts are current, shall have first priority in registering for the following year. Contributing members of S.S. John & Bernard or St. Joseph and any Parish subsidizing their members' Catholic education at LMC shall be next priority. Open enrollment will be held for other individuals interested in attending LMC on a first-come-first-serve basis until enrollment is completed.

Register by completing an application. A conference with the Principal, parents/guardians and the student will be required. The individual goals and the applicant's previous academic and behavioral record will be reviewed. If enrollment is acceptable for both parties the student will be conditionally accepted. The Principal with the recommendation of the Guidance Coordinator will determine grade placement.

Registration with the Business Office follows the conference. Any admittance to the Lake Michigan Catholic Schools is to be regarded as probationary until the student's previous school permanent record is on file with the Guidance Department at LMC.

Financial Support

LMC is financially supported by student tuition and fees, the financial support of S.S. John & Bernard, St. Joseph and Sacred Heart Mission and parish contributions, the Twin-City Area Catholic School Fund, Inc., and special fund-raising projects.

The Twin-City Area Catholic School Fund is an organization that has established a self-perpetuating endowment fund for the Lake Michigan Catholic School System.

Support of LMC goes beyond finances. It involves parents and students working on projects and programs, such as the Blue Tide Athletic Boosters. People giving time and talent help assure a quality educational system.

Immunizations

Michigan school law requires that each child be immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, varicella and rubella before entering school for the first time. All students must have accurate and up to date records on file. Records must be on file by the fourth Friday of each semester or the student may be excluded until the records are present.

Disability Policy Statement

Lake Michigan Catholic Schools recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

Lake Michigan Catholic Schools provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Adjusted Educational Plan ("AEP"), or Individualized Education Plan (IEP), or a 504 Accommodation Plan, and/or a Behavior Intervention Plan (BIP). Direct special education services are provided by the public school district in which the child resides with input and support from the Lake Michigan Catholic Schools.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by

learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

Lake Michigan Catholic Schools strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, Lake Michigan Catholic Schools will attempt to assist families in finding appropriate alternatives.

RELIGIOUS FORMATION

Overview

Catholic education, its instruction and internalization, requires both intellectual stimulation and outward expression for spiritual growth. To this end, a formal program of studies in Theology is provided, which covers a general study of the Catholic faith with Jesus Christ at its center, as well as in-depth probing of current issues. To complement their spiritual development, a well-rounded program of religious activities and devotionals are offered for all students.

Celebration of the Eucharist/Liturgy

Liturgical worship is a regular part of the educational experience at LMC. The Eucharist and other devotionals are celebrated several times weekly throughout the year. Students are encouraged to participate in the Mass by reading, singing, bringing up gifts, serving and as Eucharistic Ministers. Parents are always welcome to participate in our scheduled school Masses.

Prayer

After the example of our Lord, our community is held together in prayer. Therefore, as part of a Catholic system of education, LMC students have the privilege of praying together. Each morning to begin the day and at lunch, students and teachers lead the community in prayer. A short prayer is also offered at the beginning of each class regardless of the discipline.

Retreats

Retreats are offered to high school students in each of their four years at LMCHS. It is our expectation that all students actively participate in retreats with the appreciation of their theme, scope and purpose. Students missing their class retreats (excused or not) will be assigned an alternative research assignment related to the theme of the day.

Middle school retreats are held on an opportunistic basis as offered by the Diocese, Parish or the school itself. These retreats are in addition to other regularly scheduled activities for our middle school students. Examples of middle school events include NET Retreats, Diocesan Youth Day, and Stubenville Trips.

Christian Service Projects

LMC is a community centered in Jesus Christ. It is a living body whose members are joined by bonds of love, extending itself into family life and into the community in which it exists. The Catholic school stresses the transference of learning into action as a Gospel imperative. The curriculum leads and encourages sensitivity, involvement and continuous response to social responsibility within and outside the Catholic school. Students are led to realize that they are responsible for their actions, their immediate community's actions as well as the larger community. Christian service is only one curricular element in the overall preparation of students for their effective leadership and service in and through the church.

Throughout the school year students will be exposed to activities that will allow the opportunity to serve their school and community. We will ask the students to enthusiastically participate in these events as well as through their class and club activities. Giving back of time, talent and treasure is a Catholic imperative and a responsibility we embrace as a school.

ATTENDANCE

School starts at 7:45 a.m. and dismisses at 3:00 p.m. unless otherwise announced
Each Tuesday the end of the school day is moved to 2:35pm

Procedures to Follow When an Absence Occurs

Attendance Procedures – Students at LMC are expected to attend school and to be on time for all classes. This assures benefit from educational programs and development of habits of punctuality, responsibility, and self discipline. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Students who are absent for more than 3 consecutive days may be asked to submit a doctor’s excuse before they are readmitted to school.

Parental Responsibilities

Parents are required to assume the responsibility of reporting the nature of the student’s absence, by phone, to the school by 9:00 a.m. If the school attendance secretary must call to verify absence after 9:00 a.m., the day may be considered unexcused. Parents are asked to call Mrs. Whitfield, in the Media Bay at 983-2511 ext. 26. When leaving a message, please leave the following information: Student name, grade and reason for being tardy/absent. Please be sensitive to the number of absences of your student. ***It is important that our students are active participants in their classes, and class absences should be kept to a minimum.***

LMC is a closed campus. Students are not allowed to leave the school grounds during the school day. No students may leave the building to “go out” for lunch unless accompanied by a parent or as part of a scheduled school function. Lunches may not be “ordered in”. The parking lot and personal vehicles are considered as off-limit areas during the school day unless the Administrator gives permission. Academic related trips off campus must be approved and confirmed in advance by the teacher and the administration with written permission from a parent or guardian.

Students must sign the attendance book in Media Bay (Room 104) before leaving the school building and upon returning to school. If the student leaves and returns during the school day for a medical appointment we ask that an excuse be provided from the care provider upon return to school.

Absence and Make up Work

Absences, for any reason, remove the student from the primary learning environment and thus have a negative effect on student achievement. Therefore students are expected to be in school and on time on days when school is in session. These days are noted on the official school calendar. Absences not only limit learning opportunities for the student, they cause a certain level of hardship on teachers. It is important to understand that all make-up work is the responsibility of the student. Teachers at LMC will assist students in making up assignments for legitimate reasons. Therefore, the following guidelines are implemented to protect the rights of both teacher and student.

Students will be allowed five (5) total absences in a nine-week marking period, non-cumulative in the semester. Absences exceeding 5 could result in a reduction in credit for the marking period.

Excused Absences: It is the school’s responsibility and right to judge the validity of any reason stated for absences. Examples of generally approved absences include:

- Personal Illness
- Family Emergencies
- Necessary Medical Appointments.

Excused absences will be counted toward the five days allowed in the marking period.

Family Vacation Procedure

Family or student vacations taken during the school year, while strongly discouraged, will be excused if the following conditions have been met:

1. The student must notify **in writing** the Principal or Assistant Principal and all teachers.
2. The school must be notified **in writing** no later than **one week prior** to the vacation or trip.
3. The student will garner the signature of the Principal or Assistant Principal and each teacher on the written notification given by the parent. Once the signatures of the teachers are obtained the sheet is to be returned to the Principal or Assistant Principal.
4. The student is responsible for all make-up work and this work.

Absences incurred as a result of a family vacations will count toward the five days allowed in the marking period.

The following excused absences will not count toward the five days allowed in the marking period:

- School Business (Mass Duties, Athletic Team Activities, Approved Club Business)
- College Visits (limit 3)
- In School Suspension
- Funeral of Family Member or Relative
- School Related Trips

For absences due to illness, the student is to contact their teacher and/or check for assignments on the teacher website when applicable or communicate directly with the teacher. The student will have two days to make up missed assignments for every day missed (i.e. If a student misses two days of school, they will have four school days from the date of their return to make up their work). For long-term illness (3 days or more), the parent should request and secure homework assignments from the Media Bay. Teachers will provide the student reasonable assistance to make up work upon his/her return to class. Extenuating circumstances will be evaluated on a case by case basis by the administration.

For absence due to field trips or authorized school business, the student will be responsible for obtaining the expected assignments for the days absent. The student will be prepared to continue class upon his/her return, submit assignments, and take tests on schedule.

Unexcused Absences: Any absence where an explanation exists but cannot be approved. Please remember that parental consent does not automatically render the absence as excused. Examples of unexcused absences include:

- **Skiping Class or Mass**
- **Transportation Issues**
- **Oversleeping, alarm clock problems, etc.**
- **Unauthorized Skip Days**

Unexcused absences will be handled as a disciplinary matter (not academic) and consequences will be handled by the Assistant Principal.

Extra-Curricular Participation When Absent

Attendance – Any student must be in attendance the entire school day to be eligible for contests that day or evening unless otherwise determined by the Athletic Director. Students may attend practice if they are in school for the last four periods that day. Athletes will only be excused from class for a prearranged medical appointment, college visit, school field trip, funeral or other reasons at the discretion of the Athletic Director. Failure of the student to properly pre-arrange an absence with the Athletic Director may result in the student not being permitted to participate. This includes activities on the weekend for students with an unexcused absence on Friday.

Tardiness

Every student is expected to arrive at school on schedule and to be on time for classes or scheduled activities. A student will be considered tardy if not seated in the classroom when the tone signal rings unless he/she has a pass.

The development of a sense of self-management is an objective of LMC; expecting on time attendance for class is directed toward that goal. Punctuality is the duty and responsibility of each student. The allowance of ample time for transportation and consideration of weather conditions are reasonable expectations for each student.

0-2 Tardies	Documented in Teacherease
3-5 Tardies	Lunch Detention
6-9 Tardies	Afterschool Detention
10+ Tardies	Behavior Modification Plan

HUMAN DIGNITY – AVOIDANCE OF HARASSMENT

Underlining our basic Catholic social teaching is respect for life. Life is a gift from God and is the clearest reflection of God among us since we are created in God's image and likeness. "Each person possesses a basic dignity that comes from God, not from any human quality or accomplishment, not from race or gender, age or economic status. The test of every institution or policy is whether it enhances or threatens human life or human dignity." (USCC 1995)

The Catholic school environment must, therefore, be a community of faith which "shows reverence and love for every person."(John Paul II 1991) Staff, students and community members involved with the Catholic school must create an environment which is conducive to transforming all humanity and one that is free from harassment or intimidation of any type (including sexual harassment, racial harassment, bullying or hazing).

The Catholic school shall maintain an environment for all staff, volunteers, students, and community members which is free from harassment of any kind, including physical, racial or sexual harassment.

