



# BISHOP DWENGER HIGH SCHOOL

## 2021-2022 PARENT/STUDENT HANDBOOK

To ensure that you are aware of all policies and procedures, please read the entire handbook. Please contact the school with clarification or questions about any school policies or procedures. Any discrepancy between the handbook and other documents will be reviewed and updated as soon as possible; Administration will defer to the more recent updates.

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## BISHOP DWENGER PARENT-STUDENT HANDBOOK 2020-2021

Within this handbook, you will find Diocesan policies and procedures (Appendix A) and those of Bishop Dwenger High School. In addition to the policies and procedures set out herein, both the Diocese and Bishop Dwenger High School have developed, implemented, and will enforce many other policies and procedures. Each policy and procedure adopted and to be implemented and enforced is available at the school office. Each policy, whether or not set out herein, is specifically incorporated herein by reference. Consequently, each such policy will be enforced as adopted. In addition, policies and procedures developed or modified during the academic year will also be implemented and enforced as adopted. The development, modification, or implementation of policies and procedures may occur at any time without advanced notice. Bishop Dwenger High School and the Diocese retain and reserve the right to adopt, modify, implement, or amend any policy or procedure at any time without notice. Interpretation of policies and procedures is at the discretion of Bishop Dwenger Administration.

### School's Right to Amend

The rules in this handbook are in addition to our broad discretionary authority to maintain safety, order, and discipline on the school campus and inside the school zone. These rules, policies, and procedures support, but do not limit our authority. They are intended to protect our students. This handbook serves as a guideline for the administration, who has discretionary authority for interpretation and determination of resulting actions.

## DIOCESE OF FORT WAYNE-SOUTH BEND CATHOLIC SCHOOLS MISSION STATEMENT

Catholic schools will provide sound religious instruction based on the teachings of the Catholic Church and ensure academic success for all students.

## BISHOP DWENGER MISSION STATEMENT

Bishop Dwenger High School, a Diocesan Catholic high school founded in the life and teachings of Jesus Christ, provides a faith-centered community dedicated to academic excellence, growth in the spiritual life, a Christ-centered active life outside of class, and a Christian life of service to the community.

## SCHOOL SPIRIT

Nick Name: Saints

Mascot: Tuffy

Vision: "Citizens of Two Worlds"

Colors: Old Gold and White, with Navy Blue as a Contrasting Color

### **Bishop Dwenger "Saints" School Song**

1-2-3-4-5-6-7

O when the Saints go marching in,

O when the Saints go marching in,

We will all be there to greet them,

When the Saints go marching in.

O when our strength has been revealed

O when our strength has been revealed

We will clap and cheer and cry

For the Saints of Dwenger High

1-1, 2-2, 3-3, BD!

### **Bishop Dwenger Prayer**

This is Bishop Dwenger

Let peace dwell here

Let our school be full of contentment

Let love abide here

Love of God

Love of one another

And love of life itself

Let us remember that

Just as many hands build a house

So many hearts make a school.

## VISION: “CITIZENS OF TWO WORLDS”

We, at Bishop Dwenger, are working as a:

- Community of students, faculty, and staff, with parents, Board of education, and alumni in the shared project of human growth, with each member offering a personal contribution.
- Community of educators, working to provide for the spiritual, intellectual, psychological, social, and physical needs of each student.
- Community of Christian educators who desire to provide an authentic and genuine charity among our members in a setting in which each person can function responsibly.
- Community within a society. The interaction of the Bishop Dwenger academic community encourages each student to develop the ability to participate in civic affairs and influence the larger world.

### Step Up – Be a Leader!

Being a leader can seem like a daunting task. Some leaders are vocal, while others do not have to say a thing, but rather lead by example. Every time a Bishop Dwenger student puts on the school uniform shirt, puts on that tie, or wears the letter jacket, they are seen and judged by others. Each student needs to step up and be a role model...be a leader!

Bishop Dwenger will strive to develop positive self-esteem in all students through classes and programs, which teach them to learn to accept themselves, develop winning skills, study/model confident and successful people, list their own greatest talents, find mentors, use positive self-talk, and serve others.

Not only will students learn to advocate for themselves and build self-esteem, but will develop leadership skills through participation in organizations, clubs, community service, performing arts, student government, athletics, mentoring, the Leadership Development class, the Sport Leader Program, and Dwenger Disciples. Positive leadership is essential to group success and to the attitudes and conduct of the student body. Student leaders develop the ability to positively influence others to work toward common goals. Students should study the lives of successful leaders, including the Saints, and model the qualities they exhibit. Students can develop leadership skills by being placed in positions of authority or responsibility.

### Statement of Purpose

It is a privilege, not a right, for students to attend Bishop Dwenger High School. When students choose to attend Bishop Dwenger, they take on the responsibility of representing this school and its mission of fostering Catholic teachings and Christian values to the rest of the student body, their parents, their family, and the community at large. This general Code of Conduct shall apply to all students at BDHS. Violations of this code include, but are not limited to, violations on or off school campus; at any BDHS sponsored event, home or away; traveling to or from school or an event; those that violate the State’s criminal code committed away from school and/or outside of a school activity; those that could potentially cause social, emotional, educational or physical harm to another; and those that may affect the school’s reputation or climate. If such a violation of the code occurs at any time or location as stated above, the participant is subject disciplinary measures as deemed appropriate by the Bishop Dwenger Administration. Students should remember that they are representing Bishop Dwenger High School and the Diocese of Fort Wayne-South Bend 24/7/365, on and off campus, as long as they are enrolled as a student.

This handbook is a general reflection of policies established by the Diocese of Fort Wayne-South Bend, and the tradition that has been created over the years at Bishop Dwenger. A more detailed listing of such policies will be outlined in the complete Parent/Student Handbook.

## Expectations of Students

1. Students are to be as Christ-like as possible in all we do.
2. Students accept personal responsibility for their education (good attendance, punctuality, study, participation in class, and cooperation with staff).
3. Students attempt to achieve growth in honesty, tolerance, open-mindedness, sportsmanship, friendliness, and loyalty.
4. Students exhibit socially acceptable behavior and language (courtesy, respect for others, proper language, and modest/appropriate dress).
5. Students are good citizens; students who exhibit respect for authority, school rules, city, state, and national laws.
6. Student exhibit respect for fellow students, staff and faculty members, regardless of race, religion, gender, color, or national origin.
7. Students will do homework, participate in class activities and discussions, take care of equipment, and not cause disruptions which interfere with the educational process.
8. The Catholic school upholds and supports God's plan for sexual relations by promoting chastity, and respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage; a mutual gift, which opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.



# PASTORAL MINISTRY & CATHOLIC IDENTITY

## Spiritual Growth

Pastoral Ministry provides opportunities for students, faculty, and staff to grow and deepen their Catholic Faith by planning and scheduling liturgies, prayer services, retreats, spiritual reflections, and regular opportunities for the Sacrament of Reconciliation, and Eucharistic Adoration through the school year. Holy Days of Obligation are observed with an all-school Mass. Additionally, Masses and/or prayer services are scheduled monthly.

Through Pastoral Ministry, students can participate in:

- Monthly All-School Mass & Liturgies,
- Regular Chapel Masses
- Eucharistic Adoration
- Frequent Reconciliation
- Rosary
- Retreats/Days of Reflection at all grade levels
- Prayer Services
- Vocation Day

Students take on an active role in our Catholic Identity with many opportunities to participate in, and practice, the Catholic faith. Pastoral Ministry trains students to be Extraordinary Ministers of Holy Communion, Proclaimers of the Word/Lectors, Alter Servers, and Sacristans. Students may also get involved in Pastoral Ministry through the Liturgical Choir, Decade Club, Rosary Club, Linus Club, and St. Mother Teresa Club.

## Pastoral Counseling:

The Pastoral Ministry team is available whenever teachers, staff, students, or parents need help and/or spiritual guidance. The team provides a listening ear, a caring heart, and support at difficult times. Their services are available to anyone, regardless of religious background.

## Life-Skills Counselor:

A full-time professional counselor is available for students, faculty, and staff through referrals from teachers or requests from parents. Students are helped with a variety of concerns including, but not limited to, depression, anxiety, and grief issues. If parents prefer that their student not be allowed to see the counselor, a "Refusal of Counseling Services" form is made available. Referrals to outside counseling resources are available through the life-skills counselor.

## Service Hours

As part of a Catholic education, our Catholic Identity, and our mission, all Bishop Dwenger students are required to complete service hours ***outside of school hours***. Each student is required to complete a minimum of 20 service hours each school year (10 hours each semester as outlined below):

### **First Semester:**

- Seniors & Juniors: Ten (10) service hours are to be completed for the poor, the underserved, and the needy. Hours must be from the approved list and completed at a single site.
- Sophomores & Freshmen: Ten (10) flex hours are to be completed.

### **Second Semester:**

- Seniors & Juniors: Ten (10) flex hours are to be completed.
- Sophomores & Freshmen: Ten (10) service hours are to be completed for the poor, the underserved, and the needy. Hours must be from the approved list and completed at a single site.

*Flex Hours:* Service to any population, neighborhood, school, parish, and/or family (without pay)

*List Hours:* List hours include service sites that target the poor, underserved, and needy. Students must complete these hours from the approved list, which can be found in the Front Office, Pastoral Ministry, and on the website under the "Spirituality" link (found in the left-handed column).

Service verification cards with signatures are due to theology teachers or the Service Coordinator by *October 28, 2021 (1<sup>st</sup> semester), and February 17, 2022 (2<sup>nd</sup> semester)*. Service hours and a corresponding reflection paper are included in the quarter and semester grade; no credit is given for partial work. Required service hours do not include service to animals.

Additional information:

1. After the second semester service deadline, students are encouraged to begin service for the following school year. Summer is a great time to complete service.
2. Service to the poor must be chosen from the service list; otherwise, it will not be accepted.
3. Each student may choose his/her own site based on prayerful consideration. All 10 hours must be served at ONE site to build a rapport with those served.
4. Students must call ahead to the location and make appointments for orientation and to schedule mutually convenient times to do their service/work.
5. Each student will have his/her own verification card that is to be filled out by the student and signed by the site supervisor each time hours are served.
6. Summer hours are to be turned in the first week of school to the student's theology teacher or the Service Coordinator.
7. No late or incomplete work will be accepted for credit or award.
8. Any complaints from service sites will result in a zero for the work and no credit will be given.
9. A written service-learning paper/project will be assigned and collected in theology classes.
10. Service hours completed as part of a requirement for a parish program or other organization may be applied to BD service, except for those which are court mandated.
11. Transfer students will see the Service Coordinator to make arrangements for completing service.
12. Group projects organized by coaches, teachers, and parents must be pre-approved by the Service Coordinator.
13. St. Mother Teresa Award: Students who complete 15 hours over and above the required hours (35 total hours) are eligible for the St. Mother Teresa Award.

# ACADEMICS / CURRICULUM / GUIDANCE SERVICES

## Academic Expectations

A basic principle of the school's philosophy is that each student must actively engage in the educational process according to his/her calling from God as a "Citizen of Two Worlds." Consequently, it is the expectation that each student realizes that the primary responsibility for learning rests squarely on his/her own shoulders. Parents, teachers, and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved. Hence, each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. The following expectations more clearly explain how a student should approach his/her studies.

- **Classroom Conduct & Attendance:** A student is expected to be on time for each class and not to miss class except in the case of illness or other serious reason. The student is expected to participate in all class activities. Further, he or she is expected to assist in maintaining order by refraining from disruptive conduct.
- **Materials:** A student is expected to bring all necessary materials to class. This includes laptop, all textbooks, workbooks, notebooks, pens and pencils, binder, paper, planner, and any other materials required by the teacher in a particular class. Students should bring their laptops, fully charged or with a charger, and with the appropriate image and updates as needed to ensure that they can use technology appropriately and most effectively. *If a teacher requires the use of other software needed for a class, a student's failure to log in may determine his/her attendance and/or grade for that period.*
- **Homework:** Students may expect an average of two hours of homework every night (20-30 minutes per class), although actual homework requirements may vary. This may be a combination of written assignments, reading, studying, and long-term projects or papers. It is suggested to spend approximately 10 minutes (at the least) per night per grade level on homework. Assignments should be neat, complete, and on time.

## Christian Scholarship and Academic Integrity/Honesty Policy

Christian scholarship is fair and disciplined. It means following rules that the teacher has specified for an assignment. It means cooperating with the teacher in each assignment to develop each student's ability to better know and serve God. Cheating places grades before learning, forgetting, or neglecting the priority of Christian scholarship over grades. The development of Christian scholarship and integrity is the concern of every "Citizen of Two Worlds." Living the Gospel values demands an honest and honorable approach in all matters at Bishop Dwenger, especially in academic pursuits. Cheating erodes the character and plagiarism can become a vice.

Cheating occurs in several ways: copying another's work from an assignment intended for individual effort, helping, writing for, or giving answers to another student in an assignment intended for an individual, falsely attributing words, statements, numbers, materials presented in an assignment, or use of language translators in foreign language class. Plagiarizing, another form of cheating, means summarizing, paraphrasing, or quoting an outside source without giving proper credit to the author, including copying of another's work in visual arts. In summary, a student's work must be his/her own work.

### **Violations of the Academic Honesty Policy**

- 1<sup>st</sup> Offense:
  - The student will receive a zero on the assignment and notification to parents should be made by the teacher.
  - The student will meet with an assistant principal.
  - The student may be ineligible for academic honors for the semester, subject to administrative review.
  - Seniors are ineligible for senior privilege.
- 2<sup>nd</sup> Offense:
  - The student will receive a zero on the assignment and notification to the parents should be made by the teacher.
  - The student will meet with an assistant principal. A conference with parents may be required.
  - If the student is a member of NHS, he/she may be removed from NHS.
  - The student is ineligible for academic honors, including Honors, High Honors, Jacket Honors, Senior Privilege, etc. for the semester in which the offense occurs.
  - The student will be ineligible for Valedictorian or Salutatorian after a second offense, regardless of which year the offense occurs.
- 3<sup>rd</sup> Offense:
  - The student may receive a W/F for the semester for the class in which the 3<sup>rd</sup> offense occurs.
  - The student is ineligible for any honors for the semester in which the offense occurs.

- If the student is a member of NHS, he/she will be removed from NHS.
- 4<sup>th</sup> Offense:
  - The student will be suspended pending a Review Board to determine further consequences, up to and including removal from Bishop Dwenger High School.
- Violations of the Academic Honesty Policy carry throughout the student’s time at Bishop Dwenger. They do not start over each year.
- It is important to note that an “F” on an assignment may result in a student failing the quarter or the semester.

## Grading Scale

Grade	Percentage	Straight Scale Grade Points	Tier 1 Scale Grade Points	Tier 2 Scale Grade Points
A+	98 – 100	4.333	4.667	5.000
A	93 – 97	4.000	4.333	4.667
A-	90 – 92	3.667	4.000	4.333
B+	87 - 89	3.333	3.667	4.000
B	83 - 86	3.000	3.333	3.667
B-	80 - 82	2.667	3.000	3.333
C+	77 - 79	2.333	2.667	3.000
C	73 - 76	2.000	2.333	2.667
C-	70 - 72	1.667	2.000	2.333
D+	67 - 69	1.333	1.667	2.000
D	63 - 66	1.000	1.333	1.667
D-	60 - 62	0.667	1.000	1.333
F	0 - 59	0.000	0.000	0.000

**Power School:** All parents and students are encouraged to check Power School regularly to stay current on grades, missing work, and upcoming assignments. If a Power School login or password needs to be reset, students and parents should contact the Guidance Department.

## Tiered Classes

The classes offered at Bishop Dwenger are set on a tiered scale based on the level of difficulty. Classes can be categorized on a straight, standard scale; a Tier 1 scale, which shows increased difficulty in course work as an honors-level or upper-level course; or a Tier 2 scale, which indicates an Advanced Placement, college level, or level 5 course. The tiered scaled gives the students extra points, as seen in the grading scale chart, which is then averaged into the overall GPA. The current list of courses, and the tiers in which they fall, can be found in the Curriculum Guide or on the school’s website.

## Academic Awards

A “Dwenger Scholar” designation is awarded to those students whose semester GPA is 3.800 or above. A “Dwenger Honor Roll” designation is awarded to those students whose semester GPA averages a 3.500 through a 3.799. To be eligible for any academic awards, the student may not have completed the semester with waived or exempted assignments. The student must have completed all the academic work assigned to all students in the class. The student may not have incompletes showing at the end of the grading period.

## Academic Jacket Program

Academic Jacket Program: This jacket is awarded, free of charge, to those students who qualify based on their academic performance and school attendance. A student must satisfy the requirements for a given semester by meeting the following criteria:

- 3.8 semester GPA as of the date of the end of the term (no “incompletes” as a quarter or semester grade)
- 97% attendance rate per period with no unexcused absences for any period.
- 7 classes – no study halls
- Service hours, for each of the three qualifying semesters, have been completed.
- No Honesty Policy Violations during each of the three qualifying semesters

To earn a jacket, a student must accumulate three (3) semesters of meeting the requirements. The semesters do not need to be consecutive. Both academic and athletic accomplishments may be displayed on the academic jacket or vice versa.

Order of awards for an academic jacket are as follows:

- First Semester – Graduating year numerals (if not earned athletically or musically)
- Second Semester – Academic “BD” letter
- Third Semester – Academic jacket or chevron
- Subsequent Semesters – Academic chevron

## National Honor Society

Students excelling in scholarship, character, service, and leadership are invited to join a select group known as the National Honor Society. In accordance with the constitution of the nationwide organization, juniors and seniors, judged by a council of teachers as meeting established criteria are invited to become members of this organization. Students must maintain a minimum cumulative GPA determined by the NHS Board. Retention of membership is contingent upon a member’s adherence to the standards, which were the basis for his/her election. Students who do not remain in good standing may be removed from NHS.

## Class Ranking

Due to the competitive nature of the academic environment, Bishop Dwenger High School recognizes the top ten students in the graduating class. No other class rank is given. To be considered for valedictorian or salutatorian, a student must have completed at least six semesters at Bishop Dwenger and may not have been at another school at any time during their junior or senior year.

## Transcripts of Credit

Requests for transcripts are made through the Guidance Office. While attending Bishop Dwenger, there is no fee for obtaining a transcript. Once a student graduates, the fee is \$5.00 per transcript.

## Academic Probation Policy

### Mid-Quarter/Quarter:

Guidance counselors and Administration will monitor students’ academic performance. At mid-quarter, any student receiving any failing grade will be identified as at-risk for academic probation and may be asked to meet with his/her guidance counselor. In addition, the school counselors may meet with any student who is already on academic probation because of poor academic performance during a previous quarter. The Assistant Principals will monitor student progress as well, working with the guidance counselors. Students may be placed on academic probation at the quarter if they do not meet grade requirements.

Academic Deficiency Notices will be sent home in the middle of each quarter. Students in danger of failing should receive a deficiency report. The reports may be sent after mid-quarter if a student has slipped enough to cause him/her to fail the quarter. It is the student’s and the parent/guardian’s responsibility to monitor Power School. Students who need special attention should contact the instructor first. If success is not achieved, students/parents are to contact the student’s guidance counselor and then administration. Various strategies are available to establish a team approach while striving for academic success.

## Semester:

Students who earn a semester GPA  $\leq$  1.33 (D+) and/or are not passing 5/7 classes at the end of any semester will be placed on academic probation. A plan of action will be formulated to address the inadequacies in academic performance.

