



Parent/ Student Handbook  
2018-2019

## **Light of Christ Academy**

12648 East D Avenue  
Augusta, MI 49012

**269.203.6808**

**[www.lightofchristacademy.org](http://www.lightofchristacademy.org)**

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Dear Light of Christ Families,

***“What greater work is there than training the mind  
And forming the habits of the young?”  
-St. John Chrysostom***

Welcome! We are honored and delighted that you have chosen our Academy to assist you in the formation of your children. This formation is accomplished through an excellent curriculum which seeks to form the whole child – body, mind, heart, and soul, and instill a love for God and a heart for service of others.

Education in the Catholic Classical tradition immerses the student in the greatest works and ideas of Western civilization, equips them with the tools necessary to discern what is True, Beautiful and Good, and the courage to defend it. We encourage our students to actively participate in their education, to build a solid foundation of virtue and an intimate relationship with Christ and His Church.

This Parent/Student Handbook reflects the policies of Light of Christ Academy for the 2018/2019 school year. We ask that you read this document carefully and, after doing so, sign and date the attached agreement. This agreement states that you and your child/children agree to abide by the policies of Light of Christ Academy as stated here for the 2018/2019 academic year.

The faculty and staff look forward to partnering with you in this powerful and important work. Together let us pray that God, who has brought us together, may grant us the grace and wisdom to carry it through to completion.

Sincerely, Your servant in Christ,

***Carrie Jewett***  
Principal

## **OUR MISSION**

*Light of Christ Academy*, honoring parents as primary educators of their children, seeks to assist in developing the whole person-body, mind, heart, and soul. This is accomplished by means of the unique Montessori and Classical methods of education, integrated within an intensely Catholic environment. More specifically, our aim is:

### **To Teach the Mind:**

- Transmitting knowledge appropriate to grade level, in an environment of academic excellence in which each student is an active participant.
- Offering an individualized learning environment for each child, while instilling a sense of wonder and a love of learning.

### **Educate the Heart:**

- Modeling and imparting a love of authentic values and a sense of the True, the Good and the Beautiful.
- Developing a conscious, genuine and intimate relationship with God.

### **To Form the Character:**

- Establishing a solid foundation of the Theological and Cardinal Virtues.
- Enkindling a love of God and neighbor that translates into service

## **OUR VISION**

Light of Christ Academy is dedicated to helping parents prepare their children for the “life-project” God has entrusted to them. Our faculty, staff, and school family are inspired and united in a supernatural vision to form young men and women to be good citizens of this world, love God and neighbor, enrich society with the leaven of the Gospel and the witness of their Catholic Faith and values. We work to give them the tools and skills they need to discern and defend Truth, to become determined, confident, intelligent Catholic leaders in the world, fulfilling their destiny to become saints, leading others to Christ and transforming society. Education is the key to fostering society in which the values of Christ in the Gospel are known and lived, and is therefore a pillar of the New Evangelization.

## Core Principles

Our core principles work to help students develop a solid foundation based on character, Faith, social responsibility, problem-solving and critical thinking and service to their community and each other. These core principles include:

- **Christ-centered** – Christ is the model and center of all of our efforts.
- **Integral Formation** – Forming the whole child: Intellectual, apostolic, human, and spiritual
- **A Culture of Charity and Unity** – Charity is the crowning virtue of Christ-centered life. Unity and teamwork is critical to the success of our school.
- **Academic Excellence** – Use of a thorough intellectual formation strategy, and a rich curriculum challenge and strengthen student’s academic skills.
- **Personalized Formation** – Programs are tailored, person-to-person. Teachers and staff work to know the student and motivate them to self-formation.
- **Family Partnership** – We recognize that parents are the primary and principal educators of their children. With this understanding, formators in the school collaborate with parents in the education of their child. The school is an extension and support of the culture of the home.
- **Social Responsibility** – In forming the youth of today, we can influence the society and culture of tomorrow.
- **Love, Motivation, and Conviction** – True formation begins with love. A good formator sees the potential within each student and because of his or her love for that person is willing to commit the extra time, effort and patience needed to help form that student. An educator cannot demand from the student without motivating them first and this motivation must be based on authentic love for the student, demonstrated by self-giving, kindness and patience.
- **Education by Goals** – Our method places great importance on setting clear goals accompanied by effective means to achieve them.
- **Build the Church** – In all that we do, we keep in mind our service to the Catholic Church, specifically the support, promotion and partnership with our diocese and local parishes.

## Leadership Preparation

We believe that we can influence tomorrow’s culture by preparing our youth for leadership. Our educational method is designed to form leaders anchored in their faith, prepared to put their gifts and talents at the service of society and the Church. We focus on developing critical thinking, a well-formed conscience, broad cultural knowledge, and effective communication skills. We work together to provide programs that channel the child’s enthusiasm and youthful energy, and develop their ability to lead others with confidence, conviction, and self-control.

## Light of Christ Academy and the Common Core

Light of Christ Academy has designed its curriculum to meet the needs and ensure the success of its students for over twenty years. Our students have consistently averaged two to four years above the national percentile on standardized tests. This has demonstrated that our curriculum accomplishes the goals set forth in the Common Core Curriculum. Our graduates have gone on to honors level and advanced placement courses in area high schools. The majority of our graduates have gone on to the college level. Many have completed their degrees in nursing, business, technology, science and mathematics.

Our current curriculum exceeds state standards, and we continuously work to tailor our curriculum to meet the needs of each child we work with. Light of Christ Academy is always examining and evaluating curriculum pieces to choose those materials that best support the needs of our children.

