



# Lumen Christi High School

8110 Jewel Lake Rd, Anchorage, AK 99502

[www.lumenchristiak.org](http://www.lumenchristiak.org)

## *Parent/Student Handbook* 2023-2024

*“A Catholic school must make a specific contribution to the Church, must train young men and women to assume tasks in the service of society and to bear witness to their faith before the world and must set up a real community which bears witness to a living Christianity.”*

*Saint Pope John Paul II, October 7, 1979*

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The most recent copy of this Parent/Student handbook is available online at [www.lumenchristiak.org](http://www.lumenchristiak.org) under the “Admissions” tab.

# **Lumen Christi High School**

## **Founded 1996**

**Accredited:** **Cognia through June 2027**

**Member:** **Archdiocese of Anchorage-Juneau**  
**National Catholic Educational Association**  
**Alaska Schools Activities Association (ASAA)**  
**Alaska Christian Schools Activities Association (ACSAA)**  
**Alaska Association of Student Governments (AASG)**

### **Our History**

In March 1996, board members, parents, and future students came together to gut and reconstruct a building to accommodate the first 33 students. Lumen Christi first opened in September 1996 on Fireweed in the Anchor building across from the Fireweed Theater. It opened with four teachers, a teaching principal, a secretary, and 33 students. However, for the first few months, the school met in the education center at the Holy Family Cathedral. At first, the school served grades 7-10, however, by 1998 Lumen had expanded to 11th and 12th grade. In 1999, the first senior class graduated with three students.

In 2000, the school was moved from Fireweed to Jewel Lake Road and the school became a ministry of St. Benedict Parish. A few years later, a new NBA-regulation-sized gym was added to the building.

For over 25 years, Lumen Christi has provided a rigorous Catholic education in a Christ-like environment. Small class sizes, high academic standards, peer mentoring, a strong faith education, extracurricular activities, and community service and leadership opportunities make Lumen Christi a perfect option for families looking for a different school environment.

### **Non-Discrimination**

Lumen Christi High School does not discriminate on the basis of sex, race, color, national or ethnic origin in admissions or in the administration of its educational policies, scholarship and loan programs, athletic programs, or other school-administered programs.

## **The Handbook as A Contract**

By entering Lumen Christi's school community, students accept the responsibility of acting as persons who believe in and live by Christian principles and values. This attitude is shown by:

- a respect for the Catholic faith
- an awareness of the value and dignity of each person
- a respect and concern for others in the classroom, hallway, and school areas
- a respect for school property
- a respect for faculty members at all times
- adherence to rules in this student handbook

Since parents have primary responsibility for the education of their children, parental support for Lumen Christi is essential. Parents and students are expected to abide by and accept the contents of this Handbook, including the "Parent/Guardian Agreement," **found in Appendix B**, and the "Parent/Student Pledge and Contract" **found in Appendix E**.

## **Our Mission Statement**

As a ministry of St. Benedict Parish, Lumen Christi High School provides a rigorous Catholic education in a Christ-like environment.

## **Our Philosophy**

We are called to proclaim the Gospel of Jesus Christ,  
to build community, and to serve our brothers and sisters.

We are united in our Core Values of  
*Living Faith, Celebrating Family, and Achieving Excellence.*

## **Our Core Values**

### ***Living Faith:***

- We deepen our Catholic Faith while learning from and respecting the beliefs of others.
- We seek to teach as Jesus did – challenging, loving, and guiding our students.
- We serve our community as Jesus would serve – with compassion, reverence, and justice.

### ***Celebrating Family:***

- We support parents in their role as the first educators of their children in the Catholic Faith.
- We respect the dignity and worth of every person as a unique creation of an all-loving God.
- We strive to be financially accessible to families willing to adhere to our core values.

### ***Achieving Excellence:***

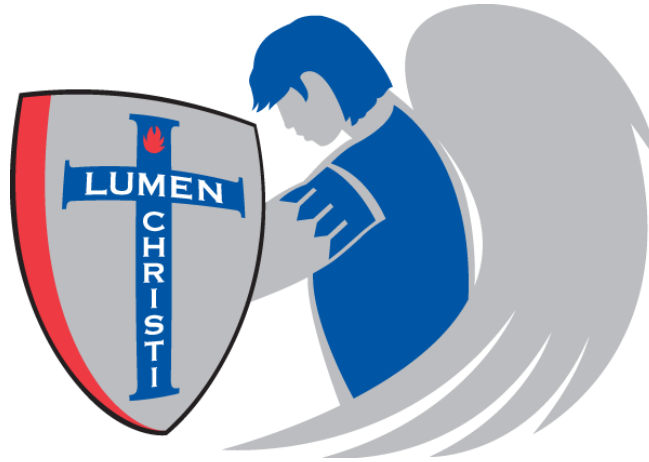
- We focus on our students' spiritual, intellectual, emotional, social, and physical needs.
- We are committed to producing graduates who act with integrity and self-discipline.
- We develop students who are passionately faithful, intellectually astute, and socially responsible.

## **Attributes of Our Graduates**

Lumen Christi graduates:

- Have a worldview centered in the teachings of Jesus Christ
- Are servant leaders in the Church, community, and society
- Strive to live justly and value service to others before self
- Are confident and prepared for life's challenges
- Communicate effectively, think critically, and solve problems
- Respect the value and dignity of others as made in God's image

## Our Mascot



Lumen Christi's mascot is the Archangel. The Catechism of the Catholic Church (334-336) states, *"the whole life of the Church benefits from the mysterious and powerful help of angels. From its beginning until death, human life is surrounded by their watchful care and intercession. Besides each believer stands an angel as protector and shepherd leading him to life. Already here on earth the Christian life shares by faith in the blessed company of angels and men united in God"*

St. Michael is the leader of all the angels and so earns the title, "Archangel." He has four main responsibilities including combating Satan, escorting the faithful to heaven at the hour of death, being a champion of all Christians, and finally to call all people from their life on Earth to heavenly judgment. Today, St. Michael is often called upon for protection. At Lumen, our students end our day in prayer to the angel above all other angels, St. Michael the Archangel.<sup>1</sup>

## Our School Prayer

**Saint Michael the Archangel, defend us in battle,  
be our protector against the wickedness and snares of the devil.  
May God rebuke him we humbly pray;  
and do thou, O Prince of the Heavenly host, by the power of God,  
Cast into hell, Satan and all the evil spirits  
who prowl around the Earth seeking the ruin of souls.  
Amen.**

## Our School Colors

Our school colors are Navy Blue and White. Sometimes, we incorporate silver or grey into our spirit wear and uniforms. The cross in our Lumen Christi High School logo can either be red or white. These are the only colors allowed to ensure consistent branding of our school.

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<sup>1</sup> From Catholic Online, Saints and Angels found at [https://www.catholic.org/saints/saint.php?saint\\_id=308](https://www.catholic.org/saints/saint.php?saint_id=308)  
Handbook: 11.15.22

## **Archdiocese of Anchorage-Juneau**

### **Shared Vision for Catholic Schools**

Catholic schools in the Archdiocese of Anchorage-Juneau consistently provide a quality academic, faith-based education; promote social justice; respect the dignity of each child's spiritual, moral and physical development; and work collaboratively with the family and community to develop discerning minds deeply committed to the Gospel values of Jesus Christ.

### **Goals of Archdiocese of Anchorage-Juneau Schools**

1. To provide a safe learning environment for students and staff.
2. To provide sound religious instruction that enables our students to acquire a knowledge and appreciation of our Catholic faith in beliefs and actions.
3. To provide an atmosphere that stresses the importance of self-discipline, enabling our students to develop a sense of responsibility towards self and others.
4. To provide a strong academic program emphasizing the development of creative and thinking skills.
5. To provide students opportunities to live out the Catholic faith through action in the local and world community.
6. To encourage in our students a Christian awareness of our world and of our global interdependence.
7. To encourage our students to express through their actions, concern for all God's people and for the marvels of His created world.
8. To encourage our students with opportunities to practice responsible stewardship of the world and its resources.
9. To assist the parents in meeting their responsibility as primary faith educators of their children.

### **Safe Environment**

In order to ensure the safety of all participating children, the Archdiocese mandates all Archdiocesan schools follow the Safe Environment Program outlined below.

1. All students must receive Safe Environment training annually.
2. Parents who refuse to allow their child to attend this training must sign a "Parental Waiver Form" and be offered the material to take home and review.
3. All parents must be offered Safe Environment training annually.
4. All volunteers who have regular contact with minors or vulnerable adults (including parents driving for field trips or doing any activity that places them alone with school children) must:
  - a. Have a criminal background check completed prior to volunteering and be updated every five years.
  - b. Complete the online Safe Environment training found at:  
<https://www.archdioceseofanchorage.org/safe-environment/adult-online-training-program/>
5. All parish and school staff members must have a criminal background check completed prior to the start of their job and updated every five years. This includes all paid and unpaid staff. All school staff who have regular contact with students must also take the Safe Environment training every two years. Employment is contingent upon completing these requirements.

## **School Governance and Support**

### **General**

Lumen Christi is established to carry out the teaching ministry of the Catholic Church. As such, the religious and academic programs are, and shall at all times continue to be, in accordance with the teachings and laws of the Roman Catholic Church as executed by the Catholic Archbishop of Anchorage-Juneau.

### **Archdiocese of Anchorage-Juneau**

The Archbishop of Anchorage-Juneau oversees all Archdiocesan parishes and schools, including Lumen Christi High School. The Archbishop has delegated this responsibility to the Archdiocese Office of Catholic Schools.

### **Parish**

The Archbishop appoints a Pastor or designee to manage each parish within the Archdiocese. Lumen Christi High School is a ministry of St. Benedict Parish, and thus falls under the authority of the St. Benedict Parish Pastor or his designee.

### **School Board**

The Lumen Christi Consultative School Board (hereinafter known as “the Board”) is established to assist the Pastor of St. Benedict Parish and the School Principal by providing advice and counsel in the following areas:

- Strategic Planning
- Policy Formulation
- Evaluation of Plans, Mission Effectiveness, and Board Self Evaluation
- Institutional Advancement and Development
- Financial Planning and Financial Management
- Communication and Mission Enhancement

Board membership consists of between nine (9) to eighteen (18) members for four-year terms. The Board has no authority for formulating policies separate from the Pastor or Archbishop and has no responsibility with regards to staff/personnel or students.

### **Principal**

The Principal is appointed by the Pastor, after consultation with the Board. The Principal serves as leader of the school community, integrating the philosophy, goals and objectives of the school with those of the Archdiocese and the Board, especially in the faith formation and on-going development of students and faculty. It shall be the responsibility of the Principal to ensure the highest possible quality of education in the school, to maintain accreditation, to supervise the educational programs in each grade in accordance with the policies of the Archdiocese and the Board, and to attend Board meetings. The daily operation of the School is the responsibility of the Principal. The Principal is accountable to the Pastor and the Archbishop through the Archdiocese Office of Catholic Schools.

### **Parent Support**

All parents/guardians are expected to support Lumen Christi through volunteer “Share Hours.” These hours are critical to the success of many Lumen Christi activities. At the beginning of each school year,



parents are asked to read and sign a Share Hour Agreement (see **Appendix D**). In this agreement, parents agree to perform a minimum of 40 hours of service to the school (20 hours for single parent families) via fundraising and volunteer activities. At least 50% of these hours must be in fundraising for the school. The Share Hour Agreement should be read thoroughly by parents before signing.

## **Faith Life at Lumen Christi**

*“Let it be known to all who enter here that Jesus Christ is the reason for this school, the unseen but ever-present teacher in its classes, the model of its faculty and the inspiration for its students.”*

This greeting welcomes all who enter our school, including those from all walks of life and from all faith backgrounds. We are called and inspired by Christ himself to educate morally, mentally, and physically—body, mind, and spirit. We strive to fulfill our mission each day, “to provide a rigorous Catholic education in a Christ-like environment.”

### **Expectations**

See **Appendix A, Statement of Faith and Understanding**, for student and parent acknowledgement.

### **Campus Ministry**

Lumen Christi High School’s campus ministry program is to enable students to integrate their faith with their daily living. It is the special responsibility of the Campus Minister to find ways and means to meet the spiritual needs of the students. He/she has the main responsibility for planning school liturgies and for preparing celebrations of the seasons of Advent and Lent. The Campus Minister is a special resource person for Faith in Action hours and service projects. He/she works closely with the administration, faculty, and especially the theology department in order to provide for the presence of a Christian atmosphere and value-system in the school. Additional responsibilities of the campus minister include (but are not limited to) providing for prayer groups, prayer services, and one-on-one counseling.

### **Mass**

The celebration of the Holy Mass is central to the Catholic faith. Depending on the schedule of the St. Benedict’s Parish priest, optional daily Mass is celebrated during the week in the Chapel of the Archangels in the school building for anyone wishing to attend. School Masses are celebrated weekly, typically on Fridays at St. Benedict’s Parish. Respectful and attentive participation is mandatory for all faculty and students. We emphasize student participation in all areas of the liturgy. The student choir sings at all liturgies and students serve as lectors, altar servers, and extraordinary ministers of Holy Communion. We hope that our liturgies will inspire students to become actively involved at their parishes, and we strongly encourage students to become leaders of their parishes’ youth organizations.

### **Prayer**

Communal and private prayer is essential in forming an intimate relationship with Christ and thereby being transformed by His loving presence. Therefore, great emphasis is placed on prayer throughout the entire school day. Every school day begins with a student leading prayer over the intercom, in addition to the Pledge of Allegiance and morning announcements. Academic classes regularly begin in prayer, led either by teachers or students. Conferences, meetings, sports competitions, and even athletic practices should include time for prayer. We often come together as a school faith community to pray novenas as well. Our school day ends in prayer, reciting the St. Michael the Archangel prayer in the closing minutes of the day.

### **Reconciliation**

Depending on the schedule of the St. Benedict’s Parish priest, the Sacrament of Reconciliation is offered at least once a week throughout the school year. Twice a year, during Advent and Lent, the Campus

Minister organizes reconciliation services for all students. Numerous priests minister the Sacrament of Reconciliation to students in a moving ceremony at St. Benedict's Parish. We hope that the powerful experience of God's forgiveness through the sacrament in a school setting will inspire students to celebrate the sacrament regularly in their parishes and for the rest of their lives.

### **Retreats**

Retreats are planned and scheduled for students each year. In August, seniors participate in a two-day, one night "Servant Leadership" retreat in order to set the expectations as school leaders during their final year at Lumen. In September, all high school students go on a two-day, one night retreat to St. Therese's Camp in Wasilla to form together as a faith community and share in spiritual activities. While the high school students are out of the building during this time, the school staff will organize some retreat-like activities for the junior high students during the school day.

