

# BISHOP LUERS HIGH SCHOOL

Home of the Knights

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## 2011-2012 Student / Parent Handbook

This handbook belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Grade \_\_\_\_\_

First Period (1<sup>st</sup> semester) \_\_\_\_\_

First Period (2<sup>nd</sup> semester) \_\_\_\_\_

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## **MISSION STATEMENT**

*You are the light of the world....your light must shine before others,  
that they may see your good deed and glorify your heavenly Father.*  
- Matthew 5:14

Bishop Luers High School is a Catholic educational community that instills in each student dignity, integrity, respect, and responsibility. Nurtured by Catholic truths, each student is able to face the challenges in his or her own life spiritually, academically, and socially, while serving God and others in a global and changing society.

We are the light of the world!

## **VISION**

Bishop Luers High School will vibrantly show the face of Christ in the actions and ministry of all students, families, teachers and staff. Bishop Luers High School will ensure that Catholic secondary education is available, accessible and affordable for all who wish to attend.

## **BELIEF STATEMENTS**

We believe Bishop Luers High School is a Catholic high school built on a strong foundation of Gospel values empowering all to live faith-filled lives.

We believe in academic excellence where both students and teachers are actively engaged in the learning process.

We believe that every student has the opportunity to achieve his or her God-given potential.

We believe in a safe school environment nurtured by mutual respect and personal responsibility.

We believe cultural, economic, and racial diversity enriches our school.

## **PEACE PRAYER OF ST. FRANCIS**

Lord, make me an instrument of Your peace.  
Where there is hatred, let me sow love;  
Where there is injury, pardon; where there is doubt, faith;  
Where there is despair, hope;  
Where there is darkness, light;  
Where there is sadness, joy.  
O Divine Master,  
Grant that I may not so much seek to be consoled as to console;  
To be understood as to understand  
To be loved as to love; for it is in giving that we receive;  
It is in pardoning that we are pardoned;  
And it is in dying that we are born to eternal life.  
Amen.

## **KNIGHTS VICTORY MARCH**

Red and black our colors proudly flying,  
We are the Knights, we'll conquer, never fear.  
Deep in our hearts our love for Bishop Luers  
Makes us feel we want to shout and cheer:  
Rah! Rah!

Every time they ask us who the Knights are  
We'll be proud to show our loyalty.  
We will sing a fighting song.  
We will sing it loud and strong.  
Bishop Luers march to victory.

## ADMINISTRATION

Bishop Luers High School was founded in 1958 as a Catholic coeducational secondary school in the Diocese of Fort Wayne-South Bend. Our heritage is deeply rooted in the solid traditions of the Catholic faith and of academic excellence. The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a diocesan school. The following structures assist in the operation of the school: the Bishop Luers School Board, the Staff Advisory Board, and the Student Council.

### **PRINCIPAL'S RIGHT TO AMEND**

The administration reserves the right to amend this handbook and its content for just cause. Parents and students will be given prompt notification if changes are made.

The rules included in this handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority. They are intended to protect our students.

### **SCHOOL PARTNERSHIP:**

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

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## ACADEMICS

### **ACADEMIC GUIDELINES**

Students have the responsibility of knowing and completing the requirements of each course being taken. Students must enroll in a minimum of six (6) classes per semester.

### **ACADEMIC STANDARDS COMMITTEE**

This committee, comprised of the principal, assistant principal, guidance counselor, and registrar, will decide on all academic and curricular issues pertaining to transfer students, non-residential education programs and other academic matters.

### **ACADEMIC PROBATION**

A student whose academic work is deficient can be placed on academic probation. The terms of the probation are set by the administration on a case-by-case basis. A student can be asked not to return to Bishop Luers for the next semester if she does not meet the set criteria.

### **AWARDS**

There are numerous awards that are presented by the school and community organizations that recognize academic accomplishments. The Guidance Department will be happy to explain the manner in which any of these awards are made.

### **CHRISTIAN SCHOLARSHIP AND ACADEMIC INTEGRITY**

Christian scholarship is fair and disciplined. It means following rules that the teacher has specified for an assignment. It means cooperating with the teacher in each assignment in order to develop each student's ability, to better to know and serve God. Cheating is obstructing or subverting the rules of an assignment. It usually occurs when a student places grades before learning, forgetting or neglecting the priority of Christian scholarship over grades.

Cheating occurs in several ways: copying another's work from an assignment intended for individual effort, helping, writing for, or giving answers to another student in an assignment intended for individual effort, falsely attributing words, statements, numbers, equations, algorithms, programs, answers, translations, images, music, artifacts or other materials presented in an assignment, or use of language translators in foreign language class. **Plagiarizing**, another form of cheating, means summarizing, paraphrasing, or quoting an outside source without giving proper credit to the author.

**For a first offense**, the student will receive a grade of zero on the assignment or examination and a referral will be placed in his file by the assistant principal. The classroom teacher in whose class the infraction occurs will call the student's parents and inform them of this academic violation.

**For a second offense**, the student will receive a grade of zero on the assignment or exam and the Assistant Principal will place her on Academic Probation until the end of the school year. Parents will be notified by the Assistant Principal. Credit for the class may be revoked. The student may be suspended for one day. **A further offense** will place the student in jeopardy of being dismissed from Bishop Luers High School. Consequences will be determined by the administration.

**Large projects/research papers: What a student must complete the assignment to earn credit for the course.** Once the assignment has been completed to the teacher's satisfaction, a grade may be entered. Even a grade of a zero is considered better than an incomplete. It will be up to the teacher to determine the deduction applied to the assignment. Completing the assignment is not a guarantee that the student will pass the class.

## CLASS CHANGES

Class changes must be made in the first two weeks of the semester. There is a \$10 fee for each change that is student-initiated. Any requests for class changes after the second week of the semester must be made in consultation with the administration, the student's guidance counselor, and the student's teachers who are affected by the change.

## COLLEGE REQUIREMENTS

College entrance requirements vary, so it is important that students and parents check requirements for a particular college. The responsibility of planning a high school program that meets these requirements rests with the students and their parents. Counselors will furnish information and give guidance as needed. Generally, the following minimum is expected:

English	8 credits	Mathematics	6-8 credits
Social Studies	6 credits	Science	6-8 credits
Foreign Language	4-8 credits		

## COURSE WITHDRAWAL POLICY

To initiate withdrawal from a course, the student must obtain a withdrawal form from the Guidance Office. A parent or guardian, the teacher involved, and the student's counselor must sign this form.