1. Definitions of Harassment

- a. Sexual harassment refers to sexually inappropriate behavior that is not welcome, that is personally offensive, and fails to respect the rights of others. Harassment can be either conduct or communication: e.g. sexually inappropriate touching, gestures, or language of a sexual nature directed at faculty, staff or other students. Sexual harassment also includes conduct or communication that has the purpose or effect of substantially interfering with another student's education, or creating an intimidating, hostile, or offensive educational or work environment.
- b. Racial Harassment includes making negative reference to a person's cultural or racial background and/or creating a hostile or offensive educational or work environment through such conduct.
- c. Physical or Other Forms of Harassment of any nature include any conduct which may reasonably be offensive to others.
- d. Bullying is a form of harassment. For purposes of this policy, "bullying" is defined as: Intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based put-downs; extortion of money or possessions; and exclusions from peer groups within the school. Such conduct is disruptive to the educational process and is not acceptable behavior within the school, at any school-sponsored functions, or outside of school.
- e. Hazing means any intentional, knowing, or reckless act meant to induce physical pain, embarrassment, humiliation, deprivation of rights that creates physical or mental discomfort that is directed towards a student for the purpose of being initiated into, affirming with, a group whose membership is totally or predominately other students from the school. Soliciting, encouraging, aiding or engaging in "hazing" whether on or off school property, is strictly prohibited.

- f. False Reporting is wrongfully and willfully accusing another of an act of bullying or harassment, and is subject to appropriate disciplinary action.

2. Disciplinary Consequences for Violation of Human Dignity Policy

Student who engage in any acts of harassment or hazing while at school, at any school function, or in connection to or with any school-sponsored activity or event, or while in route to or from school, are subject to disciplinary action up to and including suspension or expulsion. The school also reserves the right to discipline students for harassment or hazing that occurs off of school grounds. As may be required by the law, law enforcement officials shall be notified of serious incidents. This policy shall not be interpreted to prohibit a reasoned or civil exchange of opinions or debate, as protected by state or federal law.

3. Reporting of Incidents

Any student, who feels that he or she has been a victim of harassment, should bring the matter to the immediate attention of the appropriate administrator. Staff members are required to report any alleged incidences of alleged or witnessed harassment or bullying to the appropriate administrator.

- a. The use of a written report using a school provided form or any other format detailing the harassment or bullying is encouraged; however, verbal reports may be made as well.
- b. After receiving a written or oral report, the appropriate administrator will investigate all complaints of harassment in as prompt and confidential a manner as possible.
- c. Parents of the parties involved will be informed of the allegation immediately upon its receipt, and will also be notified of the conclusion and of the results of the investigation. If through the investigation process it is found that a violation did in fact occur, appropriate disciplinary consequences will be issued by the administrator.

Weapons Possession

Unauthorized possession of any form of weapon, ammunition or look-alike weapon in school, on school property or at school related events may result in immediate suspension or expulsion and referral to local law enforcement authorities. Professional counseling at parental expense may be mandated.

STUDENT CODE OF CONDUCT

DISCIPLINE RESPONSIBILITIES

Student responsibilities are defined in the Student Code of Conduct. It is the expectation of LMC that: staff, teachers, and administrators will strive to implement the discipline procedures patiently, fairly, constructively, consistently, and uniformly. Parents are the first and foremost educators in the family setting. The school assists and supports parents in exercising that responsibility. Parents should read and discuss this document with their student(s) at the beginning of each school year (additionally as needed), and cooperate with the discipline procedures. Parents are expected to cooperate with staff, teachers, and administrator in explaining and teaching student responsibilities and in the discipline process. Parents are asked to support and reinforce the positions and decisions of staff, teachers, and administrators.

LMC reserves the right to engage law enforcement in internal investigations in the event an unlawful act involving the school has occurred. The administration of the school has little time to devote to the investigation of this type of misbehavior and may turn investigations over to the authorities as situations warrant.

Common Classroom Management Guidelines

Faculty at LMC will follow a common set of parameters for classroom management and student discipline. Each teacher may institute a disciplinary action prior to the referral step if they feel it will benefit the situation. Following are the steps teachers will take when an intervention is warranted:

Notes:

1. Teachers may bypass steps depending on the infraction whenever they feel the learning environment is compromised due to student behavior.
2. The administration of the school reserves the right to issue a disciplinary action it deems worthy regardless of the step process depending on the severity of the infraction.
3. In the absence of the Assistant Principal a designee will be named to administer discipline.
4. Restitution will apply for any offense of monetary value.
5. State and federal laws regarding all level behavior violations will be followed. Proper authorities will be notified.

Behavior	1st Offense	2nd Offense	3rd Offense	4th Offense
<p><u>Low Level Behaviors:</u></p> <ul style="list-style-type: none"> * Rude Gestures * Obscene Language * Insubordination * PDOA * Horseplay * Cheating/Plagiarism * Dress Code Violations 	<ul style="list-style-type: none"> * Teacher or Administrator Intervention * Behavior Report * Parent's Notified 	<ul style="list-style-type: none"> * Teacher or Administrator Intervention * Discipline Referral * Lunch Detention * Parent's Notified 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * One Detention * Parent's Notified 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * Two Detentions * Conference w/ Student, Parent, Teacher, Assistant Principal
<p><u>Moderate Level Behaviors:</u></p> <ul style="list-style-type: none"> * Rude Gestures Directed Toward School Staff * Obscene Language Directed Toward School Staff * Creating an Unsafe Environment * Overt Insubordination * Offensive Text * Teasing/Bullying 	<ul style="list-style-type: none"> * Teacher or Administrator Intervention * Discipline Referral * Lunch Detention * Parent's Notified 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * One Detention * Parent's Notified 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * Two Detentions * Parent's Notified 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * Saturday Detention or ISS * Possible Suspension from Extra-Curricular Activities * Parent's Notified
<p><u>High Level Behaviors:</u></p> <ul style="list-style-type: none"> * Stealing * Vandalism * Threats * Moderate Physical Contact 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * Two Detentions * Possible Restitution * Parent's Notified 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * Saturday Detention or ISS * Possible Restitution * Possible Suspension from Extra-curricular Activities * Parent's Notified 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * 1-3 Day Out of School Suspension * Possible Restitution * Suspension from Extra-curricular Activities * Conference w/ Student, Parent, Administrator 	<ul style="list-style-type: none"> * Administrator Intervention * Discipline Referral * 3-5 Day Out of School Suspension * Possible Restitution * Suspension from Extra-curricular Activities * Conference w/ Student, Parent, Administrator

<p><u>Severe Level Behaviors:</u> * Fighting * Harassment * Creating A Safety Hazard * Possession of or use of illegal substance on School Property or at School Related Functions * Forging Documents</p>	<p>* Administrator Intervention Disciplinary Referral * 1-3 Day Out of School Suspension * Suspension from Extra-curricular Activities * Conference w/ Student, Parent, Administrator</p>	<p>* Administrator Intervention Disciplinary Referral * 3-5 Day Out of School Suspension * Suspension from Extra-curricular Activities * Conference w/ Student, Parent, Administrator</p>	<p>* Meeting with Discipline Review Board * Immediate Suspension While Under Investigation * Possible Recommendation for Expulsion or Withdrawal from LMC</p>	
<p><u>Extreme Level Behaviors:</u> * Possession of Weapons, Fireworks, or Explosives * Bomb Threats * Assault w/ Weapon * Sexual Assault * Delivery of a Controlled, Illegal or Harmful Substance * Extortion, Coercion, Blackmail, and Serious Threat to Harm</p>	<p>* Meeting with Discipline Review Board * Immediate Suspension While Under Investigation * Possible Recommendation for Expulsion or Withdrawal from LMC The Discipline Review Board will consist of the President, Principal, a Senior Faculty Member and the student may select a faculty representative to serve as their advocate.</p>			

Detention & Suspension Policy

There are three types of detention: lunch detention, after school detention and Saturday detention.

Lunch Detention: Held on Wednesday during the student's lunch period. Students must bring a lunch to school on this day and will not be permitted to go to the cafeteria. Students should report to the room 221 at the beginning of their lunch period. Lunch detention will not be used to do homework, sleep, socialize, use cell phones, or any other electronics. If a student misses a lunch detention, they will be assigned an after school detention.

After School Detention: Held every Wednesday (3:10 p.m. - 4:00 p.m.) in room 221. Students are not excused from detention for any reason. The student and family will need to make arrangements for the detention to be served on time. Students who miss detention are not allowed to participate in extracurricular activities until the detention has been served. Sports practices are not a valid reason

for missing detention. Coaches and moderators will be notified should a detention need to be served. Detention will not be used to do homework, sleep, socialize, use cell phones, or any other electronics. They will be used for campus beautification and self-reflection. If a student misses a detention then he/she will serve two consecutive detentions. If a student misses up to two additional "make-up" detentions, he/she will be issued a Saturday detention or ISS. Students may attempt to contact Mr. Heath if the next detention day is impossible to attend. No guarantees will be granted to switch detention days. Students should attempt to change their detention date in a timely manner to increase the chances of being approved by the administration.

Saturday Detention: Saturday detentions will be held on the third Saturday of the month. Students are expected to show up on time at 8:00 a.m. and will be dismissed promptly at 12:00 p.m. Students will participate in self-reflection and partake in campus beautification at either the school or parish.

There are two types of suspensions: In-School Suspension and Out of School Suspension

In-School Suspension (ISS): Students are excluded from following their regular class schedule. Assignments from the classroom teachers are sent to the ISS classroom. Students are expected to work on classwork in isolation for the entirety of the school day. Students are not allowed to participate in extracurricular activities during their period of in-school suspension. Students in ISS must bring a sack lunch to school. They will not be permitted to attend lunch with the rest of the school. During an assignment to ISS, students are required to bring all textbooks, notebooks, paper, pens, pencils, lunch, and anything else needed for the school day. Students should report to ISS upon coming to school.

Out of School Suspension (OSS): OSS is used when a student needs to be removed from campus for disciplinary reasons or if administration feels that other forms of discipline are not successful with a student. During Out of School Suspension a student may not participate in any extracurricular activities or be on school premises. Students are responsible for turning in their work upon the day of their return.

HONOR CODE

Members of the LMC Community will live by and exemplify the standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations. Decent, self-respecting behavior must be based on personal integrity and genuine concern for others and on ethical principles which are the basis of our Catholic community based on the teaching of Jesus Christ.

The members of the LMC Community will conduct themselves in a trustworthy manner that will further the best interest of the school, their class, and any team or clubs to which they belong. All members of the Community shall act responsibly and work for the common good rather than solely for personal advantage. Community members should honor the rights of others, conducting themselves at all times in a moral and decent manner that befits a Catholic environment. Community members should follow these principles throughout their lives as citizens of and contributors to the larger world community.

As members of a larger community, the school reserves the right to consider consequences as deemed necessary to maintain an environment based on high standards of Christian behavior. This is inclusive of negative behaviors as they occur within or outside of the school. If a negative behavior impacts the community as a whole, it impacts the school and its reputation. Parents in their role as partners accept the responsibility to notify the school in the event of a matter that would impact the student's standing with regard to this code. The school participates in the Berrien County Trial Court System notification process and is notified of criminal infractions of students by the courts.