A student who does not meet probationary conditions, has two or more failures for two consecutive semesters in any combination of classes, or who does not remain on track for graduation, may not be eligible for enrollment the following semester. If students are to register for summer school classes and complete/pass the classes successfully, re-enrollment at Bishop Dwenger for the next semester will be considered. As a general rule, if a student fails two classes, he/she must complete one summer class; if a student fails three classes, he/she must complete two summer classes.

The guidance counselor and/or administration should schedule a meeting with the probation student to discuss academic performance. Together they will

- Identify areas for improvement.
- Identify tools for success including the availability of tutoring, organizational skills, etc.
- Ensure that the student understands the consequences for continued poor academic performance, including the potential of academic probation, the possibility of extracurricular ineligibility, and the possibility of an invitation to withdraw from Bishop Dwenger.
- The school counselors and administration will monitor students' attendance at the mandatory study tables.
- Students who are on Academic Probation may be academically ineligible for extra-curricular activities and athletic privileges that take place outside the school day. Eligibility may be reinstated at the start of a new quarter if the student is passing all of his/her classes.

A student who fails multiple classes in consecutive quarters may become credit deficient, and/or may be asked to withdraw from Bishop Dwenger.

To be removed from academic probation, the student must achieve a GPA greater than 1.333 and have no failing grades on the quarter and/or semester report card. The administration may place a student on academic probation at any time because of poor academic performance, such as low grades or multiple incomplete assignments. Students who fail more than two classes in a semester may not be eligible for re-enrollment.

## Admission and Academic Support Program

Incoming students may also be identified as at-risk for failure and consequently enrolled at Bishop Dwenger under the stipulations of the academic support program. All transfer students are considered as on probation and are expected to maintain satisfactory grades, as well as adhere to the policies and rules. Failure to comply may result in withdrawal.

1. Incoming freshmen and transfer students may be identified as at-risk for academic failure based on poor academic performance in his/her previous school, low standardized test scores, etc., and may be conditionally admitted to Bishop Dwenger.
2. If the student is accepted, the Guidance Office and/or Assistant Principal will schedule a meeting with the parents and the student to discuss the academic support program and outline the steps that will be implemented in order to maximize student success.
3. This program may include mandatory attendance at study tables and/or mandatory outside tutoring to boost weak skills and missed standards.
4. To have the conditions of the academic support program removed, the student must achieve a GPA of 1.333 or greater and have no failing grades on his/her quarter and/or semester report card.
5. The administration may also require a student to abide by the conditions of the academic support program at any time because of poor academic performance as evidenced by low grades and/or missing/incomplete work.
6. Low grades are defined as those in the "D" and "F" range.

## Academic Withdrawal

1. Any student who receives three (3) failing semester grades may be removed from the school. The courses in which the student failed does not matter.
2. Freshmen whose semesters GPA is at or below 1.333 in both the fall and spring semester may be withdrawn.
3. Withdrawal may be incurred if any student's semester GPA is at or below 1.333 for two (2) consecutive semesters.
4. Appeals due to unusual or extenuating circumstances may be made to the administration.

## Academic Extra-Curricular/Athletic Eligibility

1. Students who are on academic probation are ineligible for extra-curricular activities, including clubs, IHSAA sports, and club sports in which BDHS is a sponsor. Students who are struggling academically should focus their time and efforts at improving their performance in the classroom first and foremost.
2. Those students failing two classes (or not passing 5/7) will be on probation from their extra-curricular activities for the following quarter. At the end of the following quarter, probation will be reassessed.
3. If a student is failing 2 classes at midterm (or is not passing 5 classes), a probation may be issued. Probation will be reassessed in two weeks.
4. Students who fall below these expectations after mid-term, but before the end of the quarter may also be placed on a two-week probation with ineligibility. Probation will be reassessed at the end of the two weeks.

## Academic Prerequisites

1. A student who is enrolled in an academic level course and receives a grade of “F” for the semester will only be moved into a basic level course if both the teacher and the parents agree that a change in academic level is in the student’s best interest, and there is available space. If this condition does not exist, then the Assistant Principal will make the final decision.
2. Taking an honors class is considered a privilege. To maintain enrollment in these courses, students must maintain a B- average / B (math). If a student falls below the required grade, continued enrollment in the course will be evaluated; the student may be moved to an academic level course. Stipulations are outlined in the Curriculum Guide.
  - a. If a student receives an F in an honors level class for the semester, he/she will automatically be dropped into an available and appropriate academic level class. If a class is not available, then the student will be placed in an elective or a study hall.
  - b. Students who score below a B-, but above an F will be handled on a case-by-case basis.
  - c. Appeals may be made directly to the teacher or to the Assistant Principal.

## Early Graduation

Seniors who have earned 45 credits for their general diploma, 46 credits for their CORE 40 diploma, or 52 credits for their Academic Honor diploma by the end of their 7<sup>th</sup> semester, may be eligible to graduate in December. This can be worked out at the time of scheduling for the senior year. All paperwork for early graduation, including parent permission slip, must be filed in the Guidance Office by September 1<sup>st</sup> of their senior school year. Ten percent of the tuition for the school year will be waived in the case of early graduation. Students must meet all graduation requirements, including standardized testing requirements, Employability Skills, and Post-Secondary Ready Competencies to graduate early.

## Late/Missing Work

Students are responsible for checking Canvas and contacting the teacher for information about missed work.

- Students should make up any missed work for the class for any absences.
- The student will receive a 25% reduction of the score they earn for any work missed during an unexcused absence, provided the work is completed in a timely manner. (See the Attendance Policy for further details based on number of occurrences.)
- Students will not receive credit for work assigned during a truancy.
- When absent, missed tests and quizzes will be put in the Testing Center. It is the responsibility of the student to make up the missed assessments outside of the regular school day.
- All missing assignments and assessments will be made up in a timely manner at the discretion of the teacher whose class was missed. Teachers are not required to give credit for late work that is not completed in a timely manner, as determined by the teacher.

## Final Exams

Bishop Dwenger is dedicated to ensuring that students not only learn but retain essential information and skills. To monitor student learning and retention over time, students will be given comprehensive final exams each semester. Exams will cover important knowledge and skills attained throughout the semester. Final exams should adequately represent each unit covered with questions at all levels of learning. Exam grades will be shown on the student report card. Semester grades will be calculated at 45% per quarter and 10% from the final exam. Exceptions may be made at teacher discretion in AP and Dual Credit classes based on requirements of the College Board or the issuing University.

## Senior Privilege

Seniors who meet academic, attendance and discipline requirements their last semester may be exempt from their final examinations in qualifying classes. Not all classes may qualify for exemptions. It will be up to the teacher whether exemptions are allowable based on AP/Dual Credit requirements, course requirements, etc. Students may not have waived/exempted assignments or assessments.

Academic Criteria: Senior Year

- The student must have an A- average or higher in the class for the semester.

Attendance Criteria: Senior Year

- The student may not have more than 6 days with absences for the semester and may not have any unexcused absences.

Discipline Criteria: Senior Year

- The student may not have any serious disciplinary referrals (those that fall within “Major Violations” or under “Grounds for Suspension or Expulsion”) for the semester.
- The student may not have any Out-of-School Suspensions for the semester.
- The student may not have more than 3 Discipline “Log Entries” for any reason, including tardiness for the semester.
- The student may not have any entries for disrespect or non-cooperation, including failure to serve assigned consequences, or dishonesty for the semester.

## Guidance Department

Guidance counselors are available during school hours for students or parents seeking assistance with questions regarding students’ future plans, their program of studies, or other situations for which they may feel they need assistance or guidance, including times of stress/anxiety. Evening meetings may be made by calling (260) 496-4701 to schedule an appointment. The purpose of the Guidance Department is to aid students in making decisions and assuming responsibility for their academic and vocational goals. The services provided by the guidance counselors include:

1. Assistance in academic planning and progress.
2. Maintenance and dissemination of up-to-date college and financial aid information.
3. Assistance in various phases of career exploration and development.
4. Preparation and administration of a variety of assessments: college aptitude, achievement, interest inventories, etc.
5. Initiation of testing referrals and follow-up to other supportive school and community services.
6. Liaison between Bishop Dwenger High School and Anthis Career Center.
7. Consultation with faculty, administration, and parents on issues affecting the individual student and the entire Bishop Dwenger community.



## ATTENDANCE POLICY

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons.

- First, it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself.
- Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Daily attendance of each student is essential to his/her success at Bishop Dwenger High School. It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. It is very important that students maintain a good attendance record. It is the goal of Bishop Dwenger that all students have an attendance rate above 97%. Any record lower than 97% may be hindrance to achieving the type of academic record a student should desire. The parents or legal guardians are expected to assume responsibility for any absence from school and are to inform the school of the reason for the absence.

### Absences

**To report an absence: CALL (260) 496-4719 before 8:00 a.m.**

All absences should be reported by a custodial parent, to the attendance office, by 8:00 a.m. If the Attendance Office does not receive a call reporting an absence, then an attempt to reach the parent/guardian will be made. *Students who are not called in on the day of the absence will be counted as truant.* Each day is an absence when consecutive days are missed. Absences from school shall fall into one of four categories:

#### Absences that are counted as present/exempt

1. Serving as page for or honoree in the Indiana General Assembly;
2. Serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than 10 days in a school year or serving with the Civil Air Patrol for up to 5 days;
5. An approved educationally related non-classroom activity;
6. Participation in the Indiana State Fair for educational purposes, upon approval from the administration;
7. Placement in a short term inpatient treatment program which provides an instructional program;
8. Homebound instruction when the instruction is provided by a licensed teacher;
9. Juniors and seniors are allowed (2) college/job shadow visits per year, which will not be counted towards their maximum number of allowable absences;
10. Funerals/Bereavement
  - a) For death in the immediate family (parent, sibling in the same household) – 3 days
  - b) For persons outside of the immediate family with parent permission – 1 day
11. Military Connected Families (e.g., absences related to deployment and return – 2 days maximum)
12. Religious Observances with approval of administration

#### Excused Absences (Full Day or Period Absences)

The parent or guardian may excuse **up to 6 absences** per period, per semester, for the following reasons:

1. Illness (with or without a doctor's note)
2. Medical Appointments with a doctor's note
3. Legal Appointments with documentation
4. College Visits beyond the 2 exempted days junior and senior year
5. Extra-curricular related activities with appropriate documentation *provided they fall within the first six absences for the semester.*
  - Absences for non-school related extracurricular activities (i.e., club sports, equestrian events, dance/cheer events, etc.) may be excused with *official documentation from the club/event host*. Documentation is required and the days must be *pre-approved by administration*. A pre-arranged absence form is to be completed two weeks prior to the event. Pre-arranged days for extra-curricular related activities may be changed to unexcused if the student reaches his/her maximum of 6 days for the semester before the scheduled day off.

- **Additional absences, beyond the 6 mentioned above, may be excused with the following guidelines:**
  - Illness *verified by a note from a physician* beyond 6 per semester.
    - LIMITED TO 20 TOTAL ABSENCES PER SEMESTER FOR ANY REASON
    - Absences accompanied by a doctor's excuse will count towards the student's 6 absences per semester. If a student is ill and does not wish to see the doctor for the note, the student must come to school and see the school nurse. If the nurse deems the student too ill to stay at school and sends the student home, the doctor's note is waived. Days the student is sent home ill by the nurse will count towards the student's total absences.
  - Medical and legal appointments – such appointments should be scheduled after school hours when possible. A note from the professional office is required upon return.
  - Prolonged Illness: Once per year, students who are out of school for four or more days due to a prolonged illness may consolidate the absence with a doctor's note documenting the days that the student was ill. Up to 10 consecutive days can be compressed one time during the school year.

### Unexcused Absences (Full Day or Period Absences)

1. When a parent/guardian does NOT contact the school providing an explanation for the absence, on the day of the absence, or prior to the absence; the absences may become trancies if confirmation of parent permission to miss school is not received within 24 hours after the absence.
2. When a physician's note to excuse an absence is NOT received when a student is absent more than 5 days in a row.
3. ***Family vacations are considered as unexcused absences per diocesan policy. Students who are called in as "ill" on days prior to, or after breaks, may be asked to furnish a doctor's note to excuse the absence. Disciplinary penalties may be waived at a limit of 5 vacation days within a school year. Work is to be completed prior to leaving and/or turned in on time as directed by the teacher to obtain full credit. Vacations that are not arranged in advance may still incur disciplinary penalties.***
4. Absences beyond 6 for the semester may be unexcused/truant unless excused by a written note from a physician, court subpoena, or the student is sent home ill by the school nurse.
5. Absences other than those defined as excused or counted as present (listed above) are unexcused. These may include, but are not limited to, driving tests, hair appointments, completing homework, sleeping in, babysitting, transportation issues, out of town, etc.
6. Bishop Dwenger does not recognize "personal days." Students taking "mental health" days should furnish a note from a doctor indicating that mental health is impaired on the day of the absence.
7. Bishop Dwenger High School does not recognize "skip days" as it is expected that students will not take part in such days. Doctor's notes may be requested to excuse absences. Examples include, but are not limited to: Junior Day, the day prior to/day of prom, "Senior Skip" days, etc.
8. Failure to submit completed eLearning assignments by the assigned date and time will be considered as an unexcused absence.

### Truancy

A student is truant when he/she is absent from school or class without notification of permission from his/her parent and the school. Students who are habitually truant may be reported to the juvenile authorities in accordance with applicable state law and following diocesan and school procedures.

The school is not required to provide credit for makeup of missed work when the student's absence is unexcused or truant.

- **\*NO CREDIT WILL BE GIVEN FOR WORK MISSED FOR ANY TRUANCY.** Additional disciplinary penalties will be determined.

It will be up to the administration to determine which category absences are assigned if they are for reasons not specifically mentioned in the above categories of absences.

### Consequences for Unexcused Absences

- First Offense – A Friday or Saturday School may be issued and 50% reduction in schoolwork on the missed day/periods.
- Second Offense – A Friday or Saturday School may be issued and 50% reduction in schoolwork on the missed day/periods.
- Third Offense – In School Suspension (ISS) may be issued, and 50% reduction in schoolwork on the missed day/periods.
- Fourth Offense – No credit for work on the day of the absence; An OSS may be issued with 50% credit on the day of the OSS.
- Fifth Offense – OSS pending an Attendance Review may be given. The student may lose credit for work missed on the day of the absence; OSS days may receive a 50% reduction in the grade. The committee will make the final recommendation including, but not limited to, Friday or Saturday Schools, additional ISS/OSS, revocation of work permit or driving privileges, referral to juvenile probation (SOCAP), referral to Indiana Department of Child Services for Educational Neglect, loss of credit for the class in which the absence occurred, dismissal from Bishop Dwenger.
- All Offenses: No participation in extra-curricular activities on the day of the absence.

### Attendance and Extracurricular Eligibility

1. Students who are in OSS are ineligible to participate in extracurricular activities until after they have completed a regular day of school.
2. Students who are absent may not participate in extracurricular activities on the day of the absence.
3. Students must be present for at least four full periods of the day to participate in extracurricular activities after school.
4. Students may not participate in extra-curricular activities on any day in which they have an unexcused absence for any period.
5. Students who are showing a pattern (10 absences in a semester) towards chronic absenteeism (for any reason – excused, unexcused, medical, etc.) may be deemed ineligible for any extracurricular activity.
  - a) After a period in which the student has shown he/she can achieve regular daily attendance, the student may request eligibility be reinstated by written appeal to the assistant principal in charge of attendance. A minimum of three weeks with no absences or tardiness will be needed before an appeal can be made.
  - b) Attendance eligibility may be reinstated at the start of the new semester.

### Response to Irregular Attendance

If an irregular attendance pattern or excessive absences begin to develop, one or more of the following procedures may be used to encourage the student's return to a pattern of regular school attendance.

1. A daily call from the school to the parent/guardian to verify the absence and to determine the reason.
2. After a student has been absent 5 times for the semester, contact with the parent/guardian may be made. The date and content of this contact shall be documented.
3. At 5 absences for the semester, a meeting with the parent may be scheduled and the student may be placed on an attendance contract.
4. An Attendance Review Board may be scheduled.
5. If attendance is irregular, regardless of the number of days, administration may take steps to resolve the irregular pattern of attendance. Students may be asked to furnish a physician's note for absences.
6. At 15 absences in a school year, for any reason, from any class period, a referral shall be made to the administration. If the administration is unable to successfully resolve the attendance problem, the student may lose credit for the class or be asked to withdraw from Bishop Dwenger. Other stipulations/consequences may be assigned as deemed necessary.
7. A student's work permit or driver's license may be revoked. The student may be referred to SOCAP or to the Department of Child Services.
8. Students may be asked to complete an attendance module via Canvas.
9. Students may be deemed ineligible for extracurricular participation.
10. At 20 days in a school year for a chronic illness, students may be eligible for homebound instruction through the public school system and may be required to pursue this option, or online schooling.
11. At 20 absences in a semester, other educational options will be outlined and may be necessary.

## Habitual/Chronic Absenteeism

Under IC 20-33-2-25, the “Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services. Chronic absenteeism includes students absent from school for 10% (18 days) or more in a school year for any reason.

Bishop Dwenger’s Definition of Habitual Truancy:

1. Refusal to attend school in defiance of parental authority (4 or more occasions)
2. Accumulating several unexcused absences without justification over a period, such as a grading period.  
*Six days of two or more unexcused periods will be defined as habitually truant.*
  - a. Absences may be considered truant if the procedure for reporting an absence is not followed.
3. Three or more judicial findings of truancy.

Students who are chronically absent, or trending towards chronic absenteeism, may be deemed ineligible to participate in extracurricular activities.

## Chronic Illness/Disability

Students who have a documented chronic illness for which they may have chronic absenteeism should see the Assistant Principal for a “Chronic Illness Form,” which will extend the number of allowable days (beyond 6) per semester and may eliminate the need for doctor’s slips to be issued for every absence. Chronic Illness forms are only valid during the school year in which they are issued. Students who have a chronic illness may be asked to furnish a doctor’s note indicating it is safe to participate in extracurricular activities.

- At 20 days of absence in a semester, an Attendance Review Board may be called to determine educational options and whether it is feasible for the student to remain at Bishop Dwenger.
- If the student’s condition appears to be temporary, the student may re-enroll the following semester. If the student’s condition indicates that there will most likely be a continued pattern of chronic absenteeism, the student may not be able to re-register.
- Students who miss 20 days in a semester may not be eligible for re-enrollment the following semester.
- At 20 days in a school year for a chronic illness, students may be eligible for homebound instruction through the public school system and may be required to pursue this option, or online school.

## Medical Appointments

Bishop Dwenger discourages the scheduling of medical appointments during school hours. If, however, a student must schedule a medical appointment during school hours, he/she must bring a note from a parent/guardian to the Attendance Office. The note must indicate the date and time of the departure from school for the appointment, as well as the doctor’s name. All students must sign out in the Attendance Office before leaving the building and sign back in upon their return to school. Students must have a physician’s note upon return. It is expected that students will return promptly to school after the appointment unless the student is too ill to do so. Absences because of appointments will count toward the total number of absences in class for the semester.

## Policy for a Student who Becomes Ill During School

If a student feels ill during school, he/she should request permission from the teacher to go to the nurse’s office. The school nurse will determine whether the parent/guardian should be notified, and the student sent home. If a student is too ill to remain at school, the nurse will request permission for the student to either drive home or be picked up by the parent at the main entrance at a specified time. Any student who goes home sick must see the nurse before calling home or the absent periods will be marked as unexcused. No student is allowed to call or text his/her parent from a cell phone without the nurse’s or administration’s permission. Violations will result in a disciplinary referral.

## Pre-Arranged Absences

Requests for pre-arranged absences must be submitted to the Attendance Office two weeks in advance.