Students may never withdraw from a class that will result in them having less than six courses. If a student wishes to withdraw from a course after the withdrawal deadline, a WF (withdrawal failing) will be entered on the student's permanent record. A WF grade is computed into the student's grade point average as an F for the semester.

<b>GRADING:</b>	Numerical	Average	Grade
Grade	Equivalent	Percent	Points
A+	100-98	99	12
A	97-95	96	11
A-	94-93	94	10
B+	92-90	91	9
B	89-87	88	8
B-	86-85	86	7
C+	84-82	83	6
C	81-79	80	5
C-	78-77	78	4
D+	76-75	76	3
D	74-72	73	2
D-	71-70	71	1
F	69-60	60	0
F.	59-0	0	0

## GRADUATION REQUIREMENTS

To meet state and Bishop Luers requirements for graduation, a student must earn 49 credits. One credit is awarded for each course meeting daily during one semester.

Theology	8 credits	English	8 credits
Lab Sciences	4 credits	Mathematics	6 credits
Physical Education	2 credits	Health	1 credit
Social Sciences	6 credits	Computers	1 credit
Electives	13 credits		

\*Total 49 credits

In order to participate in graduation ceremonies, a student must have completed and earned all credits required by the State of Indiana and by Bishop Luers High School. In addition, all financial obligations to Bishop Luers High School must be met.

## HOMEWORK POLICY

Homework that is assigned should serve one of the following purposes:

practice, interaction, application, extension, or preparation. Homework is not intended to appear vigorous or demanding, to teach material for the first time, to keep students busy, or to assess students' final mastery of a topic. It is expected that teachers will assign homework to enhance learning, which may result in different assignments for different students. Students should expect to do homework nightly. When there is not written homework, students are expected to read, look over notes, or study on their own.

Each teacher at Bishop Luers will create her own homework policy and distribute said policy at the beginning of the course. ***It is expected that students will turn in all homework on time.*** Any student who might have late work for a good reason should make arrangements with the teacher ahead of time. It is up to individual teachers to set policies on whether they will accept late work and the penalty applied for late work.

Students who are given pre-arranged extended time for an assignment should be given a deadline for when the work is to be completed. When a student misses class, it is his responsibility to find out the homework that needs to be completed and meet the deadlines for the work.

**Teachers may require students to stay after school to complete missing work once three or more assignments are missing. If a student is required to stay and work on missing assignments, he will be expected to complete the work before attending co-curricular practices. Continued non-compliance with the homework policy will be grounds for further action.**

## HONORS DIPLOMA

The diploma requires 52 credits with a “B+” (9.0) average and specific course requirements. No grade lower than a “C” (5.0) may count toward the diploma. Many colleges in Indiana provide a tuition credit for students receiving the Honors Diploma. If you have any questions, contact one of the guidance counselors.

Theology	8 credits	English	8 credits
Social Studies (economics required)	6 credits	Lab Sciences (biology, chemistry, physics)	6 credits
Mathematics	8 credits	Foreign Languages	6-8 credits
Health	1 credit	*Physical Education 1	(2) credit(s)
Fine Arts	2 credits	Other Electives	2-4 credits

In addition, students who want to earn the Academic Honors Diploma must complete one of the following, which may involve additional costs:

1. Take two AP courses and corresponding AP exams.
2. Take two dual high school/college courses and one AP course with corresponding exam. (6 college credits – 2 high school credits)
3. Take one dual high school/college course and one AP course with corresponding exam.
4. Score a 1200 combined SAT on the critical reading and math sections.
5. Score a composite of 26 on the ACT.

## HONOR ROLL

Honor Roll is determined in the following manner: Honor roll is based only on quarter grades, not semester. To achieve High Honors a student must earn an A grade point average or 11 points with no D or F grades. To achieve Honors a student must earn a B+ or 9 points with no D or F grades. A student must carry a minimum of six classes to be considered for the Honor Roll.

## LUERS SCHOLAR

A senior student may earn the distinction of being named a Luers Scholar. To receive this accolade, the student must be on the High Honor Roll every quarter for all 4 years. (Due to timing the 4<sup>th</sup> quarter of senior year is not used as a determining factor). Luers Scholars will receive special recognition.

## PROGRESS REPORTS

The student and parent / guardian can access grades and attendance logging on to Power School. Passwords and usernames can be obtained from the front office or the guidance office. Parents can also e-mail teachers through the Bishop Luers web-site or through Power School.

## SENIOR EXAM EXEMPTIONS

We will allow second semester senior exam exemptions for year long courses. This does not include projects, presentations, papers, or anything that may be due before the exam is taken. Also, if an exam must be used to gain college credit or scholarships (i.e. AP Classes) an exemption may not be given.

A student may be exempt if he meets *all* of the following criteria:

- No more than 5 absences from the class for the semester or 10 absences for the school year.
- No more than 9 total times missing the class (this includes absences plus field trips, funerals, college visits, absences that count as present, etc.) for the semester.
- No unexcused absences/truancies from the class for the semester.
- No more than 4 points in the detention system for second semester.
- No ISS for the school year.
- No OSS for the school year.
- No Friday Schools or Saturday Schools during second semester.
- No missing assignments in the class for second semester.
- A minimum of an A- average for the semester with no lower than a B+ for either quarter.

The procedure for exemptions is as follows:

- The student must apply for the exemption by completing an application by the deadline of May 7<sup>th</sup>. Applications will be available in the main office beginning May 1<sup>st</sup>.
- The Assistant Principal will check the application for attendance and disciplinary requirements.
- The student should pick up the approved application from the front office by May 11<sup>th</sup> and give the application to the classroom teacher.
- The teacher will check the academic requirements for the student and then have the *choice* to exempt that student from the exam. Teachers should notify the student either way.

## **WEIGHT VALUES OF CLASSES**

Weight values are attached to each Honors and AP course offered at Bishop Luers High School. Weight values are used in determining the Honor Roll.

For grades 9-12 all honors classes and AP classes will carry a weight of one (1). This value is added to the semester grade points provided that the student earns a C+ or above. For example, a student earns a grade of A+ in honors English, which has a weighted value of 1. A grade of A+ earns 12 points. The weighting value of 1 is added to the 12 grade points for a total of 13 points.

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# **ADMISSIONS** **BISHOP LUERS &** **DIOCESAN ENROLLMENT POLICY (P4010)**

## **ADMISSIONS 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.

## **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 place 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.

## **NONDISCRIMINATION POLICY**

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

## **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 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 on Missing Children (See P4030) 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 the records from the last school the student attended within fourteen (14) days.

