



BISHOP DWENGER HIGH SCHOOL

2026-2027 STUDENT & PARENT 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 resolved as soon as possible

Any changes/editions to this handbook have been highlighted in **yellow** from the previous year's handbook.

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BISHOP DWENGER STUDENT & PARENT HANDBOOK

Within this handbook, you will find the policies and procedures of Bishop Dwenger High School, as well as those of the Diocese of Fort Wayne-South Bend (Appendix A). Diocesan policies and procedures (Appendix A). In addition to the policies and procedures set out herein, both Bishop Dwenger High School and the Diocese have developed, implemented, and will enforce many other policies and procedures. Most policies, whether or not set out herein, are 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, 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

The mission of the Catholic schools of the Diocese of Fort Wayne-South Bend is to evangelize and form disciples of Jesus Christ in the Catholic Church through the ministry of education.

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

Nickname: 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.
- Educators, working to provide for the spiritual, intellectual, psychological, social, and physical needs of each student.
- Christian educators who desire to provide an authentic and genuine charity among our members in a setting in which each person can function responsibly.
- Citizens 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.

STATEMENT OF PURPOSE

It is a privilege, not a right, for students to attend Bishop Dwenger High School (BDHS). 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.

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 Student & Parent Handbook.

EXPECTATIONS OF STUDENTS

1. Students model Christ-like behavior in all that they do.
2. Students accept personal responsibility for their education (good attendance, punctuality, study, participation in class, and cooperation with staff).
3. Students grow 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 and exhibit respect for authority, school rules, and city, state, and national laws.
6. Students respect fellow students, staff and faculty members, regardless of race, religion, sex, color, or national origin.
7. Students complete homework, participate in class activities and discussions, take care of equipment, and do not cause disruptions that interfere with the educational process.
8. Students live a chaste lifestyle and abstain from sexual relations. 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.

DAILY BELL SCHEDULES

6 Minute Passing Regular School Day Schedule

- 1: 7:55-8:44 (49)
- 2: 8:50-9:47 w/Announcements (57)
- 3: 9:53-10:42 (49)
- 4A: 10:48-11:16 (28)
- 4B: 11:16-11:44 (28)
- 4C: 11:44-12:12 (28)
- 5: 12:18-1:07 (49)
- 6: 1:13-2:02 (49)
- 7: 2:08-3:00 w/Announcements (52)

2 Hour Delay

- 1: 9:55-10:26 (31)
- 2: 10:32-11:08 w/Announcements (36)
- 3: 11:14-11:45 (31)
- 4A: 11:51-12:16 (25)
- 4B: 12:16-12:41 (25)
- 4C: 12:41-1:06 (25)
- 5: 1:12-1:43 (31)
- 6: 1:49-2:20 (31)
- 7: 2:26-3:00 w/Announcements (34)

Mass Schedule

- 1: 7:55-8:28 (33)
- 2: 8:34-9:14 w/Announcements (40)
- 3: 9:20-9:53 (33)
- 4: 9:59-10:02 (3)
- Mass: 10:02-11:07 (65)
- 4A: 11:07-11:36 (29)
- 4B: 11:36-12:05 (29)
- 4C: 12:05-12:34 (29)
- 5: 12:40-1:13 (33)
- 6: 1:19-1:52 (33)
- 7: 1:58-2:35 w/Announcements (37)

1 Hour Delay

- 1: 8:55-9:34 (39)
- 2: 9:40-10:24 w/Announcements (44)
- 3: 10:30-11:09 (39)
- 4A: 11:15-11:44 (29)
- 4B: 11:44-12:13 (29)
- 4C: 12:13-12:42 (29)
- 5: 12:48-1:27 (39)
- 6: 1:33-2:12 (39)
- 7: 2:18-3:00 w/Announcements (42)

Emmaus Schedule-Tuesdays

- 1: 7:55-8:39 (44)
- 2: 8:45-9:37 w/announcements (52)
- 3: 9:43-10:27 (44)
- Emmaus Groups: 10:33-11:09 (36)
- 4A: 11:15-11:40 (25)
- 4B: 11:40-12:05 (25)
- 4C: 12:05-12:30 (25)
- 5: 12:36-1:20 (44)
- 6: 1:26-2:10 (44)
- 7: 2:16-3:00 w/announcements (44)

PASTORAL MINISTRY & CATHOLIC ETHOS

PASTORAL CARE

Pastoral Care provides formation and support services for students, families, faculty, and staff. Consisting of our Chaplain(s), Pastoral Minister, Service Coordinator, and Youth and Family Counselor, our team is here to serve the spiritual and mental well-being of Bishop Dwenger High School.

Examples of formation and support services:

- All-School Mass (monthly)
- Chapel Masses
- Sacrament of Reconciliation (multiple times weekly with, additional Advent and Lenten school-wide services)
- Eucharistic Adoration (multiple times weekly with monthly school-wide First Friday adoration)
- Retreats (annually by class)
- Reflections/Prayer Services/Speakers (by class and school-wide opportunities throughout the year)

Bishop Dwenger High School students are expected to take on an active role in developing their Catholic Identities. Our Pastoral Ministry contributes to this Catholic Ethos by creating 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. Examples of clubs associated with spiritual formation and growth:

- Saints for Life (including weekly Rosary for Life in the chapel)
- St. Gemma (women's accountability)
- St. Joseph (men's accountability)
- Praise and Worship
- St. Mother Teresa
- Decade of the Rosary (lunchtime)
- Rosary Making (lunchtime)

PASTORAL COUNSELING

The Pastoral Ministry team is available whenever teachers, staff, students, or parents need spiritual help and/or 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.

EMMAUS (SMALL FAITH) GROUPS

Each student will be assigned a small faith group, entitled Emmaus Groups throughout his/her 4 years at Bishop Dwenger. Small group time will be built into the overall school schedule on Tuesdays. Led by a BD staff member, the groups will meet weekly (unless otherwise specified) to discuss faith/virtue formation lessons, participate in Mass, prayer services, religious talks, and other Catholic Ethos related activities. Groups will be mixed grade levels. This will lead to a strong sense of community and give each student another "go-to" adult in the building.

YOUTH AND FAMILY 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 in the summer mailer. Referrals to outside counseling resources are available through the Youth and Family Counselor.

SERVICE HOURS (AS SUPERVISED BY THE SERVICE COORDINATOR)

As part of a Catholic education, our Catholic Ethos, 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 Service Hours Due December 1, 2026.

Second Semester Service Hours Due May 4, 2027.

- Students are required to complete a total of 20 service hours (10 hours each semester) for the school year. 10 of those service hours must be LIST hours in service to the poor, underserved, and needy. The other 10 hours can be service to any population, neighborhood, school, parish, and/or family (without pay).
- Starting in the 2026-27 school year, students are allowed to complete their LIST and FLEX hours during the semester that works best for them. Students need to make sure that they log their hours accurately and according to the hours they would like to claim each semester.

FLEX Hours: Can be a variety of service to any population, neighborhood, school, parish, and/or family (without pay).

LIST Hours: Can be a variety of service focused on the Corporal and Spiritual Works of Mercy; helping with the physical, spiritual, and emotional needs of the poor, underserved, and needy.

Successful completion of service hours will result in the equivalent of a test grade in a corresponding curricular area. This shows that the Faith is embedded throughout the curriculum and no matter what one's vocation is, putting our Faith into action is essential. The following is where the grade will be incorporated in the curriculum:

- 9th Grade—Biology I
- 10th Grade—American Literature
- 11th Grade—US History
- 12th Grade—Theology

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. Each student may choose his/her own site based on prayerful consideration.
3. Students must call ahead to the location and make appointments for orientation and to schedule mutually convenient times to do their service/work.
4. Each student will have his/her own account on the Mobile Serve App using his/her bishopdwenger.com email.
5. No late or incomplete work will be accepted for credit or award.
6. Any complaints from service sites will result in a zero for the work and no credit will be given.
7. A reflection should be done through the Mobile Serve app after each act of service is performed.
8. Service hours completed as part of a requirement for a parish program or other organization may be applied to BDHS service, except for those which are court mandated.
9. Group projects organized by coaches, teachers, and parents must be pre-approved by the Service Coordinator.
10. St. Mother Teresa Award: Students who complete 20+ hours over and above the required hours (40+ total hours) are eligible for the St. Mother Teresa Award.
11. Seniors must complete a minimum of 10 hours of service each semester in attendance at BD to be eligible for senior privilege on finals in the last semester of attendance.

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 reasons. 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. The supply list can be found on the school website. This includes laptop, all textbooks, workbooks, notebooks, pens and pencils, binder, paper, 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:** 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.
- **School/Home Communication:** Per Diocesan Policy 2310, to facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:
 - Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).
 - Step 2: Address the issue with the department chair.
 - Step 3: Address the issue with the Principal.
 - Step 4: Address the issue with the Pastor (elementary schools only).
 - Step 5: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).
 - Step 6: Contact the Catholic Schools Office.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

- **Family Educational Rights and Privacy Act (P4170):** Parents have access to educational records available at the school during regular business hours.

ACADEMIC INTEGRITY/HONESTY POLICY

The development of 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. Academic integrity means following rules that the teacher has specified for an assignment. Cheating places grades before learning and demonstrates that a student has forgotten or is neglecting the priority of Christian scholarship over grades. Cheating erodes character.

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, inappropriate use of AI, or use of language translators in foreign language class, etc. This may not be a complete list. 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. The use of Artificial Intelligence (AI) generators is a form of plagiarism. In summary, a student's work must be his/her own work/in his/her own words or with proper citation.

VIOLATIONS OF THE ACADEMIC HONESTY POLICY

Violations of the Academic Honesty Policy do not have to be within the same class and carry throughout the student's time at Bishop Dwenger. They do not start over each year. This is a major violation, and the student will receive a 0 on the assignment. The student will not be eligible for an academic jacket award for the semester in which the violation occurred, and Seniors are ineligible for Senior Privilege in the class in which the incident occurred. The student may be ineligible for other awards/honors the school gives as well. NHS membership may be revoked. If this type of major violation offense persists, the student could be subject to a review board, a withdraw/fail from the class, and other school disciplinary action. Please note, an "F" or a "0" on an assignment may result in not passing the course for the quarter or semester. A second offense of academic dishonesty will also make a student ineligible to be Valedictorian or Salutatorian or recognized as top ten.