The Campus Minister will also organize grade appropriate retreats for high school students and for sports teams. For example, the 10th grade class will traditionally attend the St. Benedict's "Winter Retreat" scheduled each year over the President's Day weekend (Fri-Sun).

### **School and Class Wide Charity Drives**

Often, our school organizations promote charity drives throughout the school year. The purpose of these drives is not only to raise money for important charities, but also to help students form solidarity with our brothers and sisters who are suffering throughout the world and provide options for the poor and vulnerable. School and class wide charity drives include Operation Rice Bowl, "Stuffing Drive," the Senior Class Penny Drive, and many others. All students are expected to actively participate in these charity drives.

### **Faith in Action Program**

The Faith in Action Program at Lumen Christi facilitates student learning and development through meaningful service experiences, while allowing the school to positively impact our community. The Faith in Action Program seeks to enable our students to provide needed assistance to the school, to the church/parish, the Archdiocese of Anchorage-Juneau, Anchorage community agencies, and to the people served by the Archdiocese and those community agencies.

Faith in Action Service Requirements are:

7 <sup>th</sup> and 8 <sup>th</sup> grades	10 hours per semester/20 hours per school year
9 <sup>th</sup> and 10 <sup>th</sup> grades	15 hours per semester/30 hours per school year
11 <sup>th</sup> and 12 <sup>th</sup> grades	20 hours per semester/40 hours per school year

Faith In Action Expectations Include:

1. **1/3 of a student's hours should be School hours.** This is your way to support your school. These activities can include volunteering to give tours during Open Houses, selling concessions, helping at sporting events, working at the Gala, campus ministry activities, etc.
2. **1/3 of a student's hours should be Church/Parish hours.** This is your way to support our faith community. These activities can include being a lector, extraordinary minister, altar server, singing in the choir, helping out at a parish clean up, volunteering at the Archangel Attic,

participating in a parish service project, etc. Students who are not a member of a parish or congregation are still required to complete their semester and annual requirements.

3. **⅓ of a student's hours should be community based, primarily with non-profit organizations.** This is your way to support our Archdiocese and community agencies. These activities can include supporting Clare House, Bean's Cafe, Hickel House, American Red Cross, Arthritis Foundation, Special Olympics, etc.
4. Babysitting, classroom clean-up, household chores, and work completed for serving detention do not meet the criteria for Faith in Action hours.
5. This service time begins during the summer and can be included in the requirements for the first semester.
6. Students will complete a Faith in Action Form (see **Appendix H** for examples) to properly document hours completed, which includes an opportunity for personal reflection.
7. Faith in Action hours may count toward 10% of a student's Theology class grade.
8. Completion of Faith in Action hours is required from all seniors in order to receive their signed diploma and final transcript.

## **Admissions Process and Procedures**

### **Application Process**

Applications will be accepted throughout the year. Lumen Christi's general policy is to close enrollment on the 2nd Friday of the semester (fall or spring) to all transfer students in South Central Alaska school districts. Transfer students from out of state or other parts of Alaska may be considered for enrollment on a case-by-case basis. Applications will be considered and prospective new students accepted based on several requirements:

1. Complete enrollment packet (application, health records, previous school records, financial plan, etc.)
2. Math and Language Arts Assessments
3. Student and Parent Personal Interview with the School Principal
4. Reference check (at least one reference will be called)
5. Registration fee of \$100 (\$250 for international students)

Out of fairness to students, students who test more than one grade level below their current grade in any entrance assessment may be placed in the lower grade and/or directed to a school that will better provide for their educational needs. Lumen is not an interim school for students expelled from the public school system. Talents, attributes, motivation, and special interests are also important as Lumen Christi seeks to accept students with well-rounded interests in life, both inside and outside the classroom. Lumen does not have a Special Education department. Students with IEPs may be accepted, but Lumen will not put in place formal IEPs for students.

### **Religious Considerations**

Although Lumen Christi High School admits both Catholic and non-Catholic students, all students are required to complete the theology curriculum and to participate in activities related to the Catholic identity of Lumen Christi. Students and parents are expected to abide by the "Lumen Christi High School Statement of Faith and Understanding," **found in Appendix A.**

### **Part-Time Students**

Lumen Christi may admit a limited number of part-time students at the discretion of the Principal. The total number of part-time students will not exceed 5% of the student body. The tuition costs for such students will be pro-rated, per Principal recommendation.

## **International Student Program**

### **General**

Lumen Christi High School is certified as a Student and Exchange Visitor Program (SEVP) school under the U.S. Immigration and Customs Enforcement (ICE) bureau of the Department of Homeland Security. As such, the school is authorized to issue ICE Form I-20 “Certificate of Eligibility for Nonimmigrant Student Status” to international students who apply for and are accepted into our school program. Lumen Christi uses the Student and Exchange Visitor Information System (SEVIS) to administer and maintain information on nonimmigrant international students.

### **Definition**

F-1 nonimmigrants are foreign students coming to the United States to pursue a full course of academic study in a SEVP-approved school. Lumen Christi is only authorized to enroll students for the purpose of the F-1 program.

### **Application Process**

International students interested in this program must:

1. Submit a full and complete application for enrollment by May 15<sup>th</sup> of the year enrollment is requested. This includes transcripts, health records, school records and registration fee.
2. Complete a Test of English as a Foreign Language (TEOFL) at a certified and approved testing site, and provide results to LCHS.
3. Submit proof of financial suitability (bank account statement(s) or other documentation - this information is kept confidential with the Principal.)
4. Conduct an interview with school staff, usually via Skype, FaceTime or Zoom.
5. Complete a math placement test (arrangements made with the school.)

Once an applicant is accepted for enrollment into Lumen Christi by completing numbers 1-5, above, the designated school official (DSO) will create a student record in SEVIS and issue a Form I-20. This signed, original I-20 will be sent via mail directly to the student (no electronic I-20s can be issued).

Once the student receives the I-20, he or she must pay the I-901 SEVIS fee at FMJFee.com and apply for the student visa from the US Department of State. This usually means a personal visit at the local US embassy or consulate in the student’s home country.

### **Arrival and Course of Study**

If the student F-1 visa is approved, the student can arrive in the United States no earlier than 30 days before the start of the academic program. The student will present their original Form I-20 and valid student visa to the U.S. Customs and Border Protection officials at the port of entry.

The student will report to Lumen Christi upon arrival in order to verify paperwork and visa status. The student must take a full course of study at Lumen, not work, and remain in good standing for the duration of the dates of their program. International students are held to the same standards of behavior and conduct as other Lumen students.

### **Transfer**

Students who graduate from Lumen Christi have the option of returning to their home country or transferring to another SEVP-certified school. Students returning to their home country have 60 days to depart the United States after the completion of the program.

## Academic Policies and Procedures

### **Curriculum**

The curriculum of Lumen Christi High School is based on Lumen's Mission Statement, Core Values, and Philosophy. Central to this document is the commitment to preparing young men and women to practice and bear witness to their faith. The curriculum reflects this commitment by providing a Christ-centered learning experience grounded in the teachings of the Roman Catholic Church and in respect for the unique person created in the image and likeness of God. Students learn to seek sanctification, use their talents, and follow social doctrine in the light of Catholic values.

This commitment is the context for Lumen Christi's dedication to academic excellence. The pursuit of scholastic excellence is the means by which Lumen Christi students develop the knowledge, talents, skills, and character to support the Church's mission on earth. The curriculum challenges students intellectually, develops their logical and critical thinking skills, and instills in them the habits of discipline and sense of responsibility they will need for success in higher education as they prepare to take up their tasks in the service of society.

Courses at LCHS cover a full range of studies: theology, language arts, history/geography, advanced math and science concepts, and electives. This curriculum meets or surpasses all state requirements.

### **Seventh and Eighth Grade Courses**

Theology	Social Studies
Language Arts	PE
Math	Spanish (8 <sup>th</sup> grade)
Science	

### **Ninth through Twelfth Grade Basic Required Credits**

Theology	4
Language Arts	4
Social Studies/Economics	4 (Must have Alaska Studies and Government of .5 credit each)
Mathematics	3
Science	3
Physical Education (PE)	1
Health	.5
Electives	<u>3</u>
<b>Total</b>	<b>22.5</b>

Students will meet or surpass Alaska State requirements for graduation.

Students participating as a player in a full season of a high school sport (grades 9 – 12) may receive up to .5 PE credit for participation. In order to receive credit or a waiver, the students must actively participate in 85% or more of all practices and games. Loss of sports eligibility due to grades or the inability to participate due to illness or injury may affect a student's ability to receive credit. The maximum PE credit that can be earned by sports participation during the total high school experience is 1.0 credit. Credit is pass/fail. Students must be pre-approved and work with the Dean of Academics and the Athletic Director in order to receive credit or a waiver.

The maximum number of external credits that can be earned in a school year is 1.0, with the exception of a credit recovery program. Other exceptions will be based on pre-approval by the Dean of Academics and the Principal. The highest grade a student can receive in a credit recovery course is a 'D'. An online class cannot be taken to replace a Lumen class that can fit in a student's schedule. These measures ensure that a student receiving a Lumen Christi diploma has met its high standards.

### **Grading Standards**

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0 – 59%	F

### **Advanced Placement (AP) and University-Level Classes**

Occasionally, Lumen Christi will offer Advanced Placement (AP) classes. Some students may be able to take AP classes online as well. The grading scale for AP classes (and approved university-level classes) is:

87-100%	A
77-86%	B
68-76%	C
60-67%	D
0 – 59%	F

Additionally, any student that does not take the AP exam at the end of the course will have the AP designation on their transcript changed to "Honors."

### **PowerSchool**

Parents/guardians and students will have continuous access to digital grade reports for all. Each teacher maintains their assignments and individual student grades on PowerSchool. Parents/guardians students can access these grade reports online or via the PowerSchool mobile app.

### **Student Grade Reports**

Progress reports are issued in the ninth or tenth week of each quarter. Only semester grades are recorded and become a part of the student's permanent transcript.

### **Parent/Teacher Conferences**

Formal Parent/Teacher Conferences will be held midway through each semester. Please refer to the school calendar for exact dates. Additional conferences may be scheduled with teachers by appointment, especially when a student is struggling and/or doing poorly in school.

### **Add / Drop of Classes**

Classes must be added and/or dropped before the end of school on the second Friday of the semester. If a student drops a class and there are not enough students for on-ground instruction, the other students may be moved to another class. There shall be no adding and/or dropping of classes after the second Friday of



the semester. Except for extenuating circumstances approved by the Dean of Academics and the Principal, any class dropped after the second Friday of the semester shall become a W/F on a transcript.

### **Study Hall**

Study hall is an academic opportunity for students during the 7<sup>th</sup> period of the Lumen Bell Schedule. Students are assigned to a teacher's classroom for accountability and attendance purposes. This block time should be used by students to study and do academic work: homework, projects, etc. This is not a "free" period. The students are allowed to seek assistance from other teachers in the building, but only after getting permission from their assigned study hall teacher. Lumen Christi does not award academic credit for study hall.

### **Testing Program**

Lumen Christi has an active standardized testing program. Junior high students will take the PSAT 8/9 assessment in the Spring semester, while students in the 9<sup>th</sup>-11<sup>th</sup> grades will take the PSAT assessment in the Fall semester. Parents will receive the results of the PSAT tests at either parent/teacher conferences or they will be sent home with the student. Juniors and seniors considering college and scholarship applications are highly encouraged to take the SAT or ACT at least once. Juniors will take the ASVAB in school during the spring semester.

Additionally, students in Theology 8 and Theology 11 will take the NCEA:Information for Growth Assessment for Child/Youth Religious Education (ACRE) test during the spring semester. This standardized assessment helps evaluate the school's theology program.

### **Final Exam Schedule**

Lumen Christi typically administers final exams over the course of two days in both the fall and spring semesters. The exam daily schedule is:

- Day 1: Periods 1, 2 and 3
- Day 2: Periods 4, 5 and 6

### **Failures**

Students who fail a subject at the semester are required to make up the credit and/or class prior to graduation. Students will coordinate credit recovery options with the Dean of Academics.

### **Academic Warning**

Students who fail to maintain a 2.0 GPA during a semester will be issued an academic warning. The Principal may assign students on academic warning to tutoring at the parent's expense. Lumen may not be the right academic fit for all students. If a student is not able to successfully improve grades to above a 2.0 GPA after three semesters, they may be academically dismissed from the school at the discretion of the Principal.

### **Academic Dismissal**

Lumen Christi High School works hard to promote strong academics and may not be the right fit for every student. Students with more than 3 Fs during a semester shall automatically be dismissed from school. Students who are on academic warning for three consecutive semesters may be dismissed from the school if the Principal believes Lumen Christi is not the appropriate academic fit for the student.

### **Academic Honesty**

As honesty is a fundamental expectation of a Catholic community, honesty in academic work is a fundamental requirement for a Catholic school. Academic dishonesty is a violation of justice (in that it prevents fair evaluation) and a subversion of the educational process (in that it conceals weaknesses that should be strengthened). Lumen Christi High School will not tolerate academic dishonesty.

A student can be academically dishonest in several ways, including but not limited to:

1. Plagiarism - use of the language or ideas of another as if they were one's own. Cutting and pasting information from web sites or print sources without correct citation is plagiarism.
2. Copying another's answers or providing answers in examinations, tests, quizzes, take-home tests, research papers, term papers or lab work;
3. Discussing answers during in-class tests or take-home tests;
4. Using "crib notes", prepared tests or other unauthorized material as substitutes for study and expected test preparation;
5. Attempting to secure copies of a test or examination before the test or exam date;
6. Being in possession of a copy of a teacher-made test or testing materials before the test or exam date;
7. Using answer keys to copy answers (online or paper) to assignments;
8. Resubmission of previously graded work, even a student's own work, for a new course without agreement of new instructor;
9. Submission of the same paper for two courses without the agreement of both instructors;
10. Impeding the academic progress of other students by such means as removal or misplacement of materials, theft or damage to equipment, or stealing or defacing another's work; and/or
11. Having parent/guardian/sibling/peer complete work on behalf of a student.
12. Using any type of AI (Artificial Intelligence) generated materials.

The penalty for academic dishonesty is an automatic "F" for the assignment. Repeated violations of academic dishonesty may be grounds for dismissal. Students who are in violation will be subject to dismissal after 3 violations (total). Junior High students entering High School will enter with a clean record.