## **SCHOOL ENTRANCE REQUIREMENTS (CONT)**

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

For admission to the freshman class, each student must fulfill the following conditions:

- 1) successfully complete the eighth grade;
- 2) complete the application and attach a recent report card and ISTEP + testing results and CORE 40 test results, if applicable;
- 3) have the course selection sheet signed by the eighth grade teacher;
- 4) be recommended for placement at Bishop Luers by the student's eighth grade principal in the areas of academics, attendance, and behavior.
- 5) For families coming from local Catholic elementary schools, all financial obligations to the recommending school must be met before final acceptance.
- 6) Any student who does not have CORE 40 test results or enters Bishop Luers from a non-feeder school must complete the placement exam.

Upperclassmen seeking admission to Bishop Luers should contact the Director of Admissions for specific requirements. The admissions committee will review all grades, attendance, discipline, and standardized test results for upperclassmen seeking admission to Bishop Luers High School.

A student MAY NOT be admitted if he has been expelled from another school during the current school year. This also includes students who have withdrawn under the threat of expulsion. Students who are guilty of violating rules for illegal substances, weapons, vandalism, tobacco, alcohol, harassment, threats of violence and/or acts of violence against another, theft, and/or gang involvement MAY NOT be admitted.

Students who have been expelled from Bishop Luers High School may apply for re-admission after their time out of school has been served.

## **STUDENTS OR PROSPECTIVE STUDENTS WITH COMMUNICABLE DISEASE**

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 communicable 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 communicable 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.

## **STUDENTS OR PROSPECTIVE STUDENTS WITH COMMUNICABLE DISEASE (CONT)**

Upon being informed that a child is diagnosed as having or is suspected of 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 the 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 team must also take into consideration the scope of the problem, education-related civil rights, and the student's right to confidentiality.

The recommendation of the review team and the decision of the 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 services and obtaining religious and catechetical instruction.

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# ATTENDANCE

## **ATTENDANCE LAWS: PARENT/LEGAL GUARDIAN RESPONSIBILITY**

Parent/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;
  - 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; and
    - 2. At the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
    - 3. Reaches the age of eighteen (18) years.
- whichever occurs first.

## **Diocesan Attendance Policy (P4040)**

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

## **BISHOP LUERS HIGH SCHOOL ATTENDANCE ABSENCES FROM SCHOOL**

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

### **A. Absences that are counted as present**

- 1) Serving as a page in 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 as indicated in state guidelines.
- 8) 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.

### **B. Excused Absences**

The parent or guardian may excuse up to 5 absences per semester with no more than 10 total absences per year for any one or more class period(s). Upon consideration of recommendations from the State of Indiana, the following absences are considered as excused:

- 1) Illness verified by note from parent/guardian (up to five as stated above)
- 2) Illness verified by a note from Physician - Absences accompanied by a doctor's excuse *will* count toward the student's 5 / 10 absences.
- 3) Family funeral - Absences for funerals,
- 4) Military Connected Families (e.g. absences related to deployment and return)
- 5) Seniors are allowed two (2) college/job shadow visits per year which will not be counted as part of the 5/10 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.

**Medical Appointments:** Bishop Luers 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 Front 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.

Not all absences are excused with a parent phone call (e.g. sleeping in, out late, transportation issues, vacation days, staying home to complete homework, and appointments other than medical/counseling etc. will be counted as unexcused even with a parent call.) Absences for driving tests are unexcused.

Absences beyond 5 for the semester (10 for the year) for any period that are not accompanied by a written note from a physician are considered unexcused/truant. A note must be provided to the school when the student returns to school, either that day or the next day.

Each day is an absence when consecutive days are missed.

### C. **Unexcused 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 trancies 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 days are unexcused. Please refer to the vacation policy.
4. Absences beyond a total of 5 for any semester or 10 for the year may be unexcused/trancies unless excused by written note from a physician or a court subpoena.
5. Absences for sleeping in, out too late, no ride, babysitting siblings, staying home to complete homework, etc. will be considered unexcused.
6. Absences for driving tests, hair appointments, etc. are unexcused.

### D. **Truancy**

1. A student is truant when s/he is absent from school or class without notification of permission of his/her parent or guardian within the specified amount of time.
2. Absences that fall beyond five total absences for the semester or 10 for the year may be considered trancies.
3. Truancy is considered a major violation.

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.

### **Unexcused Absence/Truancy Penalties**

- **First Offense:** No credit will be received for work missed during the absence. A Friday School may be issued.
- **Second Offense:** No credit will be received for work missed during the absence. A Friday School may be issued.
- **Third Offense:** Up to three days in-school suspension may be assigned. A conference with the parent(s), student, and assistant principal may be required prior to returning to regular classes.
- **Fourth Offense:** Out-of-school suspension pending an attendance hearing at which time penalties will be determined. No credit will be received for work missed during the absence or out-of-school suspension. Penalties may include:
  - A referral to juvenile probation may be made.
  - A letter to the Department of Motor Vehicles may be sent to have the driver's license or learner's permit suspended.
  - Work permits may be revoked.
  - Students may lose credit for the class.
  - A student may be recommended for expulsion from school for the duration of the semester.

Work missed during an unexcused absence/truancy may not be completed for credit.

Students may lose credit for a class once 15 total absences (excused or unexcused) from that class have occurred. At 15 absences, a referral may be made to the principal to resolve the issue, an attendance hearing may be held, a referral may be made to the intake officer of juvenile probation, work permits may be revoked, and/or the student's driver's license may be revoked. Administration may choose alternative consequences as needed to encourage attendance.

### **ABSENCE REPORTING PROCEDURE**

If a student is absent from school for any reason, the parent/guardian is expected to call the school (456-1261) between 7:30 am and 9:00 am on the day the student is absent. Our telephone is equipped with voice mail capabilities. It will accept messages from a touch tone phone during non-school hours. The message will guide you through the steps to leave a message for the attendance secretary. When calling, identify who you are, whom you are calling in absent and the reason for the absence. If this information is not provided, the school will attempt to contact the parent/guardian at home/work to verify the absence. **Absences will not be excused and the student may be considered truant if the above procedure of reporting an absence is not followed.**

Please feel free to contact the assistant principal if there are questions related to attendance.