## **Light of Christ Academy's Curriculum**

Classical education can be understood as an approach to learning which has as its final goal the formation of the whole person in wisdom and virtue. The method of education in the classical tradition at Light of Christ Academy is to immerse the student in the great ideas of the great thinkers in the history of Western civilization; to make the students themselves participants in the ongoing search for a proper understanding of man, nature, God, truth, goodness, and beauty. In this way, education becomes an adventure in human formation which inspires wonder, rather than mere preparation for the workforce. Reading, analyzing and discussing the original works of the great thinkers is one way that classical education encourages the student to become an active participant in his or her education.

### **THE GRAMMAR STAGE (PreK-3rd)**

The grammar stage teaches the child the foundational knowledge for all subjects. They learn the grammar of English (Phonics), Latin, History, Math, Science, Scripture, and Catechesis. During this stage, the child tends to find memorizing information enjoyable, and it builds his confidence and knowledge of any given subject. Students in this stage memorize Bible verses, poetry, timelines, and songs that help them build a foundation of knowledge that will aid their formation throughout their education and for the rest of their lives.

### **THE LOGIC STAGE (4th-6th)**

The logic stage builds on the grammar stage and flows naturally as students begin to question the information they are given. This stage adds a level of depth to the information the student has acquired in the grammar stage and gives the questioning student the right tools to answer the many questions that arise. Students in this stage tend to enjoy debate, as they begin to sort out the order of the knowledge acquired thus far in all subjects. Literature is a major component to this stage as it helps the student apply the heroic virtue they have encountered through books to their own experiences. Students continue their study of Latin and work to improve writing, reading, and spelling.

### **THE RHETORIC STAGE (7th-8th)**

Finally, rhetoric is the point of emphasis across all subjects. Although the students will continue to learn and develop their rhetorical skills throughout high school and beyond, it is during this time that the focus becomes writing and speaking beautifully and persuasively in defense of the integrated truth they have come to behold. This stage encourages students to practice and learn the art of public speaking, persuasive writing, friendly debate, and apologetics. It prepares the students to continue their education at any high school and have the confidence and ability to be virtuous Catholic soldiers and leaders.

### **The Socratic Method**

One important teaching tool that history has shown to be most effective is called the Socratic Method. This employs teacher-guided discussion amongst students, to allow them to become active participants in their learning, rather than merely passive receptors of information. Both Montessori and Classical education at Light of Christ Academy employ this idea of peer-assisted learning. Recent studies have shown that only employing the lecture method of education produces brain activity more minimal than sleep!

## **CAMPUS PROCEDURES**

### ***School Day***

The normal daily schedule is as follows:

Montessori: 8:30 am-3:45 pm (Before School care starts at 7:45 am)

Transitional Kindergarten is held Monday, Wednesday & Friday, 9:15-3:45.

K-8th grade is from 9:15-3:45.

Doors open at 9:00 a.m., at which time they are asked to come in, take care of their belongings and be ready to begin classes at 9:15. Students are asked to wait with their parent(s) in the car if they arrive earlier. School staff does not supervise students waiting outside the doors. Problems do and have arisen when parents drop off their children before doors are open, and do not stay to supervise them. Students are not allowed to use any play areas at this time. Please see the attached map of drop-off/pick-up.

### ***Office Hours***

The office is open from 7:30 a.m. to 4:00 p.m. If you would like to talk to someone in the school or schedule an appointment to meet with one of the staff, our phone number is 269.203.6808.

### **Enrollment**

#### ***Nondiscriminatory Policy***

Light of Christ admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Admittance is at the discretion of the principal. We have the potential students' well-being to consider. If LCA cannot give the student everything he/she needs academically, emotionally and intellectually, it is to their benefit to look elsewhere for educational services.

#### **Admission to Light of Christ Academy is granted based on the following:**

**Application:** A completed application form with an application fee of \$150.00. A "Release of Records Form" signed by a parent must be included.

**Parent Interview:** A parent interview with an Administrator is required for all applicants.

**Testing:** Entrance testing is required at every grade level.

**Site Visit:** To schedule your child's site visit during school hours, please call the Administration office at (269) 203-6808. Applicants who are unable to visit while school is in session should contact the office to make arrangements for a student interview.

**Transcripts:** Preschool-Kindergarten: No Transcript is required.

**Transcripts:** Grades 1-8: A transcript which includes official grades is required from the applicant's present school. Teacher recommendations are also accepted at this time.

**Acceptance:** When all the requirements have been met, a letter is sent to the applicant's parents acknowledging enrollment.

### ***Re-enrollment***

Re-enrollment opens in February. The non-refundable registration fee is due at the time of enrollment.

### ***Financial Obligation***

#### **Montessori (Monthly Tuition)**

	Non-Parishioner Rate	Parishioner Rate
Three half days	\$347.00	\$231.00
Four half days	\$417.00	\$308.00
Five half days	\$479.00	\$353.00
Three full days	\$463.00	\$339.00
Four full days	\$616.00	\$452.00
Five full days	\$770.00	\$565.00

#### **Upper Classical Academy (Annual Tuition)**

Transitional kindergarten	\$2,860.00
First student (K-8)	\$4,300.00
Second student	\$2,881.00
Third student	\$1,935.00
Fourth student	\$1,230.00
Formation fee (per student)	\$115.00

### ***Contract***

Parents are expected to sign a tuition contract, which will be mailed to them over the summer, and return it at the start of the school year. LCA has the right to deny admittance until the contract has been accepted by the school.



## ***Communication***

Teachers, parents, and administrators should communicate openly and on a regular basis regarding the progress of the students. Regularly scheduled appointments, report cards, and progress reports are the ordinary means the school uses to inform the parents of their child's progress.