### **Disciplinary guidelines for Academic Dishonesty**

**1<sup>st</sup> Violation:** Parent is notified by the Principal and a copy of the policy is sent home. Student receives a zero for the assignment.

**2<sup>nd</sup> Violation:** Principal and teacher meet with the parent and student. A copy of the policy is signed by all parties. Additional consequences may be determined at the parent, student, and Principal meeting. Student receives a zero for the assignment.

**3<sup>rd</sup> Violation:** Dismissal.

The Principal retains the final judgment in all matters of academic dishonesty.

### **Late Work and Incomplete Grades**

Homework and projects are due on the date specified by a teacher. If a student is absent from class on the day an assignment is due, it is due immediately upon the return of the student. Students are expected to make up any missed tests and quizzes the day they return to school unless prior arrangements have been made with the teacher. See teacher syllabus for individual arrangements, as these can supersede handbook guidelines.

A grade of Incomplete may be given by a teacher at the semester for students who have had extended absences due to extenuating circumstances. At the end of the semester, an Incomplete can only be given with the approval of the Principal and completion of the necessary paperwork.

### **Online Coursework**

Lumen Christi High School accepts only certain online courses for credit. Currently, we accept courses from Archdiocese of Miami Virtual Catholic School, Virtual High School, and North Dakota Center for Distance Education. As a general policy we only award credit for academic courses with some exceptions for fine arts and technology. As a community of learners, being present for in person classes at Lumen is part of the academic process. **Courses that could fit into the student's regular schedule in person at Lumen cannot be taken online.**

Students who have an open period to work on an online course will be expected to use that time to work on the course. Failure to do so may result in the student being prohibited from taking another online course during the school day.

Lumen tracks online students based on "staying current" not on the grade posted in the online class they are taking (Health, for example). This is because most of these programs don't show zeros for missed assignments until the end. **The school checks student progress weekly so students need to submit a minimum of one assignment a week to be current in most classes.** Most classes have about 15 total assignments so this is a pretty reasonable pace. Powerschool grades during the school year are assigned as follows:

100% = no assignments behind  
90% = 1 assignment behind  
80% = 2 assignments behind  
70% = 3 assignments behind  
50% = F = > 4 assignments behind

The student's final grade is the one received from the class itself once completed.

Students cannot take an online class to change the grade for a course taken from Lumen unless they are taking a Credit Recovery Class to replace a failed class. The highest grade a student can earn in a credit recovery class is a D.

No more than 1.0 credit may be earned per semester from online courses without permission of the Dean of Academics. It is the student's responsibility to provide the school with proof of completion. All courses being used for graduation must be completed and grades submitted by April 30th.

A course approval form must be filled out and submitted to the school and approval received prior to beginning a course. In general courses are billed and collected by the online provider and are the responsibility of the parent/guardian. In some situations, the school may purchase the course for the student and the parent's Smart Tuition account will be billed.

**Note to student athletes:** The NCAA has very strict guidelines regarding credit for courses taken online. Some online courses may not be approved by the NCAA. Before enrolling in any online course, be sure to check with your athletic director to determine if the online course that you are considering is approved for credit by the NCAA.

Students desiring to enroll in an online course(s) are required to complete the Request to Enroll in an Online Course from the Dean of Academics. All courses must be pre-approved by the Dean of Academics in order to receive credit at Lumen Christi.

### **Dual/Co-Enrollment**

The State of Alaska provides opportunities to dual-enroll or co-enroll in a home school, correspondence, or distance learning program like MatSu Central, Personal Alternative Choices in Education (PACE), Raven Homeschool, etc. These programs often provide a financial allotment for electives, academics, and enrichment activities beyond Lumen Christi's curriculum. This allotment can often be used for a student's extended learning needs like extra tutoring, computers, robotics, etc. Additional activities can include speech, physical education, music, art, theater, etc. This allotment may NOT be used to pay for Lumen tuition or any fees towards Lumen.

These programs require enrollment in additional courses and completion of an Individual Learning Plan (ILP). Student progress is monitored by the program staff. Lumen staff monitors progress if Lumen Christi is granting credit for this additional coursework.

Families wanting to pursue this option should contact these programs directly. We do not partner with any of these programs, but do recognize that they can help augment the Lumen curriculum in certain circumstances.

Students and families wishing to receive Lumen credit through participation in a dual/co-enrollment program must coordinate with the Dean of Academics prior to starting the program.

### **University of Alaska Fairbanks eCampus *Alaska Advantage* Program**

In November 2019, Lumen Christi signed a five year agreement with the University of Alaska Fairbanks (UAF) eCampus *Alaska Advantage* Program. This program allows eligible Lumen Christi juniors and seniors to enroll in and complete UAF online college courses while attending Lumen Christi. Only 100 and 200 level courses may be taken. Juniors can take one course per semester and Seniors can take two courses per semester. Eligible students must be in full time status at Lumen, possess a minimum 3.2 GPA, and have demonstrated prior successful completion of an online course. More information about this program can be found here: <https://ecampus.uaf.edu/advantage/>

Students and families wishing to participate in this unique opportunity must coordinate with the Dean of Academics prior to starting the program.

### **Extra-curricular Eligibility**

Playing on a team sport or participating in an extracurricular activity is a privilege and should be earned through the classroom as well as on the practice field with teammates. Student eligibility is regulated by ASAA and is based on the previous semester grades. A minimum 2.0 GPA and no F in any class from the previous semester is required for participation. Maintaining eligibility during the sports season is an ongoing process. During the sport/activity, the Lumen Christi Dean of Academics will pull grades of every athlete/participant every Monday morning to verify eligibility. If a determination of ineligibility is made, the Dean and/or Athletic Director will speak with the student to inform them that they are ineligible to participate in the activity (competition, practice, etc.). The sports/extracurricular coach will also provide the parents a courtesy notice related to student ineligibility.

Students may regain eligibility by achieving a 2.0 or higher before the next meet/practice. Students may also regain eligibility by requesting a waiver of eligibility through the school (for below a 2.0 and an F) as well as complete the ASAA Student Eligibility Waiver Request (for below a 2.0) for student athletes.

A student who becomes ineligible more than once in the same sport or twice during the course of the school year may be recommended by the Dean of Academics to the Principal to not be able to participate in athletics/extracurricular activities to focus on academics.

### **Graduation Requirements**

In order to participate in graduation, a student must meet or surpass Alaska State Education requirements, Lumen graduation requirements, and be in good standing behaviorally. All students must perform the specified amount of Faith in Action hours before graduation. A student will not receive his or her final transcript until all Faith in Action hours are complete. Participation in graduation ceremonies is a privilege that can be denied at the discretion of the Principal.

## **Advisory Program**

### **Purpose**

Guided by our Core Values of Faith, Family, and Excellence, the Lumen Christi Advisory Program formalizes the daily work done by our faculty in building lasting relationships with our students. The Advisory Program is dedicated time in the daily schedule for class cohorts and an adult advisor to meet and foster whole-person growth (body, mind, spirit). Through Advisory, we can shape the school's culture and provide opportunities for our students to strive to live out our Mission, Core Values, and the Attributes of Lumen Graduates on a daily basis.

### **Benefits**

Advisory offers social and emotional support in two forms. First, it supplies built-in peer groups for all students at Lumen Christi, including new students. Research shows a direct link between a student's emotional and social experience and academic achievement. Advisory programs promote self-esteem and provide peer recognition in an accepting environment, offsetting peer pressure and negative responses from peers in other areas.

Second, it gives students an adult who knows them well and who can offer advocacy and support in difficult social and academic situations. The advisor also becomes the primary contact person for parents. By having a more in-depth relationship with teachers, parents are more informed about their child's academic needs and successes and can better support them. Having the advisor as the contact person also increases the overall level of accountability in the school: each teacher is directly responsible for certain students, and each student is directly responsible to a particular teacher.

### **The Basics**

Each advisory is composed of all students in the same grade, normally 10 to 15 students. Each small advisory group will work and grow together, and the advisor will strive to create an atmosphere of mutual trust where students can feel safe to discuss a wide range of academic and personal matters in a supportive and non-evaluative setting.

### **Schedule**

The Lumen Christi Bell Schedule reflects "Advisory" time each day. At the advisory time bell, students will gather in their grade level advisory classrooms. This is also a time for class specific announcements, celebrate birthdays/special events, recognize students, discuss current events, etc. Teachers may also use this time to mentor/counsel students and conduct classroom cleanup.

### **Conduct**

Advisory group meetings provide the opportunity to educate students on certain topics outside of the formal curriculum. For example, middle school advisory periods might focus on study skills, goal development, and time management, while high school advisory might focus on college and career preparation, test taking skills, and current events. Advisory groups might also plan Faith in Action opportunities or participate in school spirit activities that build leadership and develop virtue and character. Advisory time also provides additional opportunity to examine the Cardinal Virtues, the Theological Virtues, and the Corporal and Spiritual Works of Mercy.

### **Advisor's Responsibilities**

- Demonstrate and promote the Mission, Core Values, and Philosophy of the school

- Guide, counsel, assist, and monitor advisee's academic, career, and social-emotional progress
- Provide opportunities for conversation and trust-building in a non-academic setting
- Work with students on an individual and group level
- Create opportunities for students to learn about and practice leadership skills
- Collaborate with students, parents, and other staff to address the needs of their advisees.

#### **Advisee's Responsibilities**

- Attend scheduled advisory time daily
- Participate actively in advisory meetings
- Establish goals for the school year with parent and advisor
- Share academic and social-emotional concerns with his/her advisor

## **Attendance**

### **General**

School attendance is a state requirement. Furthermore, a school is an academic environment in which all students learn from and with each other for a successful result. Any student absence does not meet that objective. Parents are requested to be cooperative in this matter. Every effort should be made to schedule appointments outside of school hours. Parents should recognize that the time taken from school is academically harmful to the student and is to be avoided whenever possible.

### **Tardiness Policies**

1. Students who arrive late to class are to report to the front office and get a tardy slip for admittance to class.
2. Two tardy arrivals in a week will result in a detention. Any additional tardy arrival will result in an additional detention.
3. If a parent brings a student to Lumen Christi late this is not an excused tardy.

### **Attendance Policies**

1. The regular school day is determined by the current bell schedule.
2. Attendance is taken at the beginning of every class period. Students who arrive more than 15 minutes late for class will be considered absent for that period.
3. The only “excused” absences are those where the student is participating in a sport or competitive academic activity away from Lumen Christi during the day, or some other type of authorized Lumen Christi business.
4. In the event of an absence, the parent/guardian is to call or email Lumen Christi as early as possible notifying the school of the absence. A message may be left if no one is in the office.
5. A student who is absent on the day of a scheduled extracurricular activity may not participate (practice, play, perform, compete, or attend) in that activity that day.
6. When a student misses 10 class sessions of a course in a semester, **for whatever reasons, credit may be denied. At 12 absences students will lose credit. This includes the accrual of tardy arrivals. (3 instances of tardiness will be considered equivalent to an absence.)**
7. Extended Absences: Vacations of any kind resulting in extended absences from school are strongly discouraged. The Principal should be informed of all absences and each situation will be managed on a case by case basis.
8. Illness in School: A student who becomes ill in school should ask his/her teacher to report to the front office. The Principal will determine if the student should be sent home.
9. Signing out of Students: In the event of an illness or emergency or other event that requires a student to go home early, the parent/guardian must come into the school to sign out the student. If a parent/guardian cannot come to the office to pick up the students, verification by phone must occur in order to release a student.

### **Attendance Probation**

A student’s presence and interaction in a classroom setting are integral to full participation in the learning and educational experience. Any student whose absences, tardies, and/or dismissals are deemed chronic, irregular or excessive by a school official will be reviewed and may be issued an attendance warning. Should this warning be disregarded and the attendance issues persist or there lacks sufficient updated medical documentation on file, the student may be placed on Attendance Probation which may include the



following: Detention, Loss of Privileges, Attendance Contract, Suspension, Failing Grade for Non-Attendance, Loss of Course Credits-or Possible Removal from School.

### **Truancy**

A student who is absent from Lumen Christi without a parent or guardian's excuse within a reasonable time-frame is considered truant. If the parent/guardian does not call the Lumen Christi office for an absence, the student will be considered truant. A student is also considered truant when he/she is absent from his/her assigned area without permission. This not only pertains to classes, but all Lumen Christi activities, such as religious services.

A truant student should expect the following:

**1st Offense:** Student will serve one detention. The Principal may assign a more severe punishment, based on the situation.

**Further Offenses:** Parent(s)/Guardian(s) will be notified and the student will be assigned appropriate number of days' in-school or out-of-school suspension. Chronic offenses may be reason to reconsider continued enrollment at Lumen Christi. **Depending on the seriousness of the situation, the student may face a more severe punishment. A more severe punishment is at the discretion of the Principal (up to, and including, expulsion from LCHS).**

## **Awards Program**

### **Academic Honor Roll**

The Lumen Christi Honor Roll recognizes students with certificates of achievement each semester. Highest Honors are for those students who maintain a perfect 4.0 average. The requirement for High Honors is a GPA of 3.5 or higher. For Honors, the requirement is a GPA between 3 and 3.49. Academic letters will be awarded to students who achieve Highest Honors or High Honors for 2 consecutive semesters. Spring Academic Honor Roll awards are handed out in September and Fall Academic Honor Roll awards are handed out in January during a Monday all-school assembly.

### **And Then Some Award**

This award recognizes one male or female student (junior or senior high school) who makes a significant and positive impact during the semester. To be considered, the nominee must go above and beyond that which is normally expected of a Lumen Christi student. Student accomplishments should set them apart from their peers and should have a noticeable contribution to the school and community at large.

This is not an academic ability award nor is it an athletic prowess award. Rather, this award showcases a student that best exemplifies and lives daily Lumen's Core Values of Faith, Family, and Excellence...and then some.

An awards committee consisting of the Principal, the Dean of Students, the Dean of Academics, and the Campus Minister will review the nominations and select an award recipient. The committee can decide to give out more than one award in a semester and the committee can decide not to give out any awards. This is an award given to the most deserving students and will be an honor to be earned; not just given out to be given out.

If given, the award will be handed out at the end of each semester at an awards assembly or other appropriate time. If the spring award recipient is a senior, the award will be presented at graduation.

### **University of Alaska (UA) Scholars**

Each year, the University of Alaska offers scholarships to the top 10% of the graduating class. This is based on academic standing at the end of the junior year. This award will be presented at the May Commencement Ceremonies.