- Family vacations, even when approved, are considered as unexcused per diocesan policy. Please see the Family Vacations under Unexcused Absences for more information.
- Documentation for excusing extracurricular events (as stated under Excused Absences) should be submitted as a pre-arranged absence two weeks in advance.

## Make-Up Work

Requests for make-up work should be submitted to teachers via Canvas. Students will typically be allotted one day, per day of absence, to turn in make-up work. If a test or quiz is scheduled on the day a student returns, the student was made aware of the test/quiz, and no new material was covered, the student may be expected to participate in the test/quiz, provided there was one day of absence. If an assignment/project/paper is due on the day a student returns and the student had time prior to the absence to complete the work, the student may be expected to turn it in on the day he/she returns when there was one day of absence.

Make-up work on the day of an OSS will receive a 50% grade reduction.

When a student is absent for an extended period or is trending towards chronic absenteeism, reasonable accommodations will be considered. If a teacher is asked, and agrees, to extended time tutoring (beyond contracted time) a fee of \$40.00/hour to the teacher may be charged to the family.

## Attendance Review Board

If a student's attendance is judged to be problematic to his/her academic success, the administration may arrange for an Attendance Review Board to formulate an action plan of corrective measures to improve attendance. An Attendance Review Board is the student's last chance to demonstrate improvement. If improvement is not demonstrated, then suspension, loss of credit, withdrawal, or expulsion may occur.

## Bureau of Motor Vehicles

Students who are defined as habitually absent or habitually truant may be at risk for ineligibility to obtain a driver's permit or license until the age of 18 as provided by Indiana law. A second out of school suspension, expulsion, or dropping out of school may also result in revocation or suspension of a driver's license. Specific information may be obtained from the school administration.

## Tardy Policy

Prompt arrival is essential in the workplace, as well as in school. To better prepare students for life beyond high school, tardiness is taken seriously at Bishop Dwenger. Tardy counts will renew at the semester. The following consequences may be assigned for tardiness:

- 1<sup>st</sup> & 2<sup>nd</sup> Tardy – No penalty
- 3<sup>rd</sup> Tardy – Detention
- 4<sup>th</sup> & 5<sup>th</sup> - Tardy – Friday or Saturday School
- 6<sup>th</sup> Tardy – ISS
- 7<sup>th</sup> Tardy
  - OSS,
  - Zero (0%) on classwork in the period in which the student was tardy
  - Possible extracurricular ineligibility for two weeks
- 8<sup>th</sup> Tardy -
  - OSS, Attendance Review Board before student is allowed to return to school
  - Zero (0%) on classwork in the period in which the student was tardy
  - Possible extracurricular ineligibility for two weeks
- 9<sup>th</sup> Tardy – Removal from the class in which the tardy occurred with a w/f on the transcript

## Attendance in Religion Program, Diocesan Policy 4060

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the Diocese that all students enrolled in the Catholic Schools participate in the complete religion program, including religious education classes and attendance at liturgical functions/services. Attendance in religious programs also includes required attendance at Class Retreats/Days of Reflection.

BD addition to 4060: It is understood that by attending Bishop Dwenger High School, students will be taught doctrines and beliefs of the Catholic Church, including Catholic morality. It is understood that only one position on many such values will be taught as correct, and all students must fully participate in class period discussions and assignments. Along with instruction in Catholic Truths, students will learn the values and essential dispositions that require all humans to respect life and the human dignity afforded to all individuals.

## Emergency Closing Days

Each year, school attendance is affected by inclement weather. A decision to delay or close school, or to hold school under adverse weather conditions is made in the interests of students' welfare and safety. Announcements for school delays or closings will be posted on the website at [www.bishopdwenger.com](http://www.bishopdwenger.com). Efforts will also be made to post such announcements via text alerts. E-Learning assignments posted on days of cancellations will be due at 8:00 a.m. on the following day.

If it is determined that school will be in session, parents must then use their own discretion as to whether the student should attend school. If road conditions are too dangerous for a student to be in attendance, he/she should contact teachers for assignments, and have assignments turned in according to the teacher's specifications. If road conditions improve, it would be expected that the student arrive when safely able to do so.

## DRESS CODE

Supervised by Teachers, Staff, and Administration

Since 1963, the dress code and grooming code has been a time-honored tradition at Bishop Dwenger High School. Agreement to abide by our code is part of enrollment as a BD student. Studies have proven that students have a greater chance of remaining focused during the school day when other factors, such as attire are not a competing issue. Since Bishop Dwenger has a dress code versus a uniform, it is necessary to place restrictions on clothing. Our goal is that every student present themselves in a modest fashion.

**The Bishop Dwenger school ID is to be worn on the school issued lanyard.**

### Regular School Day

#### **Pants: Ladies & Gentlemen**

Color: Khaki (beige tones)

Style: Dress pants:

- OUTSIDE POCKETS ARE NOT PERMITTED.
- Pleats, creases, and slightly flared bottoms are acceptable.
- No cargo, corduroy, joggers, skinny, too tight/close fitting, or denim pants
- Pockets must be on the inside only.
- Pants must be worn at the waist. Low riders are not permitted.
- No frayed or hand cut parts; no holes
- Pants must be hemmed and worn above the sole of the shoe. They may not drag the floor, and they may not be rolled up.
- A belt must be worn.
- Pants are to be worn on the outside of any boots.

#### **Skirts: Ladies**

The BDHS uniform skirt is the only approved skirt. Skirt length should not be shorter than 4" above the back crease of the knee. Skirts must be worn with plain, opaque (cannot see skin tone) black tights (old uniform skirt style) or navy blue tights (new skirt style). No texture or designs are permitted.

- Students in grades 11-12 who already own the black and red uniform skirt may continue to wear the skirt with the required black opaque tights.
- Students in grade 9 & 10 and those purchasing a new uniform skirt may only purchase and wear the new skirt style in navy and khaki. This skirt must be worn with opaque navy blue tights, which are available in the Spirit Shop.

#### **Earrings/Body Piercings/Tattoos: Ladies & Gentlemen**

- Ladies: The number of ear piercings should be conservative.
- Gentlemen: No earrings/piercings allowed
- Both Genders: No other visible body piercing permitted, including but not limited to nose, eyebrows, lips, chin and tongue.
- Tattoos: No visible tattoos

#### **Accessories: Ladies & Gentlemen**

- A belt must be worn with the uniform pants.
- Hats or head coverings are not worn inside the building.
- Wallet chains are not permitted.
- An excessive amount of jewelry is not permitted.
- Scarves are not permitted unless it is a dress down or dress up day.
- Gentlemen: Suspenders are permitted in place of the required belt.

## Shirts & Ties: Gentlemen

- Solid colored shirts ONLY in approved colors of *white, light yellow, navy blue, light blue, gray, and black*.
- Style: Collared, plain or buttoned down (buttons must be buttoned), dress shirt extending down the full-length of the front.
- Shirts must be **tucked in** at all times whether standing, sitting, or stretching arms above the head.
- Ties: Any professional color or design is appropriate. The tie should not be extreme; ties should be conservative.
- The tie is to be tied and tightened to the collar.
- Ties must be always worn during the school day except during gym class, during a lab-based class when safety is an issue (open flames), or when otherwise specified by the administration.

## Shirts: Ladies

- Color: *White, light yellow, navy blue, light blue, gray, and black*.
- Ladies must wear the uniform shirt purchased through the school. It may be long or short sleeved. The shirt may not be tight fitting. If it is too tight, a larger shirt will be required to be ordered. No school-issued shirt is to be altered to give a more form-fitting look. The shirt must have two of the three buttons fastened, and cleavage and undergarments may not be visible. Undergarment sleeves may not extend below the uniform shirt sleeves.
- Shirts must **always remain tucked in** whether standing, sitting, or stretching the arms above the head.

## Garments / Sweaters / Sweatshirts: Ladies & Gentlemen

- Only the BDHS approved uniform sweater/outer-garments purchased through the school may be worn.
- No jacket/fleece may be worn except for the approved uniform garments purchased through the school.
- All apparel must fit appropriately.
- The BDHS uniform shirt (polo for ladies; dress-shirt and tie for gentlemen) must always be worn under the sweater/outer-garment.

## Shoes: Ladies & Gentlemen

- Color: Shoes must be solid black or brown dress shoes. (Sperry type shoes are permitted.)
- No athletic shoes
- No “Dude” shoes
- No canvas shoes (i.e. TOMS, Vans, Keds, etc.) or shoes with a soft rubber sole, especially those with a wide strip of rubber where the top of the shoe meets the sole.
- For safety reasons, heels should not exceed 1” and “backless” shoes are not permitted.
- No sandals, moccasins, slippers, or open-toed shoes
- All shoes must be tied.
- Pants must be worn outside of the shoes.
- Only leather “dress” boots.
- No knee-high boots

## Socks/Tights/Undergarments

- Ladies: Socks: Solid color socks must be always worn and be visible above the ankle.
- Ladies: Tights: Tights must be opaque with no texture or designs.
- Gentlemen: Solid color socks must be always worn and be visible above the ankle.
- Ladies & Gentlemen: Socks must be paired/matching.
- For health reasons, undergarments are to be worn.

## Grooming

- Ladies & Gentlemen: Hair color should not be of extreme colors. A God-given color is required (although it does not have to be your God-given color). Extreme hair ornaments are not permitted.
- Gentlemen: Hair must be cut above the shirt collar and cut so that part of the ear must be always visible. Sideburns should not extend below the lowest part of the ear. **Bangs may not be longer than eyebrow level**. No other facial hair is permitted. No “man-buns” or ponytails permitted. A conservative cut is expected – no mohawks, head carvings, etc.
- At no time should a student’s appearance be so extreme as to attract attention or create a disturbance.



## Dress Down Days

- Students may not wear excessively tight pants, skinny pants, leggings, or yoga pants.
- No jeans with rips, holes or tears will be permitted.
- Students must dress conservatively – no low-cut shirts that show cleavage (may not be lower than your buttoned school polo would be),
- No shirts that show any midriff when sitting, standing, or stretching,
- No excessively low-waisted pants or low-riding pants with layers showing underneath
- Hats may not be worn unless part of a theme/costume and approved by administration in advance; such hats must be removed in class.
- No sandals, no open-toed shoes, no backless shoes, no flip-flops, no slippers
- No apparel with inappropriate messages
- No skirts or shorts shorter than 4" above the back of the knee
- No wording or images across the buttocks of a garment
- No sleeveless tops
- No pajamas or flannel pants
- No inappropriate logos – Playboy Bunny, gang affiliated, etc.
- Administration may require BD apparel to be worn on a dress down day and may announce specific requirements other than those listed.

## Dress Code Violations

Students who are not wearing dress code attire will not be permitted to go to class. (i.e., outside pockets on pants, improper shirt, etc.) If the student can correct the dress code issue; he/she may go to class (i.e., remove sweatshirt, tuck in shirt, etc.)

[Students who do not comply with dress code on dress down days may not be permitted to dress down for the remainder of the year.](#)

All Dress Code Violations:

- 1<sup>st</sup> Offense: Warning issued
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Detention
- 4<sup>th</sup> Offense: Friday School
- 5<sup>th</sup> Offense: ISS
- 6<sup>th</sup> Offense and Beyond: Student will be sent home with OSS for the remainder of the day.

## DISCIPLINARY CODE OF CONDUCT

Violations of the Disciplinary Code of Conduct may result in disciplinary action, up to and including expulsion, when such violations occur

1. On school grounds;
2. Off school grounds at a school sponsored activity, function, or event;
3. Traveling to or from school or a school activity, function, or event; or
4. Either causes harm or could potentially cause harm (physical, social, emotional) to other students, school employees or property, or the reputation of the school or the Diocese.

### Disciplinary Policies & Procedures / Disciplinary Review Board

Any serious violation of Diocesan policy or Bishop Dwenger High School policy, or disciplinary action that results in a (3) or more day suspension may be followed by a Review Board meeting. The students and the parents of the student will receive notice regarding the alleged infraction.

The Review Board meeting will be conducted according to the Bishop Dwenger Disciplinary Review Board guidelines. As a result of the Disciplinary Review Board meeting, a decision will be made regarding the student's continued enrollment at Bishop Dwenger High School. If the allegation holds merit, and if the student is allowed to continue attending Bishop Dwenger High School, he/she will be placed on a behavioral contract, which will include probationary status. Students are only allotted one disciplinary Review Board during their time at Bishop Dwenger. Further serious violations may result in immediate expulsion.

#### **Disciplinary Review Board Guidelines**

The Bishop Dwenger Disciplinary Review Board will convene a meeting with the student(s) and parents of the student(s) involved in major violations for the purpose of establishing pertinent facts and making recommendations to the Bishop Dwenger administration.

The Review Board meeting will be conducted as follows:

1. An assistant principal will contact the student(s), parents, and Board members to set up the meeting.
2. The Review Board shall be briefed on the nature of the allegations and possible results of disciplinary activity.
3. The student(s) and parents shall be notified of allegations and possible results of disciplinary actions in advance of the Review Board meeting.
4. When called to order, the members of the Review Board shall have in their possession copies of any relative disciplinary paperwork, and any other documents necessary to establish pertinent facts involved in the disciplinary incident, as well as copies of the student's current academic status, attendance history, and disciplinary history.
5. The Review Board shall begin the meeting by stating that the purpose of the Review Board meeting is to establish the pertinent facts giving rise to the need for the meeting, and to recommend suggested action to be recommended to the Principal. The Disciplinary Review Board shall then ask for and receive oral and signed written statements by the involved student(s), their parents, or other witnesses.
6. Pertinent facts will be submitted to the Disciplinary Review Board.
7. Questions may be asked at that relate to the facts involved in the allegations.
8. Upon completion of the meeting, the student(s) and parents involved will be thanked for their participation and allowed to leave.
9. The Review Board will remain in session until their recommendation is finalized and delivered to the Assistant Principal who will take the recommendation to the Principal.
10. After consideration of the recommendation of the Disciplinary Review Board, the Principal shall take appropriate action and advise the student(s) and the parents. The Principal may choose to follow the recommendation of the Review Board or may opt for alternative action. Any appeals are made directly to the Principal, who will consider the appeal and notify the student and parents of the final decision. The decision of the Principal is final and binding.

## Teachers as Disciplinarians

Bishop Dwenger is an extension of the home. The teachers, whose work is to educate students, stand in the place of your parents and require the respect that they, as educators, and that parents deserve. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. *Insubordination to teachers or staff members will not be tolerated and may result in suspension of the student.*

### **Within the classroom:**

1. The teacher identifies the misbehavior and asks the student to stop. Future misbehavior is not to be tolerated.
2. A student who displays repeated misbehavior is to be sent to the Assistant Principal's office for the rest of the period. A student/teacher conference may be held. A detention or referral for further disciplinary action may be written.
3. A student who persists in the misbehavior will see the Assistant Principal. The teacher or administrator may contact the parent to discuss by phone or to schedule a parent conference. A referral may be written to document the pattern of misbehavior.
4. Any serious disruptions or violations of the code of conduct may result in more severe, immediate action.

### **Disciplinary Guidelines**

Detentions or referrals may be written for the following:

1. Use of foul/profane language
2. Public displays of affection, such as holding hands, embracing hugging, or kissing on school grounds or at school activities
3. Not having an appropriate pass when in the hallways during class time
4. Any disrespect, noncooperation, un-Christian, or improper behavior or treatment of others
5. Classroom disruptions
6. Dishonesty
7. Non-cooperation with the expectations of the school/teacher.
8. Violations of the Dress Code or Code of Conduct as found in the handbook.

## Disciplinary Consequences

### **Detention/Friday School/Saturday School**

A detention may be issued for violations of the Code of Conduct. Friday or Saturday School may be issued at the discretion of the Bishop Dwenger administration for violations of the Code of Conduct. Violations of the code of conduct resulting in disciplinary consequences include those written in the student handbook as well as those that are understood or unwritten.

Detentions will be served at the designated times in a room that has been appointed for that purpose. A teacher will be assigned to monitor the detention room. Students who are assigned a detention must bring appropriate classroom materials to work on during the detention period. Students must serve a detention by the designated date. Failure to serve a detention will result in a Friday or Saturday School. Multiple referrals for the same reason may result in a referral for non-cooperation, which is a major violation and may result in more serious action.

It is expected that students will serve disciplinary consequences as assigned. Such consequences take priority over extracurricular events and jobs outside of school.

- Failure to serve a detention may result in a Friday or Saturday School.
- Failure to serve a Friday or Saturday School is considered a major violation and may result in a suspension.
- Students who fail to serve their assigned consequences may be deemed ineligible to participate in extracurricular activities until served.

### **Expectations for Detention / Friday School / Saturday School**

1. Students are to report to the assigned location on time. Failure to arrive on time may result in a "Failure to Serve."
2. Students should bring something to read/study.
3. There is to be no talking, music, games, electronics, cell phones or sleeping.
4. Students who fail to observe the rules may be asked to leave and issued a "Failure to Serve."

5. Students may be allowed to sign out to work for a staff member or custodian at the discretion of the supervisor. Students who sign out are to sign back in upon completion of the work and before being dismissed.

## Suspensions

Students suspended in or out of school may submit class work during the time in which they were suspended.

- Work completed during in **in-school suspension (ISS) may receive up to a 25% penalty** in credit provided it is turned in within a reasonable amount of time as determined by the teacher. Participation points may be deducted as well.
  - Students who are placed in ISS may be expected to complete assigned disciplinary modules before starting class work. They may not be permitted to return to class until the assigned modules are completed.
- Work completed during an **Out-of-School Suspension (OSS) will receive a 50% penalty** provided it is completed in a reasonable amount of time. Repeated offenses that result in multiple out-of-school suspensions may result in a greater penalty. Two out of school suspensions in a school year may result in revocation of the student's driver's permit/license.
  - Students who are assigned may be expected to complete assigned disciplinary modules before returning to school.

## Expulsions

Students expelled will receive a W/F grades in all classwork. Students expelled from Bishop Dwenger are not permitted to attend any school function, on or off school property, until readmission to Bishop Dwenger is granted or the expulsion period has expired. Students will be asked to leave if present at a school event. Failure to cooperate will result in parent and possible law enforcement contact.

## Community Service

Students may be asked to complete an assigned number of hours of community service in place of traditional disciplinary consequences. The terms and conditions of the service will be outlined at the time it is assigned.

## Prohibited Items

Administration may determine consequences as needed when students are in possession of prohibited items.

1. Materials or items which are offensive to what is considered good taste at Bishop Dwenger High School will be confiscated and turned over to the parents or guardians of the student who was in possession. Disciplinary actions depend on the severity of the offense and may result in suspension and/or expulsion.
2. Electronic Communication Devices, Cell Phones, and other Electronic Media Devices: Electronic devices cause disruption of the educational process and are, therefore, not to be used during school hours. These devices must be turned off and in school hall lockers during the school day. Examples of these devices include, but are not limited to cellular phones, Smart watches, cameras, digital recorders, iPods, headphones, electronic game players and laser pointers. Electron devices, which are either seen or heard, will be confiscated with the follow consequences:
  - a. 1<sup>st</sup> Offense: Detention
  - b. 2<sup>nd</sup> Offense: Friday or Saturday School / A parent must pick up the device.
  - c. 3<sup>rd</sup> Offense: In-School Suspension / A parent must pick up the device.
  - d. 4<sup>th</sup> Offense: 1-Day Out-of-School Suspension / A parent must pick up the device.
  - e. 5<sup>th</sup> Offense: Out-of-School Suspension pending Disciplinary Review Board at which the device will be returned to the parent.