## **Parents as Partners**

As partners in the educational process at Light of Christ Academy, we ask parents:

- To set rules, times, and limits so that your child:
  - \* Gets to bed early on school nights;
  - \* Arrives at school on time and is picked up on time at the end of the day;
  - \* Is dressed according to the school dress code;
  - \* Completes assignments on time; and
  - \* Has a snack and a nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

## **Parent's Role in Education**

We, at Light of Christ Academy, consider it a privilege to work with parents in the education of children. Because we believe parents are the primary educators of their children, 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 Light of Christ Academy 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 only in school are not well-rooted in the child unless these are nurtured by the example of good Catholic/Christian morality at home, and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Light of Christ Academy, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty 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 at home will only create an attitude of distrust toward the teacher, the school, and the parent.

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.

### ***Buckley Amendment***

Light of Christ Academy 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 principal.

### ***Title IX***

Light of Christ Academy adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### ***Written Communication from the School***

- Various forms of communication require parents to sign and return to school:
- Daily Homework folder for the TK – 2nd grade
- Weekly Wednesday folders for the TK – 8th grade
- Daily Assignment books for grades 3rd – 8th grade
- Interim Progress reports sent home mid-quarter for TK-8th grade
- Permission slips for school activities
- Notes from the teacher or principal regarding assignments, disciplinary concerns, or consequences (detentions or suspensions)

## **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.

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

## **Student Records**

Light of Christ Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Light of Christ Academy Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

## ***Inclement Weather***

If the weather is severe enough at the beginning of the day for Gull Lake Schools to close, then Light of Christ Academy will also be closed. If Gull Lake has a one-hour delay, Light of Christ Academy will also. If Gull Lake has a two-hour delay, half day students do not report. Once the teachers have been notified of the school closing, parents will be notified via a group text, which will be followed up by a phone call. (Please make sure you notify us of any change in phone number or email address.) Please note that if the school district you live in has closed due to weather, but Light of Christ Academy has not, your child will be excused. (Phone call required) Please, safety first!

## **Phone calls (incoming)**

Do not hesitate to call the school to ask questions, set up a conference, or relay a message to any staff member. Teachers and students will not be called out of class during the school, except for emergencies.

## **Phone calls (outgoing)**

Students may be allowed to use the office phone only with permission of the teacher. Forgetting one's lunch, homework assignment, outdoor shoes, or calling just to hear a parent's does not constitute valid grounds for a student to request permission to use the phone during school hours.

## ***Cell Phones***

If a student needs a cell phone after school for any reason, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession. **Items taken away from students will be returned to the parent(s)/guardian(s).**

## **Parent/Teacher Conferences**

The purpose of a parent/teacher conference is to inform parents of the child's academic and behavioral progress. The school encourages parents to organize conferences on the days specified on the calendar; however, the school wishes to emphasize that at drop-off and pick-up times when teachers are supervising students are inappropriate times to consult teachers on a student's progress. Such consultations distract them from their primary duty of ensuring the safety of the children. Parents may let the office know a special conference is requested. The office will set up the conference with the teacher, and the parent will be notified. A minimum of a two-day notice is required to schedule a conference.

**Note:** If you would like to meet with your child's teacher, please contact the office to make an appointment. The office will then ask if the meeting will touch on academics, discipline, or a personal matter. Arrangements will be made to have the appropriate representative from the administration team attend the meeting. It is a Light of Christ Academy policy that an administrator attends meetings with parents and teachers in order to provide the full attention of the school to each issue of concern.

## ***Visitors***

Visitors are asked to stop at the office upon entering the school grounds. The principal reserves the right to evaluate the legitimacy of any request to visit the school. The Office of Emergency Management of the State of Michigan mandates that for the protection of the students during school hours the following points will be enforced concerning locked doors:

- The main entry door will be locked at 9:15 a.m.
- If you arrive after that time, or wish to enter the school at another time, go to the church office and sign in. They will contact the school.
- The recess door will be unlocked during outdoor play and locked again at the end of recess.

## ***Visitors***

School visitors (volunteers, parents, etc.) must come to the main Church office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

## ***Volunteers***

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check and be VIRTUS trained.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers.

## ***Substitute Rides Home***

If your child is to ride home with someone other than the regularly scheduled driver or someone not on the release form, please write a note to your child's teacher letting her know who will be taking your child/children home, thus allowing LCA to release your child/children. If there is a question about the identity of the driver, staff will ask for identification. LCA does not make arrangements for parents in finding a substitute driver.

## ***Classroom Parties***

On special occasions, the teacher may organize classroom parties with permission of the principal. The parties are to be conducted in an orderly manner. Each class must thoroughly clean the room after parties.

Birthday parties can be celebrated with a "special snack" provided by the birthday parent. Please remember that Light of Christ Academy is a peanut free campus.

## ***Hot Lunch***

Hot lunches are more than welcome. If you would like to organize a hot lunch, there is a form that will need to be filled out and handed in to the office a week prior to the lunch date.

## ***Lost & Found***

PLEASE label all sweaters and vests as these are always the first uniform pieces to go missing. Lost articles are taken to the "Lost & Found" box in the office. The "Lost & Found" box will be emptied out at the end of each marking period.

## ***Transfer/Withdrawal***

Parents of a student transferring from LCA to a new school will be asked to sign a Permission for Records Withdrawal at which time the transcripts will be mailed out. All financial obligations owed to Light of Christ Academy must be met before transcripts are mailed out.

## ***Child Abuse Laws***

Light of Christ Academy 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.

## **Crisis Plan**

Light of Christ Academy has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to Kellogg Elementary School.

## **Weapons Free Policy**

The possession or use of weapons, ammunition\*, firecracker-type objects, “look-alike” weapons, or objects that could be considered weapons is considered very dangerous and will be dealt with severely. Any student found to be in possession of any of the above objects, or involved in their use, in school or during school related activities, will be suspended immediately and an investigation begun. An extended suspension and/or expulsion from school, as well as police involvement, could result from this internal investigation. \* Empty ammunition shells or casings are also prohibited. The safety and welfare of all students is our priority. Therefore all school and parish grounds must be kept free of all weapons and explosive devices. We respectfully ask that family members that are certified to carry a concealed weapon DO NOT carry it on or in our school grounds and facilities.