### **Valedictorian and Salutatorian**

The Valedictorian is a graduating senior who has the highest cumulative point average at the end of the senior year. The Salutatorian is a graduating senior who has the next highest cumulative point average at the end of senior year. These awards must be based on the minimum of four years at Lumen Christi High School. School administration will rule on any exception to this norm.

## Code of Conduct

### General Guidelines for Student Behavior

Lumen has a singular policy of treating each student with respect and empathy for their individual origins and situations. Lumen is focused on creating an environment permeated with the Gospel spirit of love and freedom. This focus is for everyone in the building. No student is expected to interfere with anyone else's opportunities for learning and maturing in the image of God. A much higher level of behavioral standards is expected of the students at Lumen Christi. All students are representatives of LCHS at all times. Classroom disruptions, rudeness, lack of concern for the building, and/or lack of respect for others are simply not accepted and will not be tolerated.

### Prohibited Conduct

1. Language that is inappropriate, including foul or disrespectful language, is unacceptable in the building, on the grounds, or at any Lumen Christi-sponsored event and will be subject to disciplinary action.
2. Backpacks, winter coats, and school bags are to be stored in the appropriately assigned places, such as lockers or coat hooks, not in the classrooms.
3. Food and drink are to be consumed only inside the lunch room, picnic area, gym or other designated areas. **Students must clean up after themselves.** Teachers may permit food and/or drink in their classrooms, but only with express permission and oversight. The privilege related to food, drinks, and snacks may be taken away from students if it is abused.
4. At no time is gum chewing permitted in the Lumen Christi building.
5. Students are not allowed to use ear buds, headphones, or other listening devices in the hallway.
6. Students are expected to exercise the virtue of chastity. For unmarried persons this means celibacy. Public displays of affection are inappropriate in an academic setting, and students are expected to refrain from them while on campus or at any school sponsored activity. This includes hand holding, hugging, etc. **A Lumen teacher or staff member will determine inappropriateness and enforcement.**

### Alcohol and/or Substance Abuse

Lumen Christi High School is a drug, alcohol, and tobacco-free campus.

In accordance with Alaska state law, possession or use of alcohol, tobacco, or drug products is prohibited by students **at all times**. To deliver, use, possess, sell, give, or be under the influence of tobacco, drugs, or alcohol or to possess drug paraphernalia may result in expulsion, and/or legal action. Students in the company of such individuals may also face similar consequences.

Lumen will NOT make any distinction between look-a-like alcohol, tobacco, or drug products and the real product. This includes, but is not limited to, cough drops, aspirin, Tylenol, Advil, mouthwash. If it looks like a real drug, it will be treated as such. Also, any prescription drugs a student may need to take during the school day MUST be dropped off in the office in the original container, before school and administered in the office. Prescription drugs will be treated as a drug product if it is found on a student or in a locker. If it is necessary to take home unused meds, they will be given to the parent/guardian.

### Cleanliness of School

All students are expected to help maintain the cleanliness of Lumen Christi and its grounds. Students are

expected to dispose properly of waste materials. They are expected to tidy the classroom and locker rooms at the end of class and the lunchroom at the conclusion of lunch. They are expected to do whatever is needed at any given time to maintain a clean school and campus.

### **Damage to School Property**

Students are also expected to care for Lumen Christi property. Any student who carelessly or willfully damages school property is expected to compensate Lumen Christi for the damage. It is the responsibility of the student to care for the textbooks assigned to them.

Any student guilty of malicious damage may be subject to suspension or expulsion. Lumen Christi High School will charge the student replacement value, plus shipping, for any assigned textbook or materials that are lost or damaged. Report cards, transcripts, and all Lumen Christi records will be held until the assessment is paid in full.

Lumen Christi property refers to the exterior and interior of the building at 8110 Jewel Lake Road and all of its contents, the parking lot, and vehicles used for transportation to and from Lumen Christi sanctioned activities arranged by Lumen Christi representatives.

### **Fighting**

Physical assault of any kind is strictly prohibited. Fighting or assault may result in immediate suspension or expulsion. Conduct will be considered mutual assault unless it can be clearly shown that one party made every reasonable effort to remove him/herself physically from the situation and acted only in self-defense.

### **Hazing/Harassment/Bullying**

Hazing is defined as any type of harassment including verbal, sexual, racial, or physical harassment. It includes activities and/or actions that intimidates and/or threatens another individual and/or actions designed to create group affiliation or isolate a student and that can cause bodily danger, physical harm, or mental and emotional harm. Any and all infractions may result in immediate suspension from school and/or team sports.

### **Personal Electronic Devices**

Students are allowed to use their phones before and after school.

**Prior to the first bell, all students will be required to place his/her cell phone into a cell caddy/basket in his/her advisory classroom. The cell phone will remain there until the end of the day. This includes all 7th period electives/intensives.**

Student laptops will be the primary means of conducting research and accessing and completing assignments in class. Teachers may still allow students to use phones for projects in class, but students will be required to provide a cell phone slip to their advisory teachers to remove their phone from the cell caddy/basket.

**Students will NOT be able to take their cell phones to the restrooms, lunch (whether it is in the gym, classrooms, or parish hall), or Mass/liturgical activities.**

**Students are not allowed to listen to music or use air pods, earbuds, or headphones at any time, unless approved by a staff member.**

If there is an emergency and families need to contact your student, please call the front office and we will find them in their classroom.

Disciplinary measures for violations of rules related to personal electronic devices include:

**First offense:** Device will be taken to the front office for the remainder of the day and may be picked up when a student is ready to leave school.

**Second offense:** Device will be taken to the front office and must be picked up by a parent/guardian.

**Third offense:** Device will be taken to the front office and the student loses all cell phone privileges for the remainder of the semester.

### **Prohibited Conduct Related to Electronic Devices and Internet Usage**

Parents and students should be aware that Lumen Christi is not capable of monitoring a student's online activity when accessed via a personal cellular data plan or hot spot when using a device on school grounds, before or after school. Students using personal cellular data plans access the internet outside the purview of Lumen Christi's internet filtering software and the school cannot be responsible for content that the student accesses in that manner. Possession of a personal electronic device by a student before or after school is a privilege which may be forfeited by any student who fails to abide by the terms of this policy or otherwise engages in misuse of the device so as to violate the law, Lumen Christi or Archdiocesan Catholic School policy.

The following violations may result in disciplinary action:

1. Accessing and/or viewing an Internet site that is otherwise blocked to students at Lumen Christi.
2. Sending an e-mail, text message or other communication at any time of the day that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Using a camera device at Lumen Christi or a Lumen Christi-sponsored event to take, send, download or upload a harassing, threatening, or embarrassing photograph of anyone.
4. Using a camera, whether functionally part of a student's personal electronic device or a stand-alone device, in a restroom, dressing room, or locker room.
5. Using a camera or other recording device to record or capture the content of tests, assessments, homework, or classwork without express prior permission from the instructor.
6. Attempting to disable Lumen Christi's computer network and/or security system.
7. Any other inappropriate conduct related to use of cell phones, computers, and/or technology.

The contents of a cellular phone, camera, or other personal electronic device may be searched to determine ownership, to identify emergency contacts, or upon reasonable suspicion that a Lumen Christi or other rule or the law has been violated. A cellular telephone or other personal electronic device that has been confiscated and not turned over to law enforcement will be released/returned to the parent/guardian when no longer necessary for investigation or disciplinary proceedings. As appropriate, the cellular telephone or personal electronic device may be returned directly to the student.

See **Appendix D, Code of Conduct for Internet and Other Media Access**, for additional information and student/parent acknowledgement.

### **Personal Property**

Students are responsible for having the supplies necessary for classes. Although many students transport books and supplies in large sport type bags, backpacks, etc., these bags may not be taken into classrooms or left in hallways or classrooms as they pose a safety hazard. Lumen reserves the right to check

backpacks, sport bags, lockers, or purses at random times. This includes student vehicles as well.

### **Social Events/Dances Rules and Procedures**

Lumen Christi High School desires to provide a safe and enjoyable experience for all dances and social events. The below policies are meant to ensure the values and beliefs of Lumen Christi are lived not only in the classroom but also during social activities on and off campus. Student conduct should reflect responsibility, modesty, and dignity at all times. All rules and procedures outlined below will be enforced.

1. All dances and social events (i.e. Homecoming and Prom) are scheduled for the benefit of Lumen Christi students. Admission to dances is extended only to students in good standing.
2. Non-Lumen Christi students attending dances must be registered as guests at least 24 hours prior to the day of the dance. Guests must complete a guest form, and following a review by the Principal, may be permitted to attend. The Lumen student is responsible for ensuring his/her guest is aware of Lumen school rules and policies.
3. To attend a Lumen dance, a guest must be accompanied by his/her Lumen student host and must have a valid, current high school ID with photo to gain admittance to the dance.
4. No one is permitted in any part of the building other than the area in which the activity is being held.
5. When an individual leaves the dance, he/she may not return.
6. Students and guests are expected to dress appropriately and modestly. The following rules apply:
  - a. For females (students and guests):
    - The neckline of a dress, top, or gown must be cut in a modest way. If cleavage is showing, the student will be asked to leave the dance.
    - Spaghetti straps or strapless dresses are allowed, as long as they are not low cut.
    - The cut of a dress in the back and sides must not be below the natural bra line. Backless dresses are not allowed.
    - A dress, skirt, or gown, must be no shorter than three (3) inches from the knee. Slits in a dress/skirt may be no higher than three (3) inches from the knee.
    - No midriff is allowed to show.
    - No navel is allowed to show.
    - The bodice of the dress must not have any fabric cutouts. This includes openings covered with net-like fabric.
    - Dresses should not be excessively tight.
  - b. For males (students and guests):
    - Dress slacks. Khaki and chino pants are too casual.
    - Dress shoes and long or short sleeve collared shirt, with tie or bow tie. Polo style shirts or t-shirts are not permitted.
    - Hats are not permitted.
    - Tuxedos or sport coats are permitted.
7. Students/guests not properly attired will not be allowed to enter and their parents will be notified. No refunds will be given. Admittance to the dance, with consideration of attire, will be left to the discretion of the faculty/administration sponsors who are present that evening. If a student is in doubt as to the expected modesty of his or her chosen attire, he or she should consult with administration before the dance to avoid the embarrassment of being turned away.
8. Beverage bottles and/or containers may not be brought into the dance.

9. Rules for appropriate dancing will be enforced. If a student does not respond cooperatively to a chaperone's request to dance or act appropriately, the student will be escorted out of the dance and a parent/guardian called. No refund of admission will be given.
10. Be sure to leave enough room for the Holy Spirit when dancing.
11. Students are subject to the same rules, regulations and code of conduct as they are during the school day, and likewise are subject to the same forms of disciplinary actions for any inappropriate conduct or actions.
12. Dances will usually be held in the evening from 8-11 pm. At the end of the dance, students must leave the school promptly. Ride arrangements should be made prior to attending the dance.

### **Stealing**

Stealing is a serious offense and constitutes a significant breach of trust. Any student who steals from Lumen Christi, from any faculty member, or from another student is subject to suspension or expulsion.

### **Threats/Intimidation/Bullying**

Threats or intimidation of any kind are strictly forbidden and will not be tolerated. Bullying includes, but is not limited to, hitting, poking, spitting, wedgies, exposing body fluid, stealing and/or moving other students' property, intimidating, mocking, passing rumors (character defamation), intentional and malicious excluding, and using inappropriate online/text messaging. If bullying is suspected, documentation should be made and brought to the school's attention.

If a student threatens or intimidates a faculty or staff member of Lumen Christi High School, s/he will be immediately suspended or expelled. If a student bullies, threatens, or intimidates another student, s/he may be immediately suspended. In these situations, the Principal will request the student (or parent) document the situation in writing and a meeting will be held with the appropriate parent / students to understand the situation. The Principal will evaluate the situation and apply the appropriate remedy.

### **Weapons**

No weapons or dangerous materials of any kind shall be brought onto Lumen Christi property. This prohibition includes pocket knives and multi use tools. Lumen will NOT make any distinction between a look-a-like weapon and the real weapon. A look-a-like weapon will be treated as if a student brought a real weapon to school.

### **Enforcement**

School staff members are charged with enforcing these rules and regulations. The Dean of Students will handle discipline matters, as appropriate, in accordance with school policy. Questions and/or concerns regarding discipline should first be discussed with the Dean of Students. If the issues remain unresolved, the Dean of Students and parents shall discuss the matters with the Principal. In these matters, the decision of the Principal is final.

### **Elastic Clause**

Because it is impossible to foresee all problems which arise, this clause empowers faculty and administration to take disciplinary action for any behavior which violates the spirit and philosophy of Lumen Christi High School even though not specified in this Code of Conduct.



## Disciplinary Policy

### General

In order to realize the mission and educational goals of Lumen Christi High School, adherence to school rules and regulations is expected. Self-respect, respect for others, and a respect for authority are the foundation of these rules. Any student who is on school property, or who attends a school sponsored activity, whether on school property or not, whose conduct interferes with or obstructs the mission or operation of the school, or the safety and welfare of the students or any school employee, is subject to disciplinary action as outlined in this Handbook.

### Disciplinary Procedures

1. Teacher Discipline: A student may be disciplined by a teacher for various academic and/or disciplinary reasons which occur in class or study. This could include verbal counseling, a detention, or a parent-teacher conference as well.
2. Removal from Class: If a student is sent out of class by the teacher for disciplinary reasons, the student is to report immediately to the Dean of Students. The teacher will notify the front office of the student's dismissal from class. Should the Dean of Students be unavailable, the student must report to the front office and remain there until the Dean of Students or Principal arrives.
3. Detention: Detention is intended for infractions of school rules and policies including attendance issues. Detention will be held Monday through Thursday afterschool. Students cannot serve a detention on the day it is received. During detention, the student is expected to sit quietly and do academic work. No electronic devices are allowed. **SCHOOL DETENTION TAKES PRECEDENCE OVER ALL EXTRA-CURRICULAR ACTIVITIES, AS WELL AS OVER PERSONAL/EMPLOYMENT SCHEDULES. Requests for a change of detention will be granted for medical or dental appointments only.** Any student who receives six detentions in one semester will be placed on disciplinary probation and his/her parents will be notified.
4. Disciplinary Probation: A student may be placed on disciplinary probation as a result of a lack of cooperation with school authorities as evidenced by repeated infractions of school rules and policies. A letter will be sent home to parents/guardians when placed on disciplinary probation. When on disciplinary probation, the student remains in school and attends classes, but may not attend any school function or participate in any extra-curricular activity (including athletics) without the permission of an administrator. The status of probation signifies that the student's continuance as a member of the Lumen community is in serious jeopardy. Violation of a rule or regulation by a student on Disciplinary Probation may result in withdrawal or expulsion.
5. Suspension: Students may be suspended from school (either in-school or out-of-school) for a specific time and may not return to classes without a parental conference.
  - a. Suspension days assigned are school days, not calendar days. In other words, Saturdays, Sunday, and holidays do not count towards days suspended.
  - b. In the event that the student suspended is an athlete in season, any ASAA directed suspension is concurrent with the Lumen directed suspension and the only days counted towards completion of suspension are school days, not calendar days.