### **ATTENDANCE HEARING**

An attendance hearing may be held if a student has accumulated 9 or more tardies in a semester (including unexcused absences to first period), more than three unexcused absences for any one or more periods, irregular attendance, exceeds the number of allowable days or has an accumulation of fifteen absences (excused and unexcused) for any one or more class periods. Penalties that may be applied as a result of an attendance hearing include:

- Students may lose credit for the class.
- In-school or out-of school suspension
- Friday Schools
- Co-curricular ineligibility
- A contract for success may be established
- A student may be recommended for expulsion from school for the duration of the semester.
- A referral to juvenile probation may be made.
- A letter to the Department of Motor Vehicles may be sent to have the driver's license or learner's permit suspended.
- Work permits may be revoked.
- Administration may choose alternative consequences as needed to encourage attendance.

## CO-CURRICULAR ATTENDANCE

When students are absent due to an illness, the school expects them to remain home except when visiting a doctor. This means that students may **NOT BE PRESENT AT ANY CO-CURRICULAR ACTIVITY** during the evening if they have not been in school during the day. Students who have an unexcused absence for any reason may not be present at an co-curricular activity.

As a general rule, students must be in attendance for the last 4 periods of the school day in order to participate in any extra-curricular activities, contests, events, practices, rehearsals, or meetings held after school on the day of the absence. **The “last 4 periods” is defined as being present for the whole period for each of the four periods. Students who have periods unexcused prior to the last four periods may not be present at extra-curricular events.** Students absent on Friday, however, may participate in events on Saturday or Sunday.

Students who are under “disciplinary ineligibility” due to un-served detentions, etc. may not participate in co-curricular activities until released to do so by the administration.

Exceptions to this policy may be made by the administration.

The school also believes that if a student is too ill to come to school, he/she is too ill to go to work. We ask that parents/guardians will support the school with this expectation.

## DRIVER’S LICENSE

An operator’s license may be revoked, or a learner’s permit may not be issued to a person under (18) years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-8.1-3-17.2.
  - Bishop Luers’ definition of habitual truant is any one of the following:
    - any student who has accumulated more than 3 unexcused absences for any class period
    - any student who has accumulated 9 tardies (which may include unexcused absences in first period) for any class period during a semester
2. Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-10 or IC 20-8.1-5.1-9.
3. Is under expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
4. Has withdrawn from school for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24.

## EMERGENCY ILLNESS

If a student becomes ill at school, he/she is to report to the nurse / attendance secretary with a “Nurse’s Office Pass” for written permission to leave the building. Parents may be contacted whenever a student reports ill to the office. **Students who are ill may not leave school without permission from the nurse or administration when the nurse is out of the building.** Students who leave early due to illness must first sign out. Failure to follow procedures may result in a truancy.

## EXTENDED VACATION / PRE-ARRANGED ABSENCES

Students must be in school to derive the maximum benefit from their educational experience. The school strongly discourages students missing instructional time in order to accompany parents or guardians on vacations. ***Vacations are considered as unexcused per Diocesan Policy.*** However, under *emergency circumstances (such as imminent death of a family member out of town)*, such absences may be approved, provided they meet the following guidelines:

- 1) Submit a written note requesting absence from school. This should include the reason for the absence, the persons the student will be traveling with, and the dates that the student will miss school. This should be done at least 2 weeks prior to absence unless an emergency has arisen. Notes should be submitted to the assistant principal.
- 2) After administrative review, a student requesting an absence must take the “Pre-Arranged Absence Request” form to each teacher prior to the absence. Teachers should convey any assignments, if known, to the student. To the extent possible, assignments should be completed in advance.
- 3) Absences that go beyond 5 total absences for the semester or 10 total absences for the year may not be excused.
- 4) Only one pre-arranged absence is permitted per student, per year.
- 5) A maximum of five (5) days absence will be permitted for pre-arranged absences. Absences beyond this may be unexcused even under special circumstances.
- 6) Pre-arranged requests for the weeks set aside for required standardized testing or final exams will not be approved. ***Parents should note that inclement weather may result in an extended school year. Absences requested during such extensions may not be approved.***
- 7) Requests for vacation with friends or family of friends may not be excused. Consideration of vacation time is meant to respect quality family time with the student’s own family and special circumstances with family.
- 8) Students may be denied approval, regardless of attendance, if they have any grades lower than a “C.”
- 9) Each day of an unexcused vacation absence will count as a separate occurrence.

## FREQUENT OR PROLONGED ILLNESS

If a student is absent for three consecutive days or five days in a quarter 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. Students who are absent for psychological evaluation may be required to provide a physician’s statement before returning to school.

## **MAKE-UP WORK**

Upon request of the student, make-up work will be offered for all student absences, but **credit shall be allowed only for absences that are excused or counted as present**. The type of make-up work shall be at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class. A student shall be given one calendar day for each missed day to complete the make-up work unless other arrangements are made with the teacher. Work for unexcused absences will not receive credit per diocesan policy.

## **PERFECT ATTENDANCE**

Perfect attendance for award purposes is defined as any student who has no more than five tardies in a semester and who has been present every school day for 5 or more complete periods, but who has no more than 6 periods absent for the entire school year. Absences that count as present, 2 college visit days during the senior year, field trips and funerals are the only absences that do not count against a student for perfect attendance awards. While they are excused, medical appointments do count against perfect attendance.

## **PERMISSION TO LEAVE SCHOOL**

A student who wishes to leave school must present a note, handwritten or fax, (e--mails are not permitted) from his/her parents/guardians to the attendance secretary before 7:50a.m. This note must indicate the time and reason(s) for leaving. The attendance secretary will issue an early dismissal pass. The student should check out from the front office when leaving. Upon returning from the appointment or emergency, students must check in at the front office. A student who fails to check out when leaving school for an appointment or fails to check back in when returning from an appointment may suffer disciplinary consequences. If times are not provided, the student will not be permitted to leave until a time can be verified with a parent.

Students who attend classes during the school day, which do not meet on the Bishop Luers High School campus, must check in and out each day with the attendance secretary. Failure to comply may result in losing the privilege to attend classes off campus or other disciplinary consequences. This includes those classes offered at Anthis Career Center.

**Any student who leaves the building without permission of administration or nurse will be considered as truant.**

## **RELEASE OF STUDENT TO LAW ENFORCEMENT**

### **(See P4050)**

If a law enforcement officer requests to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power, the student's custodial parent or legal guardian shall be notified as soon as practicable.

Except in cases of emergency involving the potential threat of harm to students, staff, or others, or other exigent circumstances, school officials should request the law enforcement officer not take a student into custody from the school until the student's custodial parent or legal guardian has been contacted. In cases of emergency, school officials shall honor a law enforcement officer's efforts to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power.

When a student is taken into custody connection with a child abuse investigation, notice to the custodial parent or legal guardian shall be given by school officials unless specifically directed otherwise by the officials conducting the child abuse investigation.