## **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away the building;
5. Return to building when signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to classroom when signal is given.

## **Pest Control**

1. St. Ann Catholic Church has a pest control plan that includes the family center and preschool locations.
2. The pest control program calls for monthly treatment for ants, spiders, wasps, mice and the occasional invaders.
3. The treatments are applied on an as needed basis and call for a chemical spray of Phantom (EPA # 241-392). The spray is applied to the surfaces as well as cracks and crevices.
4. A notice will be posted on the parent board and reminders will be sent to let you know when these treatments are coming up.

## ***Search***

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## **Light of Christ Academy's Right to Amend**

Light of Christ Academy reserves the right to amend anything written in the Parent/Student Handbook at any time, should the need arise. Parents will be notified in writing of any changes made.

## ACADEMIC FORMATION

### ***Academic Expectations***

Light of Christ Academy has demanding academic requirements at every grade level. All students who pursue their studies with diligence will receive an excellent education. Students are encouraged to pay careful attention in class and complete all written homework, thus making the most of their school year. Additional study each evening to review class materials from that day will benefit students in test preparations and help them reach their maximum academic potential. There will be projects that children are asked to complete outside of their school day which include reports and science exhibits.

### ***Academic Probation***

In the third through eighth grade, a student who fails an individual class is expected to retake the final exam for that class at a time specified by Light of Christ Academy. Parents are responsible for preparing their child for this exam. The results of the exam will be taken into consideration as the Principal decides whether or not to offer that student re-enrollment. Any student in the third through eighth grades whose final academic average falls below 76% will be re-enrolled only at the discretion of the principal, who will treat each case on its own merits.

### ***Promotion Policy and Retention Policy***

Advancement to the next grade in Light of Christ Academy is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Light of Christ Academy.

### ***Report Cards/Progress Reports***

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or about every nine (9) weeks.

**Progress Reports** will be given mid-way between each nine-week grading period.

### ***Homework***

Homework is essential to retaining and internalizing concepts and knowledge learned in the classroom. For this reason, each student is expected to spend a sufficient length of time each night in order to complete homework and to present it in a neat and orderly manner.

Teachers assign homework daily to reinforce concepts and skills taught in the classroom. The amount of homework varies depending upon the course and grade level. Please note that homework includes memorization, review of class material, and daily study so that the student may be well-prepared for a pop-quiz or test.

Parents can help their children create a neat and orderly study environment at home. A desk or table in a well-lit area, without music or television, will help acquire the intellectual discipline needed to form good study habits and success in their studies.

Homework that is wrinkled, torn, or sloppy will not be accepted. Non-completion of assignments will have a negative impact on grades. A student whose homework has not been completed will give up some of their recess time, to be determined by their grade level, to finish it. In some cases, students may be required to stay after school to complete unfinished work.

If a child is absent from school, a parent can request the day's work and homework by calling the office or sending in a note with a sibling. Homework can be ready for pick up after 3:50. Homework and assignments cannot be faxed into or out of the office. Students 3rd-8th grades are responsible to consult with their teacher to determine what work was missed.

### ***Testing***

The Iowa Test of Basic Skills is given in Grades TK through 8.

Middle school students will be involved in Semester Exams to assess the cumulative knowledge of subject matter taught during the academic year. These Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

### ***Academic Honesty***

Students are expected to maintain a high level of integrity and honesty with regards to all schoolwork. Students will not copy homework assignments or turn in work or tests with answers taken from another. Students who violate expectations of academic honesty will be subject to disciplinary action.

### ***Grading Standards***

Although achievement is important, Light of Christ Academy strongly emphasizes the importance of learning rather than on actual number grades. When the same disposition toward learning is given at the home, the student will advance in knowledge and serene pursuit of wisdom, rather than falling into intellectual anxiety. Both school and home should be an environment where learning in itself is its own reward.



Report cards are issued four times a year. Progress reports are sent home at mid-quarter.

Figured into the students' grades are tests and quizzes, class participation, homework, in-class assignments, projects, oral and written presentations, and notebooks (penmanship, spelling, order, neatness, and completion of all assignments).

## Grading Scale

### 6th-8th Grade:

A+	100-97%	B+	91-92%	C+	85-86%	D+	79-80%
A	95-86%	B	89-90%	C	83-84%	D	77-78%
A-	93-94%	B-	87-88%	C-	81-82%	D-	75-76%

### 3rd-5th Grade

A	90-100%
B	80-89%
C	70-79%
D	60-69%

### 1st & 2nd Grade

4	Above Grade Level
3	At Grade Level
2	Approaching Grade Level
1	Below Grade Level

### TK & K

E	Excellent
VG	Very Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## HUMAN FORMATION

### *Attendance*

For the benefit of the students, punctuality and attendance are mandatory. Light of Christ Academy grants excused absences for illness and emergencies. Medical & dental appointments should be scheduled outside of school hours, if possible. Parents are required to contact the office by 10:00 a.m. to verify an absence. All missed school work must be made up. Incomplete work may result in a failing grade. If a student arrives in the building more than an hour late or leaves an hour early it constitutes a half-day absence.

### *Dismissal*

In cases of emergency illness, students will be permitted to leave the premises without a written request. End of the day dismissal begins at 3:45 and students will be released from the building only when the dismissing teacher sees their parent waiting in the car. Please follow pick up procedures so you can be easily recognized by staff.

Through the Office of Emergency Management, the State of Michigan mandates that, for the protection of our students during school hours, we comply with the following:

- When arriving late to school or picking up a student before 3:45 p.m., the parent must come to the church office to sign the student in/out. The office will then notify the appropriate teacher.
- Teachers cannot dismiss any student until the office has been notified.

Parents who are allowing their children to stay and play after school hours are responsible for the supervision of their child/children. The only exception to this would be if parent has not yet arrived.

