

Lake Michigan Catholic Middle & High School



2021-2023

Lake Michigan Catholic Middle/High School Handbook

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.

Mission Statement

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

Diversity Statement

The inclusion of students and families regardless of ethnicity; exceptionalities (gifted to reduced abilities - if the schools can successfully support those students); gender; geographical area; language; race; religion; sexual orientation; or socioeconomic status.

Additional Information

- 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.

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. **Email is our primary form of communication.** Under normal circumstances, all 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 FACTS 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 FACTS system. Grades earned for typical assignments will be entered within one week of the assigned due date in FACTS. 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.

A newsletter is published weekly on Fridays with event dates, general school information and a review of the week's successes.

Administration

James White: Middle/High School Principal, 983-2511 ext. 34
Larry Hoskins: Elementary School Principal 429-0227
Larry Glendening: Director of Business Operations 983-2511 ext. 30
Jody Maher: Instructional Coach 983-2511

LMC Staff Contacts

Admissions: James White, jwhite@lmclakers.org
Athletic Director: Neil Carter, 983-2511 ext. 46
Main Office Manager: Lisa Whitfield 983-2511 ext. 26
Business Office: 983-5529
Counseling & Social Work: Athina Wood, 983-2511 ext. 19
Academic Affairs: Allison Gleiss, 983-2511 ext. 21
Maintenance: Vincent Riso 983-2511 ext. 29
School Chaplain: Reverend Fr. Arul Lazar
SCRIP: 983-5529 or by email scrip@lmclakers.org

Diocesan Administration

Bishop Paul J. Bradley, Bishop of Kalamazoo Diocese
Reverend Fr. John Fleckenstein, Pastor Saint Joseph Parish
Reverend Fr. James Adams, Pastor Saints John and Bernard Parish
Mrs. Margaret Erich, Superintendent of Schools
Dr. Jillian Kellough, 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.

Communication Contacts and Chain of Command

Admissions

Contact James White at jwhite@lmclakers.org
International Admissions, contact James White at jwhite@lmclakers.org

Athletic Director

Neil Carter at ncarter@lmclakers.org

Accident Reports

Jane Deaton at jdeaton@lmclakers.org, 269-983-3154 Ext: 46

Attendance

Lisa Whitfield, Main Office Manager, at (269) 983-2511 or at lwhitfield@lmclakers.org

Newsletter, Media & Technology

Pam Barden at pbarden@lmclakers.org

Classroom Concerns

Contact the classroom teacher FIRST. All faculty contact information may be found on our website: www.lmclakers.org

Counseling

Athina Wood, Social Worker at awood@lmclakers.org

Academic Affairs Office

Allison Gleiss at agleiss@lmclakers.org

Principal

James White at jwhite@lmclakers.org

Fundraising

TBD

Transportation

Tom Strzyzkowski, Transportation Supervisor, at tstrzyzkowski@lmclakers.org

Tuition and Business Office

Larry Glendening, Director of Business Operations, by phone (269) 983-5529 or at lglendening@lmclakers.org

Admissions Policy

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.

Likewise, no student who wishes to enroll in Lake Michigan Catholic Middle/High School, provided there is room for additional students, shall be denied admission to the school on the basis of race, color, or national origin. Lake Michigan Catholic Middle/High School strives to meet the needs of every child, to the extent that available resources, funding, and facilities permit and when instructional programs align with the needs of the individual learner.

Financial Support

LMC is financially supported by student tuition and fees, the financial support of S.S. John & Bernard, St. Joseph Parish in St. Joseph, St. Joseph Parish in Watervliet, Sacred Heart Mission, parish contributions, the Lake Michigan Catholic School Fund, and special fund-raising projects.

The Lake Michigan 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.

Communicable Diseases

All children admitted to the Catholic school environment must be in compliance with the immunization schedule required by the Michigan Public Health Code. School administrators are required to cooperate with county health officials in establishing and coordinating all immunization data, waivers, and exclusions, in order to provide preventable communicable disease management. Parents and school administrators should comply with the protocol for the management of selected diseases as published by the state health department.

School administrators are to require immunization records (or a waiver signed by the parent) of all school enrollees.

School administrators, in cooperation with the county health officials, are to enforce the protocol for the Management of Selected Diseases and the protocol for handling Blood-Borne Pathogens.

