



BISHOP DWENGER
HIGH SCHOOL

2018-19

**Parent-Student
Handbook**

Bishop Dwenger Parent-Student Handbook 2018-19

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

Diocese of Fort Wayne/South Bend Catholic Schools Mission Statement

Each school will teach the teachings of the Catholic Church and ensure academic success for all students.

Bishop Dwenger High School Mission Statement

Bishop Dwenger, 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.

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General Guidelines

Each school principal shall maintain a Parent/Student Handbook which reflects Catholic philosophy and mission statement of the school and includes regulations regarding the health and safety of each individual as well as the proper order of the school.

The contents of the Parent/Student Handbook shall be reviewed on an annual basis in consultation with the School Board and with the approval of the pastor (in the case of an elementary school). All locally developed policies must be consistent with the policies, procedures, and guideless established by the Diocese of Fort Wayne-South Bend.

The school principal shall:

- A. Annually distribute a copy of the handbook to each student and a parent/legal guardian of each student.
- B. Request each student's parent/legal guardian (and all students in grades 7 through 12), to acknowledge in writing, on forms provided by the school and returned to the school office, that the parent/legal guardian have the handbook and have reviewed its contents with the student. Such acknowledgement form shall also provide notice that the failure of the parent, guardian, or student to sign or return the form has no effect upon the applicability of the handbook's provisions.
- C. Provide an annual orientation of the rules to students.
- D. Submit a copy of the handbook to the Catholic Schools Office annually.

Contents of the Parent/Student Handbook

- A. At a minimum, the Parent/Student Handbook shall contain the following diocesan policies in total:
 1. Enrollment (P4010)
 2. Attendance (P4040)
 3. Grounds for Suspension or Expulsion of Students (P4520)
 4. Disciplinary Review for Students (suspension or expulsion) (P4530)
 5. Parent/Guardian Concerns Procedure (P2310)
- B. The following diocesan policies, parts of diocesan policies, or references to diocesan policy shall be included in the Parent/Student Handbook of each school:
 1. Family Educational Rights and Privacy Act (P4170)
"A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours."
 2. Religious Issues (P4410)
"The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school."
 3. Failure or Refusal of Parent/Guardians/Custodians to Participate in a Disciplinary Proceeding (P4420)
"The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to Child Protective Services."
 4. Student Accused of a Non-School Related Criminal Act (P4550)
"When a student is accused of a non-school related criminal act, the school shall follow diocesan policy."
 5. Gun-free Schools (P4560)
"Students are prohibited from bringing a "firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school." This penalty supersedes any penalty which may be attributed by a local school discipline policy.
 6. Substance Abuse (P4570)
"The school shall assist students experiencing substance abuse problems in accordance with diocesan policy."
 7. Harassment Prohibition (P4580)
"The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate."
 8. Student Locker and Vehicle Inspection (P4590)
"All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with diocesan policy."
 9. Acceptable Use Policy (Internet) (P4620)
"The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office"

during business hours.”

10. “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.)
11. **Child Abuse Reporting**
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, employee and volunteer, are subject to and obligated by this policy.
12. Handbooks should contain a “right to amend” clause such as the following: The principal/pastor reserves the right to amend this handbook at any time without advance notice. Parents will be given prompt notice of amendments.
13. Handbooks will be reviewed and revised, as necessary, annually.

* The term, “parent,” includes legal guardians.

Recommended: April 12 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

COMMUNITY RELATIONS

Diocesan Policy 2310

Parent/Legal Guardian Concerns Procedure

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 issues with the classroom teacher (or the person with whom he/ she has the problem)

Step 2: Address the issue with the Principal.

Step 3: Address the issue with the Pastor (elementary schools only).

Step 4: 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 5: 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).

Recommended: January 26, 2010 Diocesan School Board

Ratified: June 2, 2010 Diocesan Bishop

STUDENTS - ENROLLMENT

Diocesan Policy 4010

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.

Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

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 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 Office of Catholic Education. 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.

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 may 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 Clearing House 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.

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 system 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 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 pose an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

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, Vicar of Education, and diocesan attorney

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

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

ENROLLMENT

Bishop Dwenger High School promotes an open enrollment policy accepting students without regard to color, race, gender, or national origin, and reasonably accommodates 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. 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.

STUDENTS - ENROLLMENT

School Admission Policy

The admissions process of Bishop Dwenger High School is guided by the school's mission statement: "Bishop Dwenger, 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."

Pursuant to the policies established by Diocese of Fort Wayne-South Bend, all students attending Bishop Dwenger are expected to participate in school religious activities and ceremonies, as well as respect the Catholic faith and traditions. (Diocesan Policy #4060)

The admission of any student into Bishop Dwenger shall be at the discretion of the administration based on student performance at and teacher recommendations from his/her former school in the areas of academics, discipline, and attendance. All applications and registration information shall be received by the Bishop Dwenger's Admissions 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 #5250)

Nondiscrimination Policy

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

Children with Exceptional Educational Needs

Children 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 child cannot be reasonably accommodated by Bishop Dwenger, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when Bishop Dwenger cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement will be made to the custodial parent or guardian by the administration, after consultation with the child'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 child'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 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 may 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 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 child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review panel will conduct an assessment of the child'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:

- 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 the student and 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 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 subject student shall be and remain confidential and submitted, if necessary, for review only to the Superintendent of Schools, Secretariat of Education, Vicar of Education, and diocesan attorney.

In the event it is determined that a child 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 service and obtaining religious and catechetical instruction for such student.

School Admission Requirements-General

All prospective students are required to complete a battery of academic placement exams for admission to Bishop Dwenger. Students applying for admission are required to be tested in the areas of Language Arts, English proficiency (if applicable), and Math. The school is responsible for the administration of all placement exams. Upon review of test data and other relevant information, the administration will make a determination regarding the school's ability to meet the needs of the student tested.

Additionally, 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 shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If custodial documents are not provided to the school within thirty (30 days) of the student's application for enrollment or appear to be inaccurate or fraudulent, the school may reject the application and shall notify the Indiana Clearing House for Information of Missing Children (Diocesan Policy #4030) and will cooperate with local authorities if the child has been reported missing.

The custodial parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days of receipt of said information from the parent/guardian.

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.

Returning Student Process

All returning students are expected to submit a registration card and 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, this registration card reserves a student's spot at Bishop Dwenger for the ensuing academic year. Students who fail to submit their registration card and registration fee by the deadline risk their spot at Bishop Dwenger for the next academic year.

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 throughout the application and registration process.

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

- Completed Enrollment Application Form*
- Copy of Birth Certificate*
- Registration Card*
- Registration Fee*
- IEP, ICEP, School Service Plan and 504 Copy (if applicable)*
- Transcript or report card*
- Recommendation form completed by teachers at student's current school*

(Applicants from a Catholic non-feeder or public school will need to acquire and deliver completed recommendation form provided by Bishop Dwenger.)

- Completed placement exam(s) on dates determined by Bishop Dwenger*

Bishop Dwenger reserves the right to request additional information on a student from his/ her current school or parents/guardians.

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 applied and the remaining applicants will be put on a wait list. Subject to a student's fulfillment of all other admission requirements, Bishop Dwenger shall prioritize all incoming ninth grade applicants based on the following:

- Catholic student from Catholic feeder schools (Our Lady of Good Hope, Queen of Angels, St. Charles*

Borromeo, St. Joseph, Garrett, St. Jude, St. Mary's, Avilla, St. Vincent DePaul)

- *Catholic student from Catholic non-feeder schools*
- *Catholic student from non-Catholic schools*
- *Sibling of current Bishop Dwenger student or alumni*
- *Child of current Bishop Dwenger faculty and staff*
- *Child of current employee of the Diocese of Fort Wayne-South Bend*
- *Child of Bishop Dwenger alumni*
- *Non-Catholic student from Catholic feeder schools*
- *Non-Catholic student from Catholic non-feeder schools*
- *Non-Catholic student from non-Catholic schools*

Applicants will receive a letter by mail indicating the status of acceptance, 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 the eighth grade, and all other requirements for admission have been fulfilled to the satisfaction of Bishop Dwenger. (Diocesan Policy #5250)

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 recently moved into the Fort Wayne area. 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 as specifically set forth above. 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, Bishop Dwenger reserves the right to request and review a completed drug test screening.

The student's former school will be contacted once a transfer request is received and before a transfer will be considered. A student must be withdrawn from his/her former school before a transcript can be released. All financial matters at the former school must be satisfied before an official transcript may be sent to the receiving school. (Diocesan Policy #4020)

All rules and regulations set by the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be considered and strictly enforced at Bishop Dwenger.

Families and transfer student applicants will be notified by Bishop Dwenger once said 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 the Guidance Department 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. A curriculum from the homeschool program enrolled in, a report of current grades, and a list of courses taken, must be submitted to the Director of Guidance and Administration in order for credits to be determined. A maximum of one year/two semesters of homeschool credits can be issued by Bishop Dwenger. All students admitted, including homeschool students, to Bishop Dwenger High School must take a placement exam in Math and English per school policy.

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 is due before the first day of classes.*
- *International students must demonstrate proficiency in reading, writing, listening, and speaking the English language. Students must submit a SLEP or TOEFL score. Admission may be denied because of an unsatisfactory score.*

- *International students requesting admittance on an F-1 Visa must submit to the Admissions Office three to four months in advance the necessary information, forms, and documents for completion of the I-20:*
- *Bank statement of family, showing sufficient funds for covering all expenses at Bishop Dwenger High School*
 - *Letter from the host family stating that it accepts full responsibility for the student*
 - *Student's complete foreign address, including parent demographic information*
 - *Host family demographic information, including email address and phone number*
 - *Copy of Birth Certificate, translated into English*
 - *Copy of student's English proficiency test scores*
 - *Copy of student's transcripts, translated into English*
 - *Bishop Dwenger Enrollment Application*
 - *Bishop Dwenger Registration Card + fee*
- 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.*

STUDENTS-ATTENDANCE

Diocesan Policy 4040

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.

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. at the exit interview 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 the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years, whichever occurs first.

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;
 5. Placement in a short-term inpatient treatment program which provides an instructional program;
 6. Homebound instruction;
 7. Religious observances.
- 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 appointment should be scheduled after school hours when possible. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.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.

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 not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

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.

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.