- c. During this suspension, students are expected to turn in all work assigned while on suspension on the day of return to school, unless otherwise arranged with the teacher. All missed exams are to be made up on the day of return, unless otherwise arranged with the teacher. The highest grade possible on any made up work is a 70% unless coordinated with the teacher. Students are expected to email teachers for missed assignments by the end of the first day of suspension. Parents may need to pick up work at the school, since students who are suspended are NOT permitted on school property or at school functions during the time of suspension, unless authorized by exception by the Principal.
- d. When suspended, a student may NOT participate in any extra-curricular activity on the day(s) in which he/she is suspended.
- e. Parents/guardians will be notified by mail or telephone prior to the effective date of the suspension. A parent/student conference may be requested prior to re- admission to school.
- f. Students and parents should be aware that many college applications include specific questions regarding school suspension.

SUSPENSION, ATTENDANCE PROBATION, AND DISCIPLINARY PROBATION ARE SANCTIONS FOR SERIOUS VIOLATIONS OR FOR A CONTINUED PATTERN OF INFRACTIONS.

- 6. Withdrawal: The student is asked to withdraw from school.
- 7. Expulsion: The Principal, after consultation with the administrative team, initiates the process with the Pastor.
- 8. Violations of Criminal or Civil Law: Lumen Christi reserves the right to notify and contact the Anchorage Police Department in any suspected criminal violations. Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect on or cause discredit to the reputation of Lumen Christi High School by being contrary to the moral, religious or orthodox ethical principles of the Roman Catholic Church or the philosophy, policies, goals and commitments of Lumen Christi as indicated in the student handbook make a student subject to corrective actions, which may include probation, suspension or dismissal. A student accused or suspected of serious wrongdoing may be placed on a home study program or suspended from school pending the outcome of a judicial proceeding or internal investigation.

### **Corporal Punishment**

The application of physical force to the body of a student for disciplinary purposes is contrary to the philosophy of Lumen Christi High School and is forbidden. This prohibition does not preclude the use of reasonable and necessary restraint of a student to protect the student or others from physical injury or to protect property from damage or destruction.

## Dress Code

### General

Students are to adhere to the Lumen Christi High School uniform dress code at Lumen Christi and at Lumen Christi functions. The code is a visible sign of membership in the Lumen Christi High School community, creates a common bond between students, and supports a positive campus environment. Inside Lumen Christi, uniform dress is a reminder to students of their equal importance and their common goals. Outside Lumen Christi, uniform dress showcases our pride in our school to the public, exhibited most visibly by good behavior. This code is based on Lumen Christi's standards of decorum, on good taste, cleanliness, modesty, neatness, and safety. It is the responsibility of all students, as well as parents/guardians, to cooperate with the school and conform to the dress standards. *Our students are not stripped of their individuality but are encouraged to stand out through their academic efforts and their Christian faith in action.*

### Approved Vendors

- Tommy Hilfiger ([www.globalschoolwear.com](http://www.globalschoolwear.com))
- Lands End Apparel (<https://www.landsend.com/shop/school-uniforms/-/N-g54>)
- Rayville TnT Sports (the local option to get polo shirts, sweaters, and fleece embroidered with the Lumen logo)

### Non-Mass Day Student Attire

**Pants/Skirt:** Male students will wear khaki pants that fit properly, are ironed, and are hemmed appropriately. Pants must be worn at the waist with a belt. Belts should be a solid black or brown. Female students have the option to wear khaki pants, khaki skirt or "Lumen" blue plaid skirt. If the skirt is worn, the length should be no shorter than one inch above the front and back of the knee.

**Shorts:** Khaki shorts are allowed to be worn in August and September and from Spring Break until the end of school in May. The length should be no shorter than one inch above the front and back of the knee for both male and female students.

**Shirt:** Lumen-logoed polo shirts (blue or white) are the standard dress for non-Mass days.

**Sweaters/Fleece/Warming Layer:** Students may layer on top of the polo a navy blue Lumen-logoed sweater, vest or fleece. If preferred, students may wear a plain white T-shirt under their fleece, sweater, vest in lieu of a polo. Seniors are given the exclusive option of wearing the maroon, Lumen logoed, "senior" sweater.

**Socks:** Students are expected to show good taste in their choice of socks. In other words, sock color and style should not be a distraction from the rest of the uniform i.e. neon green, orange, etc.

**Hose/Leggings:** Female students can wear solid black or solid navy blue regular full pantyhose, tights, or leggings with the skirt. Sheer stockings are not appropriate. If worn, leggings cannot have mesh cut outs, logos, or lettering of any type. Hose/leggings must be worn if a student's skirt is shorter than 1-2 inches from the front and back of the knee.

**Shoes:** Shoes must be no more than ankle height, clean, non-marking, and have a back. All shoes with laces need to be laced and tied properly. Non-Mass day shoes do not have to be black or brown, as long as they are not distracting to the rest of the uniform. NO boots, sandals, Crocs, slippers, moccasins, or flip flops may be worn. No heel greater than 1.5 inches may be worn.

**Make-up/Jewelry:** Female makeup must be light and natural looking. Simple jewelry is allowed and should reflect the philosophy of Lumen Christi. Handbags or purses may be carried but should not become a distraction inside the classrooms.

**Hair:** Lumen Christi recognizes that there are different types of hair, and that no single set of descriptions will perfectly capture the school's expectations about haircuts, but the following guidelines will keep a student in compliance with the school's expectations. These guidelines allow for some individual preferences regarding haircuts, while ensuring that hair is neat in appearance, not a distraction, and represents the high grooming standards expected of Lumen students.

- **General Guidelines:** Students are expected to wash, comb, brush, style or otherwise groom their hair before they arrive on campus. Bleaching or dying of the hair in unnatural colors is not permitted. Designs, lettering, or lines of any kind are not acceptable. A student will be given three days to correct the haircut if determined to be inappropriate. School administration has the final decision on whether or not a hairstyle is appropriate and meets school regulations.
  - **Female Guidelines:** Hair ribbons, headbands, and bows must be school colors (blue, white, red, silver, gray are allowed). Hair must be out of the eyes and not be of excessive length (generally at the small of the back).
  - **Male Guidelines:** Hair must be neatly trimmed and of moderate length (generally 3-4 inches on top, 1-2 inches on the sides). Hair must be off the shirt collar, above the ear, and above the eyebrows without the use of styling products, glasses, etc. Mohawks, ponytails, shaving or carving lines into the natural hairline or eyebrows, braided, dyed, bleached or tinted hair and the like are not acceptable.

### **Mass Days and Special Events**

Students will “dress up” on Mass days and for special events and should put extra care, concern, and attention into their attire.

**Pants/Skirt:** The same pants/skirt rules as above, apply for Mass and Special Events Days.

**Shorts:** Shorts are not allowed on Mass and Special Event Days.

**Shirt:** Both male and female students will wear a clean and ironed white dress shirt, long or short sleeve, tucked into pants or skirt. Collars on shirts must be properly buttoned and the top button must be buttoned at all times. Long sleeved shirts must not be rolled up, unless approved by the teacher for a specific task. Only white undershirts may be worn.

**Ties:** Both male and female students will wear the Lumen tie. Either the “Windsor” or the “Four in Hand” knot may be tied. Tie knots must cover the top button of the shirt. The wide tip of the tie must extend to the top of the belt. Ties may be purchased at the Lumen Christi office.

**Shoes:** Students will wear brown, black, or navy blue, closed toe dress shoes to Mass and for special events. On Fridays, students may wear their “non-Mass” shoes to school and change into their Mass shoes only for Mass, changing back into casual wear once back in the school.

**Socks:** Students should wear dress socks matching the color of their dress shoes on Mass and Special Events Days.

### **PE Uniform**

Lumen specific PE Uniforms are available from all three of the school's vendors. Students have the option of wearing plain, dark navy blue athletic shorts and a plain, dark navy blue t-shirt. If the student chooses to purchase navy shorts not from an approved vendor, they must be loose fitting and reach at least

mid-thigh. No lycra and/or “boy-cut” shorts. All students participating in PE should have indoor sneakers/tennis shoes with a non-marking sole.

### **Spirit Days**

On designated spirit days, students can wear other Lumen logoed apparel i.e. Lumen Christi High School navy blue t-shirt, Lumen Christi hooded sweatshirt, and Lumen athletic wear (Alumni game, regional championship and “Spike-tacular long” and short sleeved shirts, etc.) with their khaki pants or jeans without holes/tears. The purpose of these days is to show spirit and pride in our school so apparel should reflect this spirit and pride.

### **Casual Days a.k.a. “Dress Down”**

On certain occasions throughout the year, students may be granted permission to wear casual apparel to school. On these days, full-length jeans (no holes, rips, or tears) are allowed. Female students are permitted to wear leggings or tights under a dress, skirt or t-shirt/sweatshirt that extends at least to mid-thigh and preferably closer to knee length. All other dress code policies apply. Violation of the casual day/dress down privilege will result in the loss of the privilege for the remaining part of the semester or school year.

### **“Game Days” for Sports Teams**

On game days for sports teams (except on school Mass days), the Athletic Director, Dean of Students, or Principal may authorize sports team members to wear Lumen Christi-issued team warm ups. Only Lumen logoed t-shirts may be worn under the warm up. Teams may also be authorized to wear game jerseys in lieu of the blue or white dress shirt or polo. If a game jersey is authorized, students will wear the navy blue Lumen Christi t-shirt or a plain white t-shirt underneath. All other dress code policies apply.

### **Team Travel for Sports Teams**

Athletes and sports teams represent Lumen in the way they dress. When athletes travel to other schools or away competitions, they will follow the guidelines of acceptable attire as if they were at Lumen Christi. In other words, if an athlete would not be allowed to wear it at Lumen Christi, then he or she is not allowed to wear it when traveling and representing Lumen Christi.

### **Prohibited At All Times**

- Non-Lumen Christi logoed sweatshirts and hoodies
- Facial jewelry
- Hats or headgear
- Facial hair such as beards and mustaches (except for seniors, if pre-approved by the Principal, as long as such facial hair is neat, groomed, and professional in appearance)
- Tank tops, muscle shirts, or half-shirts, or shirts or blouses that are low cut or expose the midriff
- Any inappropriate/offensive apparel or accessories
- Low rider, flared, ripped, side or patch-pocketed pants
- Excessive hand jewelry inappropriate or distracting hair styles or colors.

### **Uniform Dress Code Policies and Procedures**

1. All apparel must be clean and free of rips, tears, holes, etc.

2. The Dean of Students will determine when a student's appearance is in violation of the Code and may confiscate non-conforming articles. Any questions related to uniform code enforcement and/or disciplinary actions should be discussed with the Dean of Students.
3. After school, a student may remove his/her tie and any Lumen Christi insignia for more casual attire. If there is no visible sign of items that signify a Lumen Christi uniform, the shirt may be un-tucked, unbuttoned, and the sleeves may be rolled up.
4. The Principal may approve any exceptions to the Code in certain situations.
5. Students violating the dress code will be sent to the front office by the Advisory teacher and must then call a parent or guardian to bring proper clothing to school. The student will not be admitted to class unless and until a parent or guardian brings them attire compliant with the dress code. The student may also face detention, depending on the nature of the offense.
6. For continued infractions, parents will be notified of offense(s) and an appropriate plan of action will be developed to help prevent further offenses. Students continuing to violate the dress code may lose privileges, not be allowed to participate in co-curricular and extracurricular activities, be suspended, or face dismissal from the school. Students who consistently fail to “dress up” for Mass days and other Special Events will lose the privilege of “dressing down” when those opportunities arise.

## **Extracurricular and Co-Curricular Activities at Lumen**

### **Big A/little a**

During his Senior year, Lumen Christi High School 2010 Valedictorian Tanner Berube started a mentoring program called “Big A/little a.” The “A” stands for “Archangel. The program had two goals: To ensure the 7th and 8th graders at Lumen Christi had a smooth transition into a new school and to give high school students the opportunity to facilitate that transition.

Since its inception, the program has inspired many little a’s to become Big A’s. Big A’s assist junior high students with lockers, set up junior high events such as socials and movie nights, and provide junior high students with an older student peer that they can come to if they have questions about school events or activities. This facilitates a safe environment for Lumen Christi in which high school students model a role of mentorship and service.

In addition to school activities, Big A/little a also plans yearly service projects for St. Benedict’s Food Pantry, Claire House, Archangel Attic, and other Catholic Social Services Programs.

Big A’s are chosen by application the previous school year. The candidates are reviewed by the Big A/little a advisor and brought to the teachers and the Principal for input. Big A’s who are selected are assigned a little a within the first 2 weeks of the school year but may be changed during the year.

Since its inception the program has taught students the impact of positive student mentorship, served the Catholic community, and furthered the school’s Core Values of Faith, Family, and Excellence.

### **National Honor Society**

In 2018, Lumen Christi opened its first chapter of the National Honor Society (NHS), a nationally recognized organization focused on service, character, leadership, and scholarship. 10<sup>th</sup>-12<sup>th</sup> graders are selected to NHS based on certain criteria and are screened and approved by a Faculty Committee. NHS members meet regularly and are expected to fulfill community service requirements above and beyond those required for Lumen Christi’s Faith in Action program.

### **Student Leadership Board**

The Student Leadership Board (SLB) is a diverse group of student leaders who meet with the school administration every week to discuss student issues and share ideas. The SLB is the primary means to plan and coordinate in school and out of school activities and to allow regular and direct communication between the students and school administration. The SLB is comprised of an Executive Committee (consisting of Social, Spirit, and Service Committee Chairs) and general Board members representing: the National Honor Society; Yearbook; Big A/little a; Jr. High and in season high school sports team captains, and Grade 7 - 12 class representatives. Executive and Board member positions are peer elected positions.