## **RESPONSE TO IRREGULAR ATTENDANCE**

If an irregular attendance pattern begins 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 (secretary, principal, or attendance clerk) to the parent/guardian. The date and content of this contact shall be documented.
- 2) After a student has been absent 5 times for a semester or 10 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) 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 once 5 absences have occurred for any class period in a semester or 10 absences have occurred for the year, regardless of total half/whole day absences.
- 4) A student's work permit and/or driver's license may be revoked. The student may be referred to the local Juvenile Probation.
- 5) A conference with the student, parent(s)/guardian(s), and assistant principal may be held.
- 6) An attendance contract may be established.
- 7) An attendance hearing may be held.

At 15 absences (excused or unexcused) from any class period, students may lose credit for the class; a referral may be made to the principal to resolve the issue; a referral may be made to the intake officer of juvenile probation; work permits and driver's license may be revoked. An attendance hearing may be held.

## **SKIP DAYS**

Bishop Luers High School does not recognize a class or senior skip day. Parents/ Guardians are asked not to condone a skip day. Students involved in such action will be considered truant and referred to the assistant principal for appropriate action upon their return to school.

## TARDY POLICY

It is important for students to be punctual to school, as this will help develop good habits for the workforce. The school acknowledges that a variety of circumstances exist that may prevent a student's punctuality. Due to the variety of circumstances, students are allotted two tardies to school per nine weeks as freebies. Tardiness to school (**per semester**) may result in the following consequences:

- 1<sup>st</sup> & 2<sup>nd</sup> Tardy: No consequence
- 3<sup>rd</sup> & 4<sup>th</sup> Tardy: Detention
- 5<sup>th</sup> & 6<sup>th</sup> Tardy: Friday School
- 7<sup>th</sup> Tardy: 1 Days ISS
- 8<sup>th</sup> Tardy: 2 Days ISS
- 9<sup>th</sup> Tardy: OSS Pending Attendance Hearing

A student is tardy when he is not in his assigned place when the bell rings to begin the class period. Students must be present for half of the period to be considered present. Students absent beyond half of the period will be considered as unexcused unless the absence falls within the aforementioned excused or exempt absences. Unexcused absences to first period due to tardiness will be counted with tardies when determining any penalties. Generally, there are no distinctions between an excused and an unexcused tardy to first hour. Transportation issues, parent oversleeping, car trouble, trains etc. do not excuse a tardy to school.

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## ELECTRONIC DEVICES

### CELL PHONES, IPODS, M3P Players

Cell phones must be kept in the lockers (power off) during the school day. They may be used before 7:50am and / or after 3:00pm. (The only exception is when the schedule differs from normal day.) **If the student violates this procedure, the phone will be confiscated, held for one full week, and returned to the student at the end of school on the 7<sup>th</sup> day. NO EXCEPTIONS.** If a vacation falls in this period, the phone will be returned after vacation. A detention may be issued for willful disobedience. **On the second offense, a parent must pick up the phone no sooner than TWO WEEKS after it is confiscated and a Friday School will be issued.** A third offense will result in administration keeping the phone for one month and further disciplinary action. Failure to comply with this rule may be grounds for suspension and / or expulsion.

### GRAPHING CALCULATORS

Graphing calculators may be used for class work as teachers permit, but may not be used to play games during school hours. Students playing games may expect to have them confiscated and returned after one week.

### KINDLES/ELECTRONIC BOOKS

Kindles and other brands of electronic books are allowed, provided the student is not playing games with the device. If a student is using these devices inappropriately, she will be prohibited from using them for the remainder of the school year.

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## CO-CURRICULAR ACTIVITIES

Participation in co-curricular and extracurricular activities is most beneficial for all students. Bishop Luers High School offers a wide choice of activities and encourages student participation. However, the student ought to select a few activities and concentrate on these rather than join many and be active in none.

### ATHLETICS

- Fall* (Boys) Football, Tennis, Soccer, Cross Country  
(Girls) Golf, Soccer, Volleyball, Cheerleading, Cross Country
- Winter* (Boys) Basketball, Swimming, Wrestling,  
(Girls) Basketball, Swimming, Cheerleading
- Spring* (Boys) Track & Field, Golf, Baseball,  
(Girls) Track & Field, Tennis, Softball

### ATHLETIC AWARDS POLICY

A student may currently receive an award in the following sports / activities:

- GIRLS: Cheerleading, Soccer, Swim/Dive, Basketball, Track and Field, Golf, Tennis, Gymnastics, Softball, Cross Country, Volleyball
- BOYS: Football, Soccer, Swim/Dive, Basketball, Track and Field, Golf, Tennis, Baseball, Wrestling, Cross Country, Lacrosse\*

\*Activities or club sports not sanctioned by the IHSAA, but eligible for department awards based upon established criteria.

### GENERAL GUIDELINES FOR ATHLETIC AWARDS:

1. Finish the sports season in good standing with the coach/administration.
2. Remain academically eligible. (IHSAA requires students pass 5 of 7 classes)
3. Observe the Athletic Code of Conduct.
4. Be recommended for an award by your coach or the Athletic Director.

For further information regarding athletic awards – please see the Athletic Director or visit [www.bishopluers.org](http://www.bishopluers.org).

## **ATHLETIC PENALTIES**

There are specific and distinct penalties for athletes/cheerleaders caught using or possessing alcohol, drugs, and/or tobacco. Athletes should remember that they are subject to consequences regarding the use of alcohol, illegal drugs, and tobacco 12 months of the year.

### **1) First Offense – Out of season**

Suspension for the first 25% of the next sport season in which the student participates and letters (completion of a sport season in good standing.)

### **2) First Offense—After the first day of practice & during the season**

A first offense will result in an immediate suspension from 25% of the season's contests. If the season expires prior to the completion of the suspension, it will carry over into the next sport season in which the athlete letters. Athletes who lost their eligibility for the remainder of a season will forfeit any or all awards (letters, numerals, jackets, chevrons, etc. as well as nominations for any and all special awards from the school, team league, and associated athletic organizations) for which they may have qualified for that season.

### **3) Second Offense – In or out of season**

A second offense will result in an immediate suspension from all athletic activities until a certified counseling or rehabilitation program has been completed. The family of the athlete must arrange and pay for said program. The athletic director and administration of Bishop Luers High School must approve it. A document must be filed with the athletic director by the attending counselor/physician indicating the athlete has satisfactorily completed the necessary alcohol or drug program.