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.

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.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

ATTENDANCE

Supervised by the Dean of Students

ATTENDANCE

The diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First it is difficult for young people to learn if they are not in class: the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance.

A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

Daily attendance of each student is essential to his/her success at Bishop Dwenger High School. Research shows that educational achievement is directly related to attendance. 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 a student maintains a good attendance record. It is the goal of Bishop Dwenger that all students have an attendance rate above 97%. Any record lower than 97% may be hindrance to achieving the type of academic record a student should desire. The parents or legal guardians are expected to assume responsibility for any absence from school and are to inform the school of the reason for the absence.

TO REPORT AN ABSENCE:

Call: (260) 496-4719 before 8:00 a.m.

Parent Note: Students must bring a note from a parent within two days.

Identify the student, your relationship to the student, and the reason for the absence.

No Call: If the Attendance Office does not receive a call reporting an absence, then an attempt to reach the guardian must be made to avoid truancy.

ABSENCES FROM SCHOOL

Each day is an absence when consecutive days are missed.

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

1. **Absences that are counted as present (Full Day or Period Absences)**
2. Serving as a page for or honoree of in the Indiana General Assembly;
3. 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;
4. Court appearances pursuant to a subpoena;
5. Active duty with the Indiana National Guard for not more than ten-(10) days in a school year or serving with the Civil Air Patrol for up to 5 days;
6. The student is approved for an educationally related non-classroom activity;
7. The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes;
8. Placement in a short term inpatient treatment program which provides an instructional program;
9. Homebound instruction;
10. Religious observances as indicated in state guidelines.
11. Serving on the state standards task force. The student must provide a written verification from the chairman of the task force indicating the date and times the student was to be in attendance at the meeting and verifying the student's attendance.
12. Juniors and seniors are allowed two (2) college/job shadow visits per year which will not be counted as part of the 12 parent/guardian excused absences, provided proper documentation is given to the attendance coordinator on the student's return to school either that day, or the next day. College days cannot be taken at the beginning or end of a holiday or break.
13. Funerals/Bereavement (Maximum of 2 days that will count as present)
 - a. For death in the immediate family
 - b. For persons outside of the immediate family with parental permission
14. Military Connected Families (e.g. absences related to deployment and return)

Excused Absences (Full Day or Period Absences)

The parent or guardian may excuse up to 12 absences (one or more periods) for the school year, for the following reasons.

1. Illness verified by note from parent/guardian (up to 12 as stated above)
2. Illness verified by a note from Physician beyond 12, limited to 20 total absences for any semester.
 - **Prolonged Illness:** Once per year, students who are out of school for four or more days due to a prolonged illness may consolidate the absence with a doctor's note documenting the days that the student was ill. 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.
 - Absences accompanied by a doctor's excuse will count toward the student's 12 absences. If a student is ill and does not wish to see the doctor for the note, the student must come to school and see the school nurse. If the nurse deems the student too ill to stay at school and sends the student home, the doctor's note is waived. (Days the student is sent home ill by the nurse will count towards the student's total absences).
3. Medical and legal appointments – such appointments should be scheduled after school hours when possible. A note from the professional office is requested upon return.
4. Out of School Suspension
5. Just as professionals are allotted personal days, BDHS will allow a maximum of 2 of the 12 excused absences per year to be counted as "Personal Days" upon submission of appropriate paperwork and approval of the parent and administration. Personal days may not be taken on days of final exams.

Unexcused Absences (Full Day or Period Absences)

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence or prior to the absence. These absences may become truanancies if confirmation of parent permission to miss school is not received within 24 hours after the absence.
2. No physician's note to excuse an absence once more than 5 days in a row of absences have occurred.
3. Family vacations are considered as unexcused per diocesan policy.

4. Absences beyond 12 for the year may be unexcused/truancies unless excused by written note from a physician or a court subpoena, or the student is sent home ill by the school nurse.
5. Absences other than those defined as excused or counted as present. These may include, but are not limited to absences for driving tests, hair appointments, completing homework, sleeping in, babysitting, transportation issues, etc.
6. BDHS does not recognize "skip days" as excused absences. It is expected that students will not take part in such days.
7. Failure to turn in eLearning assignments by the assigned date and time will be considered an unexcused absence.

Truancy (Full Day or Period Absences)

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

The following may be evidence of habitual truancy:

1. Refusal to attend school in defiance of parental authority (3 or more occasions).
2. Accumulating a number of unexcused absences without justification (3) over a period of time, such as a grading period.
3. Absences may be considered truant if the procedure for reporting an absence is not followed.
4. Three or more judicial findings of truancy.
5. Any student who is chronically absent, which includes excused, unexcused and truant absences.
6. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.

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.

It will be up to the administration to determine the category that absences are assigned to if they are for reasons not specifically mentioned above. An absence to only first period due to tardiness may be applied to the cumulative number of tardies rather than absences. It will be up to the administration to determine how to apply absences for first period.

Consequences for Unexcused Absences/Truancies:

- First Offense – Saturday School and 25% reduction in school work
- Second Offense – Saturday School and 25% reduction in school work
- Third Offense – Saturday School and 25% reduction in school work
- Fourth Offense – Out of School Suspension and 25% reduction in school work the day(s) of the absence and the day of the OSS
- Fifth Offense – Out of School Suspension pending and Attendance Review Board meeting. The committee will make the final recommendation including, but not limited to Saturday Schools, revocation of work permit or driving privileges, referral to juvenile probation (SOCAP), referral to Indiana Department of Child Services, loss of credit for work missed, dismissal from Bishop Dwenger.

Response to Irregular Attendance:

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

1. A daily call from school to the parent/guardian to verify the absence and to determine the reason.
2. After a student has been absent 6 times for the year, a school administrator, attendance clerk, or counselor may make contact with the student's parent/guardian. The date and content of this contact shall be documented.
3. At 10 absences, a meeting with a parent may be scheduled and the student may be placed on an attendance contract.
4. An Attendance Review Board meeting may be scheduled.
5. If attendance is irregular, regardless of the number of days, administration may take steps to resolve the irregular pattern of attendance. Students may be asked to furnish a physician's note for absences.
6. At 15 absences per school year (excused, unexcused, even with physician's notes) from any class period, a referral shall be made to the principal/designee. If the administration is unable to successfully resolve the attendance problem, the student may lose credit for the class or be asked to withdraw from Bishop Dwenger. Other stipulations/consequences may be assigned as deemed necessary.
7. A student's work permit and/or driver's license may be revoked. The student may be referred to the local Juvenile Probation (SOCAP) or to the department of child services.

Habitual/Chronic Absence

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

Long-Term Illness Form

Students who have a document long term illness for which they may have habitual/chronic absences should see the assistant principal for a "Long Term Absence Form," which will extend the number of allowable days per semester. At 20 days absent for any semester the family will be asked to meet with administration to discuss educational options. A new Long Term Illness Form is required for each school year.

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 must bring to the Attendance Office a note from his parent or guardian indicating the time of the departure from school for the appointment, the doctor's name and the doctor's address. All students must sign out in the Attendance Office before leaving the building and sign back in upon their return to school. Students must have a physician's note upon return. It is expected that students will return promptly to school after the appointment unless the student is too ill to do so. Absences because of appointments will count toward the total number of absences in class for the semester as well as against perfect attendance.

Pre-Arranged Absences:

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

Make-Up Work:

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

Co-Curricular Attendance:

In order to participate in a co-curricular activity, a student must be in attendance for at least three periods on the day of the activity.

Policy for a Student Who Becomes Ill During School:

If a student feels ill during school, he/she should request permission from the teacher to go to the nurse's office. The school nurse will determine whether the parent/guardian should be notified. When the parent/guardian is notified, 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. No student is allowed to call or text his/her parent from a cell phone without the nurse's or administration's permission. Violation of this will result in a disciplinary referral.

Inclement Weather

Each year, school attendance is affected by inclement weather. A decision to delay or close school or to hold school under adverse weather conditions is made in the interest of students' welfare and safety with the information available. In circumstances that necessitate a two-hour school delay or the closing of school for an entire day, announcements will be on our website at www.bishopdwenger.com.

An announcement will be given to radio and television stations. Also, a text and email alert will be sent out by the school. 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. It is important to remember that the student is given an excused absences if a parent decides the conditions do not warrant attendance in school.

Attendance Review Board

If a student's attendance is judged to be problematic to his/her academic success, the Dean of Students may

arrange for an Attendance Review Board to formulate an action plan of corrective measures to improve attendance. An Attendance Review Board is the student's last chance to demonstrate improvement. If improvement is not demonstrated then suspension or expulsion may occur. Members of the Attendance Review Board: Assistant Principal, Dean of Students, 3 Teachers.

Bureau of Motor Vehicles:

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

Tardies

Tardiness is essential in the workplace, as well as in school. To better prepare students for life beyond high school, tardiness is taken seriously at Bishop Dwenger. Tardy counts will renew at the semester.

1st – 3rd Tardy – Warning

4th Tardy – Saturday School

5th Tardy – Review Board to determine consequences, which may include, but are not limited to, Saturday School, suspension, partial or complete loss of credit for the day, attendance contract, removal from the class.

Policy for a Student Who Becomes Ill During School

If a student feels ill during school, he/she should request permission from the teacher to go to the nurse's office. The school nurse will determine whether the parent/guardian should be notified.

When the parent/guardian is notified, 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.

No student is allowed to call or text his/her parent from a cell phone without the nurse's or administration's permission- violation of this will result in a disciplinary referral.

Emergency Closing Days

Each year, school attendance is affected by inclement weather. A decision to delay or close school or to hold school under adverse weather conditions is made in the interests of students' welfare and safety. In circumstances which necessitate a two-hour school delay or the closing of school for an entire day, announcements will be posted on our website at www.bishopdwenger.com. An announcement will be given to radio and television stations. Also, a text and email alert will be sent out by the school. 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. It is important to remember that the student is given an excused absence if a parent decides the conditions do not warrant attendance in school. What seems an impossible trip for some, may be totally different for students in another neighborhood. All of these variances are taken into consideration when dealing with excused absences. 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. It is important to remember that the student is given an excused absence if a parent decides the conditions do not warrant attendance in school. What seems an impossible trip for some may be totally different for students in another neighborhood. All of these variances are taken into consideration when dealing with excused absences.