***Parents are advised to contact their child during the school day by calling the school office. Students may use the phone in the office to contact parents during the day.*** All school rooms and offices have telephones in case of emergency.

3. Any device (lighter, matches, etc.) functioning to start a fire is prohibited in the school. Such devices will be confiscated, and a \$10 fine will be assessed.
4. No food or drink is allowed in the academic wing. All food must be eaten in the cafeteria and cannot be taken into the academic wing or classrooms.
5. All medication is to be kept in the Nurse's Office. No medication should be in a student's locker, in his/her vehicle, or carried throughout the day.
6. Backpacks must be kept in lockers. They may not be carried throughout the day.

## MAJOR VIOLATIONS

If a student is involved in a major violation, the parent/guardian may be contacted. Depending on the circumstances, the student may be suspended; a parent conference or Review Board may be scheduled. The following constitute Major Violations:

- Fighting, Harassment, Bullying, and Threats of Violence** – Fighting, harassment, threats of violence, and any self-injury or means to promote self-injury are not allowed at Bishop Dwenger High School. This includes at school or school functions, outside of school, or online. Students starting or finishing a fight will be dealt with in the same manner. Should a student be involved in a fighting situation, he/she should immediately find someone in authority and report the incident. The student should not hit, punch, shove, etc. but simply walk away. Threatening, instigating, or congregating at the scene of a physical confrontation can be grounds for suspension or expulsion. Fighting may include pushing and/or shoving, hitting, or punching. Recording a fight is a major violation and grounds for suspension or expulsion. Generally, students in violation of this policy may receive:
  - 1<sup>st</sup> Offense: Two days of OSS and a Review Board meeting  
(More severe consequences may be determined based on the seriousness of the incident.)
  - 2<sup>nd</sup> Offense: Expulsion
- Insubordination** – A student who confronts a staff member or challenges authority by non-compliance, argument, or by physical/verbal threat or action is guilty of this offense. Any student who intentionally ignores the directions of a staff member is in violation of this offense.
- Non-Cooperation** – A flagrant violation of this may include non-cooperation with the school’s programs, policies (i.e., excessive detentions, not serving disciplinary sanctions); non-cooperation with another person; unauthorized possession and/or use of school equipment, materials, or keys; repeated violation of minor offenses, etc. This may include violations by students who clearly demonstrate an inability or lack of desire to change behavior. This policy governs students in terms of rules and regulations.
- Physical Endangerment** – This is any act which endangers the physical safety of another person, (i.e., firecrackers, smoke bombs, reckless driving, uncontrolled physical activity). Any physical or verbal act of a sexual nature which threatens, intimidates, or injures another person may result in further penalty.
- Harassment** – Harassment of any nature shall not be tolerated. Sexual harassment shall not be tolerated. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, references to a person’s gender or body parts, or other inappropriate verbal, electronic or physical conduct of a sexual nature. Other forms of harassment, including harassment based on religion, ethnicity, skin color, body size, etc. will not be tolerated.
- Theft/Vandalism** – Stealing and vandalism, whether the property of a student, member of the staff, or to the school itself are major violations. Restitution, or payment for damages, including any applicable labor may be required in addition to the penalty assigned.
  - Stealing, vandalism, and/or the destruction of property belonging to the school, another student, or a faculty member are serious offenses; this includes taking food items in the cafeteria without paying for them. Such behavior will be dealt with accordingly.
  - Students who vandalize the property or homes of school staff members may be removed from school for the remainder of the semester.
- Possession/Sale/Use of Alcohol, Drugs, Tobacco, Nicotine, Vaping Materials, Paraphernalia** – Students are in violation of this policy if while in the school building and/or on school grounds, on school buses, or during school-sponsored activities they use and/or possess alcohol, tobacco, nicotine, or drugs; or they are under the influence of alcoholic beverages or illegal drugs (including prescription drugs that are not their own); or they have the smell of alcohol on their breath or clothes; or they have in their possession paraphernalia that is used for alcohol or drugs. Students in violation of this rule may be subject to routine drug screens and/or counseling, at the expense of the student/family. This policy does not recognize a difference between students who are under 18 years of age and those who are 18 or older. Student use includes after school hours: 24/7/365.

### **Alcohol & Drugs, Including Vape Materials**

- Any student found under the influence, in possession of, using or dispensing an alcoholic beverage (including non-alcoholic beer), vaping materials, drugs (including controlled substances, over the counter medicines, and unauthorized prescription drugs), and/or inhalants on school grounds, at any school function, including traveling to and from all school activities (on or off school campus), or distributing to other students (including off campus, non-school related times) is in violation of this policy.
- The student may be suspended immediately; a Review Board may be scheduled. In addition to possible suspension and expulsion, parents will be notified, and the student will be held pending the arrival of the parent or other responsible adult. The police may be notified. A Review Board may be convened to determine consequences, and any fines to be assessed.

- Any student referred as part of the Student Assistance Program will be considered for non-disciplinary intervention and help as established in the Student Assistance Program Guidelines. Referrals to the SAP are made outside of current investigations into drug/alcohol use, possession, etc.

#### **Off-Campus Alcohol/Drug Use (including Vaping)**

Students who are under the influence, in possession of, admit to using, or are using or dispensing alcohol or drugs during non-school related times and/or off campus are also subject to disciplinary action. Bishop Dwenger recognizes that students represent themselves and their school 24/7/365.

#### **Drug Searches**

In addition to having the authority to search any student, locker, belongings of any student, or automobile driven by a student (parked on or off school grounds) or in which a student rides; Bishop Dwenger reserves the right to utilize dogs to detect drugs brought into BDHS or kept in automobiles.

#### **Drug Testing**

Students may be asked to submit to a drug test upon initial report of/investigation into a report of use, as well as thereafter. *Any refusal of a drug test will be interpreted as a positive test and disciplinary measures (dependent on which offense has occurred) will apply.*

#### **Self-Disclosure**

As in the past, any student self-disclosing that he or she has an alcohol or drug problem will be helped without penalty. This must take place outside of any incident in which the student has been accused of being in violation of this policy.

**Athletic/Extracurricular Suspensions:** See Participation in Extracurricular Activities

8. **Gang Membership / Displaying Gang Signs or Graffiti** – Membership, promotion of or active involvement in a gang or group that is responsible for coercive or violent activity is prohibited. Attire, language, graffiti, signing or using any insignia or symbols associated with a gang is prohibited.
9. **Weapons** – Possession on the person, in a locker, in a book bag or carryall, or in the car of any weapon by a student is forbidden. Furthermore, students are prohibited from possession of firearms or other weapons in route to or from school, or school activities, or on school property. A violation of this policy carries an automatic expulsion for not less than one calendar year. The police may be notified.
10. **Forgery** – The signing of another person’s name without his/her permission will not be tolerated. This would not only be limited to a parent’s forged signature, but also that of school personnel or other students’ signatures. This may include plagiarism of another’s work. This includes electronically sending or posting information using another person’s name.
11. **Unlawful / Unapproved Entry** – Unlawful and/or unapproved entry into the BDHS building is not acceptable. It is considered “breaking and entering,” and will be dealt with accordingly.
12. **Intimidation / Bullying / Harassment** – Intimidation of students or staff members will not be tolerated. Bishop Dwenger will not tolerate bullying or harassment of others. These behaviors are considered in violation of the policies of BDHS when they are committed on campus, at school activities, traveling to or from school or school activities, or off campus when the victim and/or offender is a Bishop Dwenger student. Violations include, but are not limited to, in person, texting and social networking/blogging sites, and email.
13. **Inappropriate Use of Internet / Electronic Devices** – Inappropriate use of the internet or any electronic device, including cell phones, on or off campus, may be considered a major violation. Taking pictures or videos of a staff member without prior consent, any picture taken in a bathroom or locker room, may be considered major violations. Inappropriate posts on social media (including personal sites) may be a violation.
14. **Threats in the School** – Students may not make statements or engage in behavior of a threatening nature, weapon possession, or any behavior that might pose a threat to the well-being of students, staff, and others. Bishop Dwenger has an obligation to keep our school safe and take any threat seriously. All potential safety concerns will be investigated thoroughly with appropriate action taken, up to and including expulsion and criminal justice intervention. This is not an area for practical jokes, off-handed comments, or false statements.
15. **Lying / Dishonesty** – To deliberately speak what is known to be untrue or to take the work of another and call it one’s own diminishes both one’s own personal honesty and tarnishes the quality of one’s integrity. Therefore, dishonesty, including lying, cheating, plagiarism, copying of work, impersonating another person, or falsifying documents or attendance information is not acceptable. Students/parents who do not comply with the statement of honesty can expect disciplinary consequences, up to and including possible expulsion. Making statements that are dishonest is a major violation.
16. **Verbal Abuse** – This includes the use of racial or ethnic slurs, or the use of unacceptable foul or offensive language, as well as degrading comments towards another. Verbal threats also fall within this category of violations.

17. **Violating the Rights of Others** – Students who violate the rights of others, including interference with their right to earn an education, will be dealt with accordingly. A tenet of our faith is to respect others and their property. Students may not blatantly disregard the rights of others.
18. **Pranks** – Seniors, or other students, may not partake in pranks. Pranks often risk the well-being of others or may require time spent in clean-up. Students committing pranks may be subject to disciplinary measures, including suspension or possible expulsion. Seniors who commit pranks may not be eligible to walk for graduation, attend senior activities, or be eligible for senior privilege.
19. **Sexual Misconduct** - Any physical or verbal act of a sexual nature which threatens, intimidates, or injures another person will not be tolerated. Sexual harassment shall not be tolerated. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, references to a person’s gender or body parts, or other inappropriate verbal, electronic or physical conduct of a sexual nature. Sexual activity on school grounds or at a school function will not be tolerated.
20. **Racism** – Derogatory remarks, gestures, words, or actions that could be constituted as racism will not be tolerated. As Catholics, we are called to respect the human dignity of each person and to see Christ in all persons. We are all made in His image and likeness and deserve to be respected as children of God.
21. **Hacking**– Students are in violation of this policy if they hack into any BD computer account (email, Canvas, PS, teacher’s work, etc.).
22. **Changing Grades** - Students are also in violation of this policy if they attempt, in any way to alter a grade, online or in a gradebook. This will also be deemed a violation of the Academic Honesty Policy.
23. **Co-Curricular Major Violations** – Any major violation occurring during a school-related activity will result in a suspension from that co-curricular group either during the season or during the new season, or next school year.

## GROUNDS FOR SUSPENSION AND EXPULSION

As with other disciplinary actions and major violations, offenses that fall under Grounds for Suspension and Expulsion may occur:

1. On school grounds.
2. Off school grounds at a school sponsored activity, function, or event.
3. Traveling to or from school or a school activity, function, or event; or
4. At any time when the principal/designee determines that the student’s conduct either causes harm or could potentially cause harm to other students, school employees or property, or the reputation of the School or the Diocese.

The following types of student conduct constitute grounds for suspension or expulsion subject to the school’s provisions for disciplinary review contained in Diocesan Policy P4530 and/or the Bishop Dwenger Code of Conduct. This listing is not intended to be exhaustive of all types of conduct:

1. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
2. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting and interfering with school purposes or urging other students to engage in such conduct.
3. Causing or attempting to cause damage to property belonging to any other person, student, school employee, the school, or the Diocese; stealing or attempting to steal property belonging to any other person, student, school employee, the school, or the Diocese.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
5. Threatening or intimidating any individual for whatever purpose.
6. Possessing, handling, or transmitting a knife or any other object that, under the circumstances and the sole opinion of school officials, could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as part of or in accordance with the approved organization and purpose.
7. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind (including nicotine, tobacco, e-cigarettes, vaping items, etc.).
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students (on or off campus, during or outside of school hours) or constitutes an interference with the school purposes and/or educational function.
9. Failing in a substantial number of instances to comply with school rules or directions of a teacher or other school personnel during any period of time when the student is properly under their supervision.
10. Engaging in any activity forbidden by the laws of the State of Indiana (on or off school property) that, in the opinion of school officials, interferes with school purposes or educational function.

11. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
12. Using on school grounds, during school hours, an electronic paging device or cell phone in a situation not related to school purpose or function.
13. Making any statements or behaviors of a threatening nature, or making false reports related to school safety.
14. Violation of the school's computer usage, internet, or electronic communications policies, including, but not limited to making or posting videos on the internet, cyber-bullying, and/or making online threats when such behavior enters the school building or such behavior is contrary to school policy, in the opinion of school officials. Violations of these policies may include off-campus activities that occur at home, on home computers or devices, etc. when, in the opinion of school officials, students at the school are in danger or negatively affected.
15. Committing a "Major Violation."
16. Sexual harassment is strictly forbidden. Sexual harassment is any unwelcome word or action, which in any way makes a distinction because of one's sex or gender, or implicitly or explicitly invites or suggests sexual activity. The keys to a determination whether a circumstance constitutes sexual harassment are (a) it is unwelcomed; and (b) the circumstance highlights gender. Actions and words, which may be considered harassment are:
  1. Jokes with sexual connotations, either explicit or implicit;
  2. Remarks, which demean a person based on gender;
  3. Any touching of the privates of others;
  4. Any other unwanted touching prompted by gender; and
  5. Any verbal contact prompted by gender or another's body parts.This list is not exhaustive. For those who harass or annoy another based upon gender, the law will not be concerned whether the thoughts, words, or actions were offensive; rather, the law looks at it from the point of view of the person harassed or annoyed. Appropriate action will be taken in the case of sexual harassment, including suspension and/or expulsion.
17. Any form of bullying or harassment or aggression. Harassment may not be the intent; however, it will be viewed from the perspective of the person who is harassed or annoyed.
18. Any effort to falsify, change or modify a grade by a student will be grounds for suspension or expulsion.

The offenses listed in the Bishop Dwenger Code of Conduct are not all inclusive. Students may incur disciplinary penalties for words and/or actions not contained within the Code of Conduct as deemed necessary by the Bishop Dwenger Administration.



## EXTRACURRICULAR ACTIVITIES

Bishop Dwenger encourages all students to participate in one or more of the many extracurricular activities available to them. A student must attend at least four full periods of a school day to participate in any extracurricular activity or sport which has a special relationship with the school.

A student's behavior, especially in the areas of alcohol, drugs, nicotine, and tobacco products will be covered under the Student Code of Conduct policies. The school, as well as teams or clubs, may have additional rules and regulations beyond those stated in this handbook. These rules and regulations will be properly distributed and reviewed by all students. Students will be expected to sign a paper indicating their understanding of, and willingness to cooperate with the rules and regulations prior to participating in activities. Coaches and club moderators may have rules/regulations, and sanctions for violating the Code of Conduct, in addition to those outlined in this handbook.

To be eligible to participate in any extracurricular activity, a student must be in good standing in terms of attendance, discipline, and academics. Students must be passing 5/7 classes and have no more than 1 "F" for the quarter/semester. Students who fall below the academic eligibility cutoff between quarters may be placed on a two-week probationary period.

### Participation in Extracurricular Activities:

Participation in extra-curricular activities at BDHS is a privilege. Students involved in IHSAA sports, club sports, and other extra-curricular activities shall incur additional sanctions/penalties, which are at the discretion of the BD Administration. IHSAA sports penalties also apply to BD Club sports.

Students should remember that they are subject to consequences regarding the possession or use of alcohol, vaping materials, illegal drugs, and tobacco products, as well as related paraphernalia, 12 months of the year, on and/or off campus. Drug Testing may be expected as part of ongoing monitoring of reported drug issues. Refusal of a drug test will be considered as a positive test result. Administration reserves the right to amend suspensions as indicated below based on upcoming seasons and the student's previous participation.

### **IHSAA & Sports Eligibility – Out of Season**

#### 1<sup>st</sup> Offense

- The student is placed on "Participation Probation" for the remainder of his/her Bishop Dwenger enrollment.
- Suspension for the first 25% of the IHSAA sport season (or club sport) contests in the IHSAA sport in which the student has previously participated in. The student will be allowed to practice but will not be allowed to participate in the first 25% of the scheduled contests of that sport.
- Forfeiture of any Team Captain honors

#### 2<sup>nd</sup> Offense

- Forfeiture of eligibility for in any IHSAA sport, club sport, and BD extra-curricular activity for the remainder of his/her Bishop Dwenger enrollment.

### **IHSAA & Sports Eligibility – In Season**

In season is defined as after the first practice and through the end of the sport season.

#### 1<sup>st</sup> Offense

- The student is placed on "Participation Probation" for the remainder of his/her enrollment.
- Immediate suspension for 25% of the season's contests. If the season ends prior to the completion of the suspension, the suspension will carry over into the next sport/season in which the student participates, provided it is a sport in which the student has previously participated.
- Forfeiture of any Team Captain honors

#### 2<sup>nd</sup> Offense

- Immediate suspension from participation in any IHSSA sport, club sport, and BD extra-curricular activity for the remainder of his/her Bishop Dwenger enrollment.

## Other Extra-Curricular Activities

### 1<sup>st</sup> Offense

- The student is placed on “Participation Probation” for the remainder of his/her Bishop Dwenger enrollment. The student is immediately suspended from participation from BD extra-curricular activities for a period of one month. If the 1<sup>st</sup> offense occurs at a time outside of the student’s BD extra-curricular activity, then the student will forfeit one month at the time when that activity occurs.
- Forfeiture of any Class Office or club officer positions

### 2<sup>nd</sup> Offense

- Immediate suspension from participation in any BD club or extra-curricular activity for the remainder of his/her BD enrollment.

## Sportsmanship

Obscene cheers, throwing of objects, and verbal indignities directed toward referees, the opposing team, or their followers have no place in athletics. Spectator participation at a school sponsored event represents another type of learning experience. Students are asked to behave appropriately or stay home. We will not tolerate rowdy or disruptive spectators at games, home or away. Adult spectators are expected to abide by the same code.

Bishop Dwenger athletics and event spectators are reminded that Bishop Dwenger is a tobacco/nicotine free, alcohol and drug free zone. This includes events occurring at off-campus sites. Non-compliance may result in dismissal from the event.

## Off -Campus Activities

A school sponsored or sanctioned event off campus is considered an extension of the school campus, and all school rules and regulations regarding proper behavior are in effect. Bishop Dwenger’s primary concern is that the conduct of its students while at school, on school property, traveling to and from school, and while at school related activities, reflects our mission statement. This concern stems from our commitment to provide a safe environment which promotes intellectual, spiritual, and extra-curricular growth. While it is not the primary concern, BDHS must also be concerned with the potential negative effect on the school’s reputation and climate when a BDHS student is involved in a serious criminal incident, or violation of the school’s code of conduct, outside of the school environment. The school respects the role of parents in rearing their children and establishing their own “code of conduct” regarding their children’s activities and behavior outside of school. Therefore, disciplinary action concerning student behavior will include the parent. The school will have the final say on disciplinary consequences assigned by the school.

Please note that violations of the Code of Conduct off campus are addressed in other sections of the handbook. Important information about sanctions for various violations may be found elsewhere. Students must remember that they represent the school 24 hours a day, 7 days a week, 52 weeks of the year. Please feel free to call the school with questions.

## Dance Guidelines

Dates from other schools will be allowed to attend Bishop Dwenger High School dances under the following criteria:

1. The date must be registered in advance through the attendance office (no exceptions)
2. The couple must arrive together and leave together.
3. The date must produce identification at the dance.
4. The date must obey all Bishop Dwenger rules.
5. The date is at least in grade 9 but under 21 years of age.

Out of town guests and relatives (those who are not a date but want to accompany a Bishop Dwenger student to a dance) may attend only if:

1. The guest is approved IN ADVANCE by the administration.
2. The guest arrives and leaves with the Bishop Dwenger student acting as host.
3. The guest produces proper identification at the dance.
4. The guest must obey all Bishop Dwenger rules.
5. The guest is at least in grade 9 but under 21 years of age.