## ***Excessive Absences***

Light of Christ Academy grants limited absences. The principal will notify the parents of a student with has more than ten absences in a semester, and the appropriate action will be taken.

## ***Extended Family Vacations***

Out of respect for the teachers, **parents**, not the students, **MUST** notify their teacher at least two weeks prior to leaving if they are planning a trip that will take their children out of school. Lengthy trips that cause the student to miss class time are not encouraged. Scheduled tests or exams will not be changed to accommodate individual holiday schedules that do not coincide with what is published in the school calendar. Teachers will attempt to give assignments early to accommodate families who decide to take vacations during regularly scheduled days.

If this is the case, there is no reason, with the exception of the students falling ill, that the assignments should come back unfinished. The student is responsible for all work missed. Incomplete or unfinished work may receive a zero and is still expected to be completed during recess or at home.

## ***Conduct***

Most of the student's time in school is spent in the classroom. Light of Christ Academy expects all students to display good conduct in class. The quality of the education the students receive depends principally upon their attention and efforts in class and their study outside the class.

We ask parents to practice charity and to please refrain from uncharitable discussion, rumor or gossip on the school grounds. It's always best to go to the appropriate person to get information clarified. It is destructive when children hear negativity and bring it to the classroom.

## ***Harassment***

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## ***On Campus Conduct***

**Classrooms:** Light of Christ Academy students are expected to observe appropriate and modest posture at all times. The class will stand each time an adult enters the classroom. The students will be asked to stand and say, "Good morning/afternoon to the adult who enters the classroom. The adult may wish to ask the students a question. The students who wish to answer will raise their hand and wait to be called upon. When a priest, religious or consecrated enter the classroom, the students will stand and remain standing until the visitor tells them they can be seated.

All students should greet priests, teachers, parents, and visitors politely and courteously when they pass them or see them throughout out the day. If students see someone carrying something heavy or awkward, they should assist them in any way possible. Doors should be held open for adults. In addition to respect for authority, each student is to be polite and considerate toward other students throughout the day. This is particularly important when a student passes through/by a classroom while other students are still in a class.

The additional points listed below will further help the student's time in school to become more effective:

- Students should be at their desks with books and materials ready before 9:15 a.m.
- When students miss a class, it is their responsibility to find out what lessons were missed and what is required to make up the work. **\*\*See "Homework", page 8\*\***
- At the end of each class, students are responsible for cleaning and straightening the area around their desk
- Students are not permitted to leave the classroom during class without permission. When the need arises, they may obtain permission from the teacher.
- Chewing gum is not permitted anywhere on Light of Christ Academy's campus.
- Personal cell phones, iPod, iPad and other similar objects are not allowed on campus.

**Recess:** During recess, all students must act in a respectable and mature fashion. Wrestling, pushing, hitting, or any kind of physical contact is strictly forbidden. During recess, all students must be in the area designated by the recess monitor. Failure to follow proper procedures will result in disciplinary consequences.

All students are required to go outside for recess in a change of athletic shoes/boots (weather permitting). Only students with a note from a physician or from a parent with a legitimate reason (to be determined by the teacher) may stay inside for recess. Failure to bring appropriate outdoor clothing is not an acceptable reason for staying inside. If a student forgets a change of shoes for outdoor play, they will not be allowed in the grass and must stay on the pavement during recess.

During recess or organized sports activities, students are expected to play with a high degree of sportsmanship. Team members need to recognize the athletic qualities of others and strive to participate to the best of their abilities. Students should not complain, talk back, criticize others, or be distracted in any way. If students think only of themselves and their interests during a game, their team will not play as a cohesive unit, and they jeopardize the outcome of the game. Every student on the field or court needs to participate in the sport and play the game as members of a team.

**"Hands off" Policy:** Students must respect others and their property as they would want to be respected. Any student who steals or damages the property of another will be subject to disciplinary action, which may include replacing the property and/or suspension or expulsion.

**Respect for Authority:** Students must respect and obey their teachers. In their role as educators, teachers dedicate their lives to enriching their students and assisting them to become intelligent young men and women with deep Christian principles and character. Therefore, the students shall address each teacher in a respectful manner. Talking back, words spoken under one's breath, rude gestures, and other similar actions are not tolerated.

**School Property:** The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts.

#### Off-Campus Conduct

The growth in virtue and maturity that each student pursues at Light of Christ Academy can't be limited to on-campus behavior. It concerns the student's entire life. When students are off-campus in their school uniform, they are representing Light of Christ Academy. Students should conduct

themselves in an orderly and respectful manner, as this will be a reflection on the school.

## **Field Trips**

Permission slips are sent home to be signed and returned to the teacher ASAP. Cell phones, iPod, iPad, or other similar objects are not permitted in the school and are not to be brought on any field trip. For all field trips each individual is to maintain the conduct expected of the Light of Christ Academy student. Students are required to wear the Light of Christ Academy uniform or gym uniform on a field trips, as directed by the principal.

### **Field Trips**

1. Field Trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written official permission slip, signed by the parent, is required before a student will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after a receipt of the permission slip.
9. A telephone call or fax will not be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride to and from the field trip with their class. It is expected that all students will meet at school before field trips and return to the school afterward unless special permission has been given by the teacher.
12. All monies collected for the field trip are non-refundable.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones. Participation of unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
14. To be an official chaperone one must be VIRTUS TRAINED, have had a background check, and have their license and proof of insurance on file in the office.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on a field trip, unless otherwise specified.
16. All chaperones must be 25 years of age or older.

### ***Field Trip Chaperones***

Chaperones on field trip are expected to guide students and adhere to the standards of Light of Christ Academy. Your help is needed and appreciated during field trips.

There are many instances where your help is critical to the success of the field trip.