ACADEMIC INTEGRITY

One of the goals of LMC is to provide students with the knowledge, skill and wisdom they need to contribute to society. Our rules are formulated to guarantee each student's freedom to learn and to protect the fundamental rights of others. People must treat each other with dignity and respect in order for scholarship to thrive. Behaviors that are disruptive to the learning environment will not be tolerated, and will be referred to the Assistant Principal and disciplinary consequences will be issued. Additionally, students are expected to be honest and ethical in their academic work. Academic dishonesty is defined as "an (intentional) act of deception" in one or more of the following areas:

- Cheating: use or attempted use of unauthorized materials, information or study aids
- Fabrication: falsification or invention of any information
- Assisting: helping another commit an act of academic dishonesty
- Tampering: altering or interfering with evaluation instruments and documents
- Plagiarism: representing the words or ideas of another persons as one's own

LMC has one of its primary goals as the creation of a compelling learning experience for all students. Part of developing this experience is for students to "acquire skills and knowledge for a lifetime of learning, and be involved in scholarly and creative pursuits". As a way to achieve the goals set forth for LMC, there is a set of values each member of the LMC Community is expected to uphold. The two values that are crucial to upholding our high standards of academic integrity are **responsibility** and **truth**. Students will be held responsible for their choices and behaviors. We want to contribute to the ethical well-being of our society. Truth is simply the honoring and imparting of the principles of academic honesty, freedom, truth and integrity.

Examples of Academic Dishonesty

Some examples of academic dishonesty include but are not limited to:

- Use of textbooks, notes or any unauthorized materials during an exam
- Having someone tell you the test answers/questions before you take the test
- Looking at another student's test during the exam
- Collaborating on assignments when collaboration is not allowed
- Having someone take an exam for you
- Not citing sources appropriately or not at all
- Falsifying laboratory results
- Obtaining exams or questions from exams through illicit means

Ways to Avoid Academic Dishonesty

These are just a few ways you can avoid academic dishonesty.

- Attend class – you will not feel as stressed (or feel the need to cheat if you attend class and regularly review the material)
- Do not look around while taking an exam – if you don't look around you reduce the risk of someone thinking that you may be cheating
- Do not give your assignment to another student – once you hand over your work you do not know if the person will use it as a guide or just turn the work in as their own
- Cite sources appropriately – it is important that you give credit to the appropriate parties
- Talk with your teacher – ask questions about what your teacher expects on assignments, exams and group work
- Manage your time – plan study time so you can avoid last minute cramming and the temptation to cheat

Students who violate the academic code of conduct will be dealt with through the Student Code of Conduct.

School Policy Boundaries

Occasionally, problems arise out of school that impact student eligibility in extracurricular activities. The school's position is simple. If there is a violation of a rule that impacts a student's eligibility for extracurricular activity, it is the responsibility of the parent and student to report it to the administration. The honor system is the only fair approach in these situations.

Incidents involving athletes will be handled according to our athletic handbook. However, it is important to recognize that there is no "off season." Student athletes at LMC are considered in training all twelve months of the year.

Parents bear the foremost responsibility to insure their children are safe and free of illegal substances. The schools stand ready to assist our families, but the ultimate responsibility for student behavior rests in the home.

When an incident is reported to the administration, a fair and thorough investigation will be initiated and if warranted, a consequence issued. Consequences are confidential between the school and the family involved.

Allergy Policy

LMC recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

1. Asthma Medication

Immediate access to reliever inhalers is vital. Students are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

2. Record Keeping

At the beginning of each school year, or when a child joins LMC, parents are asked to submit a child's medical record. From this information the school keeps its asthma register which is available for all school staff. If medication changes in between times, parents are required to inform the school.

3. The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.

4. Food Allergy Policy

LMC recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, LMC will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

5. Classrooms/Cafeteria

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

- In the event of a suspected allergic reaction (where there is no known allergic history), the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers and substitutes will be educated about the risk of food allergies.

- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

GENERAL INFORMATION

Wellness Policy

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

Buckley Amendment

Lake Michigan Catholic Schools adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information determined through the courts. Official custodial agreements will be kept in a confidential file in the office of the guidance counselor.

Child Abuse Laws

Lake Michigan Catholic Schools abides by the Child Abuse laws of the State of Michigan. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Medications

No medications will be dispensed at school. Students who are in need of an EpiPen will need to make arrangements with the guidance office for its safekeeping.

Distribution of Printed Materials

The Principal shall determine the suitability of any printed materials for distribution within or on the grounds of the school. They will determine the suitability for distribution or posting of all externally produced literature and other printed matter. No such literature shall be distributed in the school or on school grounds without permission and signature of said administrators.

Student Photo/Media

From time to time, photos will be taken of students, student activities, etc. The school reserves the right to use these photos for news releases, the school's social media and website, the yearbook, school related video and slide presentations, marketing purposes, etc. The school will allow members

of the media to take pictures of students, athletic events, and other school activities for publication. At times, photographers will take photos for resale and make them available to students and parents. The school feels these are legitimate opportunities for students to be in the "limelight" and also promote the school. If a parent prefers photos of their children, not to be used or published, please notify the schools administration in writing.

Photographing at School Events

Persons wishing to photograph or video school related events for later posting on social media or other public sites will upon request grant full rights and privileges to Lake Michigan Catholic Schools to access this media upon request in a timely fashion. Amateur photographers must be granted a special pass for access to sidelines or other restricted areas and release Lake Michigan Catholic Schools and the Diocese of Kalamazoo of any resultant liability relating from this access. The Athletic Director's Office will issue passes prior to any game, contest or event where special access is requested. **PASSES WILL NOT BE ISSUED AT THE CONTEST AND MUST BE PREARRANGED.** Additionally, all persons requesting this pass must agree to undergo a criminal background check per Diocesan policy. Photographers without this pass will be asked to return to the general seating section for the event.

Lockdown, Fire and Tornado Drills

Drills are held periodically to help understand what to do in case of emergency. The following directions have been set up for the protection of all concerned. When the alarm sounds for a fire drill, students will stop work immediately, not take any books or coats with them, and proceed to the appropriate exits. When the alarm sounds for a tornado drill, students will stop work immediately, take one book only with them and proceed to the appropriate protected areas. Teachers will carry their roll books and take attendance after assembling outside or in protected safe area.

Building Hours

The school opens at 7:15am and closes at 3:30pm. For liability reasons, there is to be no student unsupervised after hours in the building.

Student Parking

Driving and parking in and around school property are privileges. Failure to follow school expectations may result in the loss of this privilege

Students are not allowed in the parking lot at any time during the regularly scheduled school day unless they have written permission from the administration.

The parking lot is not for social gatherings. Students should leave within 5 minutes of dismissal.

Gambling

Games of chance detract from the quiet dignity that is necessary for pursuing academic or spiritual interest. Students are forbidden to gamble on the premises of LMC.

Visitation Guidelines

All parents and visitors upon arrival to the building must use the Pleasant Street entrance and proceed to [Visitor Reception Window](#) to check in with school office personnel.

Change Of Address, Email Address, Phone Number, Etc.

Parents are asked to report any changes of address, email address, phone number, and parent's work telephone numbers to Mrs. DiBrito and the Business office as changes occur.

Parent/Student Communication

Parents are requested **not** to call or text their child from class during the school day unless it is an emergency. In case of a cancellation of practice or a game, the students may use their cell phone in the guidance and Assistant Principal's office area. School phones are also available to those who may need them.

Emergency School Closings

Experience has taught us that we need not follow Benton Harbor or St. Joseph for closings as each of us have unique characteristics related to our families, buildings and locations. In the event of inclement weather or other emergencies, the administration will make the decision to close the buildings. Notification of closings will be primarily handled through the School Messenger System. They can be heard on radio stations AM1400, FM107.1, 94.9, 97.5, 98.3, and 103.7 and on television channels 22 WSBT and 16 WNDU. We will also post it on our web site. Safety is always the primary consideration in making these difficult decisions. If your local school district is closed due to inclement weather, your child will be excused.

Please note, LMC Schools will be utilizing a 2 hour delay when appropriate this school year. Please make sure you have arrangements to meet this requirement.

Lost And Found

There is a lost and found box for unmarked articles in the downstairs hallway by the girls restroom. All clothing and other articles unclaimed are given away after a reasonable time.

Asbestos

LMC is inspected yearly. Nearly all of the asbestos was removed from the high school building in the summer of 2000. A copy of the Asbestos Management Plan is available in the school office for your inspection.

Pesticides

Annually, schools must advise parents of their right to be informed when any pesticide application is made to the school grounds or building. Every effort will be made to give prior notice to our families when possible.

Book Bags

Book Bags must remain in storage area and are not allowed to be carried from classroom to classroom for safety reasons.

Textbooks

Textbooks are provided by the school. Students are responsible for the condition of the textbook they are assigned. Periodic "Book Checks" may be conducted to insure that students are using their assigned books and to insure they are being properly maintained. Any lost books or damage other than normal wear and tear will result in a charge to the family to replace the textbook.

GUIDANCE DEPARTMENT

Parents and/or Students who desire to see a counselor are to contact the Guidance Department in order to schedule an appointment – 983-2511 ext. 48.

HIGH SCHOOL ACADEMIC INFORMATION

Note: The Middle School Academic Program is prescribed. That is students will have Theology, Math, Science, English, Spanish, Social Studies, Physical Education and Band or Art.

Graduation Requirements

LMC's diploma is authorized by the State of Michigan and accredited by the Michigan Non-public Schools Accrediting Association. It signifies that students from LMC have been provided a comprehensive selection of classes, those strongly recommended by the President's Council of the State Universities of Michigan. LMC students must complete 28 credits for graduation, 1/2 credit given for each class completed satisfactorily each semester.

Students who fail to pass all their classes will be placed on academic probation and monitored for progress by the guidance office. If a student fails to make adequate progress in credit recovery they may be asked to withdraw from the school depending on the severity of the situation.

Lake Michigan Catholic Requirements:

Theology 4 credits

Grade 9: Faith & Revelation: Knowing God Through Sacred Scripture - The Blessed Trinity and Our Christian Vocation

Grade 10: The Mystery of Redemption and Christian Discipleship - Theology of the Body - The Church: Sacrament of Salvation

Grade 11: The Sacraments: Source of Our Life in Christ - Our Moral Life in Christ - Capstone Project

Grade 12: Introduction to Philosophy - Catholicism and Current Issues - Apologetics

English 4 credits

English 9, English 10, English 11, English 12,

Mathematics 4 credits

Algebra, Geometry, Algebra II, Pre-Calculus, AP Calculus, Calculus, Statistics, or Independent Math

Social Science 3 credits

World History, US History and Economics/Civics

Science 3 credits

Biology, Chemistry, and Physics

Foreign Language 2 credits

Spanish I, Spanish II

Physical Education/Health 1 credit

Advanced P.E.

Fine Arts 2 credits

Band, Art

Additional Electives 7 credits

Yearbook, AP/College English 101 & 102, College Biology 111, College Chemistry 111, Anatomy & Physiology, Psychology, Spanish III, Online Courses, Journalism, Co-op

28 credits (total)

A computer contract must be signed by each student. Student computer proficiency is required. Competency is addressed across the curriculum.

An 1:1 device agreement must also be on file for all students in the High School.

The burden of responsibility for meeting the requirements rests with the student. The Principal will make the final determination of eligibility for graduation.