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

TIERED CLASSES

The classes offered at Bishop Dwenger are divided into three grading scales based on the level of difficulty. Straight Scale Classes include basic, academic, and elective courses. Tier 1 Scale courses include honors and upper-level courses. Tier 2 Scale courses include Advanced Placement (AP), college level, and Level 5 courses. The tiered scale courses are worth 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 on the school's website or Canvas.

POWER SCHOOL

All parents and students are encouraged to check Power School regularly, suggested 1x per week, 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 Technology Department. Power School grades are the accurate grade for each class. Please do not refer to Canvas for an overall grade.

GRADING PERIODS

Bishop Dwenger utilizes four quarter grading periods. In most classes, each quarter grade constitutes 45% of the semester grade with the remaining 10% of the semester grade coming from that semester's final exam. Exceptions to the semester weighting as denoted in that specific course syllabus. For extracurricular eligibility purposes, grades for quarters 1 and 3, and semester grades after quarters 2 and 4 are used. Students must pass five of seven classes and not have more than one F to be eligible for extracurriculars and IHSAA eligibility.

ACADEMIC AWARDS

Students may earn academic awards each semester by meeting specific GPA. A "Dwenger Honor Roll" designation is awarded to those students whose semester GPA averages a 3.500 through a 3.799. A "Dwenger Scholar" designation is awarded to those students whose semester GPA is 3.800 or above. Students may not have incompletes showing at the end of the grading period.

ACADEMIC JACKET PROGRAM

A BDHS academic jacket is awarded 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:

- 3.85 semester GPA as of the date of the end of the term (no "incompletes" as a quarter or semester grade)
- Did not miss/was not absent more than 5 days of school per period for the semester
- Enrollment in 7 classes in a semester – no study halls
- Service hours, have been completed and submitted on time
- No Academic Honesty Policy Violations

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 in the arts)
- Second Semester – Academic "BD" Letter (has the lamp of knowledge on it)
- Third Semester – Academic Jacket or Chevron
 - Starting with the Class of 2029—Due to the rising cost in jacket prices and limited funding for the program, the jacket will be awarded at a 50/50 cost split with the home. The family/student will pay \$70.00 which is half the cost of the \$140.00 academic jacket. (Cost determined in the Spring jacket order of 2025.)
 - Class of 2028, 2027, 2026 will remain under the previous rule, as it was originally, stated there is no cost for the jacket.
- Subsequent Semesters – Academic Chevron

NATIONAL HONOR SOCIETY (NHS)

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, who are evaluated 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 and complete various forms of service within the school. Retention of membership is contingent upon a member's continued 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 his/her junior or senior year. The

student may not have an expulsion or otherwise asked to leave Bishop Dwenger on his/her record to be recognized as top ten or named Valedictorian or Salutatorian. As stated above in the Academic Honesty Policy, a second offense of academic dishonesty will also make a student ineligible to be Valedictorian or Salutatorian or recognized as top ten.

TRANSCRIPTS OF CREDIT

Requests for transcripts are made through the Guidance Office. While attending Bishop Dwenger, there is no fee for obtaining a transcript. After graduation, transcripts are free for the first 5 years. After 5 years from graduation, the fee is \$5.00 per transcript. All student accounts must be paid in full for the release of transcripts.

ACADEMIC PROBATION POLICY

Students who earn a semester GPA \leq 1.33 (D+) and/or are not passing 2 or more 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 register for summer school classes and complete/pass the classes successfully, re-enrollment at Bishop Dwenger for the next semester will be considered according to the below process.

The administration will 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/athletic ineligibility, and the possibility of an invitation to withdraw from Bishop Dwenger.
- The school counselors, classroom teachers, 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, according to the discretion of the administration.

A student who fails multiple classes in consecutive semesters 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 1.33 and have no failing grades on the semester report card. The administration may place a student on academic probation at any time because of poor academic performance.

ADMISSION AND ACADEMIC PROBATION

Incoming students may also be identified as at-risk for failure and consequently enrolled at Bishop Dwenger under the stipulations of the Academic Probation. Transfer students may be accepted on probation based on prior grades and records, and are expected to maintain satisfactory grades, as well as adhere to the policies and rules. Failure to comply may result in withdrawal.

ACADEMIC EXTRA-CURRICULAR/ATHLETIC ELIGIBILITY

1. Students who are on academic probation may be 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 on improving their performance in the classroom first and foremost.
2. Those students failing two classes (or not passing 5/7) at the end of a grading period, 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.

EARLY GRADUATION

Seniors, in the class of 2027, are the last class eligible for 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 Honors Diploma **AND** met Graduation Pathway requirements by the end of their 7th semester, may be eligible to graduate early. Students relying on test scores to meet the Graduation Pathway requirements must earn the scores by the end of the junior year. Eligibility can be discussed with their school counselor at the time of scheduling for the senior year. Students graduating early will be billed for 75% of the tuition for the full year; all fees will be billed the full rates. **From the class of 2028 and beyond, early graduation is no longer available.**

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 percent 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.)
- When absent, missed tests and quizzes will be put in the Test Center at teacher discretion. It is the responsibility of the student to make up the missed assessments outside of the regular school day. The Test Center is open M-F, 3-4pm.
- 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.

FINAL EXAMS

Bishop Dwenger is dedicated to ensuring students not only learn but retain essential information and skills. To monitor students' 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% for the final exam. Exceptions may be made in second semester AP courses and all Dual Credit classes based on requirements of the College Board or the issuing university.

SENIOR PRIVILEGE

Seniors who meet 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. Classes in which a final project is assigned in place of an exam are not eligible for senior exemption. Seniors may still be exempt from attending on the exam day but will complete and turn in the project prior to the exam days. The student must have an A- average or higher in the class for the semester, has no Academic Honesty violations, and the required minimum 20 hours of service are completed on time throughout their attendance at BD starting with the Fall hours of 2025 and going forward. (If an Academic Honesty violation occurs in the last semester of the Senior course, senior privilege is lost for that course.) Seniors who take part in senior pranks may not be eligible for senior privilege.

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. Meetings may be made by calling Guidance at (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. Serve as a liaison between Bishop Dwenger High School, local colleges, and various Career Centers.
7. Consultation with faculty, administration, and parents on issues affecting the individual student and the entire Bishop Dwenger community.

SURVEYS, ANALYSES, EXAMINATIONS (P4610)

Parents/guardians have the right, upon request, to inspect a survey created by a third party before it is administered or distributed to students, and that request should be made in writing to the principal. References to policies regarding surveys, instructional materials, and physical examinations shall be provided to parents annually, generally at the beginning of the school year, and parents must be notified of substantive changes during the year within a reasonable amount of time.

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.
- Second, 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 a 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. that school day. Calls can be made after hours and leave a voicemail.

Identify the student's full name and reason for absence that day in the voicemail. CALLS ARE THE ONLY FORM THAT WILL BE TAKEN.

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.* Absences from school shall fall into one of four categories as explained in the subsequent sections.

If an absence is pre-arranged and the student knows about it in advance, a [pre-arranged absence form](#) should be submitted 1 week prior to the absence. The form can be picked up in the Attendance Office or on the school website.

1. 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 with approval from the administration;
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 (3) college/career visits per year, which will not be counted towards their maximum number of allowable absences; Sophomores are allowed (2) college/career visit per academic year.
10. Funerals/Bereavement
 - a) For death in the immediate family (parent, sibling) – 5 days
 - b) For persons outside of the immediate family with parent permission – 1 day
 - c) Beyond the day limit, due to extenuating circumstances, can be considered by the administration
11. Military Connected Families (e.g., absences related to deployment and return – 2 days maximum)
12. Religious Observances with approval of administration

2. EXCUSED ABSENCES (FULL DAY OR PERIOD ABSENCES)

Total Absences from Periods for a School Year

Absences Per Period	Action
1 st – 15 th	Excused per parent phone call
16 th +	Absences become unexcused unless: medical with doctor's note, legal appointment with note, and college visit beyond the exempted allotment for Soph., Jrs., and Srs.

**Students who miss 20 days in a school year may not be eligible for re-enrollment the following semester. The student may be asked to withdraw for other educational options at the time 20 absences is reached.

The following reasons are considered excused absences:

1. Illness after 15 absences need a doctor's note
2. Medical, Physical Therapy, Mental Health Counseling Appointments with a doctor's/provider's note
3. Legal Appointments with documentation
4. College Visits beyond the exempted days for Sophomores, Juniors, and Seniors with documentation of the visit

Additional absences, *beyond those mentioned above, may be excused with the following guidelines:*

- Illness verified by a note from a physician
 - Absences accompanied by a doctor's excuse will count towards the student's total absences. 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: Students who are out of school for five or more school days due to a prolonged illness/surgery may consolidate/ compress the absence with a doctor's note documenting the days that the student was ill.

3. UNEXCUSED ABSENCES (FULL DAY OR PERIOD ABSENCES)

1. When a physician's note to excuse an absence is NOT received when a student is absent more than 5 days in a row.
2. 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. Work is to be completed prior to leaving and/or turned in on time as directed by the teacher to obtain full credit. One week's notice is required for pre-arranged absences/vacations. The prearranged absence form can be found on the school website or can be obtained at the Attendance Office. **Students who do not arrange for their absence at least one week in advance may forfeit credit for missed work.**
3. Absences beyond 15 days in an academic year 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 during the school day.
4. Absences other than those defined as excused or counted as present (listed above) are unexcused. These may include, but are not limited to hair appointments, completing homework, sleeping in, babysitting, transportation issues, being out of town, etc.
5. Bishop Dwenger does not recognize "personal days" or "mental health days."
6. 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.
7. Failure to submit completed eLearning assignments by the assigned date and time will be considered an unexcused absence.
8. Absences for non-school related extracurricular activities, like travel sports, are unexcused unless approved ahead of time by the administration and the absence is one of the 15 allotted absences for the year.

HABITUAL ABSENTEEISM

Indiana Senate Bill 482 requires schools to intervene when a student misses 5 unexcused days of school. If this should occur, the school will hold a parent meeting and create an attendance plan. This law also allows a prosecuting attorney/Allen County Juvenile Center to conduct a meeting, collaborate, and make reasonable efforts to secure appropriate support services for a child and the child's family before filing an affidavit with regard to a violation of compulsory school attendance requirements.