STUDENTS-ACCESS TO OFFICIAL STUDENT RECORDS

Diocesan Policy 4170

In accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1975, any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student has the right "to inspect and review" his/her minor student's educational records, unless the school has been provided with a court order, State statute, or legally-binding documents that specifically precludes such inspection and review. In addition, a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education will have all access rights that his/her parent or guardian would have had prior to that time. Absent such court order or legally-binding document, a non-custodial parent has the same right to inspect and review as a custodial parent.

All schools shall follow the diocesan policy and procedure regarding requests for access to student educational records, in accordance with FERPA.

- A. A "parent" means a parent of a student and includes a natural parent, guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- B. An "eligible student" means a student who has reached eighteen (18) years of age or is attending an institute of post-secondary education
- C. All student records are confidential and may be accessed only by those authorized to do so. (See J.) This includes health records, psychometric testing, and student academic records but does not include counseling reports/files

protected by statute.

- D. Personally identifiable information is in all student records. Personally identifiable information will not be released without the prior written consent of the parent or eligible student unless FERPA allows its release without consent, such release is in compliance with a judicial order or pursuant to any lawfully issued subpoena with prior notice to parents and students, or, if the information released is "directory information." Directory information includes:

Name	Participation in officially recognized activities and sports.
Address	Weight and height of athletic team members.
Dates of attendance	Degrees, honors, and awards received.
Telephone listing	Most recent previous educational agency or institution attended by the student.
E-mail address	Major field of study
Photograph	Grade level.
Enrollment status	

- E. Parents and eligible students will be annually notified of their rights under the Family Education Rights and Privacy Act ("FERPA") through the local school parent/student handbook.
- F. All student files are maintained in a secure place including files of graduates.
- G. Parents are permitted to inspect and review educational records pertaining to their child who is under the age of 18 and who has not entered college. These rights transfer from the parents to the student when the student becomes eighteen (18) years of age, or enters an institute of post-secondary education, (i.e., an "eligible student"), unless the student has been adjudicated incompetent.
- H. The parent or eligible student has authority to inspect and review records relating to the student and is given full rights of inspection and review.
- I. The right to inspect and review educational records includes:
1. The right to reasonable requests for explanations and interpretations of the records of the school;
 2. The right to receive copies of the records from the school if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records;
 3. The right to have access to records within a reasonable time (no more than 45 days after the request);
 4. The right to receive a copy of the student's educational records from the school to use in a contemplated or pending hearing within the school.
- J. The school may disclose a student's records without a parent or eligible student's permission as follows:
1. To other school officials who have legitimate educational interests;
 2. To officials of other schools in which the student intends to enroll, provided that the parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing;
 3. To authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities in accordance with 20 U.S.C. §§ 1232g(b)(3) and (b)(5), and authorized representatives of the attorney general for law enforcement purposes in accordance with § 1232g(b)(3).
 4. To appropriate persons in connection with a student's application for receipt of financial aid;
 5. To state and local officials to whom such information is required to be disclosed by state statutes adopted within a certain time frame;
 6. To organizations conducting studies on behalf of educational agencies to develop, validate, or administer predictive tests;
 7. To accrediting organizations;
 8. To parents of a dependent student of such parents as defined by Section 152 of the Internal Revenue Code;
 9. In connection with an emergency, to appropriate persons if knowledge of such information is necessary to protect the health or safety of the student or other persons;
 10. a. To the entity or person designated in a Federal grand jury subpoena;
b. To the entity or persons designated in any other subpoena issued for a law enforcement purpose.
 11. Pursuant to a court order obtained by the Attorney General or the Attorney General's designee relative to the investigation and prosecution of terrorism;
 12. To the extent they contain information provided to the school pursuant to Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, concerning registered sex offenders;
 13. To the extent the information is "directory information;"
 14. In a legal action involving the school and parent(s) or eligible student(s) if such records are relevant for the school to either proceed with the legal action, or defend itself in the legal action; and
 15. Any other situation in which such disclosure is permitted by federal, state or local laws or regulations.
- K. Each educational file has a record of each request for access to and each disclosure of personally-identifiable information from the file. The record of access includes:
1. The identity of the party or parties;
 2. The date access was given, and

3. The legitimate interest the party had in gaining access to the information. (The Record of Access and Review of Official Student Records form is found in the Administrative Handbook).
- L. Upon request, the parent or eligible student may obtain a copy of the record that was disclosed.
- M. The school requires written, signed and dated consent of a parent or eligible student before it discloses personally-identifiable information from the student's educational record, except in the situations described in J. above. The written consent specifies:
 1. The records that may be disclosed,
 2. The purpose of the disclosure, and
 3. The person or class of persons to whom the records may be disclosed. (In such cases, the parent or eligible student, upon the parent's request, shall be given a copy of the record disclosed.)
- N. The school permits a parent or eligible student to request correction of the student educational record where they believe that such information is inaccurate, misleading, or in violation of student's rights of privacy or other rights. If the school decides not to amend the record, the school shall inform the parent or eligible student of its decision and his or her right to have a hearing on such a decision in accordance with FERPA. If the school, after the hearing, decides the record is accurate, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record and why he or she disagrees with the decision.
- O. In compliance with FERPA, the following statement will appear annually in the local diocesan school's Parent/ Student/ Handbook:

Such natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student, or eligible student may request the amendment of his/her student's (or his/her own) educational records if he/she believes that such records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the principal decides not to amend the record as requested, such natural parent/guardian/acting parent/ eligible student is entitled to a hearing on his/her request. 20 U.S.C. § 1232(g); 34 C.F.R. Part 99.

Annual Notification of Parental Access Rights to Students Records Family and Educational Rights and Privacy Act

Any natural parent, guardian, individual acting as parent in the absence of a parent or guardian of a student of a diocesan school, or a student or former student who has reached eighteen (18) years of age or is attending an institution of post- secondary education has the following rights (unless there is a court order, State statute, or other legally-binding document precluding these rights):

1. Inspect and review the student's educational records;
2. Request the amendment of the student's educational records if he/she believes that they are not accurate,
3. Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the Family Education Rights and Privacy Act and the FERPA Regulation 99.31 authorize disclosures without consent, and
4. File with the U.S. Department of Education a complaint under 34 C.F.R. § 99.63 and § 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part.

Procedure for Inspecting and Reviewing Education Records

A parent/guardian/individual acting as a parent/eligible student may inspect or review the student's education records through a written request submitted to the school's principal which specifies the specific education records to be inspected or examined. In the event the principal cannot determine the exact records as described, the principal or his/her designee shall immediately contact the parent/guardian/individual acting as a parent/eligible student by letter or otherwise to determine the desired scope of education records to be inspected.

Compliance with all requests to access education records will occur without unnecessary delay, and in no case, more than 45 days after a request has been made. If requested, a parent/guardian/individual acting as a parent/eligible student must be given access to the student's pertinent education records before any meeting regarding an individualized education program or pending disciplinary hearing.

All inspections of education records shall be made during regular business hours.

Procedure for Requesting Amendment of Educational Records

In the event that a parent/guardian/individual acting as a parent/eligible student believes that information in the student's education records is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may submit a written request to the principal for amendment of such records.

The school shall decide whether to amend the records as requested within a reasonable time after it receives the request.

If the school decides not to amend the record as requested, it shall inform the parent/guardian/individual acting as a parent/eligible student of its decision and his/her right to a hearing.

A parent/guardian/individual acting as a parent/eligible student may request a hearing regarding amendment of the student's education records in writing to the school principal.

Disclosure of Education Records to School Officials

The school may disclose students' education records to school officials, including teachers, who are determined to have a legitimate educational interest in the records without prior consent from the parent/guardian/individual acting as a parent/eligible student.

The school considers the following criteria in determining who constitutes a school official: A "school official" is any person in the Office of Catholic Education, or the school where the student (whose educational records are at issue) is attending, or has attended, who holds a position that involves 1) administering the school attended by that student, or several schools, including the school attended by that student; 2) teaching at a school attended by that student; or 3) providing guidance or counseling services to students at the school attended by that student.

The school utilizes the following criteria for determining what constitutes a legitimate educational interest: A "legitimate educational interest" is an interest in viewing a student's educational records relating to: 1) the student's academic history and performance; 2) the student's disciplinary history; 3) obtaining information relating to guidance counseling or providing academic, personal, or other guidance to the student; and 4) the administration of the school attended by that student or Diocesan schools in general.

See "Record of Access and Review of Official Student Records" form in the School Administrative Handbook

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

PROCEDURE FOR POLICY 4170

Disclosure of Educational Records

This information is designed to help principals in determining if and how educational records may be released.

Definitions:

Education Records

Education records are those official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student's cumulative folder and include such information as general identifying data, records of attendance, and of academic work completed, records of achievement, results of evaluative tests, health data, disciplinary records, test protocols, and individualized education programs. Education records are the property of the Diocese. Disclosure of education records is governed by this policy.

Exclusions

Educational records do not include the following:

- A. Data, which relates to a student or groups of students but by which the student(s) cannot be identified.
- B. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes and memory aids.
- C. Privileged school counselor communication made under IC 20-28-10-17 and information required to be furnished to law enforcement or social service agencies relating to suspected child abuse or neglect under IC 32-11-1 et seq. and IC 31-33-5 et seq.

Parent

Parent is a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. The term includes the custodial and non-custodial parent of a student.

Student

Student is any individual who is or has been in attendance at a Diocesan school.

Eligible Student

Eligible student is a student who has reached eighteen (18) years of age or is attending a post-secondary education institution.

Disclosure

Disclosure is to permit access to, release of, or communication of, education records to any party by any means, including oral, written, or electronic means.

Personally Identifiable Information

Personally identifiable information is information by which it is possible to identify a student with reasonable certainty

including, but not limited to, the following:

- A. The name of a student, a student's parent, or any other family member.
- B. The address of the student or student's family.
- C. A personal identifier such as a student's social security number, student number, or biometric number.
- D. A list of personal characteristics, including disability designation.
- E. Other, indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name.
- F. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty.