School administrators and parents (or legal guardians) must work cooperatively to prevent, control, or contain communicable diseases (illnesses caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent). Parents have the responsibility to report to the school administrators any communicable disease which their child has contracted. Failure to report a communicable disease case must be considered as a serious infraction against the partnership between the school and parent. This serious infraction must be dealt with in an appropriate manner by the school administrator and could jeopardize the admission or readmission of the student.

2021-2023 Medical Contraindication Form

Michigan immunization law requires that a child enrolled in a school or childcare center be immunized against the diseases specified unless a valid exemption applies. A child is exempt from these requirements for any specific **immunization**, for any period of time for which a physician (MD/DO) certifies that a specific immunization is or may be detrimental to the child's health. A *Guide to Contraindications and Precautions to Commonly Used Vaccines* can be found at www.immunize.org/catg.d/p3072a.pdf. Any child **with a medical contraindication to a** particular vaccination is considered susceptible to that vaccine-preventable disease and is subject to exclusion from the school or childcare center if an outbreak of the disease occurs in the school or childcare center.

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 and Diocesan Youth Day.

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.

Beginning in the fall of 2021, high school students will be required to participate in a documented 20 hours of service yearly. Students will create a portfolio of their experiences.

Attendance

School starts at 7:55 a.m. and dismisses at 2:55 p.m. unless otherwise announced

Note: Adjusted schedule for virtual days-posted at lmclakers.org

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 and vacations 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. Vacations scheduled outside of those noted on the school calendar will be counted towards unexcused absences unless a special circumstance is approved by the principal. Students who are absent for more than 3 consecutive days may be required 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 AM. If the school's office manager must call to verify absence after 9:00 AM, the day is unexcused. Parents are asked to call the main office 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.**

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 the Main Office 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.

Excused Absences

It is the school's responsibility and right to judge the validity of any reason stated for absences. Students may not exceed 5 absences excused/unexcused during a grading period (Quarter). Parents may call their child absent up to 5 times in a semester (Excused). On the 6th absence, a doctor's note must be afforded to the Principal. On the 6th absence, upon the discretion of the Principal, the student will be ineligible for any and all extra-curricular and athletic activities for the semester. (Reasonableness is always applied-communicate with the Principal and/or main office manager.)

Examples of generally approved absences include:

- Personal Illness
- Family Emergencies
- Necessary Medical Appointments

*Field trips, college visits, school approved activities off campus, international travel and the like are NOT considered absences when pre-approved by the Principal.

For absences due to illness, the student is to contact their teacher and/or check for assignments on Google Classroom 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, student, teachers and academic representative will schedule a meeting to outline makeup expectations. 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.

Tardy

Late to class 10 minutes or less. After 10 minutes, the student is truant for the day in the applicable course. A student who is tardy must go to the main office for a pass to class noting the student's name, date and time of arrival.

Unexcused Tardy

Parent email sent upon infraction and documented in FACTS. Unexcused Tardy notices will be emailed to the Main Office Manager for detention upon teacher/staff discretion. Detentions are served the day of the infraction.

Truancy: Unexcused Absence

Parents will be notified, the student will receive 0 credit for the day/course, one week suspension from all extra-curricular activities and athletics including practices.

When a student accumulates more than 10 excused/unexcused absences in a semester, the parents and student will be referred to truancy court. The student will also receive 0 credit for the semester.

Any student who accumulates more than 5 days unexcused absence in a grading period (quarter), will be ineligible for any/all extra-curricular activities and athletics for the current semester.

Extra-Curricular Participation When Absent

Attendance – Any student must be in attendance for **the entire school day** to be eligible for contests that day or evening unless otherwise determined by the Principal. Students may attend practice if they are in school for the entire day. Students 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 Principal. 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. (Virtual students are eligible for extracurricular activities and athletics upon the mutual agreement of the Principal and parents.)

Human Dignity

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).

Definitions of Harassment

- 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.
- 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.
- Physical or Other Forms of Harassment of any nature include any conduct which may reasonably be offensive to others.
- 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.

- 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 predominantly other students from the school. Soliciting, encouraging, aiding or engaging in “hazing” whether on or off school property, is strictly prohibited.
- False Reporting is wrongfully and willfully accusing another of an act of bullying or harassment, and is subject to appropriate disciplinary action.