4. 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, including refusal to attend school in defiance of parental authority. Students who are habitually truant (absent from school for 10+ days in a school year without being excused or without being absent under a parental request filed with the school) may be reported to the juvenile authorities in accordance with applicable state law and following diocesan and school procedures.

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

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 truancies if confirmation of parent permission to miss school is not received by the end of a school day. Absence codes are not typically changed after 24 hours have passed since the absence.

Unexcused/Truant Absences--Per School Year

Unexcused/Truant Absence Number	Action
1 st	Warning
2 nd	After School Detention
3 rd	After School Detention with 25% Reduction in work on that missed day/period
4 th	Friday School with 25% Reduction in work for that missed day/period
5 th	ISS with 50% Reduction in work for that missed day/period AND Attendance Meeting with Contract
6 th	ISS with 50% Reduction in work for that missed day/period
7 th +	Follow guidance determined in the Attendance Meeting/contract (jeopardizes enrollment in that class)

- **All Offenses: No participation in extra-curricular activities on the day of the absence.**

ATTENDANCE AND EXTRACURRICULAR ELIGIBILITY

1. Students who are in ISS and 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.

CHRONIC ILLNESS/DISABILITY

Students who have a documented chronic illness for which they may have chronic absenteeism should see the administration for a "Chronic Illness Form," which will extend the number of allowable days (beyond 15 per year) 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. If excessive, a meeting will be held to determine future enrollment.

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 year.

POLICY FOR A STUDENT WHO BECOMES SICK DURING SCHOOL

If a student feels ill during school, he/she should request a pass 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.

MAKE-UP WORK FOR ILLNESS/EXCUSED ABSENCES

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.

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.

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 beginning of each semester. The following consequences may be assigned for tardiness:

1st period Tardies to School and Tardies to Class for Periods 2-7 Per Semester

Tardy Number	Action
1 st – 2 nd – 3 rd	Warning
4 th – 5 th	Detention
6 th – 7 th	Friday School
8 th – 9 th	ISS
10 th +	ISS with Parent Meeting (jeopardizes enrollment in that class)

- No extra-curricular activities on the day of ISS and OSS.

*BDHS does not distinguish between excused and unexcused tardies. A doctor's note is to be provided upon signing in if the student was at an appointment for the late arrival to be excused.

ATTENDANCE REFERRALS

Referrals with subsequent consequences/details will be sent electronically to parent/guardian emails and to the student's Bishop Dwenger email account.

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 classes and attendance at liturgical functions/services. Attendance in religious programs also includes required attendance at Class Retreats/Days of Reflection.

BDHS Addition to Policy 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 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/WEATHER CLOSING DAYS

Each year, school attendance is affected by inclement weather. A decision to delay, close, or hold school under adverse weather conditions is made in the interests of students' welfare and safety. Announcements for school delays or closings will be sent to local television stations and sent out via the school text alert system. Synchronous and asynchronous eLearning assignments will be posted on days of cancellations and emails will be sent to students via Canvas.

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, the student 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 will arrive, when safely able to do so.

DIOCESAN POLICY 4040: ATTENDANCE (IC § 20-33-2-6)

The above school policy aligns with the Diocesan Policy below.

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.

I. Parents/Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - 1. the student and the student's parent or guardian and the principal agree to the withdrawal;
 - 2. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 - 3. the withdrawal is due to financial hardships requiring a student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years.
whichever occurs first.

II. Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
 - 1. Serving as a page for or honoree of the Indiana General Assembly;
 - 2. For students in Grades 7 through 12, 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 ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
 - 5. Placement in a short-term inpatient treatment program which provides an instructional program;
 - 6. Homebound instruction;
 - 7. Religious observances.
 - 8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
 - 9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.
- B. Excused Absences
 - 1. Illness of the student (with written statement by parent/ guardian or doctor)

2. Funerals a. for death in the immediate family b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days) – Parents/guardians need to check with the individual school’s policy when arranging such visits.

C. Unexcused Absences

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
2. No physician’s note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
3. Family vacations.
4. Absences other than those defined as excused or absences counted as present.

III. Truancy

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

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

A parent/guardian shall contact the school to report a student’s absence. Each school has established procedures for reporting absences. Absences will not be excused and the student may be considered truant if the procedure for reporting an absence is not followed.

A written explanation for any absence signed by a parent/guardian is required upon the return of the student to school. The school is not required to provide credit for makeup of assigned work missed because the student’s absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

If a student is absent for five consecutive days due to illness, or has contracted a contagious disease, a physician’s statement may be required in order for the student to return to school.

VI. Response to Irregular Attendance

If an irregular attendance pattern begins to develop, the school may use the following procedure to encourage the student’s return to a pattern of regular school attendance.

- A. Call daily from school (secretary, principal, or attendance clerk), to the parent/guardian to verify absence and to determine reason.
- B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student’s parent/guardian. The date and content of this contact shall be documented.
- C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.
- D. After a student is absent over fifteen (15) days per school year, a referral shall be made to the principal. If the principal is unable to successfully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

VII. Habitual Truancy Report to BMV

If the student is at least 13 years of age but less than 15 years of age and is truant more than 10 times in one (1) school year, the student shall be designated as a habitual truant and reported to the bureau of motor vehicles as provided by State law.

DRESS CODE

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. Cross-Gender dressing is not permitted. Our goal is that every student presents themselves in a modest, professional, conservative manner. The dress code is supervised by Teachers, Staff, and Administration.

REGULAR SCHOOL DAY

Pants: Ladies & Gentlemen

Color: Khaki (beige tones) or **Navy Blue (must be a true dark navy blue; no light, sky, or baby blue)**

Style: Dress pants, solid color

- Pleats, creases, and slightly flared bottoms are acceptable.
- No cargo, joggers (elastic at ankles), skinny, too tight/close fitting, or denim pants
- Pants must be worn at the waist. Low riders are not permitted.
- No frayed or hand cut parts; no holes; **must be clean**
- Pants must be hemmed and worn above the sole of the shoe. They may not drag on the floor, and they may not be rolled up.
- A belt must be worn when belt loops are present. Students may not alter pants to eliminate belt loops.
- Pants are to be worn on the outside of any boots.

Skirts: Ladies

The BDHS navy plaid 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) navy blue tights. No texture or designs are permitted. Skirts can be ordered through the BD Spirit Shop/Flynn O'Hara.

Earrings/Body Piercings/Tattoos: Ladies & Gentlemen

- Ladies: The number of ear piercings should be conservative.
- Gentlemen: No earrings/piercings allowed
- Both Sexes: No other visible body piercings permitted, including but not limited to nose, eyebrows, lips, chin and tongue.
 - Covering up a piercing with a band-aid, etc. is not acceptable.
- Tattoos: No visible tattoos
- **No colored zit stickers/pimple patches can be worn/visible during the school day**

Accessories & Make-Up: Ladies & Gentlemen

- 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.
- Ladies should not wear excessive make-up or make-up in styles that are distracting.
- Gentlemen are not permitted to wear make-up nor are they permitted to have painted/fake fingernails.

Shirts & Ties/Bowties: Gentlemen

- Solid colored shirts ONLY in approved colors of *white, light yellow, navy blue, light blue, gray, and black*.
- Style: Collared, plain, and buttoned down (buttons must be buttoned), dress shirt extending down the full-length of the front.
- Shirts must be always tucked in whether standing, sitting, or stretching arms above the head. **Proper fitting of the shirt is important to make sure it can be tucked in properly throughout the day.**
- 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. Bow ties are acceptable.
- Ties must be always worn during the school day except gym class, during a lab-based class when safety is an issue (open flames), or when otherwise specified by the administration.
- On “Spirit Days” a sanctioned BDHS shirt must be worn to express school “spirit.” All other aspects of the regular dress code remain in effect.

Shirts: Ladies

- ONLY the uniform polo in approved colors of *white, light yellow, navy blue, light blue, gray, and black*.
- Ladies must wear the uniform shirt purchased through the school Spirit Shop. 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.
- On “Spirit Days” a sanctioned BDHS shirt must be worn to express school “spirit.” All other aspects of the regular dress code remain in effect.

Garments / Sweaters / Sweatshirts: Ladies & Gentlemen

- Only the BDHS approved uniform sweater/outer garments with the uniform logo, 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, brown, gray, or navy dress shoes. (Sperry and Hey Dude type shoes are permitted.)
- **No athletic, sneakers, gym shoes including the Hey Dude gym shoe style, including solid color gym shoes.**
- These shoes are not permitted: TOMS, Vans, Keds, Crocs, Ugg Clogs.
- Laces must be tied/neat in appearance
- For safety reasons, heels should not exceed 1” and “backless” shoes are not permitted.
- No sandals, moccasins, slippers, or open-toed shoes
- Pants must be worn outside of the shoes.
- No knee-high boots

Socks/Tights/Undergarments

- Ladies Tights: Tights must be opaque navy blue with no texture or designs
- Ladies & Gentlemen: Socks are to be worn and are to 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. Bangs should not cover the eyes.

- 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. No other facial hair is permitted. No “man-buns” or ponytails permitted. A conservative cut is expected – no mohawks, head carvings/shavings, etc.
- At no time should a student’s appearance be so extreme as to attract attention or create a disturbance

School ID

The Bishop Dwenger school ID is to be worn on an appropriate lanyard. The ID is to be worn/displayed above the waist. The ID is to be the ID for the current BD school year. **New IDs can be bought in Technology for \$5.00. If a student loses, damages, or does not wear their ID during the school day, the school will make a new ID and the \$5.00 will be billed to the parent/guardian.**

DRESS DOWN DAYS

- Ladies may wear leggings provided their shirt is long enough to fully cover their bottom.
- 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
- No flip-flops, slides, or slippers due to safety issues
- No apparel with inappropriate messages, **wording, or images contrary to Church teaching**
- No skirts or shorts shorter than 4” above the back of the knee
- No wording or images across the **back or front of pants, shorts, sweats, etc...**
- No sleeveless tops
- No inappropriate logos, **advertisements (alcohol/tobacco), gang affiliated symbolism, political,** etc...
- Administration may require BD apparel to be worn on a dress down day and may announce specific requirements other than those listed
- Hats/**head coverings** may only be worn when part of a dress down theme

DRESS UP CLOTHING

From time to time, students may be given permission to dress up for various activities and events. Dress is to be modest and follow the guidelines as relayed.