Athletic & Extracurricular Eligibility

It is an honor and privilege for students to represent LMC in extra-curricular activities. Extra-curricular activities include club events, drama presentations and all athletic functions. Students' conduct must be consistent with the high standards of LMC. Academic ineligibility affects all extra-curricular and athletics.

LMCHS belongs to the Michigan High School Athletic Association. Students should inquire of coaches or the Athletic Director if they have any eligibility questions, a violation can severely curtail one's eligibility and participation in athletics.

Other eligibility rules for athletes and co-curricular students are as follows:

Academic eligibility for co-curricular students in grades 6-12 is determined by eligibility checks on a bi-weekly basis and then weekly if necessary to the end of the marking period.

1. A student with a failing grade on a Friday eligibility check will meet with the Principal or a designee to discuss the failing grade. That student will have until Monday to improve the grade or be declared ineligible for at least one week.
2. Grades will be determined on a cumulative basis, to date, for the entire quarter (9 week marking period). They are not to be based on an isolated week's work.
3. Students that participate in two sports in the same season must have a C or better in all classes to be eligible for their secondary sport.
4. Grades at the end of the 1st semester will determine a student's academic eligibility for the start of the 2nd semester. Likewise, grades at the end of the 2nd semester will determine a student's academic eligibility for the start of the next school year's first semester (except 9th grade students who will receive a clean slate from 8th grade). By MHSAA rules, a student that does not pass 66% of their class load will be ineligible for 60 school days.

During academic ineligibility, athletes/co-curricular students are expected to attend all practices and contests; however, they will not be eligible to compete or participate in schedule events.

STANDARDIZED TESTING

Below is a chart indicating our testing schedule for the Middle-High School.

Grade	Assessment
6	NWEA
7	NWEA
8	NWEA
9	PSAT in February
10	PSAT in February

11	PSAT in October, SAT in SAT/M-Step in April
12	AP Exams May Note to Seniors: Starting in the 2014-2015 school year, the Diocese of Kalamazoo has asked all Diocesan High Schools offering AP Courses to mandate the summative exam at the end of the course. This may represent a cost to parents to those students taking the exam.

Lake Michigan Catholic High School Planning Sheet

Year 1	Year 2	Year 3	Year 4
<u>Freshman</u>	<u>Sophomore</u>	<u>Junior</u>	<u>Senior</u>
Theology	Theology	Theology	Theology
English	English	English	English
Math	Math	Math	Math
Science	Science	Science	
Social Studies	Social Studies	Social Studies	
Foreign Language	Foreign Language		
1 Elective	1 Elective	2 Electives	4 Electives

A Physical Education credit is to be scheduled by the student either their junior or senior year.

Total Credits required for graduation – 28 credits

Under specific circumstances and with administration approval, accelerated students may be allowed to take course work at Lake Michigan College.

Grade Classification Policy

Students will be classified as to grade level in August by the number of accumulated credits according to the scale listed below:

Freshman	0 – 7 credits
Sophomore	7 – 14 credits
Junior	14 – 21 credits
Senior	21 – 28 credits

Grading System

For the purpose of computing Grade Point Averages (GPA), Class Rank and Honor Roll, LMC uses a standard 4 point grading scale. The scale that follows is used to determine the numerical equivalent of each letter grade.

Grade	Percentage	Equivalent
A	100-93	4.00
A-	92-90	3.667
B+	89-87	3.333
B	86-83	3.00
B-	82-80	2.667
C+	79-77	2.333
C	76-73	2.00
C-	72-70	1.667
D+	69-67	1.333
D	66-63	1.00
D-	62-60	.667
F	59 or below	0.000
I	Incomplete	

ACADEMIC POLICY

Grade Point Average

All subjects are included to compute a grade point average. Numerical equivalents are used in place of letter grades. Grade Point Averages are cumulative and based on completed semester classes.

Academic Letter

Academic Letter qualification is based on semester GPA. Student's must earn a 3.50 GPA or better for two consecutive (one school year) semesters.

Semester Grades

Each teacher will present to his/her class the grading procedures to be utilized in determining individual student grades. A passing grade will be determined on a 40-40-20 basis, with each nine (9) weeks constituting 40 percent and the final exam 20 percent. A student must successfully pass two (2) of the three (3) grades in order to receive credit for the course/semester. In courses not requiring a final exam (art, band & drama), the weighted average will be computed on a 50 percent-50 percent averaged basis. The final exam must be completed in order to receive credit for the course.

To calculate your semester average, straight percentages are used. Each nine week marking period has a value of 40% and the final exam will be 20%. To calculate your grade, double the first and second marking period percentages, add the final exam percentage and divide by five. This will give you your semester average. If there is no semester exam add your percentages and divide by 2.

Example: 96% for the 1st six weeks, 96% for the 2nd six weeks, and an 86% on the final exam.

Equation: $2(96) + 2(96) + 86 = 470$

$470/5=94$

94% =A

Final Grade=A

GPA

Overall GPA is based on SEMESTER grades. As a student progresses through High School, all semester GPA's are added to compute cumulative GPA's. Effective with the Class of 2013, all Lake Michigan College courses taught on our campus will be factored into the students GPA. Additionally, students taking off campus offerings through our public school programs will have those grades factored in as well.

Honor Roll

Honor Roll is based on semester grades. The GPA qualifying for the various levels of the LMC Honor Roll are:

Principal's List	4.0
High Honor Roll	3.99-3.50
Honor Roll	3.49-3.00

If a student receives an F in any class for the marking period, regardless of what the GPA is, the student will not qualify for Honor Roll.

Class Rank

Class rank is determined by totaling the average of the semester grades received at the end of each semester or 3rd quarter for seniors. For *early* college applications, class rank is determined at the end of the junior year (total of 6 semesters). The *final* class rank is determined at the end of the 3rd quarter (total of 7½ semesters) of the senior year. Final cumulative GPA for seniors reported to colleges will be determined at the end of the second semester of their senior year.

Valedictorian, Salutatorian and Top Ten

The senior with the highest cumulative grade point average at the end of the 3rd quarter of the senior year will be class Valedictorian and the second highest grade point average will be the class Salutatorian. The Top Ten students will also be determined at the end of the 3rd quarter cumulative grade point average.

Graduation

All fees and outstanding debts for senior students must be paid before graduation. Only those seniors who have completed all the requirements for graduation will be allowed to participate in all graduation ceremonies.

Classes Transferred From Other Locations

1. Registration for credit recovery through online learning is available through the guidance department for any student who receives a failing grade. Failed classes must be made up on the student's time in order to remain on track for graduation.
2. Classes may not be transferred without the prior approval of the Principal and Counselor.
3. College classes may be used for high school credit only when they are not offered at LMC. College classes will be given credit as an elective.

Grade Weighting

Through the years the question arises about weighted grades. There is much debate in education related to the viability of grade weighting and its impact on college acceptance. LMCHS's position is that because we are such a small school, the idea of grade weighting is not as much of an issue as it would be in a school with a wider and more diverse set of course offerings. Because so many of our courses are required and are a high caliber academically, we have not felt the need to weight grades. Additionally, in discussions with selective universities we have been informed that GPA's for students

applying to their schools are typically recalculated. The best way to ensure you are competitive at selective universities is to take the most rigorous academic path available at the school.

Graduation Requirements

To protect the integrity of the LMC diploma, it is necessary to limit the number of credits a student can earn outside of the approved high school curriculum. A student who is short credits for graduation during his/her senior year may be allowed to take coursework from a school approved by the Principal and Counselor to qualify for the LMC diploma.

Practicum - Cooperative Learning (Available Senior Year)

A student must be a senior with at least a 2.00 GPA, 21 credits earned toward the graduation requirement of 28, and have a pre-approved job placement site. A maximum of 1 credit may be earned. Additionally, a brief written proposal must be submitted and approved by the Principal describing the job and it must indicate the educational value of the Co-op placement.

Transferring

Students who choose to withdraw from LMC to transfer to another school must inform the Counselor of this intention. Upon notification by the requesting school, CA-60's will be forwarded. The Guidance Office will send a record of the credits earned at LMC, presuming all outstanding debts have been paid.

Transcripts

Requests for transcripts should be made to the Guidance Office. Transcripts for college admission and/or personal use are free for all current students. After graduation, a fee of \$5.00 will be charged for each transcript requested.

Criteria for Course Changes

When a student arranges his/her schedule, a commitment to that proposed schedule is being made and therefore must be carefully examined before it is finalized. The student should note the list of acceptable reasons given for schedule changes. Students must realize that they are responsible for fulfilling the commitment, which they have made. However, the administration reserves the right to make exceptions in special cases when warranted.

Acceptable reasons for course changes

- Student is misplaced academically.
- Student is given an alternative elective other than those listed on the final course request form.
- Student wishes to add a class or drop a study hall/unscheduled period.
- Student wishes to substitute an alternative semester course.

Unacceptable reasons for schedule changes

- Student wishes to withdraw from a class because it is too hard and will possibly affect the GPA or Class Rank.
- Student does not get along with the teacher.
- Student does not like the class.
- Student's schedule interferes with a job or extracurricular activity.

NATIONAL HONOR SOCIETY

The National Honor Society is a national organization. Membership requires high standards of achievement in scholarship, character, service, and leadership.

Objectives

- to create enthusiasm for scholarship

- to stimulate a desire for rendering service to the school
- to promote worthy leadership
- to encourage the development of character in all students of LMC

Membership

At the beginning of the second semester, junior and senior students with a 3.5 cumulative grade point average or higher who desire to belong to the National Honor Society will be invited to apply for membership. Applications will then be submitted to the Review Committee. Membership, in accordance with the requirements of the National Honor Society, is based on **Scholarship, Service, Leadership, and Character**.

Review Committee

The Review Committee of the National Honor Society is the ruling body of the National Honor Society for LMC. This committee consists of, the Principal and the Guidance Counselor. The Review Committee establishes the rules and procedures, promotes the Society activities, and provides the final acceptance for those seeking membership.

Dismissing Members

The National Council requires that each member maintain the standards of scholarship, service, leadership, and character that were used as a basis for election. The Executive Committee has the responsibility for dismissing a member who fails to maintain National Honor Society standards.

ORGANIZATIONS & ACTIVITIES

No organization or club may use the school either to recruit or maintain a membership, or otherwise to promote its interests unless it is officially sponsored by the school. A faculty member will be authorized for each approved student organization as its advisor and will be present at all organized meetings. Approval of the Principal must be secured before any group is formed. The Administration will authorize the fund raising and expenditures of all school organizations. All school activities sponsored by recognized school organizations must have approval two weeks before the event. All rules of conduct and citizenship applicable to the normal school day apply also to all social functions sponsored by a school organization.

Publications

The yearbook, containing a summary of the year in words and pictures, is published each year. The yearbook staff is comprised of students and a faculty advisor.

The Administration, in all instances, retains editorial discretion with all student publications.

Fund Raising Projects

Fund-raising projects sponsored by clubs, classes, or any other groups may be undertaken only with the approval of Administration.

Posters and Displays

The use of displays, posters, and announcements are regulated as follows:

- Must have the approval of the Principal.
- All poster(s) and display(s) must be removed when the event is over by those who put them up.