For example, your help is needed to remind the children to show respect to the other

chaperones, guides, interpreters, etc.... Also, to be active listeners and to use quiet feet and whisper voices throughout the program. Thank you for volunteering to drive on field trips. Without your help we would not be able to go. All field trips are sanctioned by the school, and therefore Light of Christ Academy is held liable should anything happen during this time.

It is our policy that when transporting kids, even if you're driving your own child/children and no other students to and from a designated destination during school hours, any non-essential stops are prohibited. Gassing up the car, getting coffee, going to an ATM, etc...must be done before the kids get into your car. Check with the office to make sure we have a copy of both your proof of insurance and current driver's license on file before driving on any field trip.

## ***Discipline***

Light of Christ Academy seeks the integral formation of the whole student: human, intellectual, spiritual, and apostolic. This formation program includes motivating the will to pursue the good and the proper correction of that will when it goes astray.

Since parents are the primary educators of their children, Light of Christ Academy seeks the collaboration of each student's parents in the formation process of their children. If serious breaches in student conduct occur, the school may meet with the student and their parents about temporary or permanent dismissal from the school.

## ***Examples of Disciplinary Action***

**Writing Assignments:** Sentences or essays assigned for certain less serious infractions.

**Detention:** Time spent either in physical work or writing assignments on the day indicated by the principal, which may include Saturdays.

**Suspension:** Normally from one half to three days spent outside of school, depending on the severity of the infraction and the student's prior discipline record. The work assigned must be completed before the student is readmitted to Light of Christ Academy.

**Expulsion:** A student may be asked to withdraw from the school for extreme forms of misconduct or continual neglect of basic rules and expectations, either on or off the school property.

**Examples of Grave Infractions of Conduct Expectations:** The following infractions, among others, are considered examples of serious grounds for disciplinary action:

- Criticism of school regulations or display of habitual discontent, disloyalty, or ingratitude toward the school.
- Lying, disobedience, or lack of respect toward faculty members and students.
- Improper conduct outside school hours, especially when one's actions may cause scandal or damage to an individual or the school's reputations. i.e. Facebook, texting, tweeting, Instagram.
- Theft, including harming or destroying school property or of another student.
- Cheating on homework, special assignment, exams, or attempting to obtain copies of the exams before they are administered.
- Leaving campus during school hours without permission.
- Fighting, wrestling, or causing bodily harm to another student.
- Forgery of documents or parent's signature.
- Refusal to carry out disciplinary consequences

- **Bullying:** an unwanted, aggressive behavior as defined by [www.stopbullying.gov](http://www.stopbullying.gov). In order to be considered bullying, the behavior must be aggressive and include:
  - \* An imbalance of power, such as physical strength, access to embarrassing situations or popularity to control or harm others.
  - \* Repetition
- Bullying includes actions such as making threats, taunting, spreading rumors, attacking someone, but not limited to, physically or verbally, excluding someone from a group on purpose, repeated name calling and/or teasing and telling people not to be friends with someone.

### ***Items Brought to School***

Magazines, books, or toys that do not support the integral formation of the child, including, but not limited to, play toys, cell phones, iPod, iPad, radios, video games, pagers, and other such items that might distract students during school hours, including during recess, may not be brought to school. Such items will be confiscated and returned to the parent at a later time.

### ***Uniforms***

Light of Christ Academy requires its students to present themselves in a neat and clean manner at all times. The appropriate attire for the students at each grade level is described below. The required student uniforms may be purchased from the Schoolbelles Company catalog. PLEASE mark all clothing items clearly.

Teachers and the principal will determine any uniform infractions. Infractions may include missing uniform pieces, clothing, hair, jewelry and/or general appearance. Parents will be notified in writing about any infractions, signed by the parent and returned to school. Repeated infractions (5x/quarter) will result in the child's refused entrance into class until the discrepancy is corrected to the satisfaction of the school's principal.

The following is a list of discipline taken per quarter in regards to our uniform policy.

**1st Infraction through 3rd infraction:** A note goes home and needs to be signed and returned the following day.

**4th Infraction:** 1st through 3rd Infraction PLUS an essay written on responsibility.

**5th Infraction:** The student will not be admitted until the missing piece is brought back.

Any missing work during this wait period will need to be made up.

## Girls Uniform List

**TK-8th grade** girls are expected to maintain their uniforms and personal appearance in a neat and orderly fashion.

**Hair:** Clean and out of the eyes at all times.

**Socks:** Girls can wear white bobby socks that cover their ankles. No footies. They cannot have lace, beads, etc. on the cuff. White or burgundy knee socks or tights are acceptable. In the winter months, girls may wear either tights or socks, not both. (Sport socks only allowed at P.E.)

**Shoes:** Black shoes that can be polished should be simple slip-on, lace-up style, or with straps that buckle. Shoes with heels higher than 1” are not acceptable.

**Jewelry & Make-up:** The only jewelry allowed will be a gold or silver cross or a holy medal and watch. Girls with pierced ears may wear dime size or smaller earrings. Hair bows are to match the uniform or to be white, burgundy or black. No make-up, lipstick or nail polish is allowed.

**All girls are expected to wear black privacy pants shorts under jumpers and skirts.**

### TK-4th grade:

- Knee length or longer plaid jumper. No shorter than the middle of knee.
- White blouse with a Peter Pan collar.
- Black Continental Tie
- Burgundy Cardigan
- See above for Shoes and Socks.

### 5th-8th grade:

- Knee length or longer plaid skirt. No shorter than 1” above the knee.
- White oxford style blouse.
- Black continental Tie
- Burgundy Vest: August through October and April through June.\*\*
- Burgundy Cardigan
- See above for Shoes and Socks.
- **\*\*The vest is optional.** If you choose not to purchase a vest, the cardigan is worn year around.\*\*

## Boys Uniform List

**TK through 8th grade:** boys are expected to maintain their uniforms and personal appearance in a neat and orderly fashion.