Ladies: No low-cut tops, no leggings, dresses/skirts should be no shorter than the top of the knee.

Gentlemen: Dress pants with an appropriate shirt and tie are acceptable.

DRESS CODE VIOLATIONS

Students who are not wearing dress code attire may not be permitted to go to class. 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 be sent home to change or may not be permitted to dress down **for future dress down/Spirit days. Dress code violations will follow the proper discipline procedures outlined in the next section.**

UNIFORM EXCEPTIONS

Students with an injury need to see the Dean of Students to get an approved exception tag with documentation. Clothing will be discussed as to what can and cannot be worn and what part of the school uniform is expected to be worn.

DISCIPLINARY CODE OF CONDUCT

(P4410)The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students enrolled in a diocesan school. (P4520) 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. In a manner that 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.
5. 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.

TEACHERS AS DISCIPLINARIANS

Bishop Dwenger is an extension of the home. The teachers, whose work is to educate students, stand in the place of parents and require the same level of respect that they deserve. One of the most important lessons imparted through the education process is discipline. While it does not appear as a subject, discipline underlies the whole educational structure and leads to well-developed 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 referral may be issued by the teacher. If needed to maintain a learning environment, the student may be sent to the Dean or Administration for the rest of the period.
3. A referral is to be submitted and handled by Dean/Administration. Record any previous action taken.
4. Any serious disruptions or violations of the Handbook may result in more severe, immediate action. This includes disrespect directed towards the teacher, insubordination, gross disruptions to the learning environment, serious profanity, harassment towards another student, racial/sexist comments, etc.)
5. Continued disruptions to the learning environment will result in more serious consequences. If needed to preserve the learning environment, students may be removed from class with a W/F – Withdraw/Fail.

DISCIPLINARY GUIDELINES

The following shows the differentiation between a minor and major violation. While this chart is not all possible violations, it gives a clear picture of what would constitute a minor and major. Other items/actions may go outside the parameters below. The Administration and Dean of Students reserves the right to handle cases as best fit based on the information. Some violations/actions may not fall within the parameters of the chart below. Administration retains the right to act in the best interest of the school.

Minor Violations:	Major Violations:
Cell Phone	Alcohol/Paraphernalia
Classroom Disruption	Co-Curricular Misbehavior (participating or at an event)
Dishonesty/Lying	Drugs/Nicotine/Tobacco/Vape
Dress Code (includes dress down days/Spirit days)	Failure to Serve Detention
Failure to Cooperate	Failure to Serve Friday School
Internet Policy Violation (Games/Music/Videos)	Fighting (automatic OSS as outlined below)
Leaving Classroom without Permission	Forgery
PDA (Public Displays of Affection)	Gang
Possession of Minor Prohibited Items (list in handbook)	Hacking

Unacceptable/Profane Language	Harassment/Bullying
Parking Violations	Honesty Policy Violation
*Other actions that may deem necessary of a minor	Insubordination
	Physical Endangerment
	Possession of Major Prohibited Items (in handbook)
	Pranks
	Racism (slurs, comments, jokes, actions)
	Severe Internet Policy (Inappropriate Content)
	Sexual Misconduct
	Theft
	Threats/Verbal Abuse
	Unlawful Entry
	Vandalism
	*Other actions that may deem necessary of a major

Discipline/Dress Code Violations Consequences Ongoing for the School Year

Violation Number	Minor Violation	Violation Number	Major Violation	Violation Number	Dress Code (Dress Down Days, Spirit Days, and ID included)
1 st	Warning	1 st	Friday School	1 st	Warning
2 nd	After School Detention	2 nd	Friday School	2 nd	Warning
3 rd	After School Detention	3 rd	ISS	3 rd	Detention
4 th	Friday School	4 th	ISS with Parent Meeting	4 th	Detention
5 th	Friday School w/Parent Meeting and behavior contract written	5 th	OSS with Review Board	5 th	Detention
		6 th +	Consequences from Review Board for subsequent referrals	6 th	Parent Call

*On the 6th minor in a given semester would result in a major violation as does each subsequent minor given from that point forward.

*Serious major violations could result in actions and consequences beyond the above chart depending on the severity of the action.

*Ongoing dress code violations may fall under insubordination with a possible review board.

*Parking Passes: Accumulation of tardies, truancies, behavior, and parking violations could revoke a BDHS Parking Pass.

PROHIBITED ITEMS

Administration may determine consequences as needed when students are in possession of prohibited items, including, but not limited to:

1. Materials or **items which are offensive** to what is considered good taste at Bishop Dwenger High School. Such items 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/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 cameras, digital recorders, iPods, electronic game players and laser pointers. Items may be confiscated and a referral for discipline may be given.
3. Any device (lighter, matches, etc.) **functioning to start a fire** is prohibited in school. Such devices will be confiscated, and a referral may be given.
4. Any **weapons** of any type including knives and guns, including toys of such nature.
5. Illegal drugs of any type. Prescription drugs are subject to the guidelines of the Nurse's Office set out below.
6. **Cell Phones:** Students will be expected to keep their phones **in their locker all day, turned off or silenced.** *Students will be allowed*

to check their phones when they are using their locker between classes during the academic day (7:55am-3:00pm). Students have a limited 6-minute passing period and will be counted tardy to class if they exceed this time.

Students will NOT be allowed to carry phones on their body or in a computer bag throughout the day (even if they are turned off). We believe by giving some grace during the day for the students at their locker, they will improve their behavior and break the terrible habit and allure of using their phones in the classroom, in the lunchroom, and in the restrooms.

Teachers may allow the use of cell phones for specific educational activities. These will be approved by the administration and/or the department chair in advance of the requested activity.

Students that require the use of their cell phones to monitor their medical needs will be allowed to carry their phones on their person but will not be permitted to text or call from their phone during instructional time and/or lunch. A special pass will be given to these students. Violations involving cell phones will result in a minor violation, unless warranted as more severe.

7. Smart Watches: These watches are now common among the population. The capabilities of these devices lend themselves to potential issues as well. The school allows the students to wear smart watches throughout the day, however, during assessments watches will be asked to be removed and placed in the designated area by the teacher to keep the integrity of the assessment. Since many of the watches now have the capabilities of a computer, if it becomes a distraction or abused by the student, the student's privileges of wearing it may be banned.

In addition, the following items, while not prohibited, are subject to the restrictions below:

1. 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.
2. Backpacks must be kept in lockers and may not be carried throughout the day. This restriction does not apply to briefcase-style computer bags.

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:

1. **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:
 - 1st Offense: Two days of OSS and a Review Board meeting
(More severe consequences may be determined based on the seriousness of the incident.)
 - 2nd Offense: Expulsion
2. **Insubordination/Disrespect towards a staff member** – 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.
3. **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; attempting to flee a teacher/administrator; 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.
4. **Physical Endangerment** – This is any act which endangers the physical safety of another person, (i.e., firecrackers, smoke bombs, reckless driving).
5. **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 sex 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. Racism of any kind will not be tolerated.
6. **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.
7. **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, drugs, tobacco, nicotine, or vaping materials; 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 (mandatory) drug testing. Families may be asked to pursue counseling at the family's expense. This policy does not recognize a difference between students who are under 18 years of age and those who are 18 or older.

Alcohol & Drugs, Including Vaping Materials and Zyn/Caffeine Pouches and Strips

- Any student found under the influence of, in possession of, dispensing an alcoholic beverage (including non-alcoholic beer), vaping materials, pouches, drugs, including controlled substances, over the counter medicines, and unauthorized prescription drugs, and/or inhalants on school grounds, at any school function, traveling to and from all school activities (on or off school campus), or is found distributing such substances to other students (including off campus, and in non-school related times) is in violation of this policy.
 - Caffeine pouches are not permitted on campus as they closely resemble nicotine pouches and create challenges and consistent enforcement. These will be treated as possession of an illegal item.
 - The student may be suspended immediately. In addition to possible suspension and expulsion, parents will be notified. The police may be notified. A Review Board may be convened to determine the consequences, and any fines to be assessed.
 - **Off-Campus Alcohol/Drug Use (including Vaping):** Students who are under the influence of, in possession of, admit to using, or are using or dispensing alcohol or drugs during non- school related times and/or off campus may be subject to disciplinary action.
 - **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 school grounds or in which a student rides; Bishop Dwenger reserves the right to utilize dogs and/or wands to detect drugs and/or paraphernalia brought into BDHS or kept in automobiles.
 - **Drug Testing:** Students may be asked to submit to a drug test upon an 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.* Referrals may be made to Lab Corp or other local drug testing facility if a school drug test is refused.
 - **Mandatory Drug Testing:** The school may require students to submit to a test for drugs and/or alcohol if students exhibit behaviors that causes school authorities to have reasonable suspicion that the students are under the influence of alcohol or other drugs; or the student is found in possession of vaping materials, drug paraphernalia, drugs, or any illegal substance (including nicotine/tobacco products). Reports that a student is using drugs/alcohol will result in a school investigation into the possible use. Further, the school may subject items in such student's possession to test to determine if those items contain alcohol or other drugs. Any students found to be under the influence or in possession of alcohol or other drugs (including nicotine/tobacco products) will be dealt with according to the student discipline policy, up to and including possible expulsion. Refusal to submit to a mandatory drug or alcohol test will count as a positive test. Mandatory testing is provided by the school, not an outside vendor.
 - *Any student who attempts to alter or cheat a drug test will be considered to have tested positive and will be subject to disciplinary consequences, up to and including possible expulsion.
 - *The results of the drug test will be provided to the Assistant Principal in charge of discipline that will always share the results with the parent(s) or guardian(s). The Life Skills Counselor will work with the family to provide community referral sources for evaluation and/or treatment, as needed.
 - **Appealing a Positive Drug Test:** Mandatory Testing: If a parent wishes to appeal a positive test, and the test was conducted by the school, the student will provide a sample for an additional test. The results of the second test will be final.
 - **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. **Continuous failed drug tests may result in discipline action.** The school shall assist students experiencing substance abuse problems in accordance with diocesan policy 4570.
 - **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 of any weapons, including toy weapons, on the person, in a locker, in a book bag or carryall, or in the car 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.
 - IC 35-31.5-2-164.4 – “an object or device that is substantially similar in coloration and overall appearance to a firearm that a reasonable person would believe the object or device is a firearm.” This definition / code was created by HB1343 to support IC 35-47-9-2 (weapon on school campus) and becomes effective July 1, 2026. This includes toy weapons.
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. Unlawful or unapproved entry into any vehicles will not be permitted. Unapproved entry into another student’s locker is not permitted.
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 and the Diocese 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. The Diocese (P4580) prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.
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, or 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, regarding weapons possession, or in any other 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/Slander** – This includes the use of racial or ethnic slurs, or the use of unacceptable foul or offensive language, as well as degrading comments and belligerency 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** – No students, including Seniors, may partake in pranks. Pranks often risk the well-being of others, require time spent in clean-up, cause seen and unforeseen economic impacts, and demonstrate a general lack of respect and decorum. 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 sex 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, Power School, 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, whether 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.