Rights of a Parent and Eligible Student

- A. Rights of a Parent: The rights of a parent under this policy shall be given to either parent, including a custodial and non-custodial parent, unless the school corporation has been provided with evidence of a court order or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.
- B. Rights of an Eligible Student: The rights afforded to a parent under this policy shall transfer to a student when the student becomes an eligible student, as defined in this policy, unless the student has been adjudicated incompetent by a court of competent jurisdiction or the type and severity of the student's disabling condition would make a transfer inappropriate.

Custody and Protection of Education Records

- A. Place Records are Kept
Education records will generally be kept in the files of the school in which the student is currently enrolled.
- B. Control of the Records
Education records shall be under the immediate control of the principal of the school. The principal shall be responsible for carrying out this policy.
- C. Record of Access to Education Records
Each individual student cumulative folder, and each student record maintained separately from the folder, shall contain a written form on which the school shall maintain a record of any person who requests access, or accesses, a student's educational records, which includes:
 - 1. The identity of such person or persons.
 - 2. The legitimate interest of such person or persons in requesting access to or accessing the record.
No such record need be kept when the disclosure was to a parent or eligible student, school staff members with legitimate educational interests or an authorized party seeking directory information.

Access to Education Records

- A. Right of Access
A parent, a student, or an eligible student has the right to inspect and review the education records of such student or any part thereof.
A representative of the parent or eligible student may also inspect and review such student's education records upon the written consent of the parent or eligible student.
- B. Manner of Exercising Such Rights
Such right shall be exercised through written requests submitted to the school's principal which specify the specific education records which the parent, student, or eligible student wishes to inspect or examine. In the event the principal cannot determine the exact records as described, the principal or designee shall immediately contact the parent, student, or eligible student by letter or otherwise, to determine the desired scope of education records to be inspected.
Compliance with all requests to access education records will occur without unnecessary delay and in no case more than forty-five (45) days after a request has been made. If requested, a parent or eligible student must be given access to the student's pertinent education records before any meeting regarding an individualized education program or pending disciplinary hearing. All inspections of education records shall be made during regular business hours.

Records Involving More Than One Student

Where the records that are requested include information concerning more than one student, the parent, student, or eligible student shall either receive for examination that part of the record pertaining to the student or the parent of the student making the request, or where this cannot reasonably be done, be informed of the contents of the part of the record pertaining to the student or the parent of the student making the request.

Disclosure of Educational Records to Third Parties

A. Disclosure Without the Consent of the Parent of Eligible Student

The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parent or eligible student.

1. School officials within the school or Office of Catholic Education who, as determined by diocesan policy, have legitimate educational interests regarding the student. The criteria for determining who is a school official and what is a legitimate educational interest are as follows: **School Official** – A “school official” is any person in the Office of Catholic Education, or the school where the student (whose educational records are at issue) is attending, or has attended, who holds a position that involves 1) administering the school attended by that student, or several schools, including the school attended by that student; 2) teaching at a school attended by that student; or 3) providing guidance or counseling services to students at the school attended by that student. **Legitimate Educational Interest** -- A “legitimate educational interest” is an interest in viewing a student’s educational records relating to: 1) the student’s academic history and performance; 2) the student’s disciplinary history; 3) obtaining information relating to guidance counseling or providing academic, personal, or other guidance to the student; and 4) the administration of the school attended by that student or Diocesan schools in general.
2. Officials of another school, school corporation, or institution of post-secondary education where the student seeks or intends to enroll. The parent or eligible student will be notified of the disclosure of educational records to another school, school corporation, or institution of post-secondary education where the student seeks to attend or enroll. The parent or eligible student may receive a copy of the record that was disclosed upon request. The parent or eligible student will be given an opportunity for a hearing upon written request.
3. Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student will not be notified of the disclosures of educational records to another school, school corporation, or educational agency where the student is receiving services. The parent or eligible student may receive a copy of the record that was disclosed upon request. The parent or eligible student will be given the opportunity for a hearing upon request.
4. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, State or local educational authorities (for purposes of audits of state and/or federally-founded education programs and compliance with state or federal requirements), and authorized representatives of the Attorney General (for law enforcement purposes), provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials shall be protected in a manner which will not permit the personal identification of students and their parents by persons other than those officials, and such personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, and enforcement of state or federal legal requirements.
5. To appropriate persons in connection with a student’s application for, and receipt of financial aid.
6. To state and local officials to whom such information is required to be disclosed by state statute adopted within a certain time frame.
7. Organizations conducting studies for, or on behalf of, the Diocesan School System for the purpose of developing, validating, or administering predictive tests, and improving instruction.
8. Accrediting organizations in order to carry out their accrediting functions.
9. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1986.
10. Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health and safety of students or other persons.
11. Where such information is furnished in compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition, however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received, and in any event no less than twenty-four (24) hours before disclosure.
12. Where such information is furnished pursuant to a court order obtained by the Attorney General or the Attorney General’s designee relative to the investigation and prosecution of terrorism.
13. To the extent they contain information provided to the school pursuant to Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994 concerning registered sex offenders.
14. To the extent the information is “directory information;”
15. In a legal action involving the school and parent(s) or eligible student(s) if such records are relevant for the school to either proceed with the legal action, or defend itself in the legal action; and
16. Any other situation in which such disclosure is permitted by federal, state or local laws or

regulations.

B. Disclosure with Consent

Education records may be furnished to any other person only with the written consent of the parent or eligible student. Such written consent shall specify the records to be released, the reasons the records are to be released, and to whom. To the extent reasonably possible, the school shall release information to persons on the condition that such persons will maintain the confidentiality of the information and will not reveal or disseminate the information to other persons.

Copies of Education Records

Copies of education records may be provided to a parent or eligible student at no charge where such person is unable because of distance or other valid reason to personally inspect and review the education record. Fees for all other copies shall be assessed by the principal or the principal's designee.

Non-custodial Parent Access to Student Records

In accordance with I.C. § 20-33-7-2, upon request and unless prohibited by the court, the schools shall provide custodial and non-custodial parents equal access to student education records. A non-custodial parent may not be allowed access to records only where (1) a court has issued an order limiting the non-custodial parent's access, and (2) the school has received a copy of the court order, or has actual knowledge of the court order.

Procedure for Inspecting and Reviewing Education Records

A parent/guardian/individual acting as a parent/eligible student may inspect or review the student's education records through a written request submitted to the school's principal which specifies the specific education records to be inspected or examined. In the event the principal cannot determine the exact records as described, the principal or his/her designee shall immediately contact the parent/guardian/individual acting as a parent/eligible student by letter or otherwise to determine the desired scope of education records to be inspected.

Compliance with all requests to access education records will occur without unnecessary delay, and in no case, more than 45 days after a request has been made. If requested, a parent/guardian/individual acting as a parent/eligible student must be given access to the student's pertinent education records before any meeting regarding an individualized education program or pending disciplinary hearing.

All inspections of education records shall be made during regular business hours.

Procedure for Requesting Amendment of Educational Records

In the event that a parent/guardian/individual acting as a parent/eligible student believes that information in the student's education records is inaccurate, misleading, or in violation of the student's rights of privacy or other rights, he/she may submit a written request to the principal for amendment of such records.

The school shall decide whether to amend the records as requested within a reasonable time after it receives the request.

If the school decides not to amend the record as requested, it shall inform the parent/guardian/individual acting as a parent/eligible student of its decision and his/her right to a hearing.

A parent/guardian/individual acting as a parent/eligible student may request a hearing regarding amendment of the student's education record in writing to the school principal.

Disclosure of Education Records to School Officials

The school may disclose students' education records to school officials, including teachers, who are determined to have a legitimate educational interest in the records without prior consent from the parent/guardian/individual acting as a parent/eligible student.

The school considers the following criteria in determining who constitutes a school official: A "school official" is any person in the Office of Catholic Education, or the school where the student (whose educational records are at issue) is attending, or has attended, who holds a position that involves 1) administering the school attended by that student, or several schools, including the school attended by that student; 2) teaching at a school attended by that student; or 3) providing guidance or counseling services to students at the school attended by that student.

The school utilizes the following criteria for determining what constitutes a legitimate educational interest:

A "legitimate educational interest" is an interest in viewing a student's educational records relating to: 1) the student's academic history and performance; 2) the student's disciplinary history; 3) obtaining information relating to guidance counseling or providing academic, personal, or other guidance to the student; and 4) the administration of the school attended by that student or Diocesan schools in general.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

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 shall participate in the complete religion program, including religion classes, and attend liturgical functions.

Attendance in religious programs includes required attendance at class retreats and days of reflection.

RELIGIOUS ISSUES

Diocesan Policy 4410

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school.

Pregnancy – High School Student

Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

If it has been discovered that a student enrolled in a diocesan high school is pregnant or is the putative father of an unborn or already-born child, the principal will conduct initial, confidential meeting(s) inviting:

- A. the student(s) involved
- B. the parents/guardians of the student(s)
- C. a priest(s) assigned to the high school

The purpose of the meeting is to investigate and, if necessary, to assure the parties involved that the student(s) will be provided the opportunity to complete his/her education in the Catholic school without interruption and also to emphasize the Church's teaching on the sanctity of human life.

In order to continue his/her education at a diocesan high school, a pregnant student and/or a putative father and the respective parents/guardians must agree to:

- A. secure continued professional prenatal/childrearing care and/or adoption alternatives and
- B. receive pastoral and psychological counseling to assist in coping with the circumstances and to be helped to make the right decisions in keeping with Church teachings. (The schools pastor/designated priest must approve all such professional assistance.)

The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the principal, in consultation with the priest(s) assigned to the high school, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

Abortion

Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and as a most serious sin. Catholic schools must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and in policies.

Therefore, when information becomes available to any Catholic school personnel that a student enrolled in a diocesan school is contemplating abortion, has obtained a completed abortion, or has aided or induced another person in any manner whatsoever in procuring an abortion, the following steps shall be taken:

- A. The so informed school personnel must notify the Principal, who, in turn must notify the Diocesan Secretary of Catholic Education.
- B. A confidential meeting shall be held with the student(s) and parent(s) or guardian(s) involved, the pastor/chaplain and pastoral minister (high school), and the Secretary of Catholic Education or his/her representative.