**Hair:** is be cut and kept above the collar line. No spiked, dyed, bowl type haircuts or similar styles.

**Jewelry:** No jewelry is to be worn other than a watch and/or religious medal or crucifix.

**Shoes:** Black shoes that can be polished should be simple slip-on, lace-up style or with straps that buckle. Suede or patent leather shoes are not allowed.

**TK - 8th grade:**

- Black Trousers
- White button-down collar, broadcloth shirt.
- Black tie
- Black belt
- Black socks that cover the ankle. (Sports socks only allowed at P.E.)
- See above for shoes
- Burgundy Vest: Worn August through October and April-June\*\*
- Burgundy Pull-over Cardigan
- \*\***Vest is optional.** If you choose not to purchase one, the cardigan is worn all year.\*\*

**LONG SLEEVE CARDIGANS AND PULLOVERS WILL BE NEEDED FOR Mass Days, SCHOOL PICTURE DAY AND OUR ALL SCHOOL PROGRAM. NO EXCEPTIONS.**

**Boys and Girls Gym Uniform Requirements**

- Burgundy T-shirt\*\*
- Black athletic pants
- Tricot mesh black shorts
- White bobby or crew socks
- P.E. Shoes
- \*\*Purchased through [www.Schoolbelles.com](http://www.Schoolbelles.com) Light of Christ Academy's school # is S1529

**Spiritual Formation*****Spiritual Programs***

We encourage and work to cultivate in each child a desire for a personal relationship with Christ. Families are given the opportunity to attend Mass three mornings each week. Our classes have time in Adoration and opportunities for Confession each week.

Students establish habits of prayer, study the lives of the saints, participate in the liturgical seasons of the Church, memorize Scripture, learn and sing Latin hymns and prayers, and participate in a catechism competition.

Students and parents have the opportunity to celebrate Mass at St. Ann Church at 8:30 Tuesdays, Thursdays, and Fridays each week. We request that the students, attending Mass, sit as a class with their teacher. Place backpacks, outdoor shoes, lunch boxes near double doors past the office. While mass is not mandatory we encourage families to attend.

Each week, students of Light of Christ Academy participate in Perpetual Adoration at the St. Ann, Padre Pio Adoration Chapel. Eucharistic Adoration is a devotion where students adore the Most Blessed Sacrament. Being involved with this ministry helps students learn to make prayer and spending time with our Lord a greater priority in their lives.



## **Apostolic Formation**

### ***Apostolic Programs***

Light of Christ Academy believes that through acts of service we can form compassionate servant leaders who are attentive to the needs of others and who desire to spread Christ's love by serving the Church and those around them. We provide opportunities and encourage voluntary service. Our Montessori students begin their service by sharing what they cook in the Atrium to the staff at the parish and performing acts of service and assistance throughout the campus.

Upper Academy students assist younger children and adults in all areas of the school. They perform acts of service in the community and in the parish which includes setting up for the Right to Life Dinners, serving and reading at Mass, nursing home visits, food drives or packing baskets for the poor.

The fruits of this formation can be witnessed by any who enter our school building. Our students, without prompting, offer themselves in service to teachers and staff. They work and play together in community at recess, and thoroughly enjoy one another's company at all-school meals and performances.

We encourage a climate where children are well-mannered and kind to one another. Through the lessons of faith and virtue we practice daily it is apparent within the student body that we are building children of character and learning to live in a community of peace and love.

Our service projects change yearly depending upon the interest of the students. Some past projects include:

- Sponsor families through Catholic Relief Services at Christmas and Thanksgiving
- Letters and gifts to veterans and service members
- Set up for Right to Life dinner
- Nursing home visits
- Service at funerals and Masses
- Blessing bags for homeless veterans
- Letters and gifts to seminarians
- 40 Days for Life campaign
- Faith Freedom rallies
- Fundraisers for a Montessori School in Texas
- Random Acts of Kindness Activities
- Making cookies and cards for local first responders

### **Student Activities**

Extracurricular clubs and activities allow the student to develop human and social virtues in a different setting, sometimes within the local community. They provide an occasion to build friendship and enjoy social life, especially when they involve a community-focused effort. Since extracurricular activities are regarded as a valuable and important aspect of the total educational program, Light of Christ Academy encourages participation as a complement to regular school life. However, the student is expected to fulfill academic responsibilities, maintain grades and conduct standards. Homework not done because the student had an extracurricular activity the night before is grounds to hold them inside during recess or specials to complete. Early dismissal for participation in an extracurricular activity is discouraged and should be kept to a minimum.

## **Fundraising**

### ***Parent Involvement***

Each year, Light of Christ Academy has a big annual fundraiser in the spring. It is a dinner, silent auction and live auction. Parents and friends of the Academy begin in the fall to seek out items that will be put up for auction, sponsors for the event and donors that want to help the school.

### ***Ongoing fundraisers***

**Box Tops for Education.** It's a simple snip, snip, snip with your scissors and we have 10 cents of that will go towards gym equipment. There is a collection box inside the entry way. You can either take the form and paste them on or throw them in the collection box.

**Tyson Chicken** offers 25 cents for each label collected. The participating labels are on Tyson frozen chicken products.

**Aunt Millie's** bread labels are worth 5 cents for each label collected. Participating labels are found on Aunt Millie's bread and bun products.

**SCRIP.** Those who choose to support us through this program can do their regular shopping by purchasing cards to a particular merchant through us or on-line at home. A certain percentage of the purchase goes to Light of Christ Academy. Your cost is only the amount of the card(s) you purchase.

**Amazon Smile** -- Our teachers have created a school wish list on Amazon. To find the list, go to <http://a.co/7W2fH6X> or under you Amazon account, you can search for the list by typing in school@stannaugusta.org. Keep in mind that all purchases from the wish list need to be made from the smile.amazon.com website.