Any athlete who refuses to comply with this request will forfeit any remaining athletic eligibility at Bishop Luers High School. The second offense also carries a minimum 50% suspension from all current or next sport season in which the athlete letters.

### **4) Third Offense - In or out of season**

The student who commits a 3<sup>rd</sup> offense in violation of the alcohol/illegal drugs prohibition will receive a permanent ban from all athletics at Bishop Luers High School.

## **ATHLETES / NONATHLETES & TOBACCO USE**

- 1) Student athletes who use tobacco products during their sports season will be suspended from their next athletic contest.
- 2) The student who violates the tobacco prohibition may be subject to consequences determined by the administration. The administration will provide information on the dangers of tobacco products.
- 3) On campus use or possession of tobacco may result in in-school suspension.

## **CLUBS**

Band, Drama (fall, winter, and spring productions), Key Club (Service/open to all), National Honor Society (by nomination/students who meet qualification of GPA, extracurricular participation, and citizenship), Newspaper and Yearbook (class for credit), Speech, Student Council (elected by peers), Swing Choir (by audition); Future Business Leaders of America, World Culture Club, High School Lacrosse Club, Bowling, SADD/NAND, Dance Team, Boys Volleyball Club, Step Team and Rifle Club.

## **CODE OF CONDUCT**

Participation in school co-curricular activities is a privilege that carries with it varying degrees of honor, responsibility, and sacrifice. Since participants in co-curricular activities represent their school and student body, it is their duty to conduct themselves in a manner that is healthy and positive for themselves, their family, their school, and community.

## **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

A student's academic eligibility to participate in co-curricular activities is determined by the grades of the previous quarter of the academic year. The first quarter determines the second; the fourth quarter grades determine eligibility for the first quarter of the following school year. Students are ineligible if they do not have passing grades in enough courses to earn a minimum of 5 credits for the quarter. IHSAA

mandates that for athletes, semester grades take priority over quarter grades in determining athletic eligibility.

A student may be considered ineligible due to academic and/or disciplinary probation (including attendance). Students participating in co-curricular and extracurricular activities are expected to comply with the rules and policies of the school. Failure to serve detentions, Friday Schools, or Saturday Schools in the allotted amount of time may result in suspension from all activities. **Students receiving major violations may be suspended from activities.**

A more serious violation during the course of a co-curricular event such as a game or club function could result in suspension from these activities. While disciplining of students is the responsibility of the coach/moderator/athletic director, the administration reserves the right to levy other consequences on students whose conduct is prejudicial to the reputation of the school.

## **NON-ATHLETIC CO-CURRICULAR PENALTIES**

For students in non-athletic co-curricular activities the following penalties are in effect.

### **1) First Offense**

- A student in a club will be suspended for the next month's activities from that club's co-curricular activities.
- Removal from any elected position for the remainder of the school year

## 2) Second Offense

- A student in a club who commits a second offense will be suspended for a minimum of 4 months or a semester from all clubs and co-curricular activities.
- The student will not be allowed to hold any elected position at Bishop Luers for 365 days from the date of the offense.
- A second offense will result in an immediate suspension from all activities until a certified counseling or rehabilitation program has been completed. The family of the student must arrange and pay for said program. The administration of Bishop Luers High School must approve it. A document must be filed with the administration by the attending counselor/physician indicating the athlete has satisfactorily completed the necessary alcohol or drug program.
- Any student who refuses to comply with this request will forfeit any remaining co-curricular eligibility at Bishop Luers High School.

## 3) Third Offense

- The student who commits a 3<sup>rd</sup> offense in violation of the alcohol/illegal drugs prohibition will receive a permanent ban from all co-curricular activities at Bishop Luers High School.

# **COMPUTER / INTERNET POLICIES.**

## **AUTHORIZATION TO PUBLISH STUDENT NAME / PICTURE ON DIOCESEAN WEBSITE**

Bishop Luers High School and our Diocesan Catholic School Office ("Diocesan Schools") maintain websites. These websites include references to highlight our students' academic accomplishments and other school related activities. From time to time, Diocesan Schools may determine it beneficial to publish student names/pictures on the website for a number of reasons, such as:

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

We believe that publication of student names/pictures on publicly accessible websites assists Diocesan Schools in promoting the success and benefits of the schools and the accomplishments and efforts of our students to the Diocesan community and the general public. However, we recognize that a website publication is potentially "world wide," so we have decided to seek your approval before even considering whether to post your name/picture on a Diocesan School's website. Giving permission to use your name/picture does not mean your name/picture will be used. The Diocesan Schools may or may not choose to post your name/picture of you on one of the websites. Such decisions will be made by Diocesan representatives based upon their determination of website format and content.

Consent is implied unless specifically stated. If you do not wish to have the name and/or picture of your Bishop Luers student included on either the Bishop Luers or diocesan websites, please notify the school of your wishes in writing. Letters should be addressed to the assistant principal.

## **BLOGGING / SOCIAL NETWORKING INTERNET USE OFF CAMPUS**

What is posted on a student blog/web-page or on-line video, inside or outside of school, may result in disruption to normal school operations and/or detrimentally impact a fellow student or staff member, the school and the school's reputation. The school administration reserves the right to discipline students and pursue legal or civil avenues for on-campus or off-campus internet use that disrupts the learning environment or is contrary to the principles and teachings of the Catholic Church.

The school does not intend to police web-sites, blogs, text messages/e-mails, videos or pictures on electronic devices or social networking sites outside of school. However, if sites are brought to our attention by students, parents, or other individuals we reserve the right to address the behavior with diocesan and school policies as well as civil and/or criminal law.

A list of prohibited internet behaviors includes, but is not limited to: threats, conspiring to commit violence, intimidation, humiliation, bullying, harassment, impersonation, "sexting," mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information.

Students may not post videos taken at Bishop Luers or any school function to any web-site, social media site, or blog without prior permission from administration. Postings to such sites need not be recent to be considered inappropriate or warrant action on the part of the school.

### **Consequences:**

1. The faculty, staff, of 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. 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.
2. Students who are in violation of computer and/or internet policies will lose the privilege of using the computers for a determined amount of time unless otherwise stated above. Loss of internet and/or computer privileges may extend through the remainder of the school year. Additional disciplinary consequences may apply.
3. Any student who causes damage to the external or internal workings of the computer will be liable for expenses in order to repair or replace the computer. In addition, the student may be suspended or expelled depending on the severity of the damage.