24. **Failing to Serve Assigned Consequences** – Students are expected to serve assigned consequences on time.
25. The offenses listed in the Bishop Dwenger handbook are not all inclusive. Students may incur disciplinary penalties for words and/or actions not contained within the handbook as deemed necessary by the Bishop Dwenger Administration.

Following actions are outlined in Diocesan Policy 4520:

26. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
27. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
28. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
29. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
30. 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.
31. Threatening or intimidating any individual for whatever purpose.
32. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
33. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
34. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
35. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
36. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
37. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
38. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
39. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

DISCIPLINARY CONSEQUENCES

Detention/Friday School

A detention may be issued for violations of the Code of Conduct. Friday 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 Handbook as well as those that are understood or unwritten. At the discretion of administration, community service may be assigned in place of traditional disciplinary consequences, or in addition to consequences.

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 School. Failure to serve a Friday School is considered a major violation and may result in suspension and reassignment of the original Friday 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. Students who fail to serve their assigned consequences may be deemed ineligible to participate in extracurricular activities until served.

Expectations for Detention / Friday 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, sleeping, or computer use
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.

- Students who are placed in ISS may be expected to complete assigned disciplinary modules or work before starting class work. They may not be permitted to return to class until the assigned modules are completed.
- 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.
 - Students who have two OSS in a school year may have their driver's license revoked.

Disciplinary Review Board

Any serious violation of Diocesan policy or Bishop Dwenger High School policy *may* be followed by a Disciplinary Review Board meeting. The students and the parents of the student will receive notice regarding the alleged infraction.

(P4530): Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

1. *An explanation of what the student is accused of doing that is wrong; and*
2. *An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either: the principal, his or her designee, or impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.*

The principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

The Disciplinary 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 Meeting 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. The Dean 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 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 Dean 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.

Expulsions

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.

Disciplinary Referrals

Referrals with subsequent consequences/details will be sent electronically to parent/guardian emails and to the student's Bishop Dwenger email account.

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.

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 off 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 team/group 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 based on upcoming seasons and the student's previous participation.

Once a suspension occurs for a drug, alcohol or tobacco related violation, re-entry into active participation in extracurricular activities will require the student to take and pass a drug test provided by the school. This will include a test for nicotine.

IHSAA & SPORTS ELIGIBILITY – OUT OF SEASON

1st Offense

- The student is placed on "Participation Probation" for the remainder of his/her Bishop Dwenger enrollment. This means that the student may be suspended from full participation in extracurricular activities and future offenses will result in more serious consequences. Substance violations do not start over each year but carry over all four years.
- 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. Students new to sports will forfeit 25% of the season as determined by the administration. 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 for the student's high school career

2nd Offense

- Suspension for the first 50% of the IHSAA sport season (or club sport) contests in the IHSAA sport in which the student has previously participated in. Students new to sports will forfeit 50% of the season as determined by the administration. The student will be allowed to practice but will not be allowed to participate in the first 50% of the scheduled contests of that sport.

3rd Offense

- Forfeiture of eligibility 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.

*Scrimmages are considered practices and do not count as a contest.

1st 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. The sport in which the student has previously participated in will take priority over a new sport when determining suspension.
- Forfeiture of any Team Captain honors for the student’s high school career.

2nd Offense

- Suspension for the first 50% of the IHSAA sport season (or club sport) contests. The sport in which the student has previously participated in will take priority over a new sport when determining suspension. The student will be allowed to practice but will not be allowed to participate in the first 50% of the scheduled contests of that sport.

3rd Offense

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

OTHER EXTRA-CURRICULAR ACTIVITIES

1st 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 1st 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. Priority will be given to activities in which the student has previously participated.
- Forfeiture of any class office or club officer positions

2nd Offense

- Immediate suspension from participation in any BD club or extra-curricular activity for two months. No team captain honors.

3rd Offense

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

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 Student Government moderators (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/dress suits should be formal or semi-formal, short, or long.
- Dresses/dress suits must be appropriately fitting and modest. They must not be too tight or cling to the body.
- Dresses/dress suits 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.
- Dress sneakers are allowed, if they are appropriate for the outfit, but no canvas sneakers are allowed.
- Any exceptions that still show adequate modesty must be approved by the administration in advance.

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
- Dress sneakers are allowed, if they are appropriate for the outfit, but no canvas sneakers are allowed.
- 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 9 p.m. or those who choose to leave prior to 10:30 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 for 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 into 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.

CAFETERIA SERVICES

Students may bring their own lunches or purchase a lunch in the school cafeteria. Students must have their I.D. cards. Restaurant and/or other types of fast food may not be ordered and delivered or eaten in the cafeteria 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) 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, the money will be transferred to his/her younger sibling's account. If there are no siblings at Bishop Dwenger and there is a balance of \$5.00 or more, 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, except for water, may not be taken out of the cafeteria. A referral may be written. Students may bring their own lunches or purchase a lunch in the school cafeteria.

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

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 the BD website and are also available from the Business Office.

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. – 3:30 p.m., Monday through 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 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, study, and work on class assignments. The Media Center has 3-D printers, a Maker Space cart, and a Green Screen available to help students gain access to 21st Century skills.

Students utilizing the Media Center are expected to make good use of their time.

STUDENT GOVERNMENT

Student Government will be comprised of five (4) 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 met or exceeded expectations according to the Student Government Bylaws.

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 according to the Student Government Bylaws. 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. A class representative for the Junior, Sophomore, and Freshman classes will be chosen by the Faculty Advisory Board and Student Government members. 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.

Juniors in good standing may run for Senior class officer positions during the spring of their Junior year. Offices will include a President, Vice-President, and two Activities Directors. Officers will be determined by election by the student body and/or 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 Government members.

Attendance at all meetings is mandatory. Members should be willing to assist in the orderly direction of school activities. Student Government candidates are discouraged from holding other major offices in other school activities (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 bylaws and sign a contract agreeing to the parameters set for an officer, especially meeting attendance.*

GENERAL OPERATIONS

BUILDING HOURS

The school building is open at 7:00 a.m. to accommodate students arriving early to school. Students must remain in the SAC lobby. 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 period 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. 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. Visitors will be informed of our dress code guidelines before coming to Bishop Dwenger. There will be no shadows during the final week of each grading period, nor will they be allowed on special schedule days or during finals.

LOCKERS

Every student is furnished with locker facilities. Students are to keep the lockers they are assigned. Students should take the time to memorize their locker combinations. Students should never leave lockers unlocked or give their combinations to anyone else. 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 assessed to cover the cost of refurbishing them.** There will be no excuses issued for tardy students with unsubstantiated locker problems. **The school is not responsible for lost/stolen items if a student leaves their locker open, set, or a combination is shared.**

Diocesan Policy 4590 states that all students who enroll in BDHS consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time for any reason.

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 pveerkamp@bishopdwenger.com. It is important for emergencies that all phone numbers and addresses remain current.

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.

- Students who test positive on a drug test or are found in possession of any vaping materials or dugs will have driving privileges suspended for a minimum of two weeks. Students must retest with negative test results before driving/parking privileges are reinstated. Any future positive test result may result in a longer suspension or revocation of driving privileges.
- 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 to 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.
- The school reserves the right to revoke a parking permit without a refund due to non-compliance with rules.

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/permit 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.
- 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.

Any unsafe driving (i.e. car surfing, excessive speed, not yielding to a bus arm, etc.) may result in immediate loss of parking lot privileges.

TECHNOLOGY

BLENDED LEARNING

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.

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*. BDHS's Technology Team will not 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.

ASYNCHRONOUS ELEARNING DAYS

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. 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 the following guidelines will be followed:

- eLearning assignments will be due at 8:00 am the following school 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– texts, Canvas emails, television.
- Student assignments will be posted via Canvas (Learning Management System) by 9 am on that eLearning day. 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. Students should send messages via the Canvas Inbox or Bishop Dwenger email.
- 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.

SYNCHRONOUS ELEARNING

At times, the school may call for a synchronous eLearning day. Synchronous learning involves students logging on in real-time with their teacher/class to receive live instruction. The guidelines explained below have been recommended by the Catholic Schools Office to ensure the safety of students while participating in synchronous eLearning. The schedule that follows show times where students must be present online for synchronous eLearning.

Synchronous eLearning Schedule:

Period 1: 8:00-8:35 am

Period 2: 8:40-9:15 am

2-Hour Delay Synchronous Schedule

Period 1: 10:00 – 10:35 am

Period 2: 10:40 – 11:15 am

Period 3: 9:20-9:55 am

Break: 10 minutes

Period 4: 10:05-10:40 am

Period 5: 10:45-11:20 am

Period 6: 11:25-12:00pm

Period 7: 12:05-12:40 pm

Teacher Online Office Hours: 1:00-2:00 pm

Period 3: 11:20 – 11:55 am

Break for Lunch: 11:55 – 12:25

Period 4: 12:25 – 1:00 pm

Period 5: 1:05 – 1:40 pm

Period 6: 1:45 – 2:20 pm

Period 7: 2:25 – 3:00 pm

No office hours due to delayed start

During the Synchronous eLearning:

1. Teachers should begin the two-way streaming conference with reminders of the rules of conduct.
2. Adults and students should be dressed professionally. Daily school dress code is not required, but students should be dressed modestly and not in pajamas.
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. **It is the teacher's prerogative on how to run the synchronous class.**
5. Teachers will utilize virtual waiting rooms, when applicable, to admit students to the learning 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. All school rules and policies are in effect during the synchronous learning day.
8. Teachers should ensure that no personal identifiable information is shared online by the teacher or student.