## **Medical Information**

### **Medication**

The Office of Emergency Management the State of Michigan mandates that:

- Light of Christ Academy personnel cannot administer "over the counter" drugs or aspirin nor are students allowed to administer these to themselves. Depending on the medication, 5th-8th graders who are able can administer meds themselves IF there is a Self-Administer form signed by the parent and the doctor on file. This form can be found in the office. The medication will be kept in the office until the time of administration and a staff member will witness the taking of the medication.
- Light of Christ Academy personnel are not permitted to diagnose an illness or take students' temperatures.
- Any medication needed throughout the day will be kept under lock and key in the office, along with parental permission forms. The medicine must be in its original
- container with the students' name and doctor's name and phone number.
- If prescribed, students must be on an antibiotic for 24 hours before returning to school to insure against any type of reaction, even if the student has been on the prescribed medicine before with no reaction.
- Students with allergies, diabetes, etc., requiring the use of an EpiPen, Benadryl or insulin shots will have to have an Action Plan and a Permission to Give Medication form filled out and signed by their doctor.

- These forms are available in the office and will be kept both on file in the office and in the student's classroom.

### ***Medical Examinations***

Since 1978, Michigan law requires that "each student upon entry into kindergarten or into a new school district involving grades 1st-12th possess a certificate of immunization at the time of registration. It is also required that an immunization assessment be completed for each sixth grade student." Public Health Code states that "any child registered for the first time in kindergarten or 1st grade shall present to school officials, a certificate of hearing and vision testing or screening of statement of exception". Your local health department offers this screening at no cost to families and children.

Students' records are reviewed, and if immunizations are needed, a notification letter is sent home. Parents are required to obtain the necessary immunization as soon as possible. PLEASE keep your child's immunization records, vision and hearing screening up to date.

On March of 2010, the MDCH (Michigan Dept of Community Health) implemented a new waiver policy. "Parents/guardians who wish to waive their child's immunizations will need to make an appointment with a nurse at KCHCS (Kalamazoo Community Health and Community Services). No waivers will be accepted unless they are signed by a nurse from KCHCS. A copy of the waiver will be provided to the parent/guardian to give to the school". If you have any questions regarding this policy, please call KCHCS @ 269.373.5264

KCHCS put into effect July 1, 2008, requires that the school "shall order the exclusion of a person who has a communicable disease or infection. When a communicable disease or infection that is preventable by vaccination occurs, the health officer will also exclude any individuals who are not vaccinated against said disease or infection. This exclusion will occur regardless of the reason for the lack of vaccination".

### ***Emergency Forms/Medical Consent Forms***

The Student Verification Form must be completed by parents and sent to the office within three days of receiving them. Light of Christ Academy has the right to deny a student from attending class if this form has not been returned within three days. It is important that the school be able to reach a parent or guardian during the school day. The school needs to know about the health concerns of the student in case medication or emergency care is needed.

In addition to the above, all students are required to have a St. Ann Medical Release form filled out and on file.

### ***Allergies***

Light of Christ Academy 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. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children 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 Light of Christ Academy, 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**

Light of Christ Academy 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, Light of Christ Academy 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**

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 parent will be called, and 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. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

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.

### ***Sickness***

The State of Michigan Health regulations require us to submit a weekly report of how many children are sick and with what. Cold, headaches, bronchitis, flu, etc. If your child is sick, please let us know with what.

The State of Michigan Health regulations state that students who are suspected of having the following conditions MUST NOT be in school:

- Impetigo (a skin infection usually found at the corner of the mouth)
- Conjunctivitis (pink eye)
- Chicken Pox
- Lice
- Fleas
- Ringworm

It is mandatory that we report to the Health Department every Friday. Communicable diseases need to be reported to the office immediately.

Parents will be notified, and children sent home if any of the following occur:

- Vomiting
- Fever
- Diarrhea
- Any Head injury

A child must be free of symptoms for 24 hours before returning to LCA. Remember when your child is in a school setting, the teachers are responsible for all the children enrolled and must maintain standards which offer as much protection as possible for each child's health.

### ***Injury***

Any accidents occurring on school grounds will be immediately reported to the office. Parents will be contacted and an accident report will be completed and filed. If emergency care is necessary and the parents or family physician cannot be contacted, the school will obtain the necessary treatment by utilizing the written permission consent form for emergency care. This consent form is on file in the office.

### **Technology Concerns**

#### ***Harassment***

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

#### ***Bullying and Cyberbullying***

Light of Christ Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest on online**) face detention, suspension, and/or expulsion.

#### ***Instagram***

Photos and captions on a student or parent's Instagram account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

#### ***Sexting***

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

## ***Blogs***

Engagement in online blogs such as, but not limited to, MySpace.com, Facebook, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, faculty, the other students or the parish.

## ***Texting and/or Tweeting***

Students involved in possession or transmission of inappropriate "talk" about other students, faculty, school or parish staff will face detention, suspension and/or expulsion.

## ***Virtual Reality Sites***

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com) and [www.secondlife.com](http://www.secondlife.com), etc. pose a development and moral risk to the life of a students. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory way will face detention, suspension or expulsion.

Cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.



TELECOMMUNICATIONS USE AGREEMENT & RELEASE FORM

We, (parents and students) have read and understand all of the above. We, (parents and students) also understand and accept the consequences of the student(s) actions should they choose not to follow the rules and code of ethics pertaining to their use of computers on the grounds of Light of Christ Academy.

Date \_\_\_\_\_

Signature of Parents \_\_\_\_\_

Please tear this out and send it in to the office. Students will not be able to use classroom computers if this is not signed and on file.

Thank you.



Parent/Student Agreement Form

Yes, I did receive the 2018/2019 Parent/Student LCA Handbook.

I have read the 2018/2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_