- C. The confidential meeting shall seek to ascertain the facts relevant to the contemplation of, aid or inducement for, or commission of an abortion and to provide the appropriate pastoral assistance.
- D. Both parties, male and female, should be referred for pastoral counseling given by a priest or pastoral counselor. The student(s) may be referred to a licensed mental health provider for further support. This counseling should provide both healing and an affirmation of the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- E. Because of the gravity of the situation, the Catholic identity of the school, and the concern for the school as a whole, a course of action will be developed which may provide for:
 - a. A plan which will allow for the student(s) to remain in school, or
 - b. The student(s) being denied the privilege of continuing his/her education in a diocesan school.
 The school's principal, in consultation with the pastor/chaplain will make a recommendation to the Diocesan Secretary of Catholic Education regarding whether any sanctions should be imposed on the student(s). The Secretary for catholic Education will present the principal's recommendation, along with his/her recommendation, to the Bishop. The Bishop will make the final decision.

Marriage

The school administration will defer the decision regarding the disposition and continued enrollment of any student entered into marriage to the Vicar of Education or a delegate of the Bishop.

Recommended: April 12, 2012 Diocesan School Board

Ratified: February 20, 2015 Diocesan Bishop

STATEMENT OF PURPOSE

Bishop Dwenger Policy

When students choose to attend BDHS, they take on the responsibility of representing BDHS 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. Our Code of Conduct shall apply to all students at BDHS. Refer to www.bishopdwenger.com for the official Code of Conduct. If a violation of the code occurs on BDHS property or at any BDHS sponsored event, at home or away, or going to or from school, the participant is subject to the disciplinary measures as determined by the Review Board and disciplinary policies of BDHS. This includes a violation of the State's Criminal Code committed away from school and/or outside of a school activity that may affect the school's reputation or climate.

Expectations of Students

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

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 here at Dwenger, especially in our academic

pursuits. Cheating erodes the character and plagiarism can become a vice. One definition of plagiarism is “the wrongful appropriation of any expression, word, idea, thought, work, passage, or invention (literary, artistic, musical, mechanical, etc.) of another to claim as one’s own without giving proper credit to the original source.” Some examples are: copying (material) from another student; copying (without properly quoting) material from a text, paper, or magazine in writing an essay. Such cheating is not limited merely to these specific examples.

As discouragement to this type of dishonesty, the first offense will warrant a zero on the material and a notification to the parents. It is important to note that in some classes, a zero on a paper may result in an “F” for the quarter or semester. The second offense calls for a parental conference. The third offense against the code results in an “F” for the quarter. Any further involvement in such dishonest behavior will result in suspension and a Review Board concerning further enrollment at Bishop Dwenger.

DRESS CODE

Supervised by Dean of Students

Since 1963, the dress and grooming code has been a time-honored tradition at Bishop Dwenger High School. Agreement to abide by our code is part of being 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 BD has a dress code versus a uniform, it is necessary to place restrictions on clothing. Our goal is not that every student looks the same, but that students present themselves in a decent fashion.

Dress code begins when you walk through the door, and goes until the final bell at the end of the day.

Guidelines on Pants (Ladies & Gentlemen):

1. **Color:** Khaki (beige tones)
2. **Style - Dress pants:** Pleats, creases and flared bottoms are acceptable. No cargo, corduroy, joggers, skinny, too tight/close fitting or denim pants. No rivets, drawstrings, oversized or short styles. Pockets must be inside only. No external pockets where material is sewn onto the outside of the pants. **Pants must be worn at the waist. Low riders are not permitted - THEY ARE NOT DRESS PANTS.**
* No frayed or hand cut parts. Pants must be hemmed and worn above the sole of the shoe. (They may not drag on the floor)
3. **Belt:** If the pants have belt loops, a belt is required. Belt must be leather or fabric in traditional fashion.

Guidelines on Skirts (Ladies):

The BDHS uniform skirt is the only approved skirt. Skirt length should not be shorter than 4” above the back crease of the knee.

Guidelines on Shirts & Neckties (Gentlemen):

Color: Solid colored shirts ONLY in approved colors of white, maize (light yellow), navy blue, black, gray, and light blue. A conservative look is desired.

Style: Collared, plain or buttoned down (buttons must be buttoned), dress shirt extending down the full-length of the front.

Ties: Any professional color or design is appropriate. The tie should not be extreme; a conservative look is desired. The tie is to be tied and tightened to the collar.

Shirts must remain tucked in at all times whether standing, sitting, or stretching arms above the head. Ties must be worn at all times during the school day except during gym class, or unless otherwise specified by the administration.

Guidelines on Shirts (Ladies):

Color: White, maize (light yellow), navy blue, black, gray, and light blue.

Style: Ladies must wear the uniform shirt purchased through the school. It may be long or short sleeved. The shirt must not be tight fitting.

If too tight, a larger shirt will be required to be ordered. No school-issued shirt is to be altered to give a 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 remain tucked in at all times whether standing, sitting, or stretching the arms above the head.

Sweaters (Ladies & Gentlemen):

Color: Solid color of white, maize (light yellow), navy blue, black, gray, and light blue.

Style: Knit-traditional weave. No fleece except the uniform fleece purchased though the school will be permitted. No sweatshirt material or hoods will be permitted.

Sweaters may be vest, v-neck, crew neck, or cardigan in style. They may be short sleeved or sleeveless. **The length of the sweater must extend below the waist but above the mid-thigh.** Uniform shirts (Ladies) and uniform shirts and ties (Gentlemen) must be worn under the sweater at all times.

Shoes (Ladies & Gentlemen):

Color: Solid color, black, brown or tan. No stripes.

Style: Must be a dress shoe. No athletic style shoes. No canvas shoes (i.e. TOMS, Vans, and Keds) or shoes with a soft rubber sole, especially those with a wide strip of rubber where the top of the shoes meets the sole. For safety reasons, heels should not exceed 1 inch and "backless" shoes, sandals, moccasins, and open toed shoes will not be permitted. All shoes must be tied and pants worn outside the shoes. Leather boots can be worn. Boots should be tied up and the pant leg must be pulled down over the boot. No knee high boots allowed.

Socks/Tights (Ladies):

Socks: Solid color and must be worn and be visible above the ankle at all times.

Tights: Black tights must be worn with the skirt. Tights must be opaque with no texture or design.

Socks (Gentlemen):

Socks must be over the ankle. They must be worn and be visible at all times when dress code is in effect.

Earrings/Body Piercing (Ladies & Gentlemen):

Ladies: The number of ear piercings should be conservative.

Gentlemen: No earrings allowed.

Both Genders: No other visible body piercing permitted, including but not limited to, nose, eye brows, lips, chin, and tongue.

Tattoos: Tattoos must not be visible.

Guidelines On Accessories (Ladies & Gentlemen):

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.

Grooming (Ladies & Gentlemen):

Ladies: Hair color should not be of extreme colors. Extreme hair ornaments are not permitted.

Gentlemen: Hair color should not be of extreme colors. Hair must be cut above the shirt collar and part of the ear must be visible at all times. Sideburns should not extend below the lowest part of the ear. No other facial hair is permitted.

Ladies and Gentlemen: At no time shall a student's appearance be so extreme as to attract attention or create a disturbance.

Deviations To The Dress Code:

Dress Down Guidelines: Students are to wear clothing that reflects the high standards of modesty set forth by Bishop Dwenger High School. The school reserves the right to determine if a student's attire is appropriate for the dress down day.

Requests for deviation from Dress Code: Group requests must be made to the Dean of Students for dress down or dress up day. These will be forwarded to the appropriate office for approval. Individual student requests for Medical dress down must be approved by the Dean of Students or designee.

Dress Code Violations:

1st offense: Student written up and copy of violation sent home.

2nd offense: Student written up, copy of violation sent home, and detention assigned.

3rd offense: Student written up, copy of violation sent home, Saturday school assigned.

4th offense: Review Board and final probation.

Dress Code Modifications:

The administration of BDHS has the right to modify, suspend, alter or supersede dress code policies when it is deemed appropriate. It is impossible to foresee every situation in the dress code and individual adjustment may be needed.

TEACHERS AS DISCIPLINARIANS

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

Within the classroom:

- 1. Teacher identifies misbehavior and asks student to stop. Future misbehavior is not to be tolerated.*
- 2. A student who displays repeated misbehavior is to be sent to the Dean's Office for the rest of the period. A student/teacher conference is held to document the repeated misbehavior and how it will cease.*
- 3. A student who persists in the misbehavior will result in the parent being contacted by phone or a parent/teacher conference.*
- 4. Further misbehavior will result in the completion of an Office Referral Form to the Dean for disciplinary action.*

Disciplinary Guidelines

Detentions may be assigned for the following:

- 1. Use of foul language.*
- 2. Public displays of affection such as holding hands, embracing, hugging or kissing when school is in session.*
- 3. Students must have their handbooks with them any time they are in the halls during class time. The handbook should be signed on the correct pages by the instructor who has granted permission for a student to be out of class. Students who are out of class without the student handbook pass signed by a teacher will be given a detention.*
- 4. Any disrespectful, un-Christian, or improper behavior or treatment of others. Detentions will be served after school 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 be worked on during the detention period. Students must serve a detention within three (3) school days of its issuance. Failure to serve a detention will result in Saturday School. Three (3) dress code detentions or three (3) conduct detentions in a quarter will result in a suspension.*

The principal shall be responsible to make a final decision on all such matters. The principal's decision shall be final and binding on all parties.

Suspensions

Students suspended in or out of school may submit class work during the time in which they were suspended at a 25% penalty.