Expectations for Students during eLearning:

- The Virtual Learner is expected to log into class in real time (synchronous) via Canvas. 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.
- 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. Students are not to email or attempt to contact teachers late at night.
- Students acting inappropriately during synchronous learning may be referred to for disciplinary action.

TECHNOLOGY POLICIES

EXCLUSIVE USE OF ACCESS

Each user will be or has been given a login and password for Bishop Dwenger email, PowerSchool, copy machines/printers, 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

Bishop Dwenger's Technology Department has a Help Desk that is available throughout the school day for help. Students or parents may email the Help Desk at helpdesk@bishopdwenger.com with questions or help requests. While Bishop Dwenger's technology staff will help with general software and hardware support. BDHS and its employees will not repair devices.

BORROWING SCHOOL-OWNED LAPTOPS

School-owned loaner laptops are available for temporary and occasional use only. They are not intended to serve as a regular replacement for students who repeatedly leave their device at home, arrive without a charged device, fail to maintain a working laptop, or do not obtain a required device. Repeated requests for daily use may result in the loss of loaner privileges and follow up with the administration.

- School-owned laptops are on loan daily. If the computer is not returned daily, students may face fines, loss of loaner laptop privileges, or discipline consequences.
- School-owned laptops can be kept for multiple days with proper documentation, like a repair receipt or other verification approved by the school.
- Any damage accrued to a loaner laptop while in the possession of the student will be repaired at the expense of the student's family.
- Any loss of loaner laptop will result in replacement at the student family's expense.

CLOUD STORAGE

Students are responsible for backing up and storing files using cloud resources. Bishop Dwenger supports Microsoft OneDrive. One terabyte of storage is included with the student's Microsoft 365 licensing. Bishop Dwenger does not provide support for other cloud storage services, such as Google Drive, Dropbox, or iCloud. If students choose to save schoolwork on these services, they are responsible for maintaining access to those accounts as the Technology Department will not be able to help recover these accounts or files.

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 (ATUP)

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. BDHS follows the Diocesan Internet Policy (4620) available at the school.

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 or Canvas email 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.

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. 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 new student is required to complete a Digital Citizenship Module. Those failing to do so will be denied access to the BDHS internet. We encourage the cyber safety discussion to begin at home.

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, X, 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.

ELECTRONIC COMMUNICATION AND NOTIFICATION RELEASE

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: www.bishopdwenger.com
- Canvas
- Power School
- Email – through Canvas or assigned Bishop Dwenger email
- Text Messages
- Naviance
- Telephone Calls
- Constant Contact
- Online Video Streaming
- Social Networking Sites
- Microsoft Teams
- **Some Athletic/Extra-curricular groups may have forms electronically communicated (example: Athletics utilize Final Forms)**

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 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 posted on a Diocesan school's website during this school year, please opt out on the summer Verification Day JotForm.

IMPORTANT TECHNOLOGY REMINDERS

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

1. **BDHS does not support MacBook or Chromebook devices. Students are required to use a device that meets school specifications.**
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Any deliberate tampering or misuse of Bishop Dwenger's network services or equipment shall be considered a violation of this ATUP and treated accordingly.
9. Students aware of inappropriate use of technology must report it to a school employee immediately.
10. To the extent that any provisions of Bishop Dwenger's ATUP conflict with Diocesan policy or standards, Diocesan policy and standards shall prevail.
11. BDHS reserves the right to modify, suspend, or terminate this ATUP, or any portion hereof, at any time with or without notice.
12. 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.
13. In order to maintain the integrity of our school accounts, no student or parent may create a Facebook, X (formerly Twitter), or any other social media online accounts under the name of the parish/school or any sponsored organization of the school without written approval of the school administration. Disciplinary action may be necessary if unauthorized creations occur.

STUDENT ARTIFICIAL INTELLIGENCE (AI) GUIDANCE

The formation of healthy educational habits and human formation ought not to be undermined by the use of AI. Any AI use that prevents students from learning about truth, beauty, and goodness is not aligned with the mission of Bishop Dwenger High School. Additional course/department-related guidance regarding the use of AI will be outlined in the course syllabus. The appropriate use of AI tools by students and staff at Bishop Dwenger High School is outlined in the following:

Guiding Principles Faith and Virtues First: All use of AI must align with the teachings of the Catholic Church and promote human dignity, compassion, and honesty.

Developmentally Appropriate Use: AI use must be age-appropriate and support educational goals within a safe and supportive learning environment. Age restrictions must be followed for all applications being used by students.

Transparency and Responsibility: Educators and students should understand how AI tools function and take responsibility for their appropriate use.

Scope: This policy applies to all students at Bishop Dwenger High School. It includes the use of AI-powered applications on school-owned and personal devices while on campus or during school-related activities.

STUDENT RULES FOR THE USE FOR AI TOOLS

I agree to the following rules regarding the use of artificial intelligence tools in connection with schoolwork:

- I will only use approved AI tools for school assignments or assessments when given permission by a teacher.
- I will use AI in ways that support the purpose of the assignment and my personal growth.
- I will use AI tools responsibly, treating others as being made in the image and likeness of God. I will avoid content or actions that could cause harm, including emotional harm or reputational harm, to myself or others."
- I will not share personal, sensitive, or confidential information with AI tools, unless directed to do so in a secure, school-approved platform under teacher or counselor supervision.
- I agree to use the designated AI tool(s) if my teacher or the school has recommended a specific AI tool.
- I will never use AI to complete or submit work without approval from my teacher.
- If I use AI, I agree to be honest about when and how I use AI in my schoolwork.
- If I use AI, I will follow my teacher's directions on how to cite AI and will carefully check the content for accuracy and appropriateness if I use AI to assist with an assignment.
- I will ask my teacher before using AI if I am unsure whether AI is allowed or appropriate for an assignment.
- I understand that AI may provide inaccurate or biased results, and I will use it carefully and critically. I take full responsibility and ownership of all the work I turn in.
- I will not use AI carelessly or without purpose. I understand that AI tools require significant energy and resources to operate, and I will use them thoughtfully, respecting both the task at hand and our responsibility to care for God's creation.
- I understand that this policy may be updated as technology and school practices change, and I will follow any new guidelines shared with me by teachers or school leaders.
- Age restrictions must be followed for all applications being used by students.

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 as Indiana certified School Safety Specialists. The school has a separate safety plan with Crisis Procedures and Seclusion/Restraint outlined (P1510). **Bishop Dwenger is a closed campus. Visitors should report and sign in at door #1, the main office.**

SAFETY DRILLS

Fire, tornado, lockdown, hold, 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.

WEAPON FREE SCHOOL/GUN 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.

TOBACCO FREE SCHOOL (P5000)

“All facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings while such services are being provided to children.” (NOTE: A local policy may be more restrictive.)

SCHOOL RESOURCE OFFICERS (SRO)

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.

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 purpose of de-escalating the behavior.

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.

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 of 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.

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 uphold 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.

DIOCESAN POLICY 4010: ENROLLMENT

I. School Admission Policy: Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy: Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law. A. High School Admissions In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff. When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

III. All prospective students are required to complete a battery of academic assessment tests prior to admission to any diocesan school. Students applying for admission are required to be tested on Language Arts, English proficiency, and Math. The principal or designee is responsible for the administration of all placement tests and reporting test result data to teachers and parents. The principal must select placement tests for English proficiency, Language Arts, and Mathematics from an approved list provided by the Catholic Schools Office. Requests for waivers or exceptions to placement testing must be submitted to the superintendent of schools in writing prior to admission of students. Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

IV. School Entrance Requirements: A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will

cooperate with local authorities if the child has been reported missing.

The custodian 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 within fourteen (14) days.

Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement - n/a

VI. First Grade Entrance Requirements - n/a

VII. Children with Exceptional Educational Needs: Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children.

Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases: Catholic schools shall comply with all applicable State law 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 on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of 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 child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

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

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

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

See "Special Needs Students – Release of Information" form in the School Administrative Handbook and "Special Needs Students –

Admission Form” in the School Administrative Handbook.

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. 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 and Special Education personnel, 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 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 are required to complete academic placement exams for admission to Bishop Dwenger. Students applying for admission are required to be tested in the areas of English proficiency and Math. A Spanish placement exam is required for all incoming freshman who are currently enrolled in a Spanish I level course and who wish to continue on in either Spanish I or Spanish II. 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 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, CSEP, School Service Plan, Language Plan and 504/CAP Copy (if applicable)
- Transcript or Report Card / An electronic grade printout (most recent)
- Course recommendation form completed by teachers at student's current school (if from a non-partner school)
- SPED Application for those with an IEP, ISP, or CSEP

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 partner 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-partner 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 partner schools
- Non-Catholic student from Catholic non-partner schools
- Non-Catholic student from non-Catholic schools

Applicants will receive notification 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 upcoming 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 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 school personnel 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 school/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. All students admitted, including homeschool students, to Bishop Dwenger High School must take placement exams in Math and English per school policy. If credits were issued by an accredited homeschool institution, the transfer of credits can be made from that institution. If coming from a non-accredited institution, a credit by exam will be given to document credits and proficiency in that class. The grade given from the credit by exam will be documented in the student's file and the grade will appear on the transcript and averaged in the GPA.

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 TOEFL Jr. report meeting the Bishop Dwenger High School minimum score requirements. 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, it will be held on February 1, annually. If February 1 falls on a weekend, it will be held the following school day.