Bishop Dwenger defines a couple/date as one male and one female. However, BD students may attend dances individually. No non-Dwenger persons may attend as individuals. Grades 9-12 are invited to all dances; however, prom is limited to Bishop Dwenger seniors. BD seniors may invite a guest from another grade or school (see above guidelines) or attend as individuals. Under no circumstances may any student or guest leave and return to a dance.

A breathalyzer will be present at all school dances. If cause exists to believe a student is under the influence of alcohol or drugs, a member of the law enforcement agency will administer the test. Students will also be randomly tested as they enter the dance. Students testing positive will be suspended immediately and their parents will be called. Refusal to submit to the test will result in the same disciplinary action. In either case, students will not be permitted to leave the dance site until their parents or other responsible adult arrives to take the student home.

Any student that has been expelled from Bishop Dwenger may not attend any dances, or attend as a guest, for the duration of his/her expulsion. If the expulsion occurs until the end of the student's projected graduation, that student may never attend as a guest of a current student.

### Dance Dress Code: Ladies

- Dresses should be formal or semi-formal, short, or long.
- Dresses must be appropriately fitting and modest. They must not be too tight or cling to the body.
- Dresses must not "ride up" as the student dances.
- Hemlines for dresses must be no shorter than 4 inches above the knee.
- Slits in dresses must be no greater than 4 inches above the knee.
- Bodice of dresses must cover midriffs, sides and back up to the traditional bra line. Sheer material may not serve to cover these areas.
- Dresses may not be overly low cut or showing low cleavage. The chest area must be modestly covered.
- No gym shoes or ball caps will be permitted at the Christmas Formal or Prom.

### Dance Dress Code: Gentlemen

- Coat, collared shirt and traditional tie (sport coat and dress pants, suit or tuxedo) are mandatory. Shirts always tucked in.
- Pants must fit properly and must be worn at an appropriate level to the waist.
- Dress shoes and dress socks are required. No athletic shoes.
- No ball caps or bandanas
- No visible body piercings other than the ear lobes.
- No gym shoes or ball caps will be permitted at the Christmas Formal or Prom.

If students have any doubt about the appropriateness of their attire, they should ask a school administrator ahead of the event rather than be placed in the embarrassing situation of being turned away at the door.

Parents of students who have not arrived at the event by 10 p.m. or those who choose to leave prior to 11 p.m. will be called to confirm that the parent knows of their child's whereabouts.

Any Bishop Dwenger student or guest who does not meet the dress requirements may be denied admission to the dance or provided with a sweater or t-shirt to wear over their attire. Bishop Dwenger students are responsible for informing their non-Dwenger dates of the dress guidelines.

Non-Bishop Dwenger guests who violate these rules will be subject to having their school IDs confiscated and returned to their home school. All guests should be properly registered through the guest pass request and contract.

Face-to-face dancing only. No “grinding.” Violators will not be warned but immediately escorted from the event.

## HEALTH SERVICES

Bishop Dwenger employs a nurse between the hours of 7:55 a.m. and 3:00 p.m. The nurse coordinates programs required by the State of Indiana, which includes hearing tests the sophomore year. The nurse is responsible for distribution of medications for those students under a doctor’s care, as well as over-the-counter medications.

- Students may not take medication or leave the building because of illness without authorization from the administration and parents.
- **Students are not allowed to carry medications; this includes prescription medicine, and nonprescription (OTC – over the counter) medicine.**
- All prescription and OTC medications MUST be turned in to the nurse or the main office upon entering the school building. All medications MUST be in their original containers. *No medicines will be accepted in plastic baggies.*
- All medications must be taken under supervision.
- Exceptions may be made for inhalers and epinephrine pens (Epi pens), but the proper forms MUST be on file.

If a student becomes ill at school, he/she should report the illness to a teacher and request permission to see the nurse. The nurse will determine whether the parent/guardian should be notified, and the child sent home. Students leaving the building due to illness will be marked unexcused/truant if they have not followed the proper procedures through the nurse’s office.

Updated information on return to school and COVID procedures will be provided when it becomes available for the 2021-2022 school year.

## CAFETERIA SERVICES

Students may bring their own lunches or purchase a hot lunch/salad bar in the school cafeteria. Students must have their I.D. cards. Pizza and/or other types of fast food may not be ordered and delivered to school while school is in session.

- Accounts should be established before the start of the new school year. First deposits may be made at Verification Day or on the first day of school. Students may place a check or envelope (cash) with their name and grade level in the drop boxes located in the Main Office or Cafeteria before the start of the school day. This will ensure their money is deposited into their account before lunch.
- Parents may utilize *My Payments Plus* ([www.mypaymentsplus.com](http://www.mypaymentsplus.com)) for lunch payments. Payments made through this online service will take 24 hours for the deposit to appear on the student’s account.
- If a student’s account goes into the negative, he/she will be allowed to charge *one* lunch before a deposit must be made.
- Students who receive free lunch will always receive a meal, but may not charge anything.
- If parents would like to view their student’s account history, they should enroll in *My Payments Plus*; this is a free service.
- After April 30, all student accounts need to have a positive balance. Students will not be permitted to charge lunches during May. If a student has a negative balance at the end of April, parents will be notified.
- If a senior has a balance of \$1.00 or more, the money will be transferred to his/her younger sibling’s account. If there are no siblings at Bishop Dwenger, the money will be refunded to the senior.
- If a senior has a negative balance at the end of the school year, he/she will not receive a diploma until the account is settled.

Students are expected to clean up after themselves in the cafeteria. This includes washing their own tables, stacking chairs at the end of C-Lunch, and ensuring that the floor is kept clean. Students who do not comply are subject to disciplinary consequences. Throwing food will not be tolerated and may result in a suspension. Food/Drinks, with the exception of water, may not be taken out of the cafeteria. A referral may be written. Students may bring their own lunches or purchase a hot lunch/salad bar in the school cafeteria.

Students must have their ID cards. *Bishop Dwenger is an equal opportunity employer.*

## LIBRARY / MEDIA SERVICES

The Library Media Center supports the school's curriculum by providing resources for students to use as they work on their school assignments. Hours are 7:30 a.m. – 4:00 p.m., Monday – Thursday; and 7:30 a.m. – 3:30 p.m. on Friday. The Media Center is available to all students during their lunch periods, as well as before and after school. During the school day, individual classes, study hall students, and students with a pass from their teacher are permitted to use this facility.

The main focus of the Media Center is to empower students in their academic pursuits by helping them to effectively use media resources found in print, as well as those found through the effective use of technology. Students may use the Media Center to conduct research for their classes; find reading material for academic work and personal interest and receive Help-Desk services with technology issues.

Students utilizing the Media Center are to remain in student designated areas and are expected to make good use of their time. Playing of cards, computer games, socializing, etc. is not permitted when utilizing the Media Center.

## STUDENT GOVERNMENT

Student Government will be comprised of five (5) Student Council officers, four (4) senior class officers, and students who desire to be a part of Student Government and meet eligibility requirements. Student Government offers an open/earned membership to those students who have 90% attendance and who contribute to Student Council activities.

Students may run for Student Government offices as of the spring of their sophomore year. To run for a Student Council office, students must have participated in Student Council for at least two (2) years and must be in good standing. Elections will take place in the spring. Those elected to office will begin in their positions the following fall semester. Officer positions consist of a President, Vice-President, Secretary, Treasurer, and Activities Director. Candidates for these positions are students who have demonstrated strong leadership in past or current roles and wish to provide a forum for student voice and student service.

Seniors in good standing may run for class officer positions during the first two weeks of school in the fall. Offices will include a President, Vice-President, and two Activities Directors. Officers will be determined by the Faculty Advisory Board and elected students. A Class Representative for the junior, sophomore and freshman classes will be chosen by the Faculty Advisory Board and Student Council members.

Attendance at all meetings is mandatory. Members should be willing to assist in the orderly direction of school activities. Student Government and candidates are discouraged from holding other major offices (i.e. NHS President or VP, Golden Trumpet editor, etc.) due to the demanding nature of Student Government activities. *All candidates must read the BD Student Government Constitution and sign a contract agreeing to the parameters set for an officer, especially meeting attendance.*

## ST. RAPHAEL STUDENT ASSISTANCE PROGRAM

The mission of the St. Raphael Student Assistance Program is to “empower students to reach their God-Given potential by removing barriers to their spiritual, academic, social and emotional growth. In collaboration with the Bishop Dwenger community, families will be provided with an opportunity for a network of support for all children.”

As educators, our first and foremost concern for our students is their safety. There are many factors that can affect student focus and success in the classroom, as well as their overall health and well-being. As a collaborative partner, we are offering students and families a system of intervention and support when concerns arise about a student. The Student Assistance Program is an intervention program aimed to assist families without the student having the initial penalty of punitive consequences (if entering the program as part of the referral process).

A summary of the program follows:

- Any parent, student, teacher, or staff member may refer a student for whom they have concerns, which may include social, emotional, health, drug/alcohol abuse, or self-harm.
- Referral forms will be available on our website, through Canvas, in all Theology classrooms, the Guidance Office, Administrative Offices and the Front Office.
- Referrals may be signed or may remain confidential.
- Once a referral is received, a “Student Behavior Form” may be sent to the student’s teachers and counselor to receive input as to whether other “red flags” exist. To protect student privacy, this same form will be used for other referrals, such as when seeking information about students for academic meetings, disciplinary and attendance meetings, and counselor inquiries. Thus, a teacher who is asked to complete this form will not know that the student has been referred to the student assistance program.
- After receiving feedback from teachers, the Student Assistance Team will evaluate whether to continue with follow-up action. If it is deemed that follow-up is needed, one member of the Student Assistance Team will be assigned to meet with the student.
- Parents will be notified to communicate that there was insufficient information to support the referral or to continue to update the parent.
- Students who are referred for concerns with drugs/alcohol may be asked to have an initial drug/alcohol test, as well as a follow-up assessment and counseling with an outside agency.
- In addition, follow-up drug testing on a regular basis may be required.
- We will attempt to call parents prior to any drug screening. There may be times that it is necessary to proceed if we are unable to reach a parent after several attempts. Results will be shared with parents as soon as possible.
- Any search of a student or belongings will be in the presence of two adults.
- Parents may be asked to sign an “Exchange of Information” form so that communication can exist between BDHS and any counseling agency. All outside counseling is at the expense of the family. We do not ask for confidential information discussed during counseling sessions.
- The Student Assistance Team will meet regularly and will continue to monitor student progress until the team is confident that the student can be exited from the program.
- If at any time a student is dishonest with a member of the Student Assistance Team or attempts to falsify a drug test, the issue then becomes a disciplinary issue. Refusal by a student or parent to take a drug test will be recorded as a failed test and a disciplinary referral will be written. The coordinator will meet with the principal to determine the next steps, which may include withdrawing from BD. Families who are enrolled at Bishop Dwenger are agreeing to work with us within the Student Assistance Program as part of enrollment.
- Should there be a “positive” result during a future test, if the student admits to continued use, or attempts to adulterate a test, or there is significant evidence of future use, not only would there be a SRSAP intervention, but there would also be disciplinary consequences, up to and including possible expulsion depending on the offense. Please refer to the Alcohol and Drug Policy in the Bishop Dwenger Handbook.
- The Student Assistance Program is intended to provide support to the student and family. It is not intended to “fix” a student’s problems in and of itself.

We wish to emphasize that this process is entirely confidential. We fully believe that this confidentiality and the non-punitive nature of the referral itself will allow for quicker and more effective resolution of a potential substance abuse issue.

## GENERAL INFORMATION

### Building Hours

The school building is open at 6:30 a.m. to accommodate students arriving early to school. Students must remain in the Cafeteria, the SAC lobby, or the gym hallway. The academic wing will be open from 7:35 a.m.–3:15 p.m. Students waiting for transportation after 3:15 p.m. should remain in the SAC lobby.

### Closed Campus

Students are not permitted to leave school property while school is in session without the expressed permission of the Administration. It is a serious breach of school discipline to leave the campus during the lunch hour or at any other time. Suspension will result for a student being off campus without permission. The parking lot is always out of bounds except when arriving to school or leaving at the end of the day. Students must have permission from the Administration to go to their automobiles while classes are in session. Students may not go to their vehicles unescorted.

### Visitors

All visitors, including parents, must report immediately to the front office. No visitor is to see or visit a member of the Bishop Dwenger student body unless they have reported first to the front office and received permission, signed in, and received a visitor's pass. This policy is to ensure the safety and well-being of all those in attendance at BDHS. Persons entering the building to visit staff members must also sign in at the front office. Upon signing in at the front office, visitors' keys will be held until the visitor has signed out. Visitors are expected to always wear a visitor's badge.

Prospective Student Visitors: Parents of student visitors must return a completed shadow request form to Bishop Dwenger at least five days prior to the scheduled visit. This form must be signed by the parent or guardian, as well as their current principal. Visitors will be informed of our dress code guidelines before coming to Bishop Dwenger. Shadows may be scheduled from October 1 through May 1. There will be no shadows during the final week of each grading period, nor will they be allowed on special schedule days.

### Lockers

Every student is furnished with locker facilities. Students are to keep the lockers they are assigned. Students switching lockers will be fined \$10.00. Students should take the time to memorize their locker combinations. Students should never leave lockers unlocked or give their combinations to anyone else. A \$2.00 fee is charged to receive lost locker combinations. Students should not set their lockers so they can be opened without using the combination. Students shall be fined \$2.00 if the locker is set (as setting a locker can indeed lead to damage). Fines for locker damage will be \$20.00 to cover the cost of refurbishing them. There will be no excuses issued for tardy students with unsubstantiated locker problems.

Public Law 148 (House Bill 1086) effective 9/1/80, states: "(a) a student using a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or its contents. (b) A principal or other member of the administrative staff of a school designated in writing by the principal may search such a locker and its contents at any time. (c) Other than a general search of lockers of all students, any search, where possible, shall be conducted in the presence of the student whose assigned locker is the subject of the search. (d) A law enforcement agency having jurisdiction over the geographic area in which the school facility is located may, at the request of the school principal and in accordance with rules of the governing body of that school corporation, assist the school administration in searching such locker and its contents."

## Student Drivers

Bishop Dwenger High School is not an open campus. All vehicles must be registered with the school. All students purchasing a permit must have a valid operator's license, of which a copy must be provided to receive a permit. Permit applications will be available prior to Verification Day. Applications should be submitted through the online Verification Day form prior to Verification Day to ensure a spot is assigned. Permits can be picked up on Verification Day. An operator's license will be needed to pick up the permit. After Verification Day, information on obtaining a permit will be available in the school's Main Office. All permit applications must be fully completed and must contain license/license plate information. Temporary license plates will not be accepted.

- All parking spaces on the Bishop Dwenger campus will be numbered and a numbered space will be assigned with the parking permit. Each permit will indicate the numbered space. Students may only park in their assigned spot. Due to space limitations, only **juniors and seniors** will be permitted to park on the lot. Administration has the discretion to make exceptions after all juniors and seniors have been assigned a parking space and issued permits.
- An annual parking permit must be obtained from the school.
  - The cost is \$50.00 for a full school year.
  - Permits purchased after Christmas Break will be \$25.00, subject to availability of unassigned spaces.
  - A second permit per parking space may be purchased for a second family vehicle, replacement vehicle, or lost permit; the cost will be \$10.00. The second permit will be assigned the same spot as the original and must be displayed.
- A priority system for issuing permits will be determined by the school.
- Permits may be purchased prior to Verification Day. The opening date for applications will be posted ahead of time.
- On Verification Day, only one permit per family will be issued. Additional permits may be issued at a time to be determined by the Administration.
- The parking lots have a limited number of spaces, each individually numbered. Once a permit has been issued for each numbered space, no new permits will be issued. As much notice as is practical will be provided when spaces are limited. Students parking without a permit will be handled as outlined in the Violations section.
- The school will determine the date when enforcement begins, and violations issued.
- The school parking permit is to be placed on the inside lower left (driver's side) of the windshield (see instruction sheet that comes attached to the permit). Any other location other than the lower left equals an invalid permit and will be treated as no permit.
- If the permit is lost or destroyed, a replacement must be purchased for \$10.00 upon completion and submission of a new permit form.
- If a car is traded, wrecked, or permanently replaced, a replacement sticker can be purchased for \$10.00 upon completion and submission of a new permit form.
- Students may park only in the numbered space assigned to their permit.
- If a student with a valid permit drives another family member's vehicle for a day, a pass will have to be obtained from the office and placed on the dash. It is the discretion of the school as to how many days the pass will be valid.
- Students who arrive late or leave early due to Anthis or work-based learning will be assigned a spot in the Clinton Street lot to allow for better monitoring for security purposes.

## **Violations**

A violation will occur if a student is parked in an unauthorized space or does not have the appropriate permit displayed.

- The first violation will result in a written warning ticket.
- All subsequent violations will result in a wheel boot and a referral. A fine of \$10.00 is assessed for removing a boot.
- A student who accumulates more than two (2) violations during the academic year may have his/her driving privileges suspended for the remainder of the academic year.

## **Cars parked at Bishop Dwenger High School without a permit**

- A written warning will be issued, and the plate number will be recorded. On subsequent violations, a tire locking device (boot) will be used to disable the car.
- If a boot is affixed, a \$10.00 fine is to be paid before the boot is removed.

## **Speeding – 15 mph Speed Limit**

- Speeding on the Bishop Dwenger campus is a very dangerous act and will result in a referral without warning.
- Multiple occurrences will result in possible loss of Driving privileges and/or Review Board.



## **Parking lot**

- When students arrive, they are to park their vehicle and immediately go into the building. No loitering in cars or in the parking lot. Failure to immediately go in the building will result in a referral. Access to the academic portion of the building begins at 7:35 a.m.
- Students must receive permission from the office to go to their car for any reason while school is in session and must be escorted by a faculty or staff member.

## **Students driving a car to Bishop Dwenger High School:**

Driving and parking at BDHS is a privilege. As with all privileges, students must accept the associated responsibility or risk losing it. Repeated violations will result in the loss of driving privileges.

- Failure to follow the directions of a parking lot monitor may result in a referral.
- Speeding and reckless driving on campus may result in a referral. SPEED LIMIT – 15 MPH
- Reckless driving may result in the suspension of parking privileges for a period to be determined by Administration.
- Vehicles parked on Bishop Dwenger property and those driven by students to school are subject to search by Bishop Dwenger Administration at any time. While we do not randomly search vehicles, we will search when there is reason to suspect a car may contain any prohibited items including, but not limited to; tobacco, nicotine, vaping devices and/or products, marijuana or other drugs, alcohol, paraphernalia, weapons, etc.
- Any student who transports tobacco, nicotine, vaping devices and/or products, marijuana or other drugs, alcohol, paraphernalia, weapons, etc. to Bishop Dwenger High School or to any other Bishop Dwenger school related activity, either on or off campus, will forfeit his/her driving privileges for the remainder of the school year. Additional sanctions may be applied as determined by Administration.

## TECHNOLOGY

### Blended Learning

It is imperative that students and parents understand this policy. The following is an abridged version of the complete policy provided to every Bishop Dwenger home. Violation of these guidelines can result in the termination of a user's access to the BDHS network and disciplinary action determined at the discretion of the administration.

Only students who, along with their parents, sign an Acceptable Technology Usage Agreement and have completed the Digital Citizenship Module on the "All Student" Canvas page are permitted to access the internet.