### **Yearbook**

LCHS Yearbook is an elective course for high school students. This is a student-run yearbook publication class that focuses on page design, advertisement, photography, copy editing, and publication. Students choose specific pages to design and are in charge of gathering the photos and relevant information to go with their respective pages. Additionally, students gain experience in photography using professional cameras to photograph the daily lives and important events surrounding the student body. This course also

focuses on editing to ensure the final product is free from spelling/grammatical error and omissions. Yearbook students are expected to be dedicated, professional, and focused while having fun capturing the memories of the school year. Yearbooks are distributed in early May, before the end of the school year.

### **Debate**

Debate is an elective for high school students only. The aim of this class is to empower Lumen students with the skills to express their beliefs clearly and concisely, improve public speaking and develop an effective means of communication in a formal setting while staying abreast of current events in the world. Throughout the duration of the class, students will practice developing sound and logical arguments, learn to think on their feet, hone research skills as well as increase their understanding that there are often multiple valid sides of an argument on most important issues. While this class will meet during 7th period on campus, students will also be expected to participate and compete in local and state competitions after school and on weekends.

### **Drama**

Lumen Christi drama program is an elective course for high school students and encourages collaboration among the students and the director. Students choose a theme and select plays based on the theme and appropriateness for a Catholic environment. Students then read, analyze, and finally, select a play for production. Students rehearse in the school but the final production is held at Grant Hall on Alaska Pacific University campus, usually in mid-April. In order for the drama program to be a success, all students are required to work as a team as cast and crew, sell tickets, and promote the production. Parent involvement is essential to the success of the drama program as well.

Drama is dependent upon teacher/director availability and student interest.

### **Art**

Art is an elective course for 8th - 12th graders and second semester 7th graders. This class will be held one day a week during 7th period only allowing students to attend study hall during the second 7th hour period. This year's program will focus on a different theme each month with different lessons each week. Students will use professional grade materials including charcoal, pastel, watercolor, ink, oil, acrylic, clay, metal and more. Through exposure and involvement in art, students will see improvement in a variety of personal areas including patience, discipline, imagination and confidence. They will expand their visual spatial awareness and hone their critical thinking and problem solving skills. Each semester will culminate with the creation of a comprehensive portfolio by every student.

Art is dependent upon instructor availability and student interest.

### **Intensives**

First introduced during the 2019-2020 school year, intensives are an additional means to enrich student experience at Lumen Christi. Intensives will typically run for 6 weeks and provide students with 'hands on' learning and a means of practical application for real life skills. Culinary arts, basic automotive maintenance, first aid/CPR and hunter safety have comprised Lumen Intensives in the past. In general, topics are generated by student interest and availability of instructors. Depending on the subject matter and associated activities, some Intensives are open to all grades while others are limited to older students.



## **Athletics**

Lumen Christi has a dynamic athletic program at the junior high and senior high school level. The majority of our students participate in our athletic program throughout the year and our student athletes compete all over the State of Alaska. Depending on student interest, Lumen fields teams in the following sports:

### **High School**

Coed Outdoor Soccer  
Girls Volleyball  
Boys and Girls Basketball  
Track and Cross Country  
Riflery

### **Junior High**

Coed Outdoor and Indoor Soccer  
Coed Volleyball  
Boys and Girls Basketball  
Track and Cross Country  
Riflery

Additionally, in spring 2020, Lumen Christi signed an exclusive cooperative sports agreement with the Anchorage School District. This agreement allows Lumen Christi students to participate on public high school sports teams while attending Lumen Christi. Students are only allowed to participate in sports which Lumen Christi does not offer. Students must play for the public high school at which they are zoned, unless the student receives a zone exemption. Students wishing to participate in this program must discuss their desires with the Principal and the school Athletic Director prior to play.



## Financial Policies and Procedures

### **Tuition & Fees**

Lumen Christi High School is a private school and depends on fees, tuition, fundraising and development, and its own resources for management of its financial operation and viability. It does not receive funding from the State of Alaska or the Municipality of Anchorage.

**Registration Fee:** \$100 per student (new and returning)

### **Tuition Schedule**

<b>Grade Level</b>	<b>Junior High (7<sup>th</sup> &amp; 8<sup>th</sup>)</b>	<b>Senior High (9<sup>th</sup> – 12<sup>th</sup>)</b>
Yearly Tuition (Due in August)	\$9250	\$9750
Semester Tuition (Due in August and January)	\$4625	\$4875
10 Monthly Tuition Payments <ul style="list-style-type: none"><li>• Due 1<sup>st</sup> of Month August – May and will be delinquent after the 10<sup>th</sup> of the month. A \$50 surcharge will be assessed.</li></ul>	\$925	\$975

While every effort is made to keep costs stable, tuition is subject to change without notice. The tuition is due and payable on the first day of school. Families who do not pay tuition and all fees at the time of registration must formalize their financial intentions by signing a Financial Agreement.

### **Tuition Payments - Financial Agreements**

Tuition is due and payable by the first day of school. Financial Agreements may allow for payments to be made during the school year. Some payment options that will be considered for qualified families are: One half payment in August and one half payment in January or a 10-month payment plan. Monthly installments are due by the first day of school in August and of each month thereafter with the last installment due May 1st. Please understand that if you do not pay your tuition, we cannot pay our teachers or our bills in a timely manner.

After the 20<sup>th</sup> school day of the semester, tuition is due for the full semester. A student, who has paid tuition in advance and leaves Lumen Christi within the first 20 days of school, either voluntarily or because of a violation of Lumen Christi's policies, will receive a pro-rated refund if they have paid tuition in advance of the transfer or departure. The refund will be pro-rated based on the number of school days the student is registered during the semester.

**After the 20<sup>th</sup> school day of the semester the student will be considered to have committed for the entire semester. No refund of tuition will be issued since resources have been allocated for the student.**

In the event of withdrawal, scholarships or other tuition assistances will be prorated in the same manner as tuition. Exceptions to the Tuition Payment policy must be approved by the Pastor of St. Benedict's Parish.

### **Delinquent Tuition**

Delinquency in tuition payments and fees has the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year. The only exception to this policy may be granted by Lumen Christi's Business Manager, with agreement of the Pastor of St. Benedict's and the execution of a financial agreement and payment plan.
- Students may not begin the second semester unless they have paid all tuition due for the first semester.
- Students may be dismissed for non-payment of tuition.
- Seniors who have not fully met their financial obligations will not be issued a diploma.
- Transcripts shall not be released for any student who is not current in their payments (or who do not have a payment plan in place).
- If tuition remains outstanding, LCHS reserves all rights to pursue the collection of delinquent tuition.

### **Late Charges**

If a tuition payment is not received within ten days of its due date, a \$25.00 per month late fee will be charged.

### **Returned Checks and/or Declined Credit Cards**

A \$30.00 returned check fee may be added to the tuition account. The payment due, including the returned check fee, must be made immediately by money order or cashier's check.

### **Scholarships and Grants**

All money raised for funding the LCHS Scholarship Fund, gifted to the fund, or solicited for purposes of providing scholarships or grants shall be deposited in a Scholarship Fund Account. The Scholarship Funds shall not be mixed with any other funds. All withdrawals from the Scholarship Fund shall be used for tuition assistance and not for any other purpose.

All awarded scholarships and grants will be made at the discretion of the Principal. All awarded scholarships and grants will be recorded in the name of the student. No awards of scholarship or grants may be made without identifying the student. Complete records of funding, deposits, scholarship awards, and grants shall be kept by the Business Manager. The award of financial assistance shall be kept confidential.

Regular reports of balances and scholarship fund status will be made to the Lumen Christi School Board.

### **Tuition Assistance**

Lumen Christi and the Archdiocese of Anchorage-Juneau are committed to ensuring that students in financial need are not denied the benefits of a Catholic education. A tuition assistance program is available to qualified families who have students registered and are in good standing with Lumen Christi High School.

Tuition assistance is available to families with a demonstrated financial need. Amounts are based on the collective need of those applying each year and Lumen Christi's resources to meet those needs. Generally, tuition assistance shall not exceed 50% of the cost of annual tuition per student.

LCHS works with Blackbaud Financial Aid Management to determine eligibility for financial aid. Families desiring additional financial assistance are encouraged to visit <https://studentfinancialaid.blackbaud.school/> and create an account by entering your primary email address as your username. Lumen's Smart School ID# is 13874. For a family to be eligible for additional financial assistance, they must complete the application, provide all required information and documentation (including copies of federal income tax forms and W2s), and pay the \$35 financial aid application fee.

The amount of financial assistance assigned will depend on Blackbaud's recommendation and the level of funding in the school Scholarship Fund. It takes about 10-14 days for the school to receive Blackbaud's recommendation once an application is complete and submitted.

Applicants will be notified if tuition assistance has been awarded, and the amount of that assistance, before the August start of the new school year or once a determination is made, whichever occurs first.

**Tuition assistance is not automatically renewed;** families must reapply each year. Families who receive tuition assistance will be expected to support Lumen Christi through stewardship of time and talent.

If a student is awarded tuition assistance it will be allocated to the student's account each month beginning in August and ending in May. The Parent or guardian is responsible for paying the net amount due each month to keep their tuition account current. If the student withdraws during the year, the full amount of the tuition assistance will not be credited to the student's account; the amount will be prorated based on the time the student has been enrolled and as defined under the tuition refund section above.

Students on financial assistance are required to fully comply with LCHS rules, regulations, and policies. Students must maintain an excellent attendance and disciplinary record, complete assignments, and maintain a satisfactory GPA of 2.5 or above. In specific incidents, the Principal may authorize continuing support for a student whose GPA falls under 2.5 but not lower than 2.0. A student who is suspended for any reason shall lose financial assistance. A student with a failing grade in any subject at the end of a semester shall automatically lose tuition assistance for that semester. Tuition assistance may be restored when the student improves their academic performance to above a 2.5 GPA and/or no failing grade. Financial assistance will be prorated for the grading periods for which the student's grades do not include a failing grade.

### **Multi-student Discount Program**

A family or household with more than one student attending LCHS is automatically granted a reduction of \$500 per additional student up to \$2500. This is fixed and is not subject to the academic and behavior requirements required by other tuition assistance. Families with students at St. Elizabeth Ann Seton Elementary School (SEAS) will also receive a reduction based on the number of students at each school.

### **Incentive Discount Program**

A family or household who has referred a student to Lumen Christi will receive a \$500 incentive discount per student referred who has successfully enrolled at Lumen Christi, up to \$2500 per school year. Referred families must specify the referral at the time of registration for the current family to receive this discount.

### **Registration Fee**

Each returning student registering must pay a \$100 nonrefundable registration fee and complete a registration application. The application consists of all required forms, contact information, Parent and Student Covenants, and any other documents or forms required by the State of Alaska, the Federal Government, or other regulatory agency. A returning student is not considered registered until the registration application and all required forms and information are completed and all fees are paid. Complete registration will reserve the student's place in his or her class for the next academic year.

### **Late Registration**

A student who failed to complete registration during the regular period will be considered a late registrant. The fee for late registration is \$250.

A student's Late Registration will only be accepted if there is space available in the student's grade level. If space is not available, the student may elect to be placed on a wait list. When space becomes available, the student will be notified of the opportunity to complete the process.

At the close of the regular registration period, LCHS reserves the right to prioritize the acceptance of enrolled students where the enrolled students for a grade level exceed the class size limit. In general, priority consideration will be given to students with siblings or other members of the same household enrolled and attending LCHS. The second in priority will be for students transferring from other Archdioceses of Anchorage Catholic schools. Other priorities will be established based on religious beliefs and family parish affiliation, diversity of student body and behavior record.

### **Lost / Damaged Books**

Students are required to pay for lost or damaged LCHS textbooks. Bills will be issued from the Lumen Christi office along with tuition billings.

### **Year Book**

The purchase of a LCHS Yearbook is optional.

### **Sports & Activity Fees**

The following sports fees apply to any student participating in the sport:

- \$125 Junior High Co-ed Soccer
- \$125 Junior High Co-ed Indoor Soccer
- \$125 Junior High Co-ed Volleyball
- \$125 Junior High Boys & Girls Basketball
- \$125 Junior High Track & Field
- \$125 Any other junior high sport that may be offered
- \$225 Varsity Girls Volleyball
- \$225 Varsity Boys and Girls Basketball
- \$225 Varsity Co-ed Soccer
- \$225 Varsity Co-ed Track & Field
- \$225 Any other varsity sport that may be offered
- \$125 Debate, Drama and Forensics

Fees are due at the beginning of each respective season. Sports fees are non-refundable once a student has participated in the first practice (the 'no refund' policy applies to all situations such as losing eligibility

due to GPA or failing grades). Dates will be announced just prior to the season opening. The total sum of sports fees paid by a family may be capped at \$450 for an academic school year, depending on financial hardship.

The fees will not cover the costs of travel, referees, uniforms, and equipment. The Parent Volunteer Organization (PVO) supports the sports budget through concessions, sporting event ticket sales, tournaments, and other fund-raising activities. Each family and student participating in one or more sports are expected to donate time and talent to support the PVO's efforts to fund the program. This time is in addition to the 40 hours families are expected to provide as part of the LCHS stewardship agreement. Parents should expect to help in some capacity for each sport which their child/children participate. Lumen Christi reserves the right to make additional assessments to each student participating in a sport to cover expenses for that sport should the PVO not be able to raise sufficient funds to pay all expenses.

### **Activity Fees & Field Trip Fees**

Activity fees are collected at the time of participation in the activity or field trip.

### **Tuition Management System**

Lumen Christi High School uses the Smart Tuition online tuition management system.

## **Lumen Christi Development and Fundraising Efforts**

### **“Lighting the Path to the Future”**

Organized in spring 2017 and thanks to the support of the Archbishop of Anchorage, over 20 Catholic education sponsors have committed to partner with the school and our students for the next six years. Over \$200,000 of financial support is provided by the Archdiocese of Anchorage-Juneau, ten parishes, ten individuals, Providence Hospital, and the Knights and Ladies of the Holy Sepulcher.

### **Archangel Attic**

The Archangel Attic supports the school financially with over \$100,000 each year from the sales of second hand clothing and other items. This goes directly to the school’s operational budget. The Attic is staffed by Saint Benedict Parishioners and other friends of Lumen Christi during the week, but it is the responsibility of the school to provide volunteer staffing on Saturdays.

### **Saint Benedict Parish Investment**

As a ministry of Saint Benedict Parish, Lumen Christi High School receives a substantial investment each year from the generous parishioners of Saint Benedict’s Parish.