Disciplinary Consequences for Violation of Human Dignity Policy

Students 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. As may be required by the law, law enforcement officials shall be notified of serious incidents. The school may excuse itself from addressing a disciplinary concern that is under police investigation. This policy shall not be interpreted to prohibit a reasoned or civil exchange of opinions or debate, as protected by state or federal law.

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 incidents of all witnessed harassment or bullying to the appropriate administrator.
- The use of a written report detailing the harassment or bullying is encouraged; however, verbal reports may be made as well.
- 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.
- 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 and/or suggested use/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.

Student Code of Conduct

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 administrators 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. State and federal laws regarding all level behavior violations will be followed. Proper authorities will be notified. In the absence of the Principal a designee will be named to administer discipline.

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. Academic credit is at the discretion of the Principal.

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 teachings 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.

Cheating & Plagerism:

Cheating is to act dishonestly or unfairly in order to gain an advantage, especially in a game or examination.

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own.

(The suggested actions are cumulative for one academic year.)

- 1st Offense: Documented in FACTS, 0 for assignment, email contact to parent

- 2nd offense: Documented in FACTS, 0 for assignment, parent meeting with Principal, no extra-curricular participation
- 3rd Offense: Documented in FACTS, 0 for assignment, parent meeting with Principal, no extra-curricular participation, review for suspension/expulsion

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.

- **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.

- **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.

- **The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies.

- **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.

- **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.

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 Academic Affairs Office.

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.

Student Directory

Parents can access an online student directory on FACTS family portal through the FACTS website. This resource will contain a listing of students' and parents' names, addresses, home telephone numbers, and email addresses. Parents may choose to exclude any personal contact information from this 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

Student medications, when reasonable and supported via a doctor's note, will be administered through the main office staff.

Distribution of Printed Materials

Lake Michigan Catholic 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 be used or published, please notify the school's administration in writing.

Lockdown, Fire and Tornado Drills

Drills are held throughout the school to practice procedures as to 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, and proceed to the hallway. Teachers will carry required emergency materials and take attendance after assembling outside or in a protected safe area. All drill logs are posted at lmclakers.org.

Building Hours

The school opens at 7:20am 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 the *Visitor Reception Window* to check in with school office personnel. You must receive a visitor badge and sign in and out at the visitor reception window.

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

Parents are asked to update any changes of address, email address, phone number, and parent's work telephone numbers through FACTS as changes occur.

Parent/Student Communication

Parents are requested **not** to call or text their child in 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 Academic Affairs Office and Admissions offices, and Principal's office area. School phones are also available to those who may need them.

Using Your Cell Phone at School

- Cell phone usage will be permitted before or after school for Middle and High school students.
- High school students may use their cell phone at lunch according to our responsible usage policies.

- No usage in classrooms at any time without permission.
- Cell phones should be turned off and left in lockers when not in use.
- Inappropriate media may not be used as a screensaver or background photo.
- Video, recording and photos may only be taken at the discretion of the Principal and/or teacher/staff member.

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. The police will be notified of any incident involving sexting.

Line Of Authority

If you have a school related concern that you wish to address openly, you are asked to follow this line of authority: Teacher, Principal, Catholic Community Education Commission, Pastors and the Diocesan Office of Schools. Parents who call the school with concerns will be asked to follow this policy strictly!

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 FACTS. 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 website. 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.

Lost And Found

There is a lost and found box for unmarked articles in the cafeteria. 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 are permitted in the classroom.

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.

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.

Academic Affairs Office

Parents and/or students who desire to see an Academic Advisor are to contact the Academic Affairs Office. Call- 983-2511 Gleiss ext. 21. In order to schedule an appointment to see School Social Worker Mrs. Athina Wood call – 983-2511 ext. 19.

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 for the State Universities of Michigan. LMC students must pass and earn 28 credits during 9th-12th grade 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 Academic Affairs 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 HS Academic Requirements:

Theology	4 credits
English	4 credits
Mathematics	4 credits
Social Science	3 credits
Science	3 credits
Foreign Language	2 credits
Physical Education/Health	1 credit
Fine Arts	2 credits
Additional Electives	5 credits
	28 credits (total)

*Senior Capstone project required

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 earned grades every quarter. Students must be passing 6/8 of his/her academic periods at any time they are participating in activities and athletics.

Grades at the end of the quarter will determine a student’s academic eligibility for the start of the following quarter. By MHSAA rules, a student that does not pass 66% of their class load will be ineligible for a minimum 60 school days.