FINANCES

TUITION & FEES

Tuition is set annually through the Diocesan Finance Office with the approval of the Bishop. The Business Office will verify a family's parishioner status through parish pastors. Active Registered Parishioner families shall receive the per pupil subsidy provided by the Diocese to all high schools based on the number of pupils enrolled from the Diocesan parishes. Full tuition is billed to all those who are not active registered members of Diocesan parishes. Licensed Diocesan Teachers (K-12), Licensed Guidance Counselors and Bishop Dwenger employees (*who work at least 15 hours per week*) shall receive the Teacher Tuition Rate once verification of employment is received from the principal. In addition, the Diocese provides funding which supports the overall financial aid program of the school, making additional financial assistance available to families who apply and qualify. Parents may contact the school for current tuition rates and fees or visit the school website.

Registration

A non-refundable registration fee of \$125 per student is required and may be collected at registration or billed with tuition.

Fees

In addition to tuition, the following fees will be charged for the 2026-2027 school year:

- Course Fees of \$548 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 Fee of \$350 is billed to each student.
- A School Improvement Fee of \$425 is billed to each student to pay for facility maintenance.
- A one-time Imaging Fee of \$130 is billed to all new students to image the students' laptops with the correct BDHS required software.
- A Graduation Fee of \$125 is billed to all seniors. This covers the cost of Baccalaureate, transcripts, and other graduation related expenses.

Tuition Payments

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

Option 1 - Payment(s) at school by check or cash (no fee)

- Full Payment by August 1st or
- Pay half by August 1st and remaining half by December 1st

Option 2 - Semi-Annual Automatic Payments (\$30 fee)

- Two (2) semi-annual payments through FACTS Management by August 1st and remaining half by February 20th

Option 3 - Monthly Automatic Payments (\$80 fee)

- Ten (10) monthly payments through FACTS Management, or a partial payment at school by August 1st and the remaining balance in ten (10) monthly payments through FACTS Management

Parents/guardians have a responsibility to make payments in one of the 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 below.

January Graduates (Class of 2027 only)

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. Tuition and fees must be paid in full by the end of the first semester.

Off-Campus College Students

Students taking college classes off campus at one of the local universities will receive a \$300 tuition credit for one semester or \$600 for two semesters.

Off-Campus Career Pathway Students

Students enrolled at the Career Academy at Anthis, ABC of Fort Wayne (class of 2027 only), or Amp Lab will receive a credit of \$600 per year to help offset the cost of transportation incurred in traveling from Bishop Dwenger to the career centers. The book rental fee will be credited \$170. Students attending Bishop Dwenger High School for a quarter of the day and enrolled in Career Academy at Anthis for the remainder of the school day will receive a credit of \$2,000 and the book rental fee will be credited \$170.

University of Saint Francis Career Pathway Programs:

Students enrolled in the University of Saint Francis (USF) career pathway programs will receive a separate bill for the dual-credit fees associated with the University of Saint Francis programs. This must be paid in full prior to the start of the semester. Students will assume the responsibility for purchasing or renting their own program textbooks through the USF bookstore.

Delinquent Accounts

Diocesan policy 5250 states: *Continued enrollment is denied to any student who is delinquent in the payment of his/her tuition. Parents should be given a specific grace period during which delinquent tuition or fees may be paid in order to avoid the enforcement penalties. All previous tuition payments must be current for the student to be considered eligible for re-enrollment.*

Grade cards or transcripts for a student will be withheld until all tuition and fee bills are paid in full. No official or unofficial transcript or diploma will be sent from any high school until all tuition and fees are paid in full.

Student(s) will not be eligible to participate in co-curricular & summer athletic activities if tuition and fees are not paid in full by the end of each school year. In addition, if Bishop Dwenger is required to hire an attorney to collect any past due amounts on unpaid tuition, fees, or fines, the parents or guardians agree to be responsible for all attorney's fees and collection costs incurred by Bishop Dwenger.

Financial Aid

The financial assistance program is based on need and availability of funds generated by the school and through the Annual Bishop's Appeal. Bishop Dwenger High School uses FACTS Management Grant & Aid Assessment to help determine a family's financial need. Financial assistance applications for the upcoming school year will be available in January, annually. Applications for financial assistance must be made each year; assistance is not automatically renewed. The Indiana School Choice Scholarship (voucher), if applicable, will be credited to a family's account prior to financial assistance awards, such as Bishop Dwenger Scholarship, Bishop Dwenger Tuition Assistance, and SGO awards.

Memorial Fund

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.

Tuition Refund Policy

If a student withdraws prior to the first day of class, no tuition or fees will be charged. Tuition will not 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 per Diocesan Policy 5230.

Textbook Rental Policy

- All physical 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 which runs from August 1 -July 31 of each year. 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. Contact the Athletic Director for injuries related to sports injuries, for all other injuries contact the Business Manager. The school must obtain information that is required for completion of the Incident Report by the appropriate school official. Parents will be sent a cover page describing the information to be submitted to K&K Insurance Group along with completed Incident Report and Accident Medical Insurance Claim Form. Parents are responsible for completing the Claim Form. All correspondence after this point will be between K&K Insurance and the parents.

DIRECTORY INFORMATION

Bishop Dwenger High School
 1300 E. Washington Center Road Fort Wayne, IN 46825
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
Technology	260-496-4751

ADMINISTRATION

Principal	Jason Schiffl
Assistant Principal	Amy Johns
Assistant Principal	Greg Slee
Dean of Students	Will Lewis
Business Manager	Susan Schenkel
Development Director	TBD
Pastoral Minister	Jason Garrett
Chaplain	Fr. Bobby Krisch
Chaplain	Fr. Caleb Kruse
Chaplain	Fr. Bob Garrow
Guidance Director	Lora McGuire
Athletic Director	Jody Betley
Technology Director	Jacob Bloom
Maintenance Supervisor	Michael Knoch

ADDENDUM A

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.

ADDENDUM B

POLICIES FOR DIOCESAN PARISHES, SCHOOLS, AND INSTITUTIONS

Given the cultural challenges we face, it is necessary that we have clear policies for our parishes and schools regarding conduct related to sexual identity and sexuality. It is important that our Catholic school educators, parish staffs, catechists, youth ministers, and parents who enroll their children and young people in our Catholic schools, religious education programs, and parish youth ministries are knowledgeable of these policies based on the anthropological teachings of the Catholic Church summarized above in this document. These policies are established as binding for diocesan institutions, including all diocesan offices, parishes, and schools in the Diocese of Fort Wayne-South Bend.

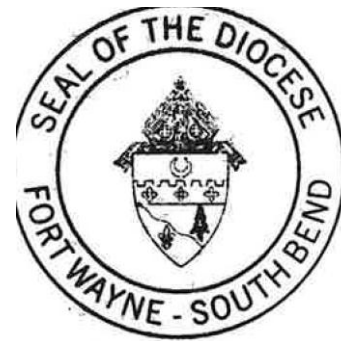
1. **Designations and Pronouns:** Any parochial, organizational, or institutional documentation that requires the designation of a person's sex is to reflect that person's God-given sexual identity, that is, his or her biological sex. No persons may designate a "preferred pronoun" in speech or in writing when related to ministry activities of any kind; nor are diocesan institutions to permit such a designation. Only pronouns that accurately reflect a person's God-given sexual identity shall be used when addressing or referring to that person.
2. **Bathrooms and Locker Rooms:** All persons must use the bathroom or locker room that matches their sexual identity, that is, his or her biological sex. Individual-use bathrooms are permitted in diocesan institutions and are to be available to all members of the respective communities.
3. **Attire:** Appropriate modesty in dress is expected in a manner consistent with the cultivation of the virtue of chastity. Where a dress code or school uniform exists, all persons are to follow the dress code or uniform that accords with their God-given sexual identity.
4. **Single-Sex Programs and Activities:** Participation in institutional programs and activities (whether curricular or extracurricular, athletics, camps, retreats, etc.) that are designated as single-sex must be consistent with the person's God-given sexual identity. Some programs and activities may be open to participation by persons of both sexes.
5. **Single-sex Accommodations:** Participants in overnight events or programs sponsored or approved by diocesan institutions may only reside in single-sex rooms or accommodations consistent with their God-given sexual identity. The only exception is, of course, accommodations used by persons whom the Church considers validly married and family members.
6. **Conduct:** Chaste conduct is expected and required in our diocesan institutions and at all events and programs sponsored by our diocesan institutions, including at parish or school dances and social activities. Public advocacy for, or celebration of, sexual behavior or ideologies contrary to the teachings of the Catholic Church are prohibited. Active, hostile, and public defiance of these teachings is prohibited since it is harmful to the institution's Catholic identity and mission.
7. **Treatments for Gender Incongruence:** Compassion and sensitivity is expected and required in our diocesan institutions towards those who struggle with gender incongruence or dysphoria. Just as "Catholic health care services must not perform interventions, whether surgical or chemical, that aim to transform the characteristics of a

human body into those of the opposite sex or take part in the development of such procedures,” so our diocesan institutions are not permitted to cooperate in such interventions, including the taking of puberty blockers, on diocesan property. While we strongly support efforts to alleviate the suffering of those who struggle with their sexual identity, we cannot support interventions which, we believe ultimately harm them. We support pastoral and counseling services to alleviate their suffering and assist them in accepting the God-given gift of their sexual identity.

8. **Protecting the Vulnerable:** All who teach, serve, and minister to young people in our diocese are expected to uphold the teachings of the Church regarding sexual identity, sexuality, and marriage, to affirm their God-given dignity and worth, and to treat them with the love and compassion of Christ. Ministers have a special responsibility to assist those who are hurting or struggling, including those dealing with confusion about their sexual identity or with same-sex attraction. Ministers must not tolerate any ridiculing, bullying, or hostile speech or behavior directed against them.

This document has been approved and the above policies promulgated as diocesan law by the undersigned Bishop of Fort Wayne-South Bend, Kevin Carl Rhoades, on September 12, 2024, the Memorial of The Most Holy Name of Mary.

+ Kevin C. Rhoades



ADDENDUM C



DIOCESE OF FORT WAYNE-SOUTH BEND

915 South Clinton Street • Post Office Box 390
Fort Wayne, Indiana 46801

May 15, 2025

Dear Pastors, Principals, and Parochial Vicars,

10 years ago, the United States Conference of Catholic Bishops (USCCB) released *Create in Me a Clean Heart: A Pastoral Response to Pornography Use*. My fellow bishops intended to provide hope and healing to those harmed by pornography and also raise awareness concerning pornography's pervasiveness and harms. *Create in Me a Clean Heart* was addressed not only to clergy, diocesan and parish leaders, but also, and perhaps most especially, to parents of our school aged children who are victimized by pornography through the use of a digital medium.