### **Gala/Auction**

Held in February of each year in the Lumen Christi gym, the Annual Gala is a festive night of Live and Silent auctions, dinner, and fun-filled activities and earns the school \$100,000+, including tuition scholarship funds and special funded projects. The generous donations from community supporters and the time and talent of our parent volunteers ensures this event is successful and grows each year.

### **LUMENary Drive**

The LUMENary Drive is the school’s annual fund drive and earns the school \$75,000+ each year. Solicitations go out to school staff, parents, School Board members, and the greater community beginning in August. It is critical we show 100% support from school staff, parents, and School Board members as this demonstrates our commitment to our mission.

### **Concessions Sales and Other Fundraisers**

Thanks to many of our parent volunteers, the Saint Scholastica Snack Shack is often open during sporting events and athletic tournaments. The concession stand is staffed exclusively by parent and student volunteers. Other fundraisers e.g., Pick.Click.Give. (Permanent Fund Dividend contributions), are organized and held on an annual and regular basis. Combined, these other fundraisers and general donations earn about \$40,000 for our school.



## **General School Policies, Regulations, and Traditions**

### **Baccalaureate Mass and Reception**

Traditionally, the school has celebrated a Baccalaureate Mass and Reception the night before school graduation (typically a Wednesday evening). Open to all families, this event is held in conjunction with graduating Seniors from St. Benedict's Parish. A short reception of cake and punch, organized by the parents of the Junior class, is held afterwards in the parish hall.

### **Back to School Registration**

This annual event is held approximately two weeks prior to the start of the school year. It generally runs from 12-7pm and allows families and students to come to the school to meet and greet other families and staff members, receive lockers and schedules, and hear updated information about the school year. The school plans a BBQ event at the end of the day to bring our community together in solidarity as we embark on another school year.

### **Bell Schedule**

The bell schedule will be established at the beginning of each academic year and will note school start and end times.

### **Calendar**

The school calendar will be established at the beginning of each academic year and will note major events. Lumen Christi's school calendar generally follows the Anchorage School District (ASD) and St. Elizabeth Ann Seton's calendars. Exceptions to ASD's calendar include Easter weekend with Good Friday and Monday off.

### **Christmas Card Competition**

Each year, Lumen Christi sends out hundreds of Christmas cards to families, benefactors, and friends of the school. Starting in November, the school conducts a Christmas card contest in which students can create and submit designs for consideration by school staff and student vote. Designs must be religious in nature and represent the high standards of Lumen Christi.

### **Closed Campus**

Students must remain in the building at all times during school hours. No one is to be in the parking lot or in a car during school hours. At no time during the day are students allowed to leave the building without teacher and/or parental consent and the permission of the Principal. Students must sign out in the front office when leaving the campus. Lumen Christi strictly enforces a closed campus at lunch time.

However, off campus lunch privileges may be granted per written contract with the Senior Advisor and the Principal. This is a privilege that is granted and that may be revoked at the discretion of the Senior Advisor and/or the Principal. Violation of the closed campus policy will be treated as a truancy violation.

### **Communication with Parents**

The school actively promotes frequent and quality communication between the school and parents. Examples include the Lumen News (emailed once a week), Facebook postings (weekly), the school website (updated regularly), the Annual Report (mailed once a year in the fall), and the State of the School Address (held during Catholic Schools Week).

Additionally, each teacher will include the method, means, and frequency of communication with parents in their class syllabi.

### **Grievance Procedures with Teachers or Administration**

In order to promote an open Catholic community, it is important that the following procedures be adhered to in the event of a conflict so the rights of all are ensured. The parties involved should try to solve differences of opinion or conflict at the lowest level. Appeals to a higher authority may not be considered unless an attempt at resolution has been completed.

1. Teacher: If a conflict arises between a teacher and a student, or a teacher and a parent, the parent should request a conference with the teacher as soon as possible. Every effort must be made to resolve the issue at this level.
2. Principal: If communication with the teacher does not meet parent satisfaction, the parent should contact the principal to schedule a conference to relay his/her concern. The principal will make appropriate efforts to consult all parties and will schedule a conference if appropriate. After considering input from the appropriate parties, the principal will render a decision.
3. St. Benedict Pastor: If the decision of the principal does not meet parent satisfaction, the parent may make a written appeal to the Pastor. The Pastor will consult all parties involved, review the case and render a final decision, adhering to school mission and policy.
4. The School Board is not involved in the settlement of grievances by staff, student, or parents.

### **Health Immunizations**

State Law requires students to be fully immunized. Parents must provide appropriate certificates and/or documentation showing all immunization dates before a student will be allowed to start school. If students need immunizations at any time during the school year, parents must provide proof of compliance before students may return to Lumen Christi. The state may permit waiver of this situation with appropriate documentation for certain reasons, including religious beliefs that must be renewed annually. If a waiver is requested, parents should discuss with the Principal to ensure the records are in compliance with Alaska state law.

### **In-Service Days**

In-service days are marked on the school calendar. The purpose of these days is to provide ongoing planning for school programs and to allow for teacher enrichment and development. Students do not come to school on these days as neither the teachers nor the staff will be available to parents or students. We encourage families to plan ahead because in-service days are great days for doctor, dentist, or other routine appointments for students.

### **Last Mass with Seniors/Transfer of the Light of Christ**

This annual event is traditionally scheduled on the last day that seniors attend classes at Lumen Christi. At this Mass, we recognize and celebrate our outgoing graduates in front of the student body. And, in a moving ceremony, we transfer the Paschal Candle (the Light of Christ) from representatives of the graduating class to next year's Senior class (current Juniors). Parents and families are highly encouraged to attend this event.

### **Mandatory Reporting**

In accordance with Archdiocesan and Alaska State law, as professional educators, Lumen employees are mandatory reporters and are required to involve the appropriate authorities as issues arise. See the Archdiocese website (<http://archdioceseofanchorage.org>) for Safe and Sacred standards, as well as the State of Alaska Office of Children's Services website:

(<http://www.hss.state.ak.us/ocs/Publications/ReportingChildAbuse.htm>).

### **New Family Orientation**

This annual event is generally held on a weeknight within the first two weeks of the start of the school year and is open to all new families. This event provides new families with pertinent information about the school to ensure student success.

### **Principal-Parent Forums**

Since 2019, the school Principal has held quarterly forums with parents, both in person and online. These forums, held on a weeknight, provide the Principal an opportunity to give important updates to families followed by a question and answer session. These forums will be scheduled in advance on the school's annual calendar.

### **Records**

Lumen Christi High School will maintain all students' records, documents, and transcripts. Records will consist of health information, standardized test scores, report card grades, attendance, extra-curricular activities and disciplinary actions taken at Lumen Christi High School. All records received from other schools are kept on file with Lumen Christi Student information.

### **Safety**

Lumen Christi High School has established regulations to promote the safety of the school's students. Failure to follow safety protocol and regulations will result in disciplinary action. Lumen Christi conducts monthly fire drills and regular emergency action drills to ensure a safe learning environment.

### **Sanctioned Activities**

Lumen Christi provides adult supervision at Lumen Christi-sanctioned or sponsored activities, whether before school, during recess or lunch periods, or after school and whether such activities occur on Lumen Christi grounds or not. To represent Lumen Christi High School at a sanctioned activity, an individual must have received authorization from the Principal prior to the commitment date and responded in full to all inquiries made by the Principal and supplied documentation required by Lumen Christi, including completing the Archdiocese of Anchorage-Juneau Safe and Sacred training.

### **School Closings**

Lumen Christi follows the lead of the Anchorage School District. If the Anchorage School District is closed, Lumen Christi will also be closed. Please listen to local radio stations for closing updates. If the school is closed for a day, all extra-curricular activities and travel will also be canceled; exceptions will only be granted with express permission of the Principal.

### **School Board Speaker Series Event**

In 2021, based on feedback from our families, the Lumen Christi School Board began to host fall and spring "Speaker Series" events for our community. These events (one in the fall, one in the spring) are

intended to bring our school community together around a central theme, topic, or speaker(s). The evening usually consists of a formal presentation followed by a social hour.

### **State of the School**

This annual event is held on a Tuesday evening during “Celebrate Catholic Schools Week” (usually late Jan/early Feb. All parents are encouraged to attend. The school Principal will review the school’s mission, Core Values, and vision and provide presentations on school finances, enrollment, what the school has accomplished, and future initiatives.

### **Senior Nights (Athletics)**

In order to celebrate the athletic accomplishments of our Senior athletes, the school hosts a “Senior Night” on the last home game/competition of the season. Each graduating Senior is recognized either before the game or during halftime with his or her parents. Traditionally, the Junior parents plan and organize small gifts for each Senior.

### **SportsLeader/Virtue = Strength Ceremonies (Athletics)**

In 2018, the school partnered with SportsLeader, a nationally recognized sports ministry program emphasizing Catholic identity and virtue. Each season, our sports teams host ceremonies that recognize our student athletes and parents. Variations include a “Jersey Ceremony”, a “Rosary Rally”, a “Letters to Mom/Dad Ceremony.”

### **Student Driving**

Students who drive to Lumen Christi must follow the regulations, which are part of their Driving Contract (see **Appendix F**). Parents will also be required to sign the Driving Contract.

Students are not to enter their own cars or anyone else’s during the school day, including lunch time, without the permission and/or accompaniment of a teacher or person of authority. This includes students riding back and forth to the lunch area with other student drivers. There is a speed limit of 10 mph on campus at all times. This includes the church parking lot. Students who violate any of the Lumen Christi regulations concerning driving, parking, and auto use may receive detention and/or may lose their privilege of on-campus parking. Lumen Christi High School generally does not allow the use of student drivers in conjunction with any school-sanctioned activity.

### **Visitors**

Visitors to Lumen Christi must sign in at the front office upon arrival and receive a visitor’s tag. Student visitors are not permitted in Lumen Christi or the lunchroom during the instructional day without the approval by the Principal, Dean of Academics, or Dean of Students. Student visitors will be limited to those who are seriously considering enrolling at Lumen Christi, recent alumni, or other individuals who have a need to be on campus. These students should contact Lumen Christi prior to when they wish to visit. Enrolled students who wish to bring a visiting student or parent must receive approval from the Principal and his/her designee. The school reserves the right to prohibit any person from being present on Lumen premises at any time.

### **Discretion of the Principal / Changes in the Handbook**

The Principal has the discretion to make exceptions to the general policies in the Handbook as he/she deems appropriate for the safety of those at the school and to further the mission of Lumen Christi. In all

matters of school policy, exceptions, and administration, the decision of the Principal is final. Lumen Christi reserves the right to make changes in the information in this Handbook at any time during the year as needed for the benefit of the school and/or to clarify policy and/or procedures.

## **Appendix A**

### **Statement of Faith and Understanding**

We understand that Lumen Christi High School provides a rigorous Catholic education in a Christ-like environment. We are called to proclaim the Gospel of Jesus Christ, to build community, and to serve our brothers and sisters. We are united in our core values of Living **Faith**, Celebrating **Family**, and Achieving **Excellence**

We understand that through a partnership with St. Benedict's Parish, the Archdiocese of Anchorage-Juneau, parents, students, and teachers, Lumen Christi will strive to provide a Christ centered learning experience, based on the teachings of the Roman Catholic Church.

We understand the importance of preparing our child to interact in a global society by nurturing respect for life and acceptance of responsibility to self and community.

We understand that the curriculum of Lumen Christi is presented from a perspective that encourages the balanced development of our child's spiritual, intellectual, emotional, social and physical needs.

We understand that our child will be challenged to use all of his/her gifts and talents as s/he bears witness to his/her faith by acts of compassionate service to his/her neighbors.

We understand that Lumen Christi will cultivate creative and critical thinking skills and responsible decision making in an interdependent world for our child.

We understand that Lumen Christi will assist our child to appreciate the richness of God's creation, to wrestle with the basic questions of human existence and to listen to God's personal call and respond with a generosity beyond the ordinary and commonplace.

We understand the importance of being part of this Catholic community at Lumen Christi School; therefore, we understand that our child will attend all Theology courses, liturgies, retreats, and Masses. Our child's level of participation will be in accordance to their faith.

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Student Signature

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Date

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Parent/Guardian Signature

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Date

---

Parent/Guardian Signature

---

Date

## **Appendix B**

### **Parent/Guardian Agreement**

We agree to accept all rules, policies, procedures and regulations of the school on the applicant's behalf and agree to authorize the school to employ such discipline, as is necessary and expedient for my child. We also agree that the administration has full discretion for placing my child in the proper class and grade after consulting with us.

We pledge to pay our financial obligation on or before the due date as stated in our Financial Agreement. We understand the Business Manager will evaluate tuition refunds on a case-by-case basis when deemed necessary.

We understand that the school has the right to dismiss our child for violation of school rules, procedures, policy or regulations, or willful disregard for educational and spiritual goals and processes.

We understand that all students, regardless of religious creed, are required to attend Mass and religious activities, such as retreats, rosary, or reconciliation services.

We agree to indemnify and hold harmless the school and its agents and employees from any claim or liability brought by or on behalf of my child or any parent or guardian of such child against the school or any agent or employee thereof because of injury, damage, or loss or alleged injury, damage or loss to my child.

We understand and agree that any dispute arising out or relating to enrollment or any other related issues involving our child's involvement at LCHS, academically or personally, is subject to the ultimate authority to the principal of the school and the pastor of St. Benedict's Parish. We further agree that any dispute that cannot be resolved with the principal or pastor arising out of our child's involvement with LCHS including any claims under local, state or federal law shall be subject to mediation with a private third-party mediator. We agree that the mediator will be selected from a list of professional mediators engaged in such practice within the Municipality of Anchorage with a preference for a retired judge as a mediator, if available. Costs for any mediation will be shared equally by us and LCHS.

We believe, consistent with the principles of LCHS and Catholic teaching, that every effort to resolve disputes in this negotiated fashion should be pursued to minimize the likelihood of additional legal proceedings. Therefore, we further agree that mediation will be required and considered a condition precedent before any civil proceeding can be initiated arising out of any matter involving our child's/children's attendance at LCHS.

We understand and accept the philosophy that we, as parents, must support and guide our children in the educational process as well as actively participate with our children in that process.

I/We \_\_\_\_\_ agree to accept the terms of this agreement and support Lumen Christi High School in its effort to educate my student.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Appendix C **Parent Share Hour Agreement**

### \_\_\_\_\_ **School Year**

Parent share hours are volunteer hours to be completed each school year by each family. Lumen Christi High School (LCHS) relies on parent share hours for the successful operation of the school's many functions and events which help keep tuition affordable.