### **Specified Devices**

Each student is required to purchase a laptop with specifications laid out by the school. It is required that laptops be *BDHS-certified*, which means it is imaged according to our specifications at *A+ Computers*. Be aware that Bishop Dwenger High School's Technology Team will not have power cords for any brand except Lenovo. Nor will BDHS's Technology Team assist with any operation of a non-BDHS specified device except for wireless connectivity.

### **General Use**

Each student is responsible for keeping his/her laptop in good working order, which includes having the laptop fully charged for each school day.

### eLearning Days for Inclement Weather

eLearning is the acquisition of knowledge by utilizing electronic technologies to access educational curriculum outside of the traditional classroom. This means learning can happen anytime and anywhere. The work in which students are engaged will be a continuation of the learning they would typically do if they were in the school building. eLearning is interactive in that students communicate with their teachers and other students in their class. According to the Indiana Department of Education, eLearning may be utilized in the event of a school day cancellation due to inclement weather. If the BDHS Administration determines a given day will be an eLearning Day:

- eLearning assignments will be due at 8:00 am the following day.
- It will count as a school day. Any missed student work forfeits the grade *and counts as an unexcused absence*.
- Notification of the eLearning Day status will be made in the usual ways for which the parent signed-up – texts, emails, website.
- Student assignments will be posted via Canvas Learning Management System by 9 am. Assignments should be a continuation of the previous day's instruction as well as build upon the skills each child needs.
- Teachers will be available to help students via Canvas from 10 am – 12 pm on an Inclement Weather Day. Students should send messages via the Canvas Inbox or Bishop Dwenger email.
- Assignments for an Inclement Weather Day will be due at 8am the following morning.
- Student work should be approximately 40 minutes per period to total approximately 6 hours.
- Students with limited internet access may find connectivity at area businesses [coffee house, fast food restaurants], an apartment or association clubhouse, the Allen County Public Library, and its branches. Families who find internet service to be cost-prohibitive may want to contact local cable providers concerning reduced subscriptions allowed for qualifiers of the National School Lunch Program.

## Extended E-Learning

### General Statement – Public Health & Safety

During public health and safety emergencies, our schools will follow Diocesan policies, directives from our Bishop, Governor, and the Indiana Department of Education; national, state, and local health department guidelines; Federal Emergency Management Agencies; and more. We count on the Indiana State Police, local and national news, and weather agencies to help us properly respond to severe weather events. As an example, the COVID-19 pandemic led to the closure of our Catholic Schools based on a directive from the Bishop, followed by the Governor’s executive order to close all schools in the state. In rare cases, like the pandemic, our schools can experience closures for an extended period. When this occurs, our schools will transition to extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body. Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involve.

The work in which students are engaged in during an extended eLearning period will be a continuation of the learning they would typically do if they were in the school building. During a prolonged period of eLearning, teachers will communicate regularly with their students, and students with their teachers. During such a period, it is important for students and parents to remember that the school day is still in session during the designated eLearning times, with additional time needed for completing assignments. These are not times in which students should be working or engaging in other activities, including working a job.

### Extended E-Learning Guidelines

- Depending on requirements and recommendations of the INDOE, the Governor, and the Catholic Schools Office, a schedule of
- classes and teacher office hours will be established and communicated to families.
- An ELearning “content” day will count as a school day.
- Any missed student work may result in a forfeiture of the grade *and counts as an unexcused/truant absence for that period.*
  - *Late work may be accepted at the discretion of the teacher for a penalty; however, an unexcused absence will still be recorded.*
- Student assignments will be posted via Canvas Learning Management System by 9 am. Assignments should be a continuation of instruction as well as build upon the skills each child needs.
- Teachers will be available to help students via Canvas at designated times, which will be communicated with students and families via Canvas. Students should send messages via the Canvas Inbox or Bishop Dwenger email. Personal email accounts may not be utilized.
- Assignments for an extended eLearning Day will be due at 8am the following “content day.”
- It is suggested that student work time be approximately 40 minutes per period to total approximately 6 hours per day. This may vary according to class.
- Teachers may require students to log in at specific times between the hours of 8 am and 3 pm for a class discussion, lecture, Zoom (or other designated platform) conference, testing session, etc. Teachers will provide 24-hours notice if a live session is required.
- Students must be willing to self-advocate to their teacher if they find a topic or eLearning modality difficult. Open lines of communication are essential for students’ success.
- Students with limited internet access may find connectivity at area businesses [coffee house, fast food restaurants], an apartment or association clubhouse, the Allen County Public Library, and its branches. Families who find internet service to be cost-prohibitive may want to contact local cable providers concerning reduced subscriptions allowed for qualifiers of the National School Lunch Program. Please reach out to the BD technology staff if connectivity is an issue.
- Extended time for ISP/ILP/CAP students may be built into the eLearning schedule. Extended testing time is available for these students who make arrangements prior to testing and schedule times through their teacher and the resource room staff.
- The resource staff will be available to help students through email, and/or videoconferencing. It is the responsibility of the student to reach out for assistance.

## Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

## Tuition

In case of an extended learning period related to any public health and safety, or severe weather event, the school will provide continuous education services remotely for students. Tuition agreements, policies, and practices will remain in effect and binding.

## Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather event, daily attendance for remote instructional days will be required. The administration will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may attempt to provide reasonable alternative accommodations for the student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, class format, etc. Usual ISP/ILP/CAP accommodations may require adjustments when providing distance learning.

## SYNCHRONOUS VIDEO CONFERENCES & LESSONS / REMOTE LEARNING

At times, remote learning may replace extended e-Learning. Teachers, counselors, and administrators may arrange for synchronous video conferences or lessons. The following guidelines have been recommended by the Catholic Schools Office to ensure the safety of students while participating in video conferences and lessons.

1. Teachers must view the diocesan training materials and sign the acknowledgement form that they have read and will follow the diocesan guidelines.
2. Schools must inform parents of the diocesan guidelines and give parents the option of opting out of two-way synchronous communication. Parents must be given the ability and the corresponding links or phone numbers to join the two-way streaming conference at any time. Parents who wish to opt out must fill out the opt out form included in the Verification Day packet of information. If teachers have mastered the training materials, reviewed the diocesan guidelines, signed the acknowledgement form, and the school has informed the parents of the new guidelines and given parents the option of opting out of two-way streaming communication, then teachers may utilize two-way streaming communications that include students appearing on camera. The Diocese specifically approved Zoom, Canvas Conferencing, and Google Meets as the standards. If a teacher wishes to use an additional application besides the three listed above for two-way synchronous communication, the teacher should ask their principal to contact the associate superintendent, who will consider the request.
3. In addition to instruction, any one-to-one video conferencing must notify the administration in advance. This could include a counselor meeting with a student or a teacher tutoring a student. Parents should be invited anytime a one-to-one conference is taking place. They should be included in the invitation for high school students, and the invitation should go through the parent for K-8 students.
4. Teachers must inform students and parents that broadcasting a video stream from their end is optional. They must be given the opportunity to join with only an audio connection on the two-way streaming conference, and never be pressured to join with video.
5. Parents and students must be informed that two-way conference will be recorded for the safety of students and to have it available for absent students to view later. Access of the recording involving students may only be given with valid reason to students in the course, their parents, or school administrators. Two adults should have access to the recording, for example, the teacher and an administrator or department chair. Links to recordings may not be posted publicly. \*\*If a Canvas Conference is being used, parents are viewers on their student's account and can be notified through this feature.
6. When using Zoom, Google Meet, Canvas, or similar online learning platforms, the link to each live classroom session must be shared with another school administrator or department chair to allow for another adult to view the live two-way streaming conference. (Think of this as the ability to view the classroom through a door window or walking into a classroom).

7. Teachers may not require live attendance at a class session due to possible home limitations on devices or internet access. Also, teachers should anticipate that many families will have multiple children participating in eLearning or remote learning at the same time. Time conflicts with siblings' and parents' internet needs may prevent some students from participating in live classes. \*\*Guidelines from BDHS will be given as situations arise.
8. The physical location of the recording or live session should be a professional setting such as a classroom or home office. It should not be an intimate setting such as a bedroom. Teachers should be mindful when choosing to broadcast live and remember to check the background for any materials that may be distracting, inappropriate, or potentially offensive, both audio and visual. The teacher and students should be dressed professionally and modestly.
9. Teachers are permitted to initiate communication with students between 8:00 AM and 9:00 PM. Two-way streaming conferences must be limited to this time frame.

#### During the Two-way Streaming Conference:

1. Teachers should begin the two-way streaming conference with reminders of the rules of conduct.
2. Adults and students should be dressed professionally.
3. The teacher must be ready to mute or turn off the video of a participant if something distracting or inappropriate comes up.
4. While in a two-way conference or class, the teacher should limit who has their video enabled. Students may participate by video or voice. Teachers may not require students to enable their video. In general, students should have their mics muted, except when asked to speak, or during specific Q&A periods of the two-way streaming conference.
5. Learning sessions should be created so that only those invited can attend, using passwords and/or registration for each session can help protect the integrity of the session. Teachers should utilize virtual waiting rooms, when applicable, to admit students to the learning session and lock the session after all those invited are admitted to the session. No one should enter the session until the teacher enters the session. Everyone should leave the session before the teacher leaves/ends the session.
6. Chat(s) can only take place between the teacher and the students so that all those attending the session can view the chat dialogue. The private chat feature must be disabled.
7. Mandatory reporting rules are also still in effect. If a teacher has reason to believe a student is being neglected or sexually, physically, or emotionally abused, the teacher must report it to the Indiana Child Protective Services (1-800-800-5556). The teacher must also report it to the school administrator and the Catholic Schools Office.
8. Teachers should ensure that no personal identifiable information is shared online by the teacher or student.

#### Remote Learning Information / COVID-19

With the current pandemic and the fluidity of the situation it presents, our school must make every effort to meet the educational needs of our students and their families effectively and safely. Bishop Dwenger High School has decided that each classroom teacher may record or live stream the direct instruction periods during each school day until the threat of COVID-19 passes. Providing this service will allow students to receive instruction at home should they need to be quarantined or isolated due to COVID-19. Parents will have the comfort of knowing their child(ren) will not miss out on classroom instruction. Teachers may choose to use Microsoft Teams, Canvas Conferencing, or Zoom. Each teacher will notify students of the platform he/she is using, as well as any supplemental instructional sites.

During remote learning, the camera in the classroom will focus on the teacher and the materials he or she shares. The focus will NOT intentionally be on the students in the classroom, but the school cannot guarantee that a child will never be seen on the livestream. The school will use the same guidelines that our media release policies list, do our best to safeguard the links provided to our homebound students, and never share a student's personal information online. Furthermore, we ask that parents not copy, share or download the video recordings provided by teachers. This, too, will help us to ensure the privacy of our students.

Teachers have determined what digital platform they will be using, if they are recording videos or live streaming, and how they will be sending it to the parents/students. Teachers will communicate assignments and streaming instructions through Canvas, our Learning Management System. Students should refer to their Canvas Calendar and/or Outlook Calendar for links to class, as well as pertinent due dates. Assignments and other items needed for class will be posted in Canvas Modules for students to access. Parents may sign up as observers on Canvas and are encouraged to do so.

## Expectations for Students during Remote Learning

- The Virtual Learner is expected to log into class in real time (synchronous) via an online platform such as Zoom, Microsoft Teams, etc. He/she is expected to submit all assignments on time, participate in class discussions and meet requirements as outlined in the teachers' syllabi.
- The Virtual Learner will be responsible for submitting assignments according to the teachers' directions (i.e. uploading a document, answering questions in Canvas, Turn-it-In or other platform, uploading a picture of an assignments, etc.).
- Attendance will be taken to ensure students are attending class. Students may be marked tardy for failing to log in on time. Students may be marked unexcused if they fail to remain in class once logged in. Teachers may do periodic attendance checks with online learners.
- The Virtual Learner must adhere to and meet the expectations of all Bishop Dwenger Students, especially those outlined in the Student Handbook. Any violations of the Code of Conduct may result in disciplinary consequences that may require the student to report to school for detention or Friday School, or to meet with administration as needed.
- The attendance and tardy policies will be enforced based on the student's virtual attendance.
- Tuition and fees during remote learning remain the same as when attending school in-person.
- When watching live stream videos, students will be at a table/desk, not in pajamas - dressed appropriately, and not eating food. They will be respectful of the teacher, listen to instruction, and if they have questions, they can raise their hand on the computer or type a question or email the teacher.
- If possible, teachers will answer emails throughout the instructional day. However, teachers will have 24 hours as well to answer emails from the students or parents. Students are not to email or attempt to contact teachers late at night.
- All assignments are due when the teacher assigns a due date for both the in person and remote learner (same date). Remote students will follow the teachers' policies and procedures on turning in homework, taking quizzes, tests, and late homework.
- Students acting inappropriately during synchronous learning may be referred to the Assistant Principal for disciplinary action.

## BISHOP DWENGER TECHNOLOGY POLICIES

### Exclusive Use of Access

Each user will be or has been given a login and password for Bishop Dwenger email, PowerSchool and Canvas and is solely responsible for the use and access privilege. A user shall neither share his/her login and password nor use another user's login and password to gain access to and fraudulently use another's account. Users may not seek to gain access to another user's accounts by means included, but not limited to, looking through others' materials or by watching another user login.

*In direct compliance with the tenets of the Catholic Church and Child Internet Protection Act, BDHS attempts to provide privacy to all its users.*

### On-Campus Troubleshooting

BDHS and its employees **will not** repair devices. It is highly suggested that repairs be made at A+ Computers. See Loaner Policy below.

Help Desk Hours | Monday – Friday

7:15 am – 8:15 am [Media Center]

10:45 am – 12:15 pm [Technology Department]

3:00 pm – 3:30 pm [Media Center]

Students or parents may email the Help Desk at any time throughout the day at [HelpDesk@bishopdwenger.com](mailto:HelpDesk@bishopdwenger.com).

### Borrowing School-Owned Laptops

- A "loaner" laptop may be obtained from BDHS' Help Desk for use while a computer is being repaired.
- Loaners will not be issued when a student forgets his/her laptop or when it loses its charge.
- A student may request a loaner laptop for up to a **total of** four (4) days in a semester. Extenuating circumstances [as confirmed by *the servicing agency*] may be required for an extension of loaner time.
- Any damage accrued to a loaner laptop while in the possession of the student will be repaired at the expense of the student.
- Loaner laptops will be wiped clean, and all worked saved by the borrowing student will be erased upon its return. Therefore, any data stored on the hard drive will not be recoverable. Students must save work to a cloud or jump drive.

## Cloud Storage

Students are responsible for backing up and storing files using cloud resources (e.g., Dropbox, OneDrive, Google Drive). By doing this, the student will be able work on documents at home and large files such as music, photos and video will not clutter the laptop's hard drive. *Students need to always keep 5 GB free on the hard drive for optimal operation.*

## Monitoring of Use

A program that monitors student usage may be installed on students' computers as part of the image. The software will enable teachers to view student screens. Students may be required to log into this program to use their computers in a class.

## Audio/Video Recording

Students may not record, audio or video, any teacher, or staff member, without prior approval. If it becomes necessary to record a class lecture due to illness or disability, please see the assistant principal to make arrangements. Teachers or administration may record (video or audio) a class for the purpose of professional development. Administration may record meetings to review later. Please note smart pens or other recording devices may be in use during meetings or phone calls.

## ACCEPTABLE TECHNOLOGY USAGE POLICY

### Purpose

The Acceptable Usage Policy is intended to minimize the likelihood of negative outcomes by educating students, staff, and parents on expectations and standards designed to protect BDHS students and stakeholders. Teachers may deny temporary computer use while in their classroom to those students who, historically, are unable to follow classroom computer/internet rules.

### Email Use

Email use must be in support of education and research which is consistent with the educational objectives of Bishop Dwenger. Students must use their Bishop Dwenger email accounts for all school-related items and in communication with school staff. Any communication with school staff via email must be conducted in accordance with the terms of the Diocese's Internet and social media policies.

### Text Messages, Posts, and Chats

Such services, if available and necessary for curricular or job facilitation, will have access provided by BDHS. Such access does not imply permission of use unless integrated within the classroom learning environment. In these cases, students and other users will be directed to use specific resources and will be expected to abide by regulations provided in the BDHS ATUP. Also, any such communication with school staff must be conducted in accordance with the terms of the Diocesan Internet and Social Media policies.

What is posted on a student account while inside or outside of school that results in the disruption to normal school operations, and/or detrimentally impacts a fellow student, faculty or staff member, the school, and/or the school's reputation, will be subject to disciplinary action by the school administration, and possible legal action. The school does not intend to police web sites, blogs, or social networking sites outside of school. However, if sites are brought to our attention by students, parents, or other individuals, we reserve the right to address the behavior in line with diocesan and school policies, as well as civil laws.

### Video Streaming, YouTube [and similar sites], Music sites and Music Files

These should be used for educational purposes only and accessed only if permission is given by the teacher. Sound must always be muted, and ear buds used unless permission has been given by a teacher to increase the volume.

### Gaming

Games of any kind, including but not limited to any internet or downloaded games, are not to be used unless directed by a teacher as a supplement to class. Gaming will tax the bandwidth and impede academic progress. Participation in unauthorized games during school hours may be subject to disciplinary action.

### Photos and Video

Students should not utilize the laptop camera unless directed to do so by a teacher. Photographing another person without their permission is considered an invasion of his/her privacy. Likewise, photographing any worksheet, test or quiz is considered cheating, which violates the school's honesty policy.

### Copyright & Fair Use

All users must follow copyright procedures, regulations, and laws. All resources obtained/used should be properly cited. All users are expected to respect the rights of, and the intellectual property of others in accordance with the Church's teachings regarding respect for others and their property, the Federal Copyright Law and Fair Use Policy, and/or any other applicable federal or state law or regulation, which includes multimedia owned by a user or downloaded at home. If a user is granted permission to post on the web, it must comply with the BDHS ATUP.

### Internet Use Outside of School Hours [In accordance with Diocesan Policy 4630]

BDHS reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology – even on a home or student-owned computer – may subject the student to consequences. Inappropriate use includes but is not limited to harassment, derogatory use of the school's name, offensive or immoral communication and safety threats. BDHS does not, however, actively monitor student use of technology not issued by BDHS. While the BDHS filtering system establishes some parameters for appropriate use within the school building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially at home.



## Proper Communication, Decorum and Cyber Safety

A student's electronic and/or digital communications should be tasteful, polite and within the teachings of Jesus Christ. Remember that the recipient of communication may hold different points of reference from those of the sender. Likewise, never forward others' information without their knowledge and approval. Understand it is only proper to use text-messaging jargon when communicating with close friends. When communicating with adults and others, proper grammar should be used.

BDHS users are responsible for protecting their own and others' identities. This includes, but is not limited to, the following items: their name, personal identifying information, address, location, identification, or telephone number or any of the aforementioned categories of information relating to other users in connection with any websites, whether educational or membership-oriented or contests.

NOTE: This provision does not apply to BDHS-approved sites and/or sites related to other legitimate job or academic purposes. The narrow exception for "Other legitimate academic purposes" is meant to allow students to submit information to apply for college, register for the SAT, apply for employment, and other closely related activities.

Protect the address and telephone numbers of yourself and others.

Use the network in a manner that does not disrupt the use of the network by others. Refuse to meet with someone you have met online.

Disclose to your teacher or an administrator any message you receive that is inappropriate or makes you feel uncomfortable.

At BDHS, we recognize that cyber safety is more than merely blocking students from inappropriate websites. Cyber safety starts with educating our students to be responsible and cautious while on-line.