4. Inappropriate use of the Internet as described in the Diocesan and school policies will result in options listed within the Disciplinary System. This would include but not be limited to loss of computer use for the remainder of the student's stay at Bishop Luers High School, and could lead to detention, Friday School, Saturday School, suspension, expulsion, or legal referral depending on the offense.

### **COMPUTER USAGE AT BISHOP LUERS H.S.**

The following rules have been established in order to protect the computer equipment as well as to make sure that all staff and students have access to the computers as needed.

1. Students using computers in the library, computer labs, tutoring room, keyboarding room, and journalism room must be supervised at all times by a Luers staff member.
2. Students may only use the computer for class assignments and research for class work.
3. Students may only use individual classroom computers with permission of the staff member assigned to that room.
4. Students are not permitted to play games on the computer.
5. Students must respect passwords, codes, etc., which have been entered in order to protect and secure the computers. Students who make attempts or are successful in bypassing these devices may lose all privileges of using computers for the remainder of their stay at Bishop Luers High School.

### **DIOCESAN INTERNET ACCEPTABLE USE POLICY**

#### **(For complete policy refer to P4620)**

##### **Acceptable Use**

The Diocese of Fort Wayne-South Bend may supply computers, internet access, and other electronic communication devices to its employees, volunteers, or students in order for them to complete the responsibilities assigned by their positions. The diocese believes these resources are an important educational and evangelizing tool to further the mission of the Church. Therefore, use of these resources must always be consistent with the mission of the Catholic Church. Employees, volunteers, and students must take care to use these tools for their intended purposes. The diocese may monitor user accounts, internet activity, email communications, or any other related use of computers and its networks at any time, with or without notice to users.

##### Computer Use

In using a computer supplied by the Diocese of Fort Wayne-South Bend or one of its entities, all employees, volunteers, and students must:

- 1) Respect the privacy of other users.
- 2) Respect and honor copyright and license agreements.
- 3) Safeguard their user identification and private passwords.
- 4) Protect information from unauthorized use or disclosure.
- 5) Never use the computer for illegal purposes or in any way that violates any international, federal, state or local laws.
- 6) Never use the computer to harass, threaten, or transmit inappropriate material.
- 7) Never use diocesan computers for personal purchases.
- 8) Never send, trade or store personal photos, videos, music or other items on the network as this greatly impedes system back-up.
- 9) Use computers and the networks to which they are linked conscientiously so as not to drain or monopolize the system such that the work of others is impeded. If a person is unsure about the impact of his use, he should contact the Diocesan Business Office.
- 10) Never delete any computer files or download diocesan information without appropriate authorization when separating from employment or volunteer service with the diocese.
- 11) Run frequent scans of computers for viruses and other malware. Any problems should be reported to the Diocesan Business Office. The use of USB Devices and Portable Storage Media has become more widespread. These devices present a security risk because they might carry viruses or expose sensitive data if they are lost or stolen. All USB devices and portable storage media including cell phones, IPODs, memory sticks, and CDs may not be connected to any diocesan laptop, desktop, or any other computer without the express written approval of the employee's supervisor.
- 12) Not use programs obtained from bulletin boards, home, friends, or other unauthorized sources on any diocesan equipment.

##### Websites/internet access

In accessing and using the internet, all employees, volunteers, and students must adhere to the above mentioned items. Also they must:

- 1) Never access, post or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography of any kind.
- 2) Never attempt to block, bypass or remove filtering software.
- 3) Never use the internet for personal purchases.
- 4) Use great care when downloading files from the internet to the diocesan system. Files must be scanned for viruses. Compressed files should be scanned before and after decompression.

### Electronic communication

In using electronic devices to communicate, including but not limited to email messages, text messages, tweets, websites, blogs, and social networking sites, employees, volunteers, and students will:

- 1) Always use respectful language.
- 2) Maintain appropriate relational boundaries in all forms of communication.
- 3) Never access, post or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography of any kind to any person.
- 4) Never send anonymous messages.
- 5) Treat all communication as if it were public. Communication via these forms of technology does not always remain private. It is like sending a postcard. Many people can and will read it. Some might even change it. Always use language and communicate as if you were face to face with the person.

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 Catholic schools. Use of other organization's 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 consistently with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private. 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.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing on others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes.
- K. 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.

## **GAINING COMPUTER/INTERNET PRIVILEGES**

In order to use the computers and Internet service provided by Bishop Luers High School, a student must:

1. Have a signed Permission Form and an Acceptable Use Policy on file in the school office (must be signed by both student and parent/guardian.)
2. Be directly supervised by a Luers staff member, and
3. Log in with the supervising staff member when beginning the use and log out when completed.

## **PARENT / GUARDIAN RESPONSIBILITIES**

During the school year, 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 are not specifically and previously approved and included as part of the school's budget.

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

Bishop Luers High School does not permit students to use computers for e-mailing purposes. Students are able to access this service at home or at one of the local libraries. Teachers may use e-mail as a part of the classroom experience when it directly connects to the curriculum, i.e. Foreign Language classes, etc.

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## **DISCIPLINE**

As a school community we expect Bishop Luers High School students to act, both on and off campus, in a manner that will reflect positively on themselves and Bishop Luers High School. Expectations of a Bishop Luers student include:

- To conduct themselves in a respectful manner that will guarantee the well-being of themselves and others.
- To refrain from misconduct or misbehavior that disrupts the educational process.
- To respect the authority of all school personnel (teachers and staff) in maintaining discipline in the school and at school sponsored events.
- To work according to one's ability.
- To refrain from libelous, slanderous remarks and obscenity in verbal and/or written expression.
- To be punctual in attending school.
- To be knowledgeable of and adhere to the rules and regulations established by the school.

### **CLASSROOM CONDUCT**

Each student is to follow the classroom rules and expectations determined by the teacher. The teacher will provide appropriate consequences for misconduct. Students asked to leave a class by the teacher must immediately report to the front office. An office referral form may be given by the teacher.

### **DEFINITION OF TERMS**

**Detention** – The student will be required to spend 45 minutes before or after school. Students must sign in in the detention room to receive credit for the time served.

**Friday School** - The student will be required to spend 3 hours at Bishop Luers High School on Friday or Saturday (to be determined by the assistant principal) or at a designated community service center as directed by the assistant principal. Friday Schools will be held from 3:05 pm to 6:05 pm. If a Friday School is assigned for a Saturday, it will be held from 8:00am to 11:00am. One week's notice is given whenever possible.

**Saturday School** – The student will be required to spend 4 hours at Bishop Luers High School on Saturday from 8:00 am – 12 noon; or at a designated community service center as directed by the assistant principal.