Social Events and Activities

All social events must receive approval of the Administration.

Admittance to Dances

Students from other schools may attend the dances only as a date or guest of a LMC student. Guests must bring a type of identification such as a school ID or a driver's license. There is also a form that must be picked up from Mrs. DiBrito in the Guidance Office. This form must be completed and turned in two days prior to the dance.

Doors close one hour after dance begins and once a student leaves, he/she may not re-enter.

Students are required to wear appropriate attire. No backpacks, bottles or cans are allowed. A secured room will be designated to store coats, backpacks etc.

Students may not participate in any type of dancing that may be considered lewd, objectionable or in poor taste. Any student participating in objectionable dancing will be asked to discontinue the objectionable behavior and may be required to leave the dance.

Students and their guests suspected of the use or possession of alcohol or illegal drugs may be subjected to a field sobriety test. If there is a strong concern of alcohol or drug use, parents will be notified and appropriate safety precautions will be taken.

Law enforcement authorities may be notified for behavioral problems at any school function. No refunds will be given to students asked to leave for behavioral infractions.

Field Trips

Field trips are privileges and no student has the absolute right to participate in a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements. Students who fail to submit a proper field trip permission slip will not be allowed to participate. Parents may refuse to allow their student to participate by notifying the school in writing.

PARENT/TEACHER CONFERENCES

Formal conferences are scheduled at the end of the first grading period in order to improve communication and to help parents better understand their child's reports. Parents may contact teachers for informal conferences by calling for an appointment or contacting them at their e-mail address. Conferences for at risk or special circumstances will be held in February on an invitational basis. Parents should know that they may contact their teacher at any time during the school year to discuss their child's progress.

PROCEDURE FOR USING SCHOOL FACILITIES

Telephones

The telephones in the Middle/High School offices are for school business only. No student may use a departmental phone unless authorized by a school staff member.

Cafeteria

The cafeteria is open to all students during their assigned lunch periods; students must report to and remain in the cafeteria. Eating, drinking, and snacking must be confined to the cafeteria serving area if sanitary conditions are to prevail throughout the building. Students are prohibited from eating food or drinking beverages in the hallways or classrooms.

Students may purchase beverages from vending machines located in the cafeteria; soft drinks are not to be brought into the school from outside. **Students and personnel are expected to pick up after themselves when finished in the cafeteria.**

Lockers

The lockers are provided by the school for the convenience of the students and must be locked at all times. Students should not divulge their locker combination to another student. The school cannot and will not assume responsibility for property lost or otherwise missing from a locker. The school reserves the right to inspect and search lockers. Other locks added to the school lockers will be cut off.

STUDENT GOVERNMENT & CLASS ELECTIONS

LMC's Student Council is organized to promote school involvement and leadership. The council is comprised of Class Officers and 2 at-large representatives.

Meeting Of the Student Council

Meetings will be conducted on a regular basis and supervised by their Class Advisor. Their Class Advisor must approve all decisions by the student council and Robert's Rules of Order will apply.

Election Process - Student Government Officers

To be eligible to run for office, a student government representative must be academically eligible. The student should possess leadership qualities, be dependable, cooperative, and show enthusiasm and support for school activities.

Candidates must obtain an application from the Principal, which is to be completed and returned by a specified date. A candidate's approval by four teachers is required.

LMC MIDDLE SCHOOL & HIGH SCHOOL UNIFORM DEFINITIONS AND SPECIFICATIONS

Rationale

Lake Michigan Catholic (LMC) Middle/High School has established a dress code in order to foster a sense of discipline, self-respect, and neatness among its students and to promote school spirit. The dress code is a direct reflection of the school's overall mission as a Catholic Christian educational institution dedicated to the development of the whole person. A student's dress and grooming must display modesty, respect and concern for oneself and for others, and be conducive to student learning. Upon admission to LMC, students and their parents accept this ideal and agree to abide by the dress code in its entirety. Failure to conform to the dress code, as set forth below and interpreted by the LMC administration will result in disciplinary consequences.

Dress Code

Shirts: Only polo shirts sold through LMC's designated company ([Action Gear](#)) are to be worn. Middle School colors are dark green, light blue and white. High School colors are royal blue, banana yellow, dark green and white. Seniors may also wear hibiscus, maui blue and black colored polos. A uniform shirt must be worn at all times. Shirts must be tucked in at all times and only the top button may be undone. Only solid color white crew neck undershirts may be worn under the uniform shirt. A long sleeve shirt may not be worn under a short sleeve shirt. Turtlenecks are not permitted.

Sweaters/Fleece: Approved LMC jackets or sweatshirts purchased from LMC's designated company may be worn over a uniform collared shirt. A solid colored Navy, White of Maize sweater may be worn over a uniform collared shirt. No sweatshirts with hoods may be worn unless it is a spirit day. Coats are not acceptable unless approved by the administration.

Pants: Only solid navy Docker style dress pants may be worn in the middle school. Only solid khaki Docker style dress pants may be worn in the high school. All pants must have belt loops and students must wear a belt. Pants must be worn at the waist, and must be free of holes, frays and elastic hems. Cargo, denim, yoga, slim leg, or tight styles are not permitted.

Girls Skorts: Girls may also wear the hunter/navy plaid skort designated at Educational Outfitters <http://lansing.educationaloutfitters.com/skort-2-pleat-4083/> All skorts are designed to be above the

knee, but should never be more than 2 inches (2") above the knee. Solid white, navy or hunter green socks, tights, or full length leggings must be worn underneath the skort.

Shoes: Only dress or athletic shoes may be worn. Shoes must have toes and heels covered. Heel height may be no more than 2 inches (2"). Sandals, moccasins, Crocs, and slippers are not permitted. Boots may not be worn in the building from 7:45AM-3:00PM.

Boys Hair: Students must always be neat, clean, and well-groomed. Length of hair for young men must not extend past the top of the collar or eyebrows, or be worn over the ears. All males must be clean-shaven; beards, mustaches, or facial hair is not permitted. Sideburns below the bottom of the earlobe are not allowed. Extreme hairstyles are not permitted (no hair dyed an unnatural color, designs, ponytails, dreadlocks, Mohawks, etc.)

Girls Hair: Hair shall be neat, clean, and well groomed. Extreme hairstyles are not permitted (no hair dyed an unnatural color, designs, dreadlocks, Mohawks, etc.)

Gym Uniform: Students must wear a shirt with sleeves and shorts that extend past the tips of their fingertips.

Miscellaneous Items:

- Hats and sunglasses are not to be worn inside the school. Those who wear such items in school may have them taken away.
- Girls may wear appropriate scarves and headbands.
- Earrings must be tastefully displayed in the ears only and all other jewelry items must be school appropriate. Body piercings are not permitted (no nose, tongue, face, etc.)
- No exposed tattoos at school or any school event.
- Males cannot wear cosmetic make-up to school.

Special Dress Days

School Masses: Young men should wear a pressed full-button down white dress shirt with a tie and their LMC uniform pants. Young women should wear a pressed full-button down white dress shirt/blouse with their LMC uniform skort.

Spirit Fridays: On Fridays, students may wear any LMC spirit wear from the waist up with LMC uniform pants. "Spirit wear," consists of LMC-issued or approved outerwear including shirts by a LMC sports team, club, department, or school-sponsored activity that has been officially reviewed and approved by the administration. These shirts must be undamaged and unaltered.

Spirit Jeans Days (Last Friday of the Month): For \$3.00, students are permitted to wear jeans and a LMC spirit wear top. Jeans and spirit wear tops must be worn properly and must be free from tears, cuts, or holes. Jeans must be denim. No shorts, sweats, cargo, capri, yoga, or tight styles. Pants are not to be cuffed at the bottom. Shoes must have toes and heels covered.

Dress Down Days: On special occasions, students will be permitted to wear sweats, shorts and/or theme related outfits. Students will be notified what is allowed via announcements. All clothes must be worn properly and must be free from tears, cuts, or holes. No overly baggy, yoga, or tight styles are permitted.

Extracurricular Events and Informal School Dances: Clothing should be modest, clean, neat, and appropriate. Students study and behave better when they are neat, clean and modestly dressed for school. Extreme or inappropriate grooming or dress does not contribute to a positive educational, Christian atmosphere. The school reserves the right to interpret the standards above.

Volunteers

Adult volunteers are a valuable asset to learning and to the smooth functioning of a school. These volunteers are subject to the same professional ethics as are all staff members. All volunteers must participate in the mandatory diocesan "Protecting God's Children" program. Due to safety considerations, non-school age children are not to be brought to school activities by volunteers. We are always looking for assistance in a variety of departments. If you can help, please feel free to contact the Principal.

Lake Michigan Catholic Middle & High School
COMPUTER AND INTERNET USAGE POLICY

Computer use and Internet access is encouraged and made available to further education and research in an academic setting consistent with the mission of Lake Michigan Catholic Schools. Computers and Internet access may be used only for academic purposes. Internet access is provided at times and places determined by the school under the direction and supervision of the staff. Files stored on school computers are restricted to school-related assignments only. Telecommunication is restricted to school-related projects and must be supervised by the teacher or staff. No public forum is created through the provision of this access or the use of the system. Before being permitted access to computers or the Internet, each student will complete verification that the student has read and understands this code. Acceptance of this policy is mandatory. Use of Lake Michigan Catholic computers and accounts is required for successful participation in class assignments. All students must have computer accounts.

The Internet contains extensive information on a variety of subjects. Not all information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained in this manner, and users should not rely on advice found therein. Lake Michigan Catholic expressly disclaims responsibility for such advice. There is no privacy on the Internet; therefore, personal or identifying information should not be provided concerning anyone in the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.

Students Shall Not:

- Use Lake Michigan Catholic computers or Internet access for private or commercial business.
- Violate any local, state, federal or international laws that apply to computer or Internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander and obscenity.
- Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property, or containing sexually oriented material.
- Use their devices in areas where there is a reasonable expectation of privacy, such as locker rooms or restrooms.
- Use their device to facilitate cheating on assignments, quizzes or tests.
- Hack or infiltrate school or outside computers' accounts, or networks, or attempt to establish or establish contact into school-restricted computer nets or any other unauthorized databases. Users shall not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
- Commit or attempt to commit any willful act which disrupts the operation of any school or outside computer or network. For example, users shall not release viruses, worms, spam, e-mail bombs, or other files that cause a disk to fill up, a network to bog down, or a software application to crash.
- Use computers for games, non-academic surfing, chatting, gambling, non-academic multimedia listening or viewing during school hours.
- Send, store or intentionally receive inappropriate or frivolous e-mail. All electronic communication must be polite, respectful, and contain no obscene, vulgar, degrading, or defamatory language.
- Use or include Lake Michigan Catholic's e-mail address in non-school web pages.
- Use encryption software from any access point within Lake Michigan Catholic schools.
- Use school computers to enter chat rooms or for online messaging.

Security

- Lake Michigan Catholic retains the ownership of all data, hardware and software. Students shall not copy (without authorization), delete, damage, or alter any hardware or software.
- Students shall not attempt to disable or circumvent Internet content filtering.
- Students shall not use personal hotspots or any other type of wifi connection during school hours that circumvents the school internet content filtering.