## Digital Citizenship Requirement

By, September 1, each incoming student is required to complete a Digital Citizenship Module found on the "All Student" page of Canvas. Those failing to do so will be denied access to the BDHS internet. We encourage the cyber safety discussion to begin at home. It is highly suggested that Parents should access <http://www.onguardonline.gov/> to begin such a discussion.

## Limitations

Bishop Dwenger makes no guarantees of any kind, expressed or implied, for the internet access it provides. Therefore, BDHS is not responsible for:

- The accuracy, nature, quality, or privacy of information stored on any storage device, hard drives, or servers, or of information gathered through internet access.
- Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, computer viruses, or to personal property used to access computers, networks, or the internet; or unauthorized financial obligations resulting from the use of the network or internet.

## Prohibited Activities

This document does not attempt to state all required and/or prohibited activities by users. The failure of any user to follow the terms of the policy or the spirit of the intent of those terms, may result in loss of privileges, disciplinary action and/or appropriate legal action.

Prohibited activities include but are not limited to:

1. Access, upload, download, or distribution of pornographic, obscene, discriminatory, defamatory, sexually explicit, offensive, immoral, or otherwise inappropriate material.
2. Transmission of abusive, obscene, discriminatory, defamatory, sexually explicit, immoral, or offensive language.
3. Using BDHS technology in any manner deemed by BDHS to be offensive, immoral, or disruptive to the educational process or job requirements.
4. Using the BDHS network for any activity, considered illegal under federal, state, or local law or regulation.
5. Using the BDHS network for private or commercial gain.
6. Use of software or hardware utilities on Bishop Dwenger's network which may compromise security or tax network resources (except for approved support personnel)
7. Bypassing or attempting to bypass the BDHS servers or internet filters by any means, including, but not limited to, use of proxies or other anonymous website surfing.

8. Invading, vandalizing, damaging/disabling the files and privacy of others, as well as malicious and/or intentional attempt to harm, steal or destroy data of another user, the school networks, and its components.
9. Gaining unauthorized access to resources or entities or “surfing” the internet, such as by opening tabs beyond those designated by a teacher.
10. Cyberbullying [harassing or intimidating] others. This further prohibits such use through BDHS-assigned equipment outside campus boundaries, even if through a personal network.
11. The unauthorized upload, download, copying and/or installation of copyrighted materials or trade secret information.
12. Plagiarizing internet material. Students must attribute online sources.
13. Posting or using material authored or created by another without his/her consent.
14. Posting anonymous messages.
15. Using the BDHS network for commercial or private advertising.
16. Engaging in spamming.
17. Using the BDHS network while access privileges are suspended or revoked.
18. Violation of any diocesan policy, or any local, state, or federal law, statute, rule, or regulation

### Additional on Electronic Communication and Technology Policy

To maintain the integrity of our school accounts, no student or parent may create a Facebook, Twitter, Instagram, TikTok, Snap Chat, or other social media online account under the name of the school or any sponsored organization of the school without the written approval of the school administration. Disciplinary action may be necessary if unauthorized creations occur.

Defamatory or derogatory engagement in any social media regarding Bishop Dwenger High School, any of the school administration, the faculty, staff, other students, or other students’ parents may also result in disciplinary action.

### Consequences

BDHS will review the circumstance of any violation of the usage policy or Diocesan policy/standards to determine an appropriate sanction or discipline. The severity of a violation, as determined by BDHS, will be considered in determining the consequence that result. A violation of this policy or Diocesan Policy may result in loss of access to the Internet, BDHS network, and/or use of technological equipment in addition to any other disciplinary action determined appropriate by BDHS, up to and including expulsion.

Upon reasonable suspicion, an appropriately trained administrator may examine a student’s personal laptop and search its contents in accordance with disciplinary guidelines. Additional disciplinary action may be taken as determined appropriate by the administration or Diocese. These may include:

- Discussions about the incident with school personnel, parents and/or Review Board
- Denial of laptop use on campus
- Detentions, exclusionary probation, suspension, or expulsion
- Criminal and/or legal repercussions

When and where applicable, law enforcement agencies may be notified of any violations of the letter or the spirit of this policy.

## TECHNOLOGY RELATED RELEASES

### ELECTRONIC COMMUNICATION AND NOTIFICATION RELEASE

During the 2020-2021 school year, Bishop Dwenger High School and the Diocese of Fort Wayne-South Bend will use the following forms of electronic communication and technology to communicate with your minor child regarding various educational or programming events.

- School website: <http://www.bishopdwenger.com>
- Canvas
- Power School
- Email – through Canvas or assigned Bishop Dwenger email
- Text Messages
- Telephone Calls
- Instant Messages
- Constant Contact
- Online Video Streaming
- Social Networking Sites
- Online school blogs

By signing acknowledgement of the Bishop Dwenger Parent/Student Handbook, I grant my child permission to participate in the forms of electronic communication listed above in relation to the various programming events of Bishop Dwenger High School. A parent may request to the school/group organizer to be included on all group communications to your minor child.

If I wish to deny permission, I agree to notify the school for a written refusal form, which will be signed and kept on file.

### PHOTO AND MEDIA RELEASE INFORMATION

I grant Bishop Dwenger High School/Diocese of Fort Wayne-South Bend the right to take photographs, video or other media of my child and his/her property in connection with Bishop Dwenger activities for the 2020-2021 school year. I authorize Bishop Dwenger/Diocese of Fort Wayne-South Bend to use and publish the same in print and/or electronically.

I agree that Bishop Dwenger/Diocese of Fort Wayne-South Bend may use such photographs, video, or other media of my child for any lawful purpose, including but not limited to such purposes as publicity, illustration, advertising, and Web content.

If I do not agree to grant permission, I will notify the school for a refusal form.

### PUBLICATION OF STUDENT (UNDER 18) PICTURE/NAME ON SCHOOL/DIOCESAN WEBSITE

Bishop Dwenger High School and our Diocesan Catholic Schools Office maintain websites. These websites include references to highlight our students' academic accomplishments and other school related activities. From time-to-time Diocesan Schools may determine it beneficial to publish student names/pictures on the web site for several reasons, such as

1. Acknowledgement of students receiving honors or achievements.
2. Participation in athletics, student organizations, student clubs, or school sponsored extra-curricular activities.
3. Depictions of students in relation to special school related occasions or times of year, e.g., homecoming, athletic events senior graduation, school service projects, etc.

We believe that publication of student names/pictures on publicly accessible websites assists Diocesan schools in promoting the success and benefits of the schools and the accomplishments and efforts of our students to the Diocesan community and the public. However, we recognize that a website publication is potentially "worldwide." For that reason, we allow the parent(s)/guardian(s) of students under the age of 18 the opportunity to advise us if they do not want to have their student's name/picture posted on a Diocesan school's website. Even if you do not advise us that you do not want your student's name or picture considered for publication that does not mean your student's name/picture will be used. The Diocesan schools may or may not choose to post your student's name/picture on one of the websites. Such decisions will be made by Diocesan representatives based upon their determination of website format and content.

If you *do not* want your student's name or picture even considered for posting on a Diocesan school's website during this school year, please complete the refusal form, which may be obtained from school's administration.

## IMPORTANT TECHNOLOGY REMINDERS

In order to support and supplement Diocesan Internet Policy/Standards relating to technology implementation and use, BDHS reminds students, parents and staff:

1. All digital and analog communications received from, transmitted by [BDHS email, Canvas LMS], or stored in Bishop Dwenger's systems are the property of Bishop Dwenger, which is a part of the Diocese.
2. All equipment and software must be used for educational purposes in the support of Bishop Dwenger's Mission Statement as provided in the Parent/Student Handbook.
3. Internet access entails responsibility. It is a privilege, not a right. When on campus, users are required to use the internet and associated equipment for school-sponsored educational purposes only.
4. When utilizing school-provided internet and technology at school or off campus, users are responsible for proper behavior – synonymous with being in the classroom or on campus.
5. All communication and information resources, including all forms of storage media, may be subject to review by the Principal, Assistant Principals, Technology Director, or Diocesan Administrator.
6. Access to the Internet and local area network is at the discretion of school administration. Access is a privilege, not a right. Access entails responsibility.
7. Any deliberate tampering or misuse of Bishop Dwenger's network services or equipment shall be considered a violation of this ATUP and treated accordingly.
8. Students aware of inappropriate use of technology must report it to a school employee immediately.
9. To the extent that any provisions of Bishop Dwenger's ATUP conflict with Diocesan policy or standards, Diocesan policy and standards shall prevail.
10. BDHS reserves the right to modify, suspend, or terminate this ATUP, or any portion hereof, at any time with or without notice.
11. Only students who, along with their parents, sign an Acceptable Technology Usage Agreement and have completed the Digital Citizenship Module of the "All Student" Canvas page are permitted to access the Internet. [Appendix C] This must be completed by August 31 or the student will forfeit internet availability while on the BDHS Campus for the balance of that school year. This registration is required once and will hold for the duration of the student's years at BDHS unless BDHS determines that registration standards or content changes require re-registration. Further, Internet use is subject to the Diocese's Internet Policy/Standards.

## SCHOOL SAFETY

Because of public and health emergencies, Diocesan Catholic schools (including Bishop Dwenger High School) create safety and health plans. They plan for a constant state of readiness of addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved. Bishop Dwenger employs school safety officers as well as administrators who are trained a Indiana certified School Safety Specialists.

### Safety Drills

Fire, tornado, and other drills are held regularly to develop safe practices that will help students move quickly and orderly to a pre-designated safety area during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions which the situation may dictate. Students are to be cooperative and remain quiet during the safety drills.

### Safety Violations

Involvement in any conduct on school grounds or during a school function, traveling to or from school, or off school grounds, which violates local, state or federal law, where such conduct or the likelihood of engaging in such conduct poses a clear and present danger to the health, welfare or safety of other students, teachers or other employees or visitors, may bring about immediate suspension and the likelihood of expulsion and the involvement of local law enforcement agencies.

### Gun-Free School

Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms in route to or from school or school activities or on school property. (IC 20-8.1-5-4(b)) (1) A violation of this policy carries an automatic expulsion from school of not less than one calendar year. This penalty supersedes any penalty, which may be attributed by a local school discipline policy.

### Weapon Free School

Students are prohibited from bringing firearms/guns of any nature (examples include, but are not limited to air guns, paint ball guns, etc.), knives/blades, of any nature, devices designed to apply electrical energy to the body (such as, but not limited to, stun guns or Taser-like devices), or explosive devices of any nature to school or school sponsored events or activities. Violation of this policy will result in a Disciplinary Review Board. This policy is in supplementation to and does not supersede Diocesan Policy 4560 or state law relating to gun-free schools.

### School Officers

Bishop Dwenger employs police officers to monitor and assist with school safety measures during the school day. Officers, when serving as agents of the school, may assist in questioning students, searches, etc.

### Video Surveillance

Bishop Dwenger utilizes video surveillance on school grounds. To respect the privacy of students, students and parents may be denied requests to view video recordings.

### Drug Dogs

Bishop Dwenger reserves the right to utilize drug dogs in searches on the school grounds; including hallways, lockers, locker rooms, the parking lot, and automobiles in the parking lot.

### Questions Regarding School Safety

For questions or concerns regarding school safety, please call or email Mrs. Albertson: 496-4709 / [talbertson@bishopdwenger.com](mailto:talbertson@bishopdwenger.com). School safety concerns may also be addressed with any school administrator or safety officer.

# SECLUSION & RESTRAINT PLAN

## Statement of Policy

Bishop Dwenger High School believes the school should provide a safe and healthy environment in which students can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for students must ensure the right of all students to be treated with dignity and respect. All children have the right to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

## Definitions

**Seclusion:** means the confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.

**Physical Restraint:** means physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body. The term does not include briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, physical escort, physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another means a personal A physical restraint could also mean a restriction that immobilizes or reduces the ability of a student to move his or her torso, arms, legs, or head freely. The term physical restraint does not include a physical escort, which is a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.

**Chemical Restraint:** means the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition.

**Mechanical restraint:** means the use of a mechanical device, a material or equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or part of the student's body or restricts normal access to the student's body. The term does not include mechanical devices, a material or equipment used as prescribed by a doctor.

## Seclusion and Restraint Plan Elements

1. Any behavioral intervention must be consistent with a student's rights to be treated with dignity and respect, and to be free from abuse.
2. Any behavior intervention used must be consistent with the student's most current individualized education program and with the student's behavioral intervention plan, if applicable.
3. Every effort shall be made to prevent the need for the use of restraint or for the use of seclusion on a student.
4. Prevention, positive behavior intervention and support, and conflict de-escalation shall be used regularly to eliminate or minimize the need for use of seclusion, chemical restraint, mechanical restraint, or physical restraint. The school shall employ the use of prevention, positive behavior intervention and support, and conflict de-escalation before the use of any seclusion or restraint.
5. Physical seclusion or restraint shall not be used except when used as a last resort in situations where the student's behavior poses imminent danger of serious physical harm to self or others and other less restrictive interventions are ineffective.
6. Use of seclusion or restraint may only be used for a short period of time and shall be discontinued as soon as the imminent danger of serious physical harm to self or others has dissipated.
7. Teachers and other personnel shall be trained regularly on the appropriate use of effective alternatives to physical seclusion and restraint, such as positive behavioral interventions and supports and, only for cases involving imminent danger of serious physical harm, on the safe use of physical seclusion and restraint. Whenever possible, the school shall designate certain staff to complete a crises intervention program.
8. Every instance in which seclusion or restraint is used shall be carefully and continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other students, teachers, and other personnel.

9. The school shall never use mechanical restraints to restrict a student's freedom of movement, and the school shall never use a drug, medication or other chemical to control behavior or restrict freedom of movement (except as authorized by a licensed physician or other qualified health professional. The school shall never give a student any drug or medication that is not a standard treatment and dosage for the student's medical or psychiatric condition.
10. Seclusion or restraint shall never be used as punishment or discipline (e.g., placing in seclusion for out-of-seat behavior), as a means of coercion or retaliation, or as a convenience.
11. Seclusion or restraint shall never be used in a manner that restricts a student's breathing or harms the student.
12. The use of seclusion or restraint, particularly when there is repeated use for an individual student, multiple uses within the same classroom, or multiple uses by the same individual, shall trigger a review and, if appropriate, revision of strategies currently in place to address dangerous behavior, including engaging in a functional behavior assessment and reviewing and/ or modifying the student's individualized education program or behavior intervention plan. If positive behavioral strategies are not in place, staff shall consider developing them.
13. Behavioral strategies to address dangerous behavior that results in the use of seclusion or restraint shall address the underlying cause or purpose of the dangerous behavior.
14. Parents or guardians shall be notified as soon as possible following each instance in which seclusion or restraint is used with their child. The documentation shall include a detailed account of the incident, including the circumstances that lead to the use of restraint and/or seclusion.

### Use of Seclusion

1. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.
2. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.
3. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.
4. Seclusion shall only be employed by staff members who have received specific approved crisis intervention training in the use of seclusion procedures.
5. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.
6. Time out procedures that do not constitute seclusion are permitted in school. Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.
7. All seclusion environments shall be inspected and shall:
  - a. Be of reasonable size to accommodate the student and at least one adult.
  - b. Be of reasonable size to permit students to lie or sit down.
  - c. Have adequate ventilation including heat and air conditioning as appropriate.
  - d. Have adequate lighting.
  - e. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.
  - f. Permit direct continuous visual and auditory monitoring of the student.
  - g. Permit automatic release of any locking device if fire or other emergency in the school exists.
  - h. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, or tornado)
  - i. Shall meet current fire and safety codes.
8. When Seclusion Procedures Shall Not Be Employed
  - a. When the substantial imminent risk of injury no longer exists.
  - b. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).
  - c. Seclusion shall never be used as a punishment, or to force compliance with staff commands.
  - d. Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress and can communicate with the student.
    - Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.
    - Students shall be provided water on request.

## Use of Restraint

1. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.
2. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.
3. Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:
  - a. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.
  - b. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.
4. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.
5. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.
6. Mechanical or chemical restraints are not authorized in school.
7. Every instance in which seclusion or restraint is used shall be carefully, continuously, and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel.

## When Restraint Procedures Shall Not Be Used

1. Restraint shall not be used unless there is imminent risk of injury to someone by the student.
2. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury and shall not result in restraint.
3. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.
4. When known medical or physical condition of the student would make the restraint procedures dangerous for that student (e.g., students with heart or circulatory conditions, asthma, etc.) they shall not be employed.
5. Restraint shall never be used as a punishment, or to force compliance with staff commands.
6. Prone or Supine forms of restraint are not authorized and shall be avoided.
7. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child.

## Informing Parents and Guardians

As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.

## Reporting and Documenting

1. Immediately after the student has restored emotional and behavioral control following the use of restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.
2. The building administrator or designee will verbally notify the parent/guardians as soon as possible (no later than the end of the school day in which the seclusion or restraint occurs).
3. The Principal or designee will update the parent/guardian on the student's current physical and emotional state and will discuss strategies to assist the parent/guardian in dealing with any residual effects of the incident.
4. Staff involved in the use of seclusion or restraint will contribute in an "Incident Report" as soon as practical after the use of seclusion or restraint.
5. The building administrator or designee will send a copy of the written report to the parent or guardian documenting the use of seclusion or restraint and will place a copy of the report in the student's confidential file.
6. A copy of the incident report shall also be sent to the Principal.



## Topics for Training

1. SEA 345: Understanding the Law and Rule
2. Understanding your school's plan and determining staff responsibilities.
3. Seclusion and Restraint: What it is and what it is not. How to use them appropriately and only when necessary.
4. Alternatives to the use of seclusion and restraint.
  - a. De-escalation
  - b. Positive behavior supports
5. Debriefing practices

## Training Protocol

1. Bishop Dwenger will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.
2. This training will be recurrent and will be provided to new staff.
3. Bishop Dwenger will determine a specific curriculum and method of providing training related to seclusion or restraint.
4. A core group of appropriate personnel will be trained in each building in crisis intervention techniques, which will include the use of seclusion and restraint procedures.
5. Recurrent training will be provided on a regular basis at least annually.

## CHILD ABUSE REPORTING

As per Diocesan Policy, "It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons, and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employees, and volunteers, are subject to and obligated by this policy.

## ADMISSIONS & ENROLLMENT

### **School Partnership**

Enrollment in Bishop Dwenger High School is subject to the approval of the Diocese of Fort Wayne-South Bend and the Bishop Dwenger High School administration. To promote the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School, and comply with all policies and rules, which are established by the Diocese and/or School. The school retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the school, other students attending the school, or the fulfillment of the school's mission.

### **Change of Address, Phone Number or Email**

Parents are asked to report any changes of address, home phone number, parent work number, and/or email addresses to the Power School Administrator at (260) 496-4750, or by email to [saints@bishopdwenger.com](mailto:saints@bishopdwenger.com). It is important for emergencies that all phone numbers and addresses remain current.

### **School Admission Policy**

The admissions process of Bishop Dwenger High School is guided by the school's mission statement. Pursuant to the policies established by the Diocese of Fort Wayne-South Bend, all students attending Bishop Dwenger are expected to participate in school religious activities and ceremonies, as well as respect the Catholic Faith and traditions. (Diocesan Policy #4060)

The admission of any student into Bishop Dwenger shall be at the discretion of the administration based on student performance at and teacher recommendations from his/her former school in the areas of academics, discipline, and attendance. All applications and registration information shall be received by the Bishop Dwenger Admissions Coordinator on or before the stated deadline. Enrollment limits are established by the administration based on availability and building capacity. No registration can be considered complete until confirmation is received from the student's former school that a student's financial obligations therewith are current.