During academic ineligibility, athletes/co-curricular students are not to attend practices and contests.

STANDARDIZED TESTING

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

Grade	Assessment
6	NWEA 3 times yearly
7	NWEA 3 times yearly
8	NWEA 3 times yearly
9	PSAT in April
10	PSAT in April
11	PSAT in October, SAT/ACTWorkKeys, M-Step in April
12	AP Exams May 9-12th grade Capstone Project

Grading System

For the purpose of computing Grade Point Averages (GPA) LMC uses a 4.0 point unweighted grading scale and 5.0 weighted grading scale (beginning Fall 2021). AP and Dual Enrollment (college or university) courses utilize the weighted scale. The scale that follows is used to determine the numerical equivalent of each letter grade.

LMC Grading Scale

Grade	Percentage	Unweighted/Regular Class	Weighted AP & Dual Enrollment
A	100-93	4.000	5.000
A-	92-90	3.667	4.667
B+	89-87	3.333	4.333
B	86-83	3.000	4.000
B-	82-80	2.667	3.667
C+	79-77	2.333	3.333
C	76-73	2.000	3.000
C-	72-70	1.667	2.667

D+	69-67	1.333	2.333
D	66-63	1.000	2.000
D-	62-60	.667	1.667
F	59 or below	0.000	0.000
I	Incomplete		

ACADEMIC POLICY

Grade Point Average

All subjects, except MS 8th hour electives (P/F) 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. Students 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. (Course syllabus)

GPA

Overall GPA is based on SEMESTER grades. As a student progresses through High School, all semester GPA's are averaged to compute cumulative GPA's.

Honor Roll

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

Summa Cum Laude	4.0
Magna Cum Laude	3.7-3.99
Cum Laude	3.5-3.69

Class Rank

Class rank is exact and determined by totaling the average of the semester grades received at the end of each semester. 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. Beginning with the graduating Class of 2022, Top 10 will no longer be recognized by the school. Graduates will receive specific distinctions (Cum Laude, Magna Cum Laude, and Summa Cum Laude) based on GPA.

Graduation

A checkout procedure will be provided by the Academic Affairs Office. 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. Diplomas will be held until all graduation requirements are met by the student.

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. Students must pass and earn 28 credits as directed by LMC to participate in graduation. Failed classes must be repeated. The Academic Affairs Office will provide guidance to students for credit recovery.

Transferring

Students who choose to withdraw from LMC to transfer to another school must inform the Academic Affairs Office of this intention. Upon notification by the requesting school, a student's CA-60 file will be forwarded. The Academic Affairs 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 Academic Affairs Office. Transcripts for college admission and/or personal use are free for all current students and alumni.

Criteria for Course Changes

Students may make requests for course changes before the semester begins. All course changes are at the discretion of the Academic Affairs Office.

Organizations

National Honors Society - John Meyer's Chapter

The Lake Michigan Catholic National Honor Society John Meyer's Chapter is an official and nationally recognized chapter in good standing with the National Honor Society. Membership requires high standards of achievement in scholarship, character, service, and leadership.



Membership

During the first semester, junior and senior students with a 3.5 cumulative grade point average or higher will be invited to apply for membership into the National Honor Society. All submitted applications will be reviewed by a Faculty Review Committee. Applicants will be notified of their decision. Admitted applicants will participate in an induction ceremony.

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 and 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 from 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 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 appropriate paperwork submitted for approval by the 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.
- Not allowed on glass windows or doors.

Social Events and Activities

All social events must receive approval from the Principal. The Principal should be informed of outside guests when applicable.

Field Trips

Parents may refuse to allow their student to participate by notifying the school in writing.

Lockers

The lockers are provided by the school for the convenience of the student. 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 Council and Class Council

LMC's Student Council is organized to promote school involvement and leadership. The council is composed of class officers and up to 2 at-large representatives. Each grade will have a respective Class Council.

Meeting of the Student Council

Student Council and Class Council meetings will be conducted on a regular basis and supervised by their Advisor. The Advisor must approve all decisions by the student council.

Election Process - Student Council and Class Council Members

To be eligible to run for office, students must have and maintain a 2.0+ GPA. The student should possess leadership qualities, be dependable, cooperative, and show enthusiasm and support for school activities. Candidates must obtain an application from the appointed faculty member, which is to be completed and returned by a specified date. An elected student council and class council member may be placed on probation if requirements are not met. Probation and potential dismissal are at the discretion of the Advisor.