I understand that my family will be expected to donate a minimum of 40 hours of time and talent for the enrichment of Lumen Christi and my child. Of the required parent share hours, 50% of those share hours need to be dedicated to fundraising activities. Fundraising activities include volunteering at the Archangel Attic, Gala support, soliciting donors for the LUMENary Drive, working concessions and gate for sporting events, and etc.

Exceptions to the minimum 40 hour requirement are granted in the following cases:

- 20 hours for a single parent household (to mean a parent with sole custody). This exception does not include families with divorced or separated parents who share custody of the student(s).
- 20 hours for those students with siblings at St. Elizabeth Ann Seton School or other parochial elementary school.

It is my duty to log my parent share hours in the office or email the office with details of the completed hours. I also understand my time and talent is critical to the success of LCHS and that the 40 hours (20 hours for single-head-of-household or 20 hours for those with siblings at another parochial school) per academic school year should be considered a minimum commitment. **I also agree that for every hour under my required hours I fail to donate, per academic school year, I will be assessed and agree to pay \$35.00 per hour.** Any assessment for Share Hours will be made in April and due as part of the May tuition payment date.

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**Please check the one that applies:**

- ☐ Two-parent household  
☐ Two-parent household w/students at SEAS  
☐ Single-parent household  
☐ Single-parent household w/students at SEAS  
☐ Divorced parents with shared custody

**Does the student have siblings at St. Elizabeth Ann Seton? Please circle one: YES or NO**  
**If so which grade(s):** \_\_\_\_\_

I/We agree to accept the terms of this Parent Share Hour Agreement.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



## **Appendix D**

### **CODE OF CONDUCT FOR INTERNET AND OTHER MEDIA ACCESS**

All Internet and computer network use must be consistent with Lumen Christi High School policies. Illegal activities are strictly prohibited. Failure to follow these rules may result in the suspension of Internet/computer privileges and/or additional disciplinary action. Illegal activity will be reported to the proper authorities.

All Internet and other users (including the use of personal computers and electronic devices) will be expected to abide by a generally accepted code of conduct, including, but not limited to, the following rules:

- Use the telecommunications and computer resources for school-related purposes only. The school technology resources are not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, etc. E-mail may be accessed at the discretion of the teacher when being used for educational purposes.
- Do not search or make use of material which would not be acceptable in a Catholic school setting.
- Do not download any executable program files from the Internet onto school computers. Also, do not make or attempt to make modifications or changes in the program or files of school computers without permission of the administrator.
- Do not use the school telecommunications network for any activity that will result in financial gain or to solicit others for commercial, religious, or political causes, or for outside organizations.
- Do not use abusive or profane language, symbols, or pictures or use the school network or any computer programs to harm, threaten, or harass anyone. Do not send messages that contain false, malicious, or misleading information which may injure a person or person's property.
- Do not disguise the point of origin or transmission of electronic mail.
- Do not engage in "hacking" activities, such as writing or knowingly using harmful/illegal software or viruses; or trying to access or change computer files or data which do not belong to you.
- Refrain from all acts of vandalism. Vandalism is defined as any malicious attempt or harm or destroys hardware, data of another user, Internet, or any other agencies or networks which may be accessed through the school's network.
- Protect and respect password confidentiality. Do not reveal your personal information or that of others, including full name, address or telephone number. Do not attempt to discover passwords or other measures the school uses to control access to the Internet or networking system.
- Respect all copyright and licensing laws.

#### **Privacy**

Network and Internet access is provided as a tool for your education. The LCHS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice all usage of the computer network and Internet access and all information transmitted or received in connection with such usage. This includes any data or information transmitted or received via cell phone, iPod, or other electronic device. All such information files shall be and remain the property of the LCHS and no user shall have any expectation of privacy regarding such materials.

**Every student, regardless of age, must read and sign below:**

I have read, understand, and agree to abide by the terms of the Lumen Christi High School Code of Conduct for Internet Use. If I violate or in any way misuse my access to the school's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

Student's Name (print clearly): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Parent or Guardian: As the parent or legal guardian of the above student, I have read, understand, and agree that my child shall comply with the terms of Lumen Christi High School's Code of Conduct for Internet Use. I understand that access is being provided to the students for educational purposes only. However, despite the best efforts and the use of filtering, I also understand that it is impossible for the school to at all times totally prevent access to all offensive and controversial materials and understand my child's responsibility for abiding by the agreement. I am therefore signing this agreement and agree to indemnify and hold harmless the school, St. Benedict's Parish, the Diocese, and any providers of network and Internet access against all claims, damages, losses, and costs, of whatever kind that may result from my child's use of his or her access to such networks or his or her violation of the school's agreement. I hereby give permission for my child to use school provided access to the Internet.

Parent or Guardian (please print): \_\_\_\_\_ Home Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\*\*The Code of Conduct for Internet and Other Media Access Contract will be effective throughout the student's enrollment at Lumen Christi High School.**

**Appendix E**  
**Lumen Christi High School**  
**Parent-Student Pledge and Contract**

**STUDENT PLEDGE**

I have received, read, and discussed the Lumen Christi High School Parent-Student Handbook with my parent(s)/guardian(s) and agree to follow the rules, policies, and procedures stated.

I promise to do my best to fulfill my responsibilities as a member of the Lumen Christi student body and community.

I also agree to uphold the school's Mission, Philosophy, and Core Values of Faith, Family, and Excellence and strive diligently to put into practice the six Attributes of a Lumen Graduate on a daily basis.

I understand that a major philosophy of Lumen Christi is putting faith into action and that I am expected to donate a certain portion of my year towards documented service to my school, to my local parish/church, and to the Anchorage community.

I understand that, as a member of Lumen Christi High School, I will take responsibility in the appearance, hospitality, atmosphere, and environment of this Catholic school community.

I understand that the school has the right to dismiss me for violation of school policy or willful disregard for educational and spiritual goals and processes.

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

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

**PARENT PLEDGE**

I have received, read, and understand all the policies outlined and explained in the Lumen Christi High School Parent-Student Handbook. I have discussed its contents with my son/daughter. I understand the success of my son/daughter depends on our joint effort to enforce and follow the rules and regulations stated. My signature below is an endorsement of the school's policy and a pledge to uphold and encourage my son/daughter's compliance.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Printed Name

\_\_\_\_\_  
Date

***This form to be completed only for students who drive to school on a regular basis.***

**Appendix F**  
**Lumen Christi High School Student Driving Contract**  
**School Year: \_\_\_\_\_**

Student Name: _____	Grade: _____
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Students who drive to school must follow the regulations set forth by Lumen Christi. Both students and parents must sign this contract.

1. Students are not to enter their own car or anyone else's during the school day, including lunch time, without the accompaniment of a teacher. It is expected that all necessary school material and lunches will be brought in at the beginning of the day.
2. There is a speed limit of 10mph on campus at all times. This includes the parking lot, the alley, and areas immediately around the school.
3. Lumen Christi does not allow the use of student drivers in conjunction with school sanctioned activities. Occasional exceptions may be made by the Principal for 11th and/or 12th graders only. These occasional exceptions will require parent approval through a separate permission slip.
4. It is presumed, and a student may be asked to verify, that they have a valid driver's license and appropriate insurance.
5. It is the prerogative of the Principal to perform random searches of all property brought onto the school grounds. This includes automobiles. Periodically a student may be asked to accompany the Principal to their car for such a search. If illegal or dangerous substances are found, the Principal will attempt to contact the parents prior to contacting any law enforcement agency.

\_\_\_\_\_  
License Plate #                      Make/Model                      Year                      Color                      \_\_\_\_\_

\_\_\_\_\_  
License Plate #                      Make/Model                      Year                      Color                      \_\_\_\_\_

**Is the student still on his/her provisional license? YES or NO**

**I have read and agree to abide by these rules:**

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

**I have read these rules and agree to support Lumen Christi with enforcement.**

Parent Signature: \_\_\_\_\_ Date : \_\_\_\_\_

## Appendix G

### Driver and Chaperone Policy

#### I. PHILOSOPHY

Lumen Christi Catholic High School is committed to ensuring the safety and well-being of all of our students. Volunteer chaperones and drivers are critical parts of that commitment.

The success of classroom trips and/or team travel is dependent on the support and assistance of dedicated parents or friends of Lumen Christi who either drive or chaperone for our school.

#### II. GENERAL REQUIREMENTS

- A. Chaperones must be over the age of 18. Drivers must be at least 21 years old.
- B. It is the direct responsibility of the Lumen Christi Catholic High School staff member (administrator, teacher, or coach) to secure an adequate number of chaperones to provide appropriate supervision of students on trips or other activities where adult supervision is required. **As a general rule, there must be at least one chaperone for every ten students, which includes local or away travel events and there must be at least one chaperone of the same sex as the students.**
- C. All drivers and chaperones must have a current Pinnacle background check completed through the Archdiocese of Anchorage (good for 5 years) and up-to-date “Safe Environment” online training complete (good for 2 years), verified through the Lumen front office.
- D. All drivers will have a current driver’s license (copy on file in the front office of the school).

#### III. GENERAL RESPONSIBILITIES

- A. All chaperones and drivers must adhere to appropriate conduct and standards of behavior, including NO SMOKING, CONSUMPTION OF ALCOHOL, OR USE OF ILLEGAL DRUGS while serving in a school sanctioned chaperone/driver capacity.
- B. Chaperones and drivers may be asked to wait with students after events until they are picked up by a parent. PLEASE ADJUST YOUR SCHEDULE ACCORDINGLY.
- C. Chaperones and drivers shall refrain from engaging in an argument with a student. Chaperones are to report any behavior problems to the staff member, coach, Athletic Director, or school Principal.
- D. CHAPERONES AND DRIVERS SHOULD UNDERSTAND THAT IT IS INAPPROPRIATE TO DISCUSS ANY STUDENT, FACULTY, OR STAFF MEMBER IN A NEGATIVE WAY and will not be tolerated. Chaperones and drivers who do engage in this behavior will not be allowed to volunteer in this capacity for the remainder of the academic year.
- E. **Chaperones and drivers must never be alone with a student at any time, even if of the same sex. For example, if waiting for parents to pick up kids and there are only 2 students left, the chaperone/driver should ask both students to stay so the chaperone/driver is not left alone while waiting for the remaining student to be picked up.**

#### IV. SPECIFIC RESPONSIBILITIES

- A. Drivers:
  - a. Drivers are expected to transport the students to and from the required destination in a safe, responsible manner, while following all traffic rules and speed limits.
  - b. **In general, drivers using a personal vehicle are agreeing to “pay their own way.”** In some cases, drivers may be reimbursed for mileage costs if approved by the school

Principal beforehand. In this case, all receipts must be retained for reimbursement through the Lumen front office upon return.

**B. Chaperones:**

- a. Chaperones should be available to the staff member or coach at all times and accompany the students at all times.
- b. The authority of chaperones is limited to general supervision of students and the enforcement of appropriate behavior. Chaperones should balance their authority with common sense and courtesy.
- c. The chaperone's role can vary from one team or event to the next. The final list of responsibilities will be determined by the school staff member or coach depending on the age of the athletes, the nature of the event and the skills and qualifications of other accompanying adults.
- d. A chaperone accompanying a team or group of athletes to away competitions may be required to:
  - i. assist the staff member or coach as necessary;
  - ii. ensure the schedule is followed, for example, curfews, study time, meal times, training sessions, practices;
  - iii. organize and prepare any meals and supervise athlete involvement in meal preparation and clean up;
  - iv. enforce the rules and report any infraction of the school's Parent-Student Handbook to the staff member, coach, Athletic Director, or school Principal;
  - v. handle any emergencies with common sense;
  - vi. accompany an injured or ill athlete who needs medical attention;
  - vii. help supervise travel schedules and travel logistics;
  - viii. maintain a contact list of key people, such as coaches, parents, and emergency numbers. The Lumen front office can provide email and phone number contact lists, when requested.
- c. Where possible, chaperones may be given their own room in proximity to the students. At some locations, however, chaperones may be required to stay in the same housing area as the students i.e. school classroom. **In every event, see III.E under General Responsibilities.**
- d. **In general, chaperones are agreeing to "pay their own way."** In some cases, chaperones may be reimbursed for some mileage, meal, and/or hotel costs if approved by the school Principal beforehand. In this case, all receipts must be retained for reimbursement through the Lumen front office upon return.

**V. VIOLATIONS OF THIS POLICY**

To ensure the safety and well-being of our students, any violations of this policy will be addressed immediately by school administration. Consequences for violations will be appropriate to the offense e.g. a driver who receives a speeding ticket or traffic violation will not be allowed to drive for future school events/travel for a determined period of time.

**Appendix H**  
**Lumen Christi High School**  
**Faith in Action Form Examples**

**7th/8th Grade Faith in Action Form (2023-24)**

Student Name: \_\_\_\_\_ Student Grade Level: \_\_\_\_\_

This service filled which category:

- School
- Parish
- Community

Organization Served: \_\_\_\_\_

What artifact did you collect to prove that you did your service?

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Description of Service - What did you do? (1-2 sentences):

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Reflection: Why did you choose this organization? How did they need help? What are other areas you could serve? (2-3 sentences):

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Number of Hour(s): \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Phone Number or Email: \_\_\_\_\_

Advisor Approval? Circle: Yes or No

### 9th/10th Grade Faith in Action Form (2023-24)

Student Name: \_\_\_\_\_ Student Grade Level: \_\_\_\_\_

This service filled which category:

- School
- Parish
- Community

Organization Served: \_\_\_\_\_

What artifact did you collect to prove that you did your service?

\_\_\_\_\_  
\_\_\_\_\_

Description of Service - What did you do? (1-2 sentences):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reflection: How have you grown in your relationship with God because of this service? How may this service help you to see the people differently? Where did you see/hear/touch Jesus while completing this service? (2-3 sentences):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Hour(s): \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Phone Number or Email:

\_\_\_\_\_

Advisor Approval? Circle: Yes or No



### 11th/12th Grade Faith in Action Form (2023-24)

Student Name: \_\_\_\_\_ Student Grade Level: \_\_\_\_\_

This service filled which category:

- School
- Parish
- Community

Organization Served: \_\_\_\_\_

What artifact did you collect to prove that you did your service?

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Description of Service - What did you do? (1-2 sentences):

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Reflection: How did this service contribute to your chosen theme for the school year? How did this work change you or your perspective on others? Where did you see Jesus when completing this service? (2-3 sentences):

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Number of Hour(s): \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Phone Number or Email:

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Advisor Approval? Circle: Yes or No