As technology advances, and we enter the world of artificial intelligence with an ever-increasing reliance on cell phones and the internet, I am reminded of Pope Leo XIV's recent reminder that this digital and artificial world creates a number of challenges to human dignity. At the same time, this digital and artificial world has the potential of elevating the human spirit and bringing us closer together as God intends if these technological tools are used correctly.

Consistent with the concerns raised in *Create in Me a Clean Heart*, there are increasing reports in our schools concerning the linkage between the internet and pornography. This phenomenon requires ongoing review of not only the educational and pastoral tools used in our schools, primarily grounded in Saint Pope John Paul II's *Theology of the Body*, but also requires ongoing review of Diocesan and school policy regarding instances when pornography, and especially child pornography, is knowingly spread, in any fashion, by our students. Pornography of any kind is harmful. However, the harm to our school aged children who are victimized by pornography is potentially devastating, and even life threatening.

It is not a coincidence the Indiana legislature recently adopted a statutory framework addressing "revenge pornography", defined as the distribution of an intimate image that depicts sexual conduct of an individual where such image has been taken, captured, created, disseminated or recorded by a person who knows, or reasonably should know, that the individual depicted in the intimate image does not consent to either the production, possession or distribution of the intimate image. Our State Supreme Court in *State v. Katz* correctly observed that in the modern age of social media, when anyone with a phone can instantaneously publish images worldwide, creates new potential harms unimaginable a generation ago.

Indiana's criminal code imposes either a Class A Misdemeanor or Level 5 or 6 Felony for violation of our state's laws dealing with obscenity, pornography, revenge pornography and "sexting". While violations of our criminal code distinguish between those tried as juveniles and those tried as adults, the severity of many of the crimes also turns on whether obscene, inappropriate

or pornographic materials or images contain photos, images or videos of children under the age of 18. Incarceration and monetary fines are a result of these crimes. This is not just a pastoral matter for the well-being of our young people, but also a criminal issue within our society that carries with it potentially severe penalties. I believe our disciplinary framework should reflect the seriousness of this type of criminal behavior that strikes at the very essence of the dignity of our young people.

Diocesan Educational Policies which are in effect for our schools often link the consequences of expulsion with certain conduct or criminal acts, but particularly those acts which may be deemed criminal in nature and which involve serious and grave harm to our minor children. Existing policies govern the appropriate use of the internet and its relationship to the creation, possession and distribution of obscene or pornographic material. Moving forward, I believe that certain violations of existing policy should be reviewed at the Diocesan level. I further believe it is necessary to adopt a zero-tolerance approach to knowing or intentional violations of policy involving the creation, distribution, possession, dissemination or recording of pornographic images, photos or videos of children under 18 years of age.

Policy P1010 of the Diocesan Educational Policies reserves to me, at any time, to add, rescind or modify existing school policy at any time. I have determined it necessary to do so now. Effective immediately, it shall be the policy of this Diocese, for all of our schools, both elementary schools and high schools that:

1. Knowingly or intentionally sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, messages or pictures of individuals under the age of 18 through the use of written material, the internet, digital or "PDA" device, cellular telephone or through the use of an artificial intelligence medium will be deemed a violation of the Diocesan Educational Policies.
2. A violation in #1 above shall be deemed to occur whether the impermissible conduct occurs on school grounds or is found to have occurred off campus.
3. A principal having belief that a violation of #1 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement.
4. A principal having belief that a violation of #1 has occurred shall immediately report such violation, together with any findings, to the Superintendent of Schools who, in turn, shall report such incident to the Vicar General who will relay the information to the Bishop.
5. The Bishop may then choose to seek the advice of the Diocesan Review Board, a consultative board which assists the Bishop regarding claims of sexual abuse. If a determination and finding is made that a knowing or intentional violation of #1 has occurred, the student shall be expelled from school with no right of re-entry. If a determination is made that the facts do not support a knowing or intentional violation of #1, the Bishop, in consultation with the school principal and pastor (as applicable), shall determine the consequence, if any, as provided in the Diocesan Education Policies.
6. The determination of expulsion or other discipline pursuant to #5 above shall be final and not subject to any appeal.

I have directed our Diocesan legal counsel to make the above policy statement available to the county prosecutors in St. Joseph and Allen counties to let them know of the seriousness our Diocese is treating this issue. Legal counsel will also request attention be given to any police investigative report filed with the prosecutor's office involving a potential violation within our

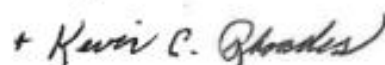
schools of Indiana's criminal statutes involving obscenity, pornography, revenge pornography and sexting. To the extent it becomes necessary to reach out to other county prosecutors in the Diocese where our elementary schools are located, outside of St. Joseph and Allen counties, we will do so.

As we now approach the end of the 2024-2025 school year, I will direct our Diocesan School Board, in consultation with our Catholic Schools Office, to recommend other modifications to existing Diocesan Educational Policies, and review individual elementary school policies and high school policies themselves, to assure uniformity, integration and compliance with the promulgated policy statements above. This work will be completed prior to the start of the 2025-2026 school year and will be distributed to all parents and students. Until then, should the above policy statements in #1-#6 conflict with any individual school policy or other provisions of our Diocesan Education Policies, the above policy statements in #1-#6 shall control.

I direct all pastors of our elementary schools and principals of our high schools to notify the parents and students of your schools and your respective faculty, staff members and school boards of this policy. I also ask that all schools work with the Catholic Schools Office on maintaining the practice of notifying both parent and student alike of the existence of Diocesan Education Policies and individual school policies at the beginning of each new year to assure continual and consistent messaging of all applicable policies.

The foregoing policy has the unanimous support of the Diocesan Review Board and the Catholic Schools Office. In no way is it intended to be punitive. Rather, it is intended to protect the well-being of our children and, as contemplated by *Create in Me a Clean Heart*, serve as a reminder to our students, their parents, school administrators, school faculty and our clergy that there is certain conduct so egregious, so palpably harmful, so potentially hurtful and even life threatening, that it has no place in our schools, our homes or anywhere in a world in which we all are to strive to be more Christ like in our treatment of each other.

Sincerely yours in Christ,



Most Reverend Kevin C. Rhoades
Bishop of Fort Wayne-South Bend

KCR/jg

cc: Diocesan School Board Members
Diocesan Review Board Members
Superintendent, Catholic Schools Office

Proposed policy in draft form: Will include if passed in time.

(P4650) Dissemination of Immoral, Pornographic, Obscene or Sexually Explicit Materials to Minors

I. Dissemination of Pornographic Materials

Knowingly or intentionally acquiring, sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, message or pictures of individuals under the age of 18 through the use of written or printed material, the Internet, digital or "PDA" device, cellular telephone or through the use of an artificial intelligence medium is prohibited.

II. Dissemination Causing Harm to Others

Knowingly or intentionally acquiring, sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, message or pictures of a student which causes, or in the opinion of the School administrators, may cause, physical, mental or emotional harm of any nature to the student is prohibited.

III. On or Off-Campus Violations

A violation in I or II above shall be deemed to occur whether the prohibited conduct occurs on school grounds or is found to have occurred off campus.

IV. Notification to DCS or Local Law Enforcement

A principal having belief that a violation of #1 or #2 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement.

V. Notification to School Superintendent and Vicar General

For any violation that requires notification to local law enforcement or the Indiana Department of Childhood Services, the Principal shall also notify the Superintendent of Schools after notice to local law enforcement or the Indiana Department of Childhood Services. The Superintendent of Schools shall notify the Vicar General.

VI. Grounds for Expulsion

A knowing or intentional violation of item I or item II shall constitute grounds for expulsion from school without the right of re-entry. Violation(s) that do not involve knowing or intentional conduct shall result in discipline other than expulsion as determined by applicable Diocesan Education Policy. Violations shall be subject to the hearing provisions of item VII below.

VII. Student Hearing

The Principal of any high school (or Principal and pastor of any elementary school) shall have a hearing conducted following a violation of item I or item II and before a final determination of disciplinary measures is made. In such event, a hearing consisting of an impartial discipline advisory board committee established by the School's administration shall be convened and, with the student and his or her parent(s) / legal guardian(s) present, (i) be given an explanation of the violation(s) and the underlying facts gathered which are pertinent to the violation(s); (ii) consider such testimony or evidence presented by the student, his / her parent(s) / legal guardians or such other individuals deemed necessary or beneficial by the discipline advisory board to determine whether a violation of applicable School or Diocesan policy has occurred; and, if so (iii) recommend to the Principal expulsion, suspension or such other discipline. If a determination is made that a knowing or intentional violation of item I or item II has occurred, the recommendation to the Principal shall be expulsion with no right of re-entry. The hearing provided by this item VII shall be the only hearing afforded the student(s) and his or her parent(s) or legal guardian(s).

VIII. Recommendation to Principal

The discipline advisory board which conducts the hearing pursuant to item VII shall make its findings and recommendation(s) to the Principal. In the event the hearing involves a violation involving items I or II above, and prior to making a final determination of disciplinary measures, the high school Principal (or Principal and pastor of an elementary school), shall

review the findings and recommendation(s) with the Superintendent of Schools and such other individual or individuals deemed appropriate by the Superintendent of Schools. The Principal (or Principal and pastor of an elementary school) will then make the final determination of disciplinary measures and shall notify the student and his or her parents / legal guardians of such determination. The determination of the Principal (or Principal and pastor of an elementary school) shall be final and not subject to any appeal.

IX. Remedial Measures Pending Disciplinary Process

A Principal having reason to believe that a violation of applicable Diocesan Education Policy has occurred may require in home education for the student(s) involved pending such fact gathering as deemed necessary, and completion of any disciplinary review process pursuant to applicable Diocesan Education Policy.

X. Conflict with Other Policy

In the event of any conflict between this P4650 and other Diocesan Education Policies not expressly set forth above, the provisions of this policy P4650 shall control. This P4650 replaces the policy of Bishop Kevin Rhoades dated May 15, 2015.