Expulsions

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

Prohibited Items

1. *Materials or items which are offensive to what is considered good taste at Bishop Dwenger High School will be confiscated and turned over to the parents or guardians of the student who was in possession. Disciplinary actions depend upon the severity of the offense and may result in suspension, Review Board procedures, and/or expulsion*
2. *Electronic Communication Devices, Cell Phones, and other Electronic Media Devices: Electronic devices cause disruption of the educational process and are, therefore, not to be used during school hours. These devices must be turned off and in school hall lockers during the school day. Examples of these devices include, but are not limited to: cell phones, Smart Watches (ex: iWatch), cameras, digital recorders, iPods, headphones, electronic game players, and laser pointers. Electronic devices which are either seen or heard will be confiscated with the following consequences to be administered:*
 - 1st Offense: *Detention*
 - 2nd Offense: *Saturday School. Parent must pick up the device.*
 - 3rd Offense: *In-School Suspension. Parent must pick up the device.*
 - 4th Offense: *Out of School Suspension. Parent must pick up the device.*
 - 5th Offense: *Out of School Suspension. Disciplinary Review Board.**Parents are advised to contact their child during the school day by calling the school office. Students may use the phone in the office to contact parents during the day. All school rooms and offices have telephones in case of emergency.*
3. *Any device (lighter, matches, etc.) functioning to start a fire is prohibited in the school. Such devices will be confiscated and a \$10 fine assessed.*
4. *No food or drink in the academic wing. All food must be eaten in the cafeteria and cannot be taken into the academic wing or classrooms.*
5. *All medication is to be kept in the Nurses Office. No medication should be in a student's locker, in their vehicle, or carried throughout the day.*
6. *Backpacks must be kept in lockers. They may not be carried throughout the day.*

STUDENTS - DISCIPLINARY REVIEW FOR STUDENTS (SUSPENSION OR EXPULSION) Diocesan Policy 4530

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.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

DISCIPLINARY POLICIES & PROCEDURES

Any disciplinary action that results in a two (2) or more day suspension will be followed by a Review Board meeting. The students and the parents will receive proper notice regarding the infraction. At the Review Board meeting, the student and parents will be given every opportunity to present their side of the case to the Review Board panel (three (3) teachers and the Dean). At this time, a decision will be made regarding the student's continued enrollment at Bishop Dwenger High School. If the student is allowed to continue attending Bishop Dwenger High School, they will be placed on a written behavioral contract which will include probationary status.

Disciplinary Review Board guidelines

The Bishop Dwenger Disciplinary Review Board will convene a meeting with the student and parents of the students involved in severe disciplinary action cases for the purpose of establishing pertinent facts in the case, and making recommendations to the Dean of Students and the Principal.

The Bishop Dwenger Disciplinary Review Board will convene a meeting with the student(s) and parents of the student(s) involved in severe disciplinary action cases for the purpose of establishing pertinent facts in the case, and making recommendations to the Dean of Students and the Principal.

The Review Board meeting will be conducted as follows:

1. *The Dean of Students 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 the original disciplinary report, student referral, police report, student's files, and any other documents necessary to establish pertinent facts involved in the particular disciplinary incident.
5. The Review Board shall begin the hearing by stating that the purpose of the Disciplinary Review Board meeting is to establish the pertinent facts giving rise to the need for the hearing, and to recommend suggested action to the Principal. The Disciplinary Review Board shall then ask for and receive oral and signed written statements by the involved student, their parents, or other witnesses.
6. Pertinent facts will be submitted to the Disciplinary Review Board.
7. Questions may be asked at that time relating to the facts involved in the allegations.
8. Upon completion of the hearing, 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 of Students and the Principal. Copies of all documents involved in the hearing are to be made and placed in the student's file in the office of the Dean of Students.
10. After consideration of the recommendation of the Disciplinary Review Board, the Principal shall take appropriate action and advise the student(s) and parents thereof.

ST. RAPHAEL STUDENT ASSISTANCE PROGRAM

The mission of the St. Raphael Student Assistance Program is to "empower students to reach their God-Given potential by removing barriers to their spiritual, academic, social and emotional growth. In collaboration with the Bishop Dwenger community, families will be provided with an opportunity for a network of support for all children." As educators, our first and foremost concern for our students is their safety. There are many factors that can affect student focus and success in the classroom, as well as their overall health and well-being. As a collaborative partner, we are offering students and families a system of intervention and support when concerns arise about a student. The Student Assistance Program is a non-disciplinary intervention program aimed to assist families without the student having the penalty of punitive consequences. A summary of the program follows:

- Any parent, student, teacher or staff member may refer a student for whom they have concerns, which may include social, emotional, health, drug/alcohol abuse, or self-harm.
 - Referral forms will be available on our web-site, through Canvas, in all Theology classrooms, the Guidance Office, Administrative Offices and the Front Office.
 - Referrals may be signed, or may remain confidential.
- Once a referral is received, parents will be contacted and a confidential "Student Behavior Form" will be sent to the student's teachers and counselor to receive input as to whether other "red flags" exist. To protect student privacy, this same form will be used for other referrals, such as when seeking information about students for academic meetings, disciplinary and attendance meetings, and counselor inquiries. Thus, a teacher who is asked to complete this form will not know that the student has been referred to the student assistance program.
- After receiving feedback from teachers, the Student Assistance Team will evaluate whether to continue with follow-up action. If it is deemed that follow-up is needed, one member of the Student Assistance Team will be assigned to meet with the student. Parents will again be notified to communicate that there was insufficient information to support the referral or to continue to update the parent.
- Students who are referred for concerns with drugs/alcohol may be asked to have an initial drug/alcohol test, as well as a follow-up assessment and counseling with an outside agency. Agency referrals will be made to the family. Families may choose an alternative approved program. In addition, follow-up drug testing on a regular basis may be required.
 - We will attempt to call parents prior to any drug screening. There may be times that it is necessary to proceed if we are unable to reach a parent after several attempts.
 - Results will be shared with parents as soon as possible.
 - Any search of a student or belongings will be in the presence of two adults.
 - Families will be responsible for the cost of positive drug screens, which will be \$50.00 when conducted at the school. An invoice will be sent to the family. Typically, we use a multi-panel test.
- Parents will be asked to sign an "Exchange of Information" form so that communication can exist between BDHS and any counseling agency. All outside counseling is at the expense of the family. We do not ask for confidential information discussed during counseling sessions.
- The Student Assistance Team will meet regularly and will continue to monitor student progress until the team is confident that the student can be exited from the program.
- If at any time a student is dishonest with a member of the Student Assistance Team or attempts to falsify a drug test, the issue then becomes a disciplinary issue.
- If a student or parent refuses a drug test, then the student is no longer under the umbrella of the Student Assistance Program and may either be referred for discipline. The coordinator will meet with the principal to determine the next steps, which may include withdrawing from BD. Families who are enrolled at Bishop Dwenger are agreeing to work with us within the Student Assistance Program as part of enrollment.
- We wish to emphasize that this process is entirely confidential. We fully believe that this confidentiality and the non-punitive nature of the referral itself will allow for quicker and more effective resolution of a potential substance abuse issue. Please know that the SRSAP member will be assigned to the student for the purposes of support.
- Should there be a "positive" result during a future test, if the student admits to continued use or attempts to

adulterate a test, or there is significant evidence of future use, not only would there be a SRSAP intervention, but there would also be disciplinary consequences, up to and including possible expulsion depending on the offense. Please refer to the Alcohol and Drug Policy in the Bishop Dwenger Handbook.

- *Please feel free to contact the school for a more detailed description of the program and the procedures.*

SECLUSION AND 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 insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

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

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

Definitions

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

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

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

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

Seclusion and Restraint Plan Elements

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

danger of serious physical harm, on the safe use of physical seclusion and restraint. Whenever possible, the school shall designate certain staff to complete a crises intervention program.

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

Use of Seclusion

1. *Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.*
2. *Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.*
3. *Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.*
4. *Seclusion shall only be employed by staff members who have received specific approved crisis intervention training in the use of seclusion procedures.*
5. *Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.*
6. *Time out procedures that do not constitute seclusion are permitted in school. Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.*
7. *All seclusion environments shall be inspected and shall:*
 - A. *Be of reasonable size to accommodate the student and at least one adult.*
 - B. *Be of reasonable size to permit students to lie or sit down.*
 - C. *Have adequate ventilation including heat and air conditioning as appropriate.*
 - D. *Have adequate lighting.*
 - E. *Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.*
 - F. *Permit direct continuous visual and auditory monitoring of the student.*
 - G. *Permit automatic release of any locking device if fire or other emergency in the school exists.*
- H. *If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, tornado or code red alarm).*
- I. *Shall meet current fire and safety codes.*

When Seclusion Procedures Shall Not Be Employed

1. *When the substantial imminent risk of injury no longer exists.*
2. *When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).*
3. *Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory*

signs of physiological distress, and can communicate with the student.

A. Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.

B. Students shall be provided water on request.

4. Seclusion shall never be used as a punishment, or to force compliance with staff commands.

Use of Restraint

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

When Restraint Procedures Shall Not Be Employed

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

Informing Parents and Guardians

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

Reporting and Documenting

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

Topics for Training

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

Training Protocol

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

HARASSMENT PROHIBITION

Diocesan Policy 4580

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against employees, see Policy and Procedure 3630). The use of the term "employee" in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

See Procedure to P4580

See P3630-Legal Issues: Harassment Prohibition (Personnel)

See forms to report harassment in School Administrative Handbook

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

PROCEDURE FOR POLICY 4580

Sexual/Racial Harassment Prohibition

This policy and procedure covers situations in which a student claims to be the victim of harassment (see Policy 3630 and accompanying Procedure relating to employees who claim to be victims).

Sexual Harassment

Sexual harassment is strictly forbidden. Sexual harassment is any unwelcome word or action which in any way makes a distinction because of one's sex or gender, or implicitly or explicitly invites or suggests sexual activity. The keys to a determination whether a circumstance constitutes sexual harassment are: (a) it is unwelcomed; and (b) the circumstance highlights gender. Actions and words which may be considered harassment are: (1) jokes which have sexual connotations either explicit or implied; (2) remarks which demean a person based on gender; (3) any touching of the privates of others; (4) any other unwanted touching prompted by gender; and (5) any verbal contact prompted by gender. This list is not exhaustive. For those of you who would harass or annoy another based upon gender, the law will not be concerned whether you thought the words or actions were offensive, rather, the law looks at it from the point of view of the person harassed or annoyed.

Appropriate action will be taken in a case of sexual harassment, including suspension and/or expulsion.

Other Forms of Harassment

- A. Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected area. Harassment may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.
- B. Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, religion,

national origin, age, disability, or other protected trait. See also Policy 4620 - Diocesan Internet Acceptable Use and Policy 4630 - Student Use of Internet Off Campus.