- All users must have their own password, keep it confidential, use only their own account, and log off after every use.
- Users may not access, use, modify or delete directories, files, data, or accounts or passwords of others.
- Any student who becomes aware of unauthorized use of a password or account should report the problem to the Technology Coordinator.
- Users damaging computers will be held responsible.
- There is no privacy on the Internet. Personal information, including full names, addresses, and phone numbers may not be included in electronic communications to strangers, unknown persons or entities.
- All non-school software and storage devices must be checked for viruses before being used on any computer and are subject to inspection and approval by school personnel at any time.

Software

- Downloading and/or installing software is prohibited except by the express approval of the Technology Coordinator. This includes copyrighted software, shareware, and freeware.
- No user shall download, use, possess, transmit, retransmit and/or load bootleg software (any software which has been downloaded or is otherwise in the user's possession in any storage format without the appropriate registration of the software, including the payment of any fees owing the owner of the software). Use of any Lake Michigan Catholic equipment to duplicate any bootleg software is strictly prohibited.
- Modifying Lake Michigan Catholic computers, including additions, deletions, and changes of software, settings, preferences, properties, or account customization, is strictly prohibited.

Usage Monitoring

Lake Michigan Catholic reserves the right to monitor, inspect, copy and/or delete all files and records created or stored on school-owned computers and/or software, and control all computer and Internet usage including but not limited to, the transmission, receipt and storage of e-mail and websites visited to determine whether there have been breaches of security or inappropriate computer usage. Student files, including e-mail messages, should not be assumed to be private. The school administration may at any time inspect, copy and/or delete all files and records created or stored on school owned computers, and report any violations of rules or laws.

Extracurricular Use of Computers and Internet Access

Use by student clubs and organizations is limited to those times when the computers and Internet access are not in use for instruction and shall be limited to educational purposes and governed by this policy.

Penalties

A violation of this policy will be treated as a violation of the student discipline code and may result in temporary or permanent loss of computer and Internet access privileges or other disciplinary measures set forth in the discipline code including detention, suspension or expulsion if appropriate. Notification to parents/guardians will be made at any penalty level.

Lake Michigan Catholic High School **Student 1:1 Device Policy**

Overview

The following policies refer to the use of an individual student-computing device. Students are also required to follow all the guidelines outlined in the Lake Michigan Catholic School's current "Technology Acceptable Use Policy". As Lake Michigan Catholic School's instructional technology evolves, additional policies may be added and updated.

Care and Maintenance of the Device

1. Do not attempt to gain access to the internal electronics or repair your device. If your device fails to work or is damaged, report the problem to the Technology Coordinator or your school's main office as soon as possible. Device repair/replacement options will be determined by school's administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
2. Never leave the device unattended. When not in your personal possession, the device should be in a secure, locked environment. Unattended devices will be collected and stored in the school's main office.
3. Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store an device.
4. Devices do not respond well to liquids. Avoid applying liquids to the device. The device can be cleaned with a soft, dry, lint-free cloth. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the device. Use of unapproved cleaners may remove the protective film covering the face of the device.
5. While the device is scratch resistant, it will scratch. Avoid using any sharp object(s) on the device.
6. Your device comes with a case: The role of the case is to protect the device, especially while the device is being transported. The device is to remain in the case at all times.
7. Avoid placing weight on the device.
8. Never throw or slide your device.
9. Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
10. Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
11. Do not lend your device to another person. Each device is assigned to a student and the responsibility for the care of the device solely rests with that student.
12. The device is an electronic device and care must be exercised when handling the it. Never throw a book bag that contains an device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
13. The device is designed for daily use; therefore, each device must be charged and ready for use each school day. **It is our expectation that your devices will be charged at home each night and ready for a full school day.** This will be considered a part of coming to school ready for class and any referrals for non-compliance will be handled by the teacher.
14. The device must remain free of stickers, writing, painting, or any other forms of adornment.
15. The device cover may not be personalized.
16. Do not attempt to "jailbreak or root" the device as this will void the warranty and result in a 100% assessment to the parent.

Cost of device, Apps, and Accessories

1. The replacement cost of the device is approximately \$270 and includes: the device, device charger, software applications (apps) including assorted programs/accessories specific to individual classes.
2. **It is the parent/guardian's responsibility to cover the cost of issued device in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. We understand that accidents happen, but cannot afford to replace broken, lost or stolen devices.**
3. Issued software applications (apps) are needed for student learning and should not be deleted. The school reserves the right to reimage the device at any time to reset it to our original settings.

5. Modifying the settings of the district issued device or deleting issued software applications apps(s) may result in student discipline and/or the need for reformatting at a cost to the student.

Damaged, Lost, or Stolen devices

1. In the event that a LMC issued device is damaged, lost, or stolen the student and parent/guardian should immediately notify the Assistant Principal. The filing of a police report by the parent/ guardian may be advised at that time.
2. In the event that a device is lost or stolen the parent/guardian will be assessed for the replacement cost of the device (\$270).
3. Students who withdraw from Lake Michigan Catholic Schools during the school year must return the device, along with any issued accessories, at the time they leave the district. The device and all accessories should be returned to the school's Technology Coordinator. Failure to return a device in a timely fashion may result in legal action.

Distribution of devices

1. Each student will receive a device formatted by Lake Michigan Catholic Schools.
2. A unique, individual device will follow the student throughout the student's career at Lake Michigan Catholic High School.
3. A parent/guardian may choose not to have their child participate in the device take-home program by sending written notification to the Building Principal. In this event, students will be issued an device, but will not be able to take the device home. Students who do not participate in the device take-home program will pick up and return their device to the Guidance Office on a daily basis. Lake Michigan Catholic High School cannot guarantee equal access to materials and/or quality of materials to students opting out of the device take-home program. Additionally this does not relieve the parent of responsibility in the case of breakage or theft.
4. Devices will be distributed at the beginning of the school year and collected at the end of the school year. Devices not turned in by the last day of school will be treated as lost or stolen devices, which may include additional fees and possible legal action.

Student Use of the device

1. The device is the property of Lake Michigan Catholic Schools and as a result may be confiscated and reviewed at any time. The student should have NO expectation of privacy of materials found on an device or a school supplied or supported email service.
2. Many school owned devices comes equipped with both a front and rear-facing camera and video capacities. Students may take photographs and audio/video recordings only with a person's consent and when authorized by school personnel for educational purposes.
3. Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring an device or any other class material(s) does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including an device, the student will be subject to disciplinary action.
4. It is the student's responsibility to bring their device to school fully charged. A student's repeated failure to bring their device charged may result in disciplinary action.
5. While personalized screen savers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and such actions are subject to disciplinary action.
6. Music, videos, and sound use while at school, will be at the discretion of the classroom teacher and building administrator.
7. The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space.
8. The issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.
9. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
10. Lake Michigan Catholic Schools encourages students to take their device home at night for class work and recharging. All care, handling and appropriate use that is in effect during the school day shall extend to the use of the device at home.

11. Lake Michigan Catholic Schools makes no guarantee, written or implied, that materials on the device, including student work, will be safe from deletion or corruption, accidental or otherwise.

Internet Filtering & Parental Controls

- 1) Lake Michigan Catholic Schools filter the device for web content when the students are at school. Here are options for how to filter the internet at home:
 - a) Adult Supervision
 - i) Talk with your child and have him/her show you what they have been doing on the device.
 - ii) Set up a contract with your child that the device can only be used in public places in your home (like the living room)
 - iii) Take a look at the web history on the device
 - b) Filter your home wireless network
 - i) Contact your home Internet provider - many ISPs have free parental control options and virus software available to their subscribers. You can also use free services such as OpenDNS to filter your home Internet. OpenDNS free parental control home filtering information is available at:
<https://www.opendns.com/home-internet-security/>.
 - ii) Purchase a wireless router that supports filtering.
 - iii) Put a pass code on your wireless and enter it for your child when they need to use the Internet.

It is the responsibility of the parent to filter the Internet for their child at any location outside of the school building.

Lake Michigan Catholic High School
BRING YOUR OWN DEVICE (BYOD) POLICY

Electronic devices brought to school shall be restricted to educational and administrative use in approved locations and times under the supervision of school personnel. Student who have chosen to bring their own device to school will not be issued a school-owned device. Students who opt to BYOD must register this choice with the Technology Coordinator.

Authorized users shall:

- a. use electronic devices in accordance with the expectations set forth in the Lake Michigan Catholic Middle & High School Computer and Internet Usage Policy and Student 1:1 Device Policy;
- b. comply with guidelines set by school personnel for the use of electronic devices while on school property or while engaged in a school-sponsored activity;
- d. access the school network using approved infrastructure only;
- e. have no expectation of privacy when using their device. Student computer devices will be subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using their computer device to access electronic information resources, including the contents of computer files or communication undertaken by way of the computers and/or network. Teachers and/or administration may conduct an individual search of a student's computer, files, video, e-mail, or other related items if there is suspicion that LMCS policies or guidelines have been violated.
- f. submit a signed **Parent Acknowledgement Form** prior to connecting to the school network;

Liability

Users are solely responsible for the care and security of electronic devices they choose to bring to school. Users bringing these devices to school do so at their own risk. The school and school personnel shall not be liable for the loss, damage, misuse, or theft of any student-owned electronic device: possessed/used during the school day; in/on school buildings, property, vehicles, or contracted vehicles; during transport to/from school; while attending school-sponsored activities. Teachers and other staff will not store or hold onto devices. The school and school personnel shall not be responsible for any negative consequences to electronic devices caused by running specific software or by accessing the school network.

Technical Support

School personnel shall not provide technical support, troubleshooting, or repair for user-owned electronic devices.

Lake Michigan Catholic Middle & High School
Athletic Policy

The purpose of the Athletic Handbook is to give Students & Parent's information on our athletic program. This handbook covers information applicable to all teams at Lake Michigan Catholic. It is our goal that athletics be a positive growth experience for our Student Athletes, Parents, Coaches and Laker Community. It is our hope that this vital communication will allow everyone to have fun and enjoy success. Your input is welcome/needed to help our programs grow and will be reviewed annually. Good Luck!

Athletic Goals & Philosophy

Corinthians 9:24-25

"Do you not know that the runners in the stadium all run in the race, but only one wins the prize? Run so as to win. Every athlete exercises discipline in every way. They do it to win a perishable crown, but we an imperishable one."

At Lake Michigan Catholic we recognize that the imperishable crown offered by Jesus Christ far exceeds any of the perishable crowns or trophies offered by this world. In our athletic endeavors, though we strive to win in the sense of having the best score, we recognize that real winning has to do with how we play each game. The real value of Catholic school athletics is realized only if it fosters the discipline of Christian living.

Through athletics, we will strive to help our students accomplish the following goals in their quest of Christian living:

1. give thanks and appreciation to God in all that they do;
2. work to develop known talents and to discover the unknown talents, which God has bestowed upon each of us;
3. prepare for a life of Christian service and Christian living through the unique lessons learned in school athletics; and
4. develop an exposure to, and appreciation of physical activity and healthy lifestyle choices, that will lead to lifetime involvement in maintenance of the physical being that God has provided.