Uniforms

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.

Shirts: Polo -w/logo and/or white dress shirts (no logo needed) sold through LMC's designated company (Lands' End) are to be worn. Middle School color is White. High School color is Navy Blue. ***A uniform shirt must be worn at all times. Solid White crew neck undershirts or tanks without writing*** are the only shirts that 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, or White 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 Blue Docker style dress pants may be worn in middle school. Only solid Khaki Docker style dress pants may be worn in 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 Lands' End. All skorts are designed to be above the knee, but should never be more than 3 inches (3") above the knee. Our test will be one inch below the fingertips. Solid white, navy, black, 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.

Boys Hair: Students must always be neat, clean, and well-groomed. Length of hair for young men must not extend past the bottom of the collar or be worn over the ears, and must be out of the eyes at all times. 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.

Girls Hair Hair shall be neat, clean, and well groomed and must be out of the eyes at all times. Extreme hairstyles are not permitted.

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

School Mass Days 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 pants or skort. Girls also have the option of wearing a tie with their dress uniform.

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 makeup to school.

Spirit Fridays

On Fridays, students may wear any LMC spirit wear from the waist up with LMC uniform pants, casual pants or jeans. "Spirit wear," consists of LMC-issued or approved outerwear including shirts by an 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. A jacket may be worn for warmth as long as the LMC “Spirit” logo is visible.

Dress Down Days

On special occasions, students will be permitted to wear sweats, 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, Spandex, 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.

Computer and Internet Policies

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 a 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 the 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, email 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 email 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 maintains 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 circumvent 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.
- Student computers are subject to random checks 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). 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 email 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.

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.

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

- 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 the school's administration. You may be issued a temporary device or other materials until your device is working properly or replaced.
- 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.
- Never expose a device to long term extremes in temperature or direct sunlight. An automobile is not a good place to store a device.
- 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.
- While the device is scratch-resistant, it will scratch. Avoid using any sharp object(s) on the device.
- Avoid placing weight on the device.
- Never throw or slide your device.
- Your device comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories.
- Each device has a unique identification number and at no time should the numbers or labels be modified or removed.
- 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.
- The device is an electronic device and care must be exercised when handling it. Never throw a book bag that contains another device. Never place a device in a book bag that contains food, liquids, heavy, or sharp objects.
- The device is designed for daily use; therefore, each device must be charged and ready to 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.
- The device must remain free of stickers, writing, painting, or any other forms of adornment.
- The device cover may not be personalized.
- 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

- The replacement cost of the device is approximately \$300 and includes the device, device charger, software applications (apps) including assorted programs/accessories specific to individual classes.
- It is the parent/guardian's responsibility to cover the cost of the 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.
- 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.
- 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

- In the event that an LMC issued device is damaged, lost, or stolen the student and parent/guardian should immediately notify Pam Barden, IT.. The filing of a police report by the parent/ guardian may be advised at that time.
- In the event that a device is lost or stolen the parent/guardian will be assessed for the replacement cost of the device (\$300).
- 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

- Each student will receive a device configured by Lake Michigan Catholic Schools.
- A unique, individual device will follow the student throughout the student's career at Lake Michigan Catholic Middle/High School.
- 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 a 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 Academic Affairs 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.
- 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

- 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 a device or a school-supplied or supported email service.
- Many school-owned devices come 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.
- Students are responsible for bringing their device to school every day unless otherwise directed by a staff member. Failure to bring a device or any other class material(s) does not release the student from their responsibility for classwork. If a student repeatedly fails to bring materials to class, including a device, the student will be subject to disciplinary action.
- 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.

- While personalized screensavers 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.
- Music, videos, and sound use while at school, will be at the discretion of the classroom teacher and building administrator.
- The device affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate or archive files to independent storage space.
- The issued device is designed as a tool for learning; misuse of the device may result in disciplinary action.
- 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.
- Lake Michigan Catholic Schools encourages students to take their device home at night for classwork 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.
- 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

- 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:
 - Adult Supervision
 - Talk with your child and have him/her show you what they have been doing on the device.
 - Set up a contract with your child that the device can only be used in public places in your home (like the living room)
 - Take a look at the web history on the device
 - Filter your home wireless network
 - 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/setupguide/#familyshield>
 - Purchase a wireless router that supports filtering.
 - Put a passcode 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.