- C. The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

Complaint Procedures for Students

- A. Students and/or their parents/guardians may bring a harassment complaint by notifying the pastor (in the case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must insure that the complain procedure explained below in Section III, C is followed.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.
- C. All complaints of harassment shall be handled in the following manner:
 - 1. Complaints must be made by student, and parent/guardian if under age 18, in writing on forms supplied by the school.
 - 2. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.
 - a.) If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;
 - b.) If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:
 - (1) Complete the Investigative Report of Alleged Harassment;
 - (2) Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation;
 - (3) Contact the parents of all students known to be involved.
 - 3. The principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;
 - 4. The principal is responsible for the decision in the matter but may establish a Discipline Board to assist. The report and results of the investigation will be utilized by the school to:
 - a.) determine appropriate disciplinary action;
 - b.) determine need for counseling referral; and,
 - c.) determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

Sanctions for Misconduct

A substantiated charge against an employee or student in the school shall subject that employee or student to such disciplinary action that the pastor/principal determines necessary consistent with Diocesan Policy and/or the school disciplinary policy.

False Reporting

Any person who knowingly files false charges of harassment against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual may be subject to appropriate disciplinary action.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

SEXUAL HARASSMENT

Sexual harassment is strictly forbidden. Sexual harassment is any unwelcome word or action which in any way makes a distinction because of one's sex or gender, or implicitly or explicitly invites or suggests sexual activity. The keys to a determination whether a circumstance constitutes sexual harassment are: (a) it is unwelcomed; and (b) the circumstance highlights gender.

Actions and words which may be considered harassment are: (1) jokes which have sexual connotations either explicit or implied; (2) remarks which demean a person based on gender; (3) any touching of the privates of others; (4) any other unwanted touching prompted by gender; and (5) any verbal contact prompted by gender. This list is not exhaustive. For those of you who would harass or annoy another based upon gender, the law will not be concerned whether you thought the words or actions were offensive. Rather, the law looks at it from the point of view of the person harassed or annoyed. Appropriate action will be taken in a case of sexual harassment, including suspension and/or expulsion.

FIGHTING, HARASSMENT, AND THREATS OF VIOLENCE

Fighting, harassment, and threats of violence are not allowed at Bishop Dwenger High School. 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.

1st Offense: Two day out of school suspension and a Review Board hearing.

2nd Offense: Expulsion.

TOBACCO

Possession and/or use of tobacco in any form is not permitted on school property, including in the parking lot or at a school sponsored event or activity. This includes chewing tobacco, smokeless tobacco, or other tobacco or tobacco derivative products.

1st Offense: \$100.00 fine and a one day out of school suspension.*

2nd Offense: \$200.00 fine and a two day out of school suspension.*

3rd Offense: Suspension plus Review Board hearing which could lead to expulsion.

**Fines must be paid before a student will be allowed to return to class.*

OPERATIONS ENVIRONMENTAL TOBACCO SMOKE

Diocesan Policy 5430

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.

Recommended: March 24, 2009 Diocesan School Board

Ratified: October 26, 2009 Diocesan Bishop

ALCOHOL AND DRUGS

Any student found under the influence, possessing, using, or dispensing an alcoholic beverage (this includes products commonly known as near beer and non-alcoholic beer), drugs (for the purposes of this policy, drugs include controlled substances, over-the-counter drugs, and unauthorized prescription drugs) or inhalants on school grounds or at a school activity, function or event (this includes all off campus activities) or traveling to and from school or a school activity, function, or event will be suspended immediately until a hearing by the Disciplinary Review Board is held to resolve the case. Following the hearing, a student may be excluded from school for the balance of the semester or school year. In addition, the local police agency may be notified when students are suspected of possessing, using or dispensing drugs and/or drug paraphenalia.

In all drug and alcohol cases, the student's parents will be notified and students will be asked to remain on school property or at a school event either on or off campus until the parents or other responsible adult arrives. The BDHS disciplinary review board will be used in all drug and alcohol cases. It should be noted that in all cases, students found possessing, using, or dispensing drugs have been expelled from Bishop Dwenger High School for a period ranging from one semester to the rest of their high school career.

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

BDHS reserves the right to utilize dogs in an effort to detect drugs brought into BDHS and kept in lockers or automobiles.

VANDALISM/DESTRUCTION OF PROPERTY/SAFETY VIOLATIONS

Stealing, vandalism and/or the destruction of property belonging to the school, another student, or a faculty member are serious offenses. Such behavior will be dealt with accordingly. A tenet of our faith is to respect others and their property. A student may be asked to withdraw from Bishop Dwenger for blatantly disregarding the rights of others.

Students who vandalize the property or homes of school staff members will be removed from school for the rest of the semester.

Involvement in any conduct on school grounds or during a school function 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, will bring about immediate suspension and the likelihood of expulsion and the involvement of local law enforcement agencies.

GANG ACTIVITY

Gangs and gang activity will not be tolerated nor permitted at Bishop Dwenger High School. Any student involved in such will be suspended and a Review Board will be held to determine the continued enrollment of such student.

STUDENTS-GUN FREE SCHOOLS

Diocesan Policy 4560

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device, or deadly weapon

to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon while en route to or from school or school activities, or while on school property or at school activities. A violation of this policy carries an automatic expulsion from school. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools. Subject to modification by the Superintendent of Schools, a student expelled for bringing a firearm or destructive device to school or a school activity or for possessing a firearm or destructive device on school property or at a school activity may not return to the school until the first school semester after a one (1) year expulsion period. Exceptions may be made to this policy concerning antique or ornamental firearms or weapons that are transported or possessed for an authorized educational purpose, or firearms or weapons that are used as part of an authorized school program or activity. Any exception must be approved, in advance and in writing, by the principal. A violation of any limitation or requirement contained within a policy exception that is granted by the principal shall be considered a violation of this policy. Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. a description of circumstances surrounding any expulsions imposed under the policy;
- II. the number of students expelled from the school under the policy; and
- III. the types of instrument concerned.
- IV. For purposes of this policy, the term "firearm" means:

- A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
- B. the frame or receiver of any such firearm; or
- C. any firearm muffler or firearm silencer.

- V. For purposes of this policy, the term "destructive device" means:

- A. an explosive, incendiary, or poison gas;
- B. bomb;
- C. grenade;
- D. rocket having a propellant charge of more than four ounces;
- E. missile having an explosive or incendiary charge of more than one-quarter ounce;
- F. mine;
- G. device similar to any of the devices described in clauses;
- H. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half inch in diameter; or
- I. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.

For purposes of this policy, the term "deadly weapon" means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury. See "Gun-Free School Report" in the School Administration Handbook.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

GUN-FREE SCHOOL

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

WEAPON-FREE SCHOOL

Students are prohibited from bringing firearms/guns of any nature (examples being air guns, paint ball guns, etc., knives, 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 the convening of a Disciplinary Review Board.

This policy is in supplementation of and does not supersede Diocesan Policy 4560 relating to gun free schools.

STUDENTS - GROUNDS FOR SUSPENSION OR EXPULSION OF STUDENTS

Diocesan Policy 4520

The grounds for suspension or expulsion below apply to student conduct which occurs:

- A. On school grounds;
- B. Off school grounds at a school activity, function, or event;
- C. Traveling to or from school or a school activity, function, or event; or
- D. At any other time when the principal determines that the student's conduct either causes harm or could potentially

cause harm to the other students, school employees or property, or the reputation of the School or Diocese. 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.

- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- B. 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.
- C. 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.
- D. 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.
- E. Threatening or intimidating any individual for whatever purpose.
- F. Violation of the diocese's Gun-Free School Policy.
- G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a nonprescribed 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.
- H. 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.
- I. 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.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. 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.
- L. 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.
- M. 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.

Recommended: April 16, 2012 Diocesan School Board Bishop

Ratified: November 16, 2012 Diocesan

STUDENTS - SUBSTANCE ABUSE

Diocesan Policy

4570

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease. If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/ or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate.

The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian('s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student's continued enrollment in the school. Should the student or the students parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdraw from school. Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

Recommended: April 12, 2012 Diocesan School Board Bishop

Ratified: November 16, 2012 Diocesan

STUDENTS - STUDENT LOCKER AND VEHICLE SEARCHES

Diocesan Policy

4590

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

Persons and Personal Belongings

The school reserves the right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.

Student Lockers

All lockers, school desks, cloak rooms, etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.

Each school shall develop rules and procedures for the inspection and maintenance of school lockers.

Vehicles

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

Searches will be conducted by the administrator or administrator's adult designee in the presence of a witness.

Recommended: April 12, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

DIOCESAN INTERNET ACCEPTABLE USE POLICY

Diocesan Policy

4620

Background

The Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users, allowing students access to communicate with fellow students all over the planet.

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others. Internet access is now available to students and teachers in many of our Catholic schools. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. It is expected that staff will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of diocesan schools. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of the students in the Catholic schools. As such, Internet usage will be regulated.

School's Responsibility

The diocesan Catholic schools will each employ a statement of policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. These annual written agreements are to be signed by students, their parents/guardians, and teachers. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. A sample policy is provided for all schools by the Catholic Schools Office.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications

apply. The network is provided for students to conduct research and to communicate with others under proper supervision. Access to network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined here, the Catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

The school is not liable for information stored on school diskettes, hard drives or servers; for information retrieved through school computers, networks, or on-line resources; for personal property used to access school corporation computers, networks, or on-line resources; or for unauthorized financial obligations resulting from use of Diocesan resources and accounts to access the Internet.

Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

A defined network etiquette is followed.

Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes
- K. Downloading or transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

Consequences For Violations of the Privileges

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Internet policy is stated in the school handbook.

Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

Parents'/Guardians' Responsibility

During school, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information

resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not specifically previously approved and included as part of the school's budget.

Parents/guardians are required to sign an annual Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this annual expressed permission. Individuals and families may be held liable for violations.

Parents/guardians will be notified that their children will be using school resources and accounts to access the Internet. Parents/guardians have the option to request alternative activities not requiring Internet access.

School Professionals' Responsibility

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff will provide training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to the learning objectives.

The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other users' works.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of the school setting and the school's purpose and Christian mission.

All diocesan schools should take precautions to restrict access to controversial materials by using special CIPA approved software.