Participation on a team at Lake Michigan Catholic is a privilege. With this privilege come responsibilities in the areas of preparation, attitude, sportsmanship, and academics. It is the firm opinion of Lake Michigan Catholic that these responsibilities exist both in and out of school, both in athletic and non-athletic settings. We recognize the need for God's strength and guidance in meeting these responsibilities.

Introduction

Participation in athletic events is a part of the educational process offered at Lake Michigan Catholic Schools for its students. Our intention in offering athletics is to allow student participants to grow in skills and in dealing with the many lessons that competition can teach. Winning, losing, teamwork, sacrifice, perseverance, fairness and competitiveness are among the lessons available within the program.

Participation in athletics is a privilege. The school staff works very hard to provide as much opportunity as possible for students to participate. This in turn increases the need for coaches, uniforms, equipment, etc.

This booklet is prepared so that the student participant and the parents will better understand the guidelines and procedures of the athletic program and how to effectively communicate with the coaches and others involved. We desire that the programs are a positive experience for everyone involved.

We also ask that you show your appreciation to the coaches, staff and volunteers that work diligently to make the athletic programs at Lake Michigan Catholic a success. Without this sometimes great effort, our ability to present an athletic program with the high level of participation and success that we have achieved might not be possible. Please keep our students, volunteers, and staff in your continued prayers.

Athletic Sports Code

Recognize that the primary purpose of my participation is to develop the discipline of Christian living, while striving to develop the skills, talents and abilities that have been bestowed upon me.

Give thanks to God for giving me the ability to contribute, while celebrating the opportunity to participate and be active.

Uphold the Honor Code of teamwork, sportsmanship, hard work and self discipline, so that others may see my commitment to Christian living.

(As a parent I will help in modeling Christian behavior by being respectful to officials, players, coaches, fans, and help to show not only my children, but all involved in the Laker Community that Catholic Schools do make a difference.)

Behavior Expectations for Athletes

1. Health

Lake Michigan Catholic athletes will keep their bodies and minds free of illegal and unhealthy substances. This includes drugs, alcohol, and any type of tobacco. Laker athletes should also maximize their body's potential by maintaining a nutritious and proper diet. Laker athletes are considered to be in training 12 months.

2. Behavior

Laker athletes will be outstanding role models for other students and young people, both in and out of school. They should always represent their church, school and family with pride.

3. Schoolwork

L.M.C. athletes will make the expected effort in all their classes. This includes turning in all homework on time. Players must be disciplined in the classroom if they expect to be disciplined on the playing field.

4. On-Court/Field Behavior

Our Lakers will be excellent role models when they are participating in sports, whether in games or in practice. Self-discipline is paramount.

Athletics is an arena where we represent our school in a very public light, so both participants and spectators are reminded to display positive behavior traits. This includes, but is not limited to: treating opponents, officials and spectators with respect, cheering for our team and not against our opponents, abiding by all rules and regulations. Improper or foul language can not be tolerated. Coaches will be responsible for their individual teams. School Discipline Responsibilities will apply for any athlete involved in a school sponsored event and may include loss of playing time for negative behavior.

Athletic Eligibility

All sports at the high school level must follow M.H.S.A.A. rules and requirements, with regards to athletic eligibility. This covers a wide range of areas including, but not limited to: age, academic credits accumulated, g.p.a., school transfer, and medical/physical requirements. Students should inquire of coaches or the Athletic Director if they have any eligibility questions, as violations can severely curtail one's eligibility and participation in athletics. The school athletic director is responsible for overseeing the conformation and adherence to all rules. Athletes will not be eligible to participate in a sport until a proper physical is turned into the athletic office (this rule includes practices).

Athletic Participation When Absent

Attendance – Any student must be in attendance the entire school day to be eligible for contests that day or evening unless otherwise determined by the Athletic Director. Students may attend practice if they are in school for the last four periods that day. Athletes will only be excused from class for a prearranged medical appointment, college visit, school field trip, funeral or other reasons at the discretion of the Athletic Director. Failure of the student to properly pre-arrange an absence with the Athletic Director may result in the student not being permitted to participate. This includes activities on the weekend for students with an unexcused absence on Friday.

Athletes should always check with school administration on questions of absence/participation.

Student Handbook/Discipline

As specified in the student handbook, athletic privileges may be suspended, curtailed or revoked per our "discipline policies." School administration has the sole responsibility of implementing and overseeing the behavioral modification program.

Middle & High School Academic Eligibility

Academic eligibility guidelines can be found in the Athletic & Extracurricular Eligibility section (page 20) of this document.

Individual Sport Requirements

Lake Michigan Catholic recognizes the uniqueness of each sport and the necessity for different sports and genders to institute appropriate "rules" and "regulations" (approved by the Athletic Director). An example of this would be that a softball team may wear their uniforms on the bus trip to a game, and the boy's basketball team may be required to wear ties to board the bus. It is not practical or credible to force all sports into one set of "special" rules.

School Issued Equipment

Lake Michigan Catholic Schools in conjunction with the Blue Tide Athletic Boosters is able to provide a wide variety of equipment for use by Lake Michigan Catholic Athletes. All school issued equipment must be properly cared for while in the possession of an athlete. Any improper use of equipment that causes damage will cause the athlete to take financial responsibility for the item. For example, an athlete who throws a helmet may have to pay for the reconditioning or replacement for that helmet. Equipment that is issued to an athlete must be returned upon conclusion of the season. Items not returned upon conclusion of the season will keep the athlete from participating in the next season

until the item is turned in. If the athlete is a senior in a spring season a bill will be issued to pay for the item and transcripts will not be distributed until the athlete is in good standing.

Playing Time

Playing time is, without a doubt, the most debated and, at times, most painful aspect of an athletic program. All playing time is subject to satisfactory academic & disciplinary standards. Please familiarize yourself with the following playing time guidelines.

There is a difference between playing time provided between Elementary athletics, Middle School athletics, and High School athletics.

Elementary (4th – 6th) Program:

Amount of playing time will vary year to year depending upon the sport and the size of the squad. Every effort is made to allow all participants time during competition.

Middle School (7th – 8th) Program:

Athletes will generally play according to their level of ability and as game situations dictate. Every attempt is made to allow each player some playing time each game. This may not always be the case, and if a player does not receive playing time one game he/she may receive more the next. In the case of large leads players generally rotate through on a fairly even basis.

High School (9th, J.V., Varsity) Program:

Athletes playing time is solely at the coaches discretion. The coach will decide which players at any given time will maximize the "teams" ability to compete in the games at the highest level.

It can be difficult to see a player not getting as much playing time as others or as much time as they or their parent's desire. The flip side of this concern however is the player who excels but is not allowed to demonstrate or apply those skills because of limiting their amount of playing time in an effort to be equal to all members of the team. On the subject of playing time, please note that it is our position that equal is not always fair and being fair to everyone does not necessarily mean providing equal playing time in contests.

Student attitude can at times have a bearing on playing time. Further, a student's unwillingness to cooperate, to follow direction, to hustle, etc. also might jeopardize their share of playing time.

Tryouts & Cuts

Elementary (4th – 6th)

To date all interested athletes have been allowed to participate.

Middle School (7th – 8th)

At this time no cuts are made based upon skill level. (Athletes may forfeit the privilege to participate based upon academic or behavioral concerns.) As the school population grows and numbers increase or decrease in the program, other options may need to be instituted. Possibilities include have "A" & "B" teams per grade level or limiting the number of participants that may "dress" per contest. These would be reviewed yearly by the athletic department.

High School (9th, J.V., Varsity)

Tryouts are held each year on dates corresponding with M.H.S.A.A. rules to determine placement on these teams. Many years it has been in our best interest to include separate freshman/JV teams, others years it has been a hindrance. Some top athletes regardless of class may be placed on Varsity. (The following page contains a tryout/evaluation example.)

We have tried to keep as many athletes involved in the program as possible. Extra players are kept on the teams every year that are not highly skilled athletes.

The following is an example that has been used as a guideline for tryout evaluation.

Lake Michigan Catholic High School
Girls Basketball Tryouts

Placing student athletes on teams at the high school level is a very serious, tedious and thorough process in the girl's basketball program at Lake Michigan Catholic High School. The methods developed for our school system and program, reflect and correspond with Michigan High School Athletic Association rules, recommendations, and guidelines, along with the Basketball Coaches Association of Michigan recommendations and guidelines.

An inclusive tryout program has been developed using sound educational practices and standards, giving all student athletes ample opportunity for growth, development, and observation. These were developed for the uniqueness of L.M.C., with input and information from the top high school programs in the state.

Areas or items that can be evaluated include, but are not limited to:

<u>A. Basketball Skills</u>	<u>B. Athletic Level</u>	<u>Intangibles</u>
Shooting Ability	Strength	Attitude
Dribbling Ability	Quickness	Coachability
Passing Ability	Speed	Competitiveness
Rebounding Ability	Jumping Ability	Loyalty to Program
Hands		Work Ethic
Low Post Moves		Academic Ability
Defensive Ability		Character

Initiations/Hazing

Lake Michigan Catholic Schools do not condone any type of inappropriate initiations or hazing. Student athletes involved in this type of activity could face severe penalties including dismissal from teams/school to legal action.

Process for Handling Concerns

Everyone is entitled to a process for having their concerns respectfully heard. Also, everyone is responsible for proceeding with their concerns in a God-pleasing and orderly manner. The purpose of the following is to lay out some guidelines for the proper handling of concerns and complaints.

Structure and Authority

For concerns, the party in question should locate the first point in the line of authority (usually the Coach) and address the issue there. **Please contact administration during regular scheduled school days if at all possible (7:30 a.m. – 3:30 p.m.).** While it may be convenient for you to make contact with an administrator at an after hours school function (game, concert, etc.), it is not an appropriate place or time for your valid concerns.

Concerns, whether flowing up or down the line of authority should never skip steps.

No party above that initial point of contact shall deal with the concern until the proper steps are taken at previous levels.

Wherever policy is a concern, the parent must begin with the Athletic Director who has been placed in the position of implementing school policy.

It is recognized that at times it may be appropriate for a parent to take a concern directly to a coach – items not involving policy decisions or interpretation of policy.

It is our desire, that coaches not be unduly burdened or pressured.

Therefore, it is recommended that parent concerns directed to individual coaches not be done:

1. At athletic contests, immediately prior to the start.
2. During athletic contests (parents are not to approach the bench, coach or locker room etc.).
3. At the conclusion of an athletic contest.
4. At practices.

For the sake of clarification, let it be known that the “concerns” being referred to here are those types of items which involve parental thoughts on playing time, coaching strategies, referee/umpire decisions, etc. Stopping by to let the coach know that their child is ill is obviously a necessary contact. Wishing the coach good luck, or that the coach is in their prayers before a game is obviously appreciated. Please understand that the type of communication makes a difference in the appropriateness of the contact.

In situations where parents disagree with or have concerns about a coach’s manner of coaching a game, there is a required 24 hour cooling off period before parents should make phone contact with the coach.