### **Nondiscrimination Policy**

Bishop Dwenger High School promotes an open enrollment policy accepting students without regard to color, race, gender, disability, or national origin, and uses its best efforts to accommodate the disabled in its educational programs. (Diocesan Policy #4010) This institution is an equal opportunity provider. Individual circumstances in all cases will be weighed with the final decision resting with the administration concerning admittance. Our admission policy is a general reflection of policies established by the Diocese of Fort Wayne-South Bend and the tradition that has been created over the years at Bishop Dwenger.

### **Students with Exceptional Educational Needs**

Students with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated within the school. Initial enrollment will be on a conditional basis with the understanding that in the event the exceptional needs of the student cannot be reasonably accommodated by Bishop Dwenger, the custodial parents or guardians will agree to enroll their student in another school system which can accommodate the special needs of exceptional students.

Ordinarily when Bishop Dwenger cannot reasonably accommodate the exceptional needs of a student, a recommendation for special class placement will be made to the custodial parent or guardian by the administration, after consultation with the student's teacher(s). This recommendation can be for either special class placement within a different diocesan school or referral to a public school for evaluation or placement. Once a recommendation has been made and alternate accommodations arranged, the student shall be withdrawn. However, should the student's continued presence, in the opinion of school personnel, pose an undue hardship on the operation of the school or a threat of harm to the student, other students, or school personnel, the student shall be withdrawn immediately.

## **Students or Prospective Students with Diseases**

Catholic schools shall comply with all applicable state laws and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective students who otherwise meet all entrance requirements may not be denied admission solely based on a diagnosis of a disease unless required by applicable state law or Board of Health policy; similarly, students may not be excluded merely based on a diagnosis of a disease. However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a student with a communicable disease may be excluded, if after an individualized assessment of the student's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the student's presence in the classroom may expose others to significant health and safety risks.

Upon being informed that a student is diagnosed as having or is suspected as having a communicable disease, a review panel consisting of the student; parent/guardian; his/her physician, a physician representing Bishop Dwenger and/or the diocese; and Bishop Dwenger administrators will be established to determine whether the student's admission or continued presence in school would expose others to significant health and safety risks. In making its determination, the review panel will assess the student's individual condition. The review panel's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

- The nature of the risk – how the disease is transmitted.
- The duration of the risk – how long the carrier is infectious.
- The severity of the risk – the potential harm to the student and third parties, the probabilities the disease will be transmitted and will cause varying degrees of harm, and whether a reasonable accommodation exists and/or is required.

The review panel shall also consider the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review panel and the decision of Bishop Dwenger administrators as to the admission and/ or continued admission of the student shall be and remain confidential and submitted, if necessary, for review to the Superintendent of Schools, Vicar General, and diocesan attorney.

In the event it is determined that a student shall be denied admission to or withdrawn from Bishop Dwenger, the school will use its best efforts to assist the parent or guardian in locating alternative educational services and obtaining religious and catechetical instruction for such student.

## **School Admission Requirements-General**

All prospective students may be required to complete academic placement exams for admission to Bishop Dwenger. Students applying for admission may be required to be tested in the areas of Language Arts, English proficiency (if applicable), and Math. Spanish/World Language placement exams will be given to those students seeking to enter Bishop Dwenger as a Spanish II/World Language II (or above) student either because of prior coursework at the middle school level, or because the student is a Heritage speaker. The school is responsible for the administration of all placement exams. Upon review of test data and other relevant information, the administration will determine whether the school is able to meet the needs of the student.

A child can be enrolled only by a person having the legal custody of the child. A copy of the student's legal birth certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents. If custodial documents are not provided to the school within thirty (30 days) of the student's application for enrollment or appear to be inaccurate or fraudulent, the school may reject the application and shall notify the Indiana Clearing House for Information of Missing Children (Diocesan Policy #4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended.

Written proof that the child meets state and county health requirements (immunization record) for enrollment shall be required. Generally, subject to the sole discretion of the Bishop Dwenger administration, Bishop Dwenger does not accept a student who has been suspended or expelled from another school within the past six (6) months or is under a current expulsion from another school.

## **Ninth Grade Admission Process**

In addition to satisfying the general school admission requirements set forth, applicants for ninth grade admission are required to complete the following steps and submit information through the online application and registration process.

The following must be submitted to Admissions for a student to be considered for acceptance:

- Completed Enrollment Application via the *online portal*
- Copy of Birth Certificate
- Registration Fee
- ISP, IEP, ICEP, School Service Plan and 504/CAP Copy (if applicable)
- Transcript or Report Card / An electronic grade printout (most recent)
- Recommendation form completed by teachers at student's current school (if from a non-feeder school)
- Standardized test scores, as available

Completed placement exam(s) (given on dates determined by Bishop Dwenger) will also be reviewed. Bishop Dwenger reserves the right to request additional information on a student from his/ her current school or parents/guardian. Admission determination will commence following the deadline for applications. Applications submitted after the deadline may be rejected or subject to the wait list. If the number of applicants exceeds the number of available spots in the class, the priority list below will be utilized, and the remaining applicants will be put on a wait list. Subject to a student's fulfillment of all other admission requirements, Bishop Dwenger shall prioritize all incoming ninth grade applicants based on the following:

- Catholic student from Catholic feeder schools (Our Lady of Good Hope; Queen of Angels, Sacred Heart; St. Charles Borromeo; St. Joseph, Garrett; St. Jude; St. Mary's, Avilla; St. Vincent DePaul)
- Catholic student from Catholic non-feeder schools
- Catholic student from non-Catholic schools
- Sibling of current Bishop Dwenger student or alumni
- Child of current Bishop Dwenger faculty and staff
- Child of current employee of the Diocese of Fort Wayne-South Bend
- Child of Bishop Dwenger alumni
- Non-Catholic student from Catholic feeder schools
- Non-Catholic student from Catholic non-feeder schools
- Non-Catholic student from non-Catholic schools

Applicants will receive a letter by mail indicating the status of acceptance, conditional acceptance, placement upon the wait list, or rejection. Admission will be probationary until Bishop Dwenger receives confirmation from the previous school regarding good financial standing, that the student has successfully completed eighth grade, and all other requirements for admission have been fulfilled to the satisfaction of Bishop Dwenger. (Diocesan Policy #5250)

## **Returning Student Process**

All returning students are expected to re-enroll through the proper online portal and pay the registration fee by the set deadline annually. Subject to the student meeting all other terms and conditions of his/her continued enrollment at Bishop Dwenger, by filling out the necessary re-enrollment information, it reserves a student's spot at Bishop Dwenger for the ensuing academic year. Students who fail to submit the re-enrollment information and pay the registration fee by the deadline risk their spot at Bishop Dwenger for the next academic year.

## **Transfer Policy**

The following policy on students wishing to transfer from one high school to another has been adopted by the Diocese of Fort Wayne-South Bend and is in effect. Once the academic year has begun, students shall be discouraged from transferring to another high school except in the case of a change of residence. The principal of the school from which the student requests to be transferred shall be notified immediately once the request is made. It is expected that a decision agreeable to both schools regarding the requested transfer can be made by the principals involved.

To be considered for valedictorian or salutatorian, a student must have completed at least six semesters at Bishop Dwenger and may not have been at another school at any time during their junior or senior year.

Any student withdrawing from Bishop Dwenger High School must first notify the assistant principal. The assistant principal will oversee the withdrawal process.

## Transfer Student Process

## Diocesan Policy 4020

Bishop Dwenger High School considers accepting transfer students from other high schools. Transfer students must be current on the number of credits for their corresponding grade level. Transfer students are normally accepted at the beginning of each semester unless the student has extenuating circumstances. Subject to the sole discretion of the Bishop Dwenger administration, Bishop Dwenger generally does not accept senior transfers. The number of transfer students will be set by the administration based on availability and building capacity. Transfer student applications will be prioritized in the same manner as ninth grade student applications as set forth above.

A transfer student applicant must submit all information required from a ninth-grade applicant using the online portal. In addition, a transfer student applicant shall complete an enrollment interview with Bishop Dwenger administration and sign a Probationary Transfer Contract. Bishop Dwenger reserves the right to request additional information on a student from his/her current school. In cases where a student has been arrested or on active probation, or there are indicators of possible drug use, Bishop Dwenger reserves the right to request and review a completed drug test screening. The student's former school will be contacted once a transfer request is received and before a transfer will be considered. A student must be withdrawn from his/her former school before a transcript can be released. All financial matters at the former school must be satisfied before an official transcript may be sent to the receiving school. (Diocesan Policy #4020) All rules and regulations set by the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be considered and strictly enforced at Bishop Dwenger.

Families and transfer student applicants will be notified by Bishop Dwenger once the student's application has been accepted or rejected. Bishop Dwenger will strive to complete this in a timely manner following the submission and review of all application materials as well as the fulfillment of all admission requirements. If accepted, students will work with a Guidance Counselor to establish a schedule and complete placement exam(s).

## Homeschool Transfer

At the discretion of the Bishop Dwenger administration, with advisement from the Director of Guidance, homeschool students may be admitted. An accredited curriculum from the homeschool program in which the student is enrolled, a report of current grades, and a list of courses taken, must be submitted to the Director of Guidance and administration for credits to be determined. A maximum of one year/two semesters of homeschool credits can be issued by Bishop Dwenger. All students admitted, including homeschool students, to Bishop Dwenger High School must take placement exams in Math and English per school policy. Placement exams may be required in other curricular areas to determine award of credits and placement. It will be at the discretion of Bishop Dwenger administration whether a student's home school credits will be accepted.

## International Student Admission Process

Bishop Dwenger High School welcomes students from other countries for study and social integration. Admission is subject to space availability. In general, the following requirements apply:

- International students must be part of a formal exchange program approved by Bishop Dwenger, or the student must live with a host family approved by Bishop Dwenger.
- It is the responsibility of the exchange program or the student's family to locate, prepare, and supervise the host families for the international students. Bishop Dwenger is not responsible for finding housing or a host family.
- All international students pay full tuition and fees at the non-parishioner rate. Payment of tuition and fees, in full, is due before the first day of classes.
- International students must demonstrate proficiency in reading, writing, listening, and speaking the English language. Students must submit a SLEP or TOEFL score. Admission may be denied because of an unsatisfactory score.
- International students requesting admittance on an F-1 Visa must submit to the Admissions Office, three to four months in advance, the necessary information, forms, and documents for completion of the I-20:
  - Bank statement of family, showing sufficient funds for covering all expenses at Bishop Dwenger High School
  - Letter from the host family stating that it accepts full responsibility for the student,
  - Student's complete foreign address, including parent demographic information,
  - Host family demographic information, including email address and phone number,
  - Copy of Birth Certificate, translated into English,
  - Copy of student's English proficiency test scores,
  - Copy of student's transcripts, translated into English,
  - Bishop Dwenger Enrollment Application with Registration Fee, and
  - Up-to-date immunization records (Requirements are the same as for all other students).
  - Students must meet school attendance and disciplinary requirements and abide by all school and diocesan policies.

## LOTTERY PROCESS

The maximum number of students who may enroll in Bishop Dwenger High School will be set by the school board and administration. We will subtract the number of non-Choice Scholarship students from the maximum capacity number. The resulting number will be the number of Choice Scholarship students we may enroll. If the number of Choice Scholarship applicants exceeds the number of available spots, we will conduct a public lottery based on the following procedure.

School Choice Scholarship students who are interested in enrolling at Bishop Dwenger will be divided into three prioritized groups.

1. Children of active parishioners
2. Children with siblings already enrolled in Bishop Dwenger High School
3. Children who are neither from active parishioner families nor do they have a sibling enrolled at Bishop Dwenger High School.

Each child interested in utilizing their School Choice Scholarship to enroll in Bishop Dwenger will be assigned a number and their families will be informed of the student's number the day of the public lottery.

Each student's lottery number will be placed in one of three bins: children of active parishioners, children with siblings already enrolled, and children who are neither from active parishioner families nor who do not have siblings enrolled. Numbers will be chosen first from the bin of students of active parishioners. Second, we will draw from the bin of numbers for those students who have a sibling already enrolled in Bishop Dwenger. Lastly, we will draw from the bin of numbers of students who are not from active parish families and who do not have a sibling enrolled at Bishop Dwenger. We will continue to draw numbers until all numbers are drawn from all three bins. If the number of names drawn is lower than our number of open seats, all School Choice Scholarship applicants will be enrolled if they meet the Bishop Dwenger entrance requirements. If the number of applicants exceeds our open seats, then the number of School Choice Scholarship students will be limited to the number of seats available. We will enroll students based on the order of the drawing in the lottery. We will publicize both the list of School Choice Scholarship students who will be able to enroll as well as the list of students who will be placed on a waiting-list.

After the lottery date, any additional students who come in for admission for the upcoming school year will be placed on a waiting list. The waiting list will be separated into the above mentioned three categories. In future years, students who applied for admission but were not selected in the lottery will be invited to participate in the lottery again the next year. Their previous status as a lottery participant will not affect their chances either positively or negatively in the lottery the next year.

If a lottery is needed for the 2020-2021 school year, it will be held February 1, 2021, at noon.

# FINANCES

## Tuition & Fees

Tuition is set annually through the Diocesan Finance Office with the approval of the Bishop. The Diocese subsidizes a portion of the cost of education through grants to the high schools based on the number of pupils enrolled from the parishes. The full tuition is billed to all those who are not members of Diocesan parishes. In addition, the Diocese provides funding which subsidizes the overall financial aid program of the school. Parents may contact the school for current rates for tuition and fees.

### **Registration**

The non-refundable registration fee of \$125 must be paid at the time of registration. An additional \$25 fee will be assessed for late registration.

### **Fees**

In addition to tuition, the following fees will be charged for the 2020-2021 school year:

- Course fees of \$543 per student are billed to each student. This fee includes a fee for each class, guidance testing material, student insurance, technology fee, and administrative fees.
- A Book Rental fee of \$350 per student is billed to each student.
- A School Improvement fee of \$375 is billed to each student to pay for facility maintenance.
- A Graduation fee of \$125 is billed to all seniors. This covers the cost of the Baccalaureate ticket, transcripts, and other graduation related expenses.

### **Tuition Commitment Form**

Parents are required to enroll in one of the four payment plan options available through FACTS Management:

- Full Payment Plan: Pay at school by check or cash before August 1 (no fee)
- Full Payment Plan: Automatic payment through FACTS Management in July or August (no fee)
- Semi-Annual: Pay one-half of tuition and fees by August 1. The balance may be paid by December 1<sup>st</sup> at the school, balances paid through FACTS Management will be paid in February with an additional \$30 service fee.
- Monthly Payments: Then (10) automatic monthly payments of tuition and fees through FACTS Management beginning in August, with an annual service fee of \$80 added to the total tuition and fees. A partial payment, though not mandatory, may be made at the school prior to the monthly payment.

### **January Graduates**

Students graduating at the end of the first semester will be billed for 75% of the tuition for the full year; all fees will be billed at the full rates.

### **Off-Campus College Students**

Students taking college classes off campus, at one of the local universities, will receive a \$300 tuition credit.

### **Career Center Students**

Students enrolled at the Anthis Career Center will receive a credit of \$600 per year to help offset the cost of transportation incurred in traveling from Bishop Dwenger to the career center. The book rental fee will be charged at the annual rate of \$180 for career center students. Students attending Bishop Dwenger High School for a quarter of the day and enrolled in Anthis Career Center for the remainder of the school day will receive a \$2,000 tuition credit. The book rental fee will be charged at the annual rate of \$180 for career center students.

### **Delinquent Accounts**

School policy is to take all reasonable steps to collect outstanding tuition. Schedules, transcripts, report cards, diplomas, and access to PowerSchool may be withheld if tuition and fees are in arrears. Parents/guardians have a responsibility to make payments in one of the four available options described above; if they are unable to make these payments, they have a responsibility to provide written notice to the business manager of these circumstances. Upon receiving such written notice, the school will endeavor to negotiate an alternative financial arrangement in lieu of the consequences noted above.

## **Tuition Refund Policy**

If a student withdraws prior to the first day of class, no fees other than the non-refundable registration fee will be assessed. No tuition will be refunded for the quarter in which a student withdraws. All other fees are non-refundable once classes begin; fees will not be pro-rated, and no portion will be refunded.

## **Textbook Rental Policy**

- All textbooks are property of Bishop Dwenger High School.
- Students will be required to purchase a new textbook if the book assigned to them is lost, has the cover missing, has the binding destroyed, has pages torn or missing, or if there is excessive writing in them.
- Teachers may give additional guidelines regarding books in their classes.
- Books must be returned on the last day of class to the teacher issuing the books at the beginning of the school year.

## **Student Insurance**

A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at Bishop Dwenger, or while participating in extracurricular school-sponsored activities. Eligible covered expenses will be paid, which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

If an injury occurs, seek medical care through the student's usual providers. Then contact the business manager, who will obtain information that is required for completion of the Incident Report by the school; parents cannot be sent an incomplete Incident Report. The completed Incident Report will then be sent to the parents. Also, to be sent are the Accident Medical Insurance Claim Form, and a cover page describing what needs to be submitted to K&K Insurance Group. Parents must complete the Claim Form. All correspondence after this point will be between K&K Insurance and the parents.

## **Memorial Fund**

Included in the annual student fees is an assessment to provide and maintain a memorial fund for qualified students. The purpose of this fund is to provide payment of tuition in the event of the death of a mother, father, or legal guardian. Payment of tuition begins in the semester immediately following the death and will continue through graduation or withdrawal from Bishop Dwenger High School. The fund covers tuition only.

A "Qualified Student" is any student currently enrolled at Bishop Dwenger High School who is dependent upon said mother, father, or legal guardian for a substantial portion of his/her financial support in the year preceding the death of said mother, father, or legal guardian. The administration at Bishop Dwenger High School has sole discretion in determining whether a student is a "Qualified Student" under this policy.

## **Financial Aid**

The financial aid program is based on need and availability of funds generated by the school and through the Annual Bishop's Appeal. Financial Aid applications will be available beginning in January. Applications for financial aid must be made each year; aid is not automatically renewed.

## **Free/Reduced Lunch**

Bishop Dwenger participates in the national school lunch program; this program is based on government guidelines regarding family income and size. Applications can be found on our website and are also available from the Business Office.



## DIRECTORY INFORMATION

Bishop Dwenger High School  
1300 E. Washington Center Road Fort Wayne, IN 46825  
[www.bishopdwenger.com](http://www.bishopdwenger.com)

“This institution is an equal opportunity provider.”

### PHONE DIRECTORY

Main Office	260-496-4700
Athletics	260-496-4733
Attendance	260-496-4719
Business	260-496-4705
Guidance	260-496-4701
Development	260-496-4706
Saints Alive!	260-496-4804

### ADMINISTRATION

Principal	Jason Schiffli
Assistant Principal	Tiffany Albertson
Assistant Principal	Amy Johns
Assistant Principal	Lisa Polhamus
Business Manager	Tom Tidwell
Development Director	Katie Burns
Campus Minister	Jason Garrett
Chaplain	Fr. David Huneck
Chaplain	Fr. Jay Horning
Guidance Director	Lora McGuire
Athletic Director	John Bennett
Technology Director	Mary Sturm
Maintenance Supervisor	Dan Conroy

# APPENDIX

## Diocesan Policies

### **Diocese of Fort Wayne South Bend**

Policy 4510 provides “General Guidelines” for Parent/Student Handbooks, including a list of Diocesan policies that are required to be included in the Parent/Student Handbook. Those policies that are required to be included in full can be found in the following Appendix pages. Those policies that are required to be referenced are included, with the required references, in the copy of Policy 4510 of this Appendix.