All staff members are responsible for reporting any suspected incorrect usage of the Internet to school authorities. School authorities reserve the right to inspect accounts when there is suspicion of misuse. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

See (Individual) "Catholic School Internet Acceptable Use Policy"; "Internet User and Parent/Guardian Permission Agreement"; "Acceptance of Parent/Guardian Form"; and "Acceptance of Sponsoring Teacher/Technology Facilitator Form" in the School Administrative Handbook. See Policy 4630 – Student Use of Internet Off Campus

Recommended: April 16, 2012 Diocesan School Board

Ratified: November 16, 2012 Diocesan Bishop

SOCIAL MEDIA POLICY

Policy Statement: FWSB recognizes that in today's environment, with the increasing prevalence of the Internet, employees, clerics and volunteers will use the Internet to conduct ministry work and to communicate with associates and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information. FWSB views the Internet as an important educational and evangelizing tool to promote school and ministerial programs. The diocese encourages administrators, pastors and principals to support Internet use and to give employees, clerics and volunteers the necessary training and tools to interact safely and responsibly online. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on FWSB, its reputation, its employees, and those whom we serve. In light of this possibility, employees, clerics and volunteers are required to adhere to the following policy regarding the use of personal and ministry websites including social networks and blogs.

Procedure

Password-Protected Sites

Ministry websites may involve the use of a username/password or other such means to access all or portions of the site. In the event that a cleric, employee or volunteer, subject to approval by FWSB, gives a child access to a website that is not otherwise openly accessible to the public, that same access must also be provided to the child's parent/guardian. Initiation of such sites must have prior approval of the proper supervisor before beginning such work.

Ministry Websites

FWSB supports the creation of ministry websites as a means to conduct diocesan ministry. The use of ministry websites is encouraged when conducting diocesan/affiliate educational and evangelizing programs. Supervisors who

approve individuals to create a ministry website for dispersal of information are responsible for monitoring the ministry website. Initiation of such sites must have prior approval of the proper supervisor before beginning such work.

Personal Websites

FWSB recognizes that church personnel, clerics and volunteers may create personal websites as a medium of self-expression. Employees, clerics and volunteers must recognize that anything published on a personal website is no different from making such information available in any public forum. Any information that causes or has the potential to cause embarrassment to FWSB must be avoided. Note: The use of personal websites for ministry or ministerial communications is a practice that must be avoided.

Ministry Blogs

FWSB supports the use of blogging as a ministry communication tool. It is an excellent platform for creating and distributing information. Although blogging is a powerful communication tool, ministry blogs may not be used for: 1) conducting or promoting outside business; 2) defaming the character of any individual or institution; 3) causing embarrassment to FWSB; or 4) divulging any personal information about children that would jeopardize their safety or well-being in any way.

Personal Blogs

In the event an employee or cleric identifies himself/herself as, or is manifestly understood to be, an employee or cleric of FWSB on a personal blog (or other website with a similar purpose), to help reduce the potential for confusion, the employee is required to put the following notice in a reasonably prominent place on the website: "The views expressed on this website are mine alone and do not necessarily reflect the views of my employer."

Confidential and Proprietary Information

Church personnel are prohibited from disclosing via the Internet information that is understood to be held in confidence by FWSB. Employees, clerics and volunteers are prohibited from disclosing via the Internet any information that is proprietary to FWSB, except by explicit permission of the appropriate authority.

Trademarks and Logos

Church personnel may use diocesan or affiliate trademarks or logos on personal or ministerial websites only in ways that clearly promote or call positive attention to diocesan events, websites or organizations associated with the trademark or logo. Church personnel may not use diocesan or affiliate trademarks or logos on their personal websites in any way that could reasonably suggest diocesan or affiliate sponsorship or agreement with any views expressed.

Inappropriate Language and Images

The Diocese of FWSB will not tolerate employees, clerics or volunteers posting obscene, pornographic (child or adult), harassing, offensive, derogatory or defamatory content or any potentially scandalous comments, links and/or images which reflect discredit or cause embarrassment to FWSB, employees, vendors, partners, agencies, schools or others. Any activity via Social Media or other Electronic Communication that contains any of the above and/or reflects negatively on FWSB, employees, vendors, partners, agencies, schools, or others is prohibited.

Right to Review

FWSB reserves the right to review the social media communications of any church personnel that is generated by diocesan accounts, or by the use of diocesan equipment. Diocesan employees, clerics, and volunteers should conduct themselves as moral exemplars in their communications whether social, electronic, or other.

Protection of Children

Church personnel of FWSB must comply with all aspects of the Safe Environment Policy of the Diocese of FWSB <http://www.diocesefwsb.org/safe-environment/policies-guidelines/>. In addition, employees, clerics and volunteers are forbidden to post or distribute personal identifiable information of any child under the age of eighteen without verifiable consent of a parent or guardian. For purposes of this policy, personal identifiable information includes the child's home address, email address, telephone number or other information that would allow someone to contact the child. Personal identifiable information pursuant to this policy also includes any photo and/or video of a child that is published or posted along with the child's name or the name of any family member of the child, or the child's age or grade level. Verifiable consent can take the form of a release/permission form, an email from a parent or guardian, a parent/guardian request, or spoken permission by a parent or guardian in the presence of another adult. FWSB will review alleged violations of the Children's Online Privacy Protection Act, and the Safe Environment Policy of the Diocese of FWSB, on a case-by-case basis. See also Policy 4170 of the Educational Policies of the FWSB concerning disclosure of student education records.

When Communicating with Children Using Social Media or Other Electronic Communication:

- There must be at least two adults with administrative rights for each Social Media account used for ministry communication. Personal Social Media accounts must not be used for ministry communication. However, if modality of the original format is prohibitive (i.e. non Web 2.0), upon approval from a supervisor a personal account could be used in a singular or rare instance and never thought to be a regular means or alternative form of communication.
- The primary purpose of such communication shall be for providing information related to a ministry or event and not for socialization or other personal interaction. Prolonged conversations/ interactions of a personal nature with children through such communication methods are not permitted.
- Parents must be notified of the methods of communication which are used in each particular ministry and must be granted access in such communications. Written verification of understanding from parents/guardians is strongly encouraged.
- Social Media/Network or other electronic communication may not be used to communicate with children who have not reached the 9th grade, but instead should be directed to their parents. Educational or curriculum based electronic communications are acceptable if and when it is approved by the pastor/principal/supervisor and parents/guardians via signature(s). These programs must always be transparent in nature, freely accessible by parents/guardians, and must not allow for individual communications with students. In the case of children that have attained the 9th grade or above, and the child is below the age of 18, the parents must be copied on all electronic communications.
- When using a ministry Social Media account, adults must not initiate "friend" requests with children, but may accept "friend" requests from children who are involved in the particular ministry.
- When children form their own Social Media groups, adults should not join these groups.
- As a general rule, neither personal nor ministry Social Media accounts should be used to contact children individually. If children contact particular adults engaged in ministry (other than a "friend" request), the ministry account should be used to reply by sending a group message (i.e., when the personal contact was for information relevant to all in the group). When the contact is such that a group response is not appropriate, the adult is to avoid using a personal Social Media account to respond. In those unusual cases where ministerial Social Media is used to respond individually, adults should maintain copies of all such messages.
- Acceptable hours for communication with children via other electronic communications shall be between 8:00 a.m. and 9:00 p.m. Communication outside of the acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the ministry or a ministry related event.
- On line "chatting" with children is not permitted.

Enforcement

FWSB intends to enforce the policy set forth here and expect all personnel to comply. Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination, if an employee, or removal from position, if a volunteer. FWSB reserves the right to make changes to this policy at any time and at its sole discretion, and interpret and administer the policy in light of circumstances and events. FWSB gratefully acknowledges the generosity of the United States Conference of Catholic Bishops and the Archdiocese of Cincinnati in granting the use of its social networking policies and guidelines as a resource in the development of this policy.

FINANCES

Bishop Dwenger Policy

Tuition

Tuition is set annually through the Diocesan Finance Office with the approval of the Bishop. The Diocese subsidizes a portion of the cost of education through grants to the high schools based on the number of pupils enrolled from the parishes. The full tuition is billed to all those who are not members of Diocesan parishes.

In addition, the Diocese provides funding which subsidizes the overall financial aid program of the school. For the 2018 - 19 school year, the active registered parishioner tuition is \$6,305 per student, and the non-parish tuition is \$7,805 per student.

Registration

The non-refundable registration fee of \$100 must be paid at the time of registration. A \$25 fee will be assessed for late registration.

Fees:

*In addition to tuition, the following fees will be charged for the 2018-19 school year:
Course fees of \$543 per student are billed to each student. This fee includes a fee for each class, guidance testing material, student insurance, Memorial Fund, technology fee, and administrative fees.
A Book Rental fee of \$350 per student is billed to each student.
A School Improvement fee of \$325 is billed to each student.
A Graduation fee of \$125 is billed to all seniors. This covers the cost of the Baccalaureate ticket, transcripts, and other graduation related expenses.*

Tuition Commitment Form

Parents are requested to choose one of the three payment options listed on the Tuition Commitment Form:

- 1. Payment in Full by August 1*
- 2. Payment of at least one-half of tuition, fees, and book rental by August 1. Balance will be paid by December 1, if paying directly to school. Balances paid through FACTS Management will be paid in February with an additional \$30 service fee.*
- 3. Monthly payments August through May that are paid through FACTS Management, with an annual service fee of \$80 added to the total tuition and fees. A partial payment, though not mandatory, can be made to the school prior to the monthly payments.*

These are the only approved payment options. Non-compliance with these options may result in withheld report cards, transcript request, and diplomas.

January Graduates

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

Career Center Students

Students enrolled at the Anthis Career Center will receive a credit of \$600 per year to help offset the cost of transportation incurred in traveling from Bishop Dwenger to the career center. The book rental fee will be charged at the annual rate of \$180 for career center students.

Delinquent Accounts

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

Tuition Refund Policy

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

Financial Aid

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

Free/Reduced Lunch

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

Textbook Rental Policy

- 1. All textbooks are property of Bishop Dwenger High School.*
- 2. 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.*
- 3. Teachers may give additional guidelines regarding books in their particular classes.*
- 4. Books must be returned on the last day of class to the teacher issuing the books at the beginning of the school year.*

Student Insurance

A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for

injuries and accidents that happen during the school day at Bishop Dwenger or while participating in extracurricular school-sponsored activities. Eligible covered expenses will be paid which are in excess of other valid and collectible insurance. Claims should be submitted to the parent's insurance first.

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

Lottery Process – Bishop Dwenger High School (A120)

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 groups on a priority basis

- 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 a 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 and 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 as long as 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 wait-list.

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

If a lottery is needed for the 2018-19 school year, it will be held February 1, 2018 at noon.

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

ADMINISTRATION

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