In most cases, it will be more appropriate for a concern to be directed to the Athletic Director. **If at all possible contact the athletic director during normal school hours (7:30 a.m. – 3:30 p.m.).** Upon the Director’s review of the concern, they may deem it appropriate for the parent to contact the coach.

Students or parents circumventing the above procedures and guidelines run the risk of forfeiting their right to take their concerns higher on the ladder of authority.

Pastors
President
Principal
Athletic Director
Coach

Practices

Parents will keep in mind that much of the benefit derived from being in a team sport involves the practice setting where skills are taught and strategies learned. While playing time may not exactly measure up to one’s expectations, you are encouraged to remember the entire team experience, not only in game situations.

Students will keep in mind that practices are important in several respects:

1. They offer opportunities to learn and develop new skills

2. The practice time provides time for a coach to teach specific skills and strategies to her or her team.
3. The practice setting offers time to cultivate a team spirit and display a positive attitude toward the sport, your coach and your teammates.

Practices are an integral part of the team experience. Furthermore it is essential for all players to participate fully in official practices. While excused absences are expected on occasion, players failing to make practices without a legitimate excuse and players who do not follow the coach's leadership during practice obviously jeopardize the amount of playing time that they might expect or their position as team member.

A Letter to the Parents

(Taken from the Basketball Coaches Associating Membership)

Dear Parent:

I have been entrusted with your child for 2-4 hours each day for the next four months. During that time they will run, jump, shoot, dribble, sweat, laugh, cry, pout, push themselves to exhaustion, learn sportsmanship, learn rules of the game, learn something new about basketball or themselves each day, get angry with themselves, get angry with a teammate, get angry with a coach, learn to deal with emotions, learn teamwork and go home in a good mood or not so good mood each day.

As their coach, I will learn that my players are either in shape or out of shape, leaders or followers, good shooters or not so good shooters, good ball handlers or not so good ball handlers, aggressive or not very aggressive, able to follow directions or not able to follow directions, good sports or not so good sports, able to deal with disappointment or not able to deal with disappointment, quick learners or not so quick, able to accept their role on the team or not able to and I will go home each day in a good mood or not so good mood.

We are in this together. There will be extreme highs after big wins or outstanding individual performances. There will be extreme lows after heartbreaking losses or dreadful performances. I will have to deal with each player in a different way in all these situations since they are all different individuals. I have experience as a coach. I am not a psychologist although at times I must try to be one. I do not have all of the answers. I will not be able to push all of the right buttons at the right time. But I will make decisions based on what is best for the team. It might not be best for the individual, but since she is a part of the team, she must understand and accept it.

I will make my decisions based on hours of contact with your daughter. I see them in school. I see them in the gym. I see them in the locker room. I see them on the team bus. I get to know them very well. I know their strengths and their weaknesses when it comes to basketball. They will know their place on this team. They may not be happy with that place, but they have the opportunity every day in practice to bring about change.

It is in practice that you get to see how they really compare to other players and what type of effort that they bring forth.

Does this mean that I don't like your daughter if she does not start? No. Some of my favorite players have been players who haven't cracked the starting line-up. But they came to practice each day with a good attitude, they played hard, they gave their best effort but they just weren't as good as the other players. They may not have been as tall, as fast, as good of a shooter, as good as a rebounder, as good as a defender, as good of a ball handler, known the plays as well, been as athletic, or had as much anticipation for the game as some of their teammates. Sounds a little like life in the real world. But I have found that these players became successful in the future because they have a good attitude, because they work hard, because they gave their best effort. It is possible that they have been blessed by God in a different way than some of their teammates.

As I said earlier, "We are in this together". I would hope that you give your daughter all the encouragement that is needed. Give her a chance to vent when things go wrong, but don't jump to conclusions too quickly. I have found that players get over disappointments much quicker than the parents. Give her a chance to work things out. If not, encourage her to talk to me. Once I am made aware of the problem, I will try my best to work things out.

I look forward to the coming season. I look forward to the time together with your young scholar/athlete. I look forward to the challenges ahead.

Substance Abuse Policy for Athletes

Procedures and Consequences

Prohibited Substances: Any substance considered illegal by Michigan Statute, including but not limited to: tobacco, marijuana, cocaine, heroin and prescription drugs if used or possessed outside the dictates of a physician's prescription. This includes any over the counter substances not used for intended purposes.

Each violation or infraction of the code of conduct and or the athletic training rules is cumulative throughout grades 6-12 for any student athlete participating on an athletic team. The consequences, in **addition** to those of the school code of conduct are as follows:

*Athletes in Possession of drugs with the intent to sell will have a conference with the Discipline Review Board (Recommendation for Expulsion)

**Athletes who attend a school event under the influence or in possession of an illegal substance will automatically be elevated to the next offense. (For example: If an athlete comes to a school dance and it is proven that he or she is under the influence of alcohol. If it is their first offense they will automatically receive the consequence listed below the second offense and have to sit out an entire season.)

***Athletes who are in violation of this conduct may be subject to random drug testing

****Athletes **may** decrease game suspensions by up to 40% for self-admission/referral for first and /or second offense.

*******Self Referral:** Student who has voluntarily sought assistance for a substance abuse problem and has been admitted to a hospital-based substance abuse program; and has voluntarily notified the school of his or her admission to such a program prior to being charged with a violation of the athletic code, may be exempt from any penalty. A student may ask a school official for assistance in notifying his or her parent(s) and assisting them in helping find a substance abuse program without penalty as long as a violation has not occurred.

(Any violation following the admission to a substance abuse program will result in an athletic penalty.)

First Offense

- Immediate parental notification
- Meeting with principal, coach, athletic director, student athlete and parent/guardian for the purpose of reviewing the incident

Principal and or Athletic Director will make a determination as follows:

- **Suspension of Contests-minimum 50% of original schedule**
- Possible suspension of practice
- Possible community service
- Possible drug and alcohol counseling
- Possible drug test-at parent's expense. Results released to principal and parents

"Athletic Review Board"-principal, athlete in question, impartial coach, athletic director, (parent of athlete in question may be included).

Second Offense

- Immediate parental notification
- Meeting with principal, coach, athletic director, student athlete and parent/guardian for the purpose of reviewing the incident.

Principal and Athletic Director will make a determination as follows:

- **Suspension of remainder of team's season including post season**
- Unused days will carry over into student athlete's next season of participation
- Immediate drug test-at parent's expense. Results released to principal and parents
- Possible community service
- Possible drug and alcohol counseling

***Suspension of contest may be reduced by up to 50% upon student athlete's willingness and completion of an assessment and counseling.

The student athlete and parent(s)/guardian(s) must agree to have the student assessed for possible counseling. Additionally, the student athlete and parent/guardian must sign releases/waiver so that results of the assessment can be forwarded to the school for use by the Discipline Review Board. Assessment will be administered by an approved counselor or psychologist. The Discipline Review Board will review the assessment and the student athlete's willingness to follow the recommendation of the assessment. Dependent on the assessment and the student athlete's progress in rehabilitation, the suspension may be reduced up to 50% by the Athletic Review Board.

Third Offense

- Immediate parental notification
- Meeting with principal, athletic director, student athlete, parent/guardian for the purpose of reviewing the incident

The Principal and Athletic Director will make a determination as follows:

- **Suspension of eligibility for athletics for one year from date of violation**
- **Possible discipline action based on school discipline code**

Reinstatement for substance abuse offenses would be considered during the year of suspension after acknowledgement of successfully completing a state licensed, accredited counseling program (cost borne by parent). The Athletic Review Board would meet to review the assessment evaluation of the counseling program.

Fourth Offense

- Immediate parental notification
- Meeting with principal, athletic director, student athlete, and parent/guardian for the purpose of reviewing the incident

The Principal and Athletic Director would make the following recommendation:

- **Student athlete is ineligible for further participation in athletics while enrolled at Lake Michigan Catholic Schools**
- **Possible discipline action based on school discipline code (removal from school)**

Lake Michigan Catholic
Student-Athlete & Parent/Guardian
Code of Ethical Conduct

Lake Michigan Catholic is committed to the care of the whole person, and seeks to form young men and women of outstanding character. This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family's interest in this phase of our Lake Michigan Catholic school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal, athletic, and academic growth.

As parents of student-athletes, you have also committed yourselves to certain responsibilities and obligations, which are outlined in the Athletic Code of Ethical Conduct. Your signature on the Athletic Code of Ethical Conduct, along with the signature of your student-athlete, indicates that you understand and accept those responsibilities and obligations, and agree to cooperate with school personnel in enforcing the Code of Ethical Conduct.

As a Student-Athlete of Lake Michigan Catholic, I promise:

1. To be a responsible leader and a positive role model in academics, sports, and school.
2. To respect the decisions of coaches, teachers and administrators.
3. To refrain from the use of disrespectful language.
4. To be respectful to all facilities and environments.
5. To demonstrate dignity and respect towards opponent teams, fans, and officials on and off the playing field.
6. To abstain from the use of drugs, alcohol, and tobacco.
7. To remember that athletic contests are games only, and seek to keep the competitive spirit within healthy, respectful limits.
8. To keep in mind that I play for more than myself; I play for my team and school.
9. To respect the time of my coaches and teammates through my actions, which include attendance and on-time arrival and departure from practices and games.
10. To accept the coach's' decision regarding playing time and understand it is a privilege to be earned. Playing time is determined by many factors, including but not limited to, work ethic, performance, attitude, commitment, and physical conditioning. I also understand when questions or conflicts arise due to playing time, it is my responsibility to communicate with the head coach under the established guidelines.

As a Student-Athlete Parent/Guardian, I promise:

1. To be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event. I promise to ensure that my guests at the sporting events will adhere to the same.
2. To inform the coach of any physical disability or ailment of my student-athlete that may affect the safety of my child or the safety of others.
3. To instruct my child to treat other players, coaches, officials and spectators with respect.
4. To refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
5. To demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.

6. To follow the established student-athlete guidelines regarding the established chain of command in the event that there is a question concerning my student athlete's role, or any other issue to solve any issue.

The chain of command in order is as follows:

1. player to coach 2. player to head coach 3. player & parent to head coach 4. player and parent to athletic director 5. player & parent to executive director.

Parent communication meetings should be pre-arranged at an agreed upon time and place at least 24 hours after a contest.

7. To teach my student-athlete to play by the rules and to resolve conflicts without resorting to hostility or violence.

Elastic Clause

The school and administration reserve the right to establish fair and reasonable rules and regulations for circumstances requiring actions that are not covered in this Code of Conduct that may arise. These rules and policies apply to any student-athlete who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school. In all cases, rules, regulations, and consequences shall be consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from this Code of Conduct should not be interpreted as a limitation to the scope of the school's responsibility and, therefore, the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students.

RIGHTS RESERVED

The Administration of Lake Michigan Catholic Schools reserves the right to establish fair and reasonable rules and regulations for issues requiring action that are not covered in the handbook. In all cases, rules, regulations and possible consequences shall be as consistent as possible with established precedents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the Middle-High School.



Nourishing the human spirit ~ mind, body and soul ~ through Jesus Christ