Detention / Friday / Saturday School Rules:

- The student will be supervised either in a work setting or in a designated room doing schoolwork. Students must bring something to work on quietly. No cell phones, IPODS, sleeping, just sitting or talking are permitted. If a student is asked to leave for noncompliance of rules, time spent will not count.
- All school policies that are in effect during the school day are also in effect during detentions, Friday and Saturday Schools. Any student arriving after 3:05 pm on Friday or 8:00 am on Saturday will not be admitted and considered to not be in attendance and a "Failure to Serve" will be assigned. (Detentions may also be served at 7:00 am in the morning.)
- Students must attend the Friday/Saturday school dates designated by the assistant principal. Students who fail to comply will face disciplinary consequence up to and including suspension or expulsion for non-cooperation.
- Friday and Saturday schools may not be rescheduled for work, practices, rides, competitions etc.
- If illness occurs on the date of an assigned Friday/Saturday School, parents should follow the same procedure for reporting the absence as used during a regular school day. The student will then need to serve the Friday/Saturday School at the next scheduled date.
- Notices of reschedule dates are not sent home to parents. It is the responsibility of the student to notify parents of reschedule dates.

**In-School Suspension** - The student attends school and is assigned to a room or space away from the student body. A student may be suspended from all classes and extracurricular activities for 1-10 days. The student is not permitted to attend or participate in any school extracurricular or co-curricular activities during the suspension. The student will complete assigned work related to the reason for the suspension. Class work and homework is provided at the end of the school day for the student to complete at home. The student is to report to the office upon arriving at school in the morning and then is to leave immediately after the last bell. The student receives credit for work assigned during this time. The assistant principal, as a designee of the principal, may assign suspensions, in or out of school.

**Out of School Suspension** - The student is excluded from school and all activities for the period of the suspension. A student may be suspended from all classes and extracurricular activities for 1-10 days. The student may not make up work missed during this time (per Diocesan Policy P4040). The student receives no credit for work assigned during this time. If a student receives 2 out of school suspensions within a school year, the State of Indiana provides the school with the option to have the student's driver's license or learner's permit revoked. In addition, work permits may be revoked. The assistant principal, as a designee of the principal, may assign suspensions, in or out of school.

**Counseling** - In certain cases the administration and/or Discipline Committee may recommend or expect that a student receive counseling to address a social or personal problem that results in a major violation of the discipline code. A student's return to school or participation in the life of the school may be subject to proof of attendance or participation in a counseling program or recommendation of a counselor. Counseling information is available through guidance and is to be completed at the expense of the parent.

**Special Probation** - When it has been determined that a student has received an excessive number of detentions and/or that a student exhibits a negative overall attitude toward the school, the student may be placed on special probation. The student will be expected to fulfill the conditions of his/her special probation contract. If the student continues to exhibit a repetition of negative conduct, he/she may be advised to transfer to another school. Students who transfer to Bishop Luers High School with a history of disciplinary difficulty may be placed on special probation upon entrance. (See Contract for Success)

**Co-curricular ineligibility** - For academic and disciplinary purposes a student may be declared ineligible for participation in or attendance at any and all co-curricular/extracurricular activities for a set period of time. In some cases this will be done after consultation with members of the Discipline Committee and when appropriate with coaches, moderators, and the athletic director. This may include co-curricular activities in which a student receives a grade. Any modifications to grading will be communicated to the student.

**Expulsion** - Under certain circumstances a student may be dismissed from Bishop Luers High School.

**Community Service** – Community service with Bishop Luers or through an outside agency may be assigned. If an outside agency is recommended, parent permission will be sought. Administration may assign up to 120 hours of community service.

## **DETENTION SYSTEM**

The detention system has been established to encourage responsible student behavior and to aid in cooperation with the goals and guidelines of the school.

Detentions receive points according to the severity of the action. Detentions may be issued by any staff member for the following infractions:

(2 point detentions)

- 1) Disrespect
- 2) Language
- 3) Disruptive behavior
- 4) Willful disobedience
- 5) Sleeping in class
- 6) Not working
- 7) Tardy

(1 point detentions)

- 1) Dress code violations
- 2) Food, gum, candy, or beverage outside the cafeteria,
- 3) Hall violation
- 4) Running, horseplay, etc. in areas not permitted

Detentions given for other reasons will be assigned points depending on the severity of the behavior. Students will be notified by the assistant principal regarding these additional points. It will be the discretion of the teacher or staff member as to whether to assign a detention. Repeated violations or more serious acts may result in a referral for more serious consequences.

When issued a detention, students must serve 45 minutes before or after school for each detention received. Detention will be held daily at 7:00 am in the front office and at 3:10 pm in Room 230 unless otherwise announced. Students may not receive credit for serving a detention if they do not verify attendance in the appropriate location. Detentions are to be served by the next school day. If there is a problem with serving a detention within this time frame, students are to see the assistant principal before the time to serve the detention has expired. Students who have not served their detentions in the time allotted will be ineligible for extra/co-curricular activities until all detentions are served. In addition, a student may receive a "failure-to-serve" detention or Friday School in addition to the original detention or be placed in ISS until all detentions are served.

Consistent failure to comply with the intent of the detention system will result in a Major Violation (Non-Cooperation) and may result in Friday School, Saturday School, suspension or possible expulsion.

When a student has 3 or more outstanding detentions, he/she may receive a notice of potential suspension if un-served by a specific date. If the student fails to serve by the assigned date, he/she will remain in-school suspended until the detentions are served.

The accumulation of detention points will result in disciplinary consequences:

- **Six (6) points** during a quarter will result in a **Friday School**. and further detentions may be assigned more serious consequences.
- **Nine (9) points** in a quarter will result in an in-school suspension on the first offense during a school year.
- **Twelve (12) points** in a quarter will result in an **out-of-school suspension** pending a **Discipline Hearing**.

### **DISCIPLINARY REVIEW FOR STUDENTS (SUSPENSION OR EXPULSION) - DIOCESAN POLICY P4530.**

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

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

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.

### **FAILURE OR REFUSAL OF PARENTS/GUARDIANS/CUSTODIANS TO PARTICIPATE IN A DISCIPLINARY PROCEEDING - DIOCESAN POLICY 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 service" in accordance with I.C. 31-6-4-3-(a)(7), and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

### **GROUNDINGS FOR SUSPENSION OR EXPULSION - DIOCESAN POLICY P4520**

The grounds for suspension or expulsion apply to student conduct that 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 the Diocese.

The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530. This listing is not intended to be exhaustive of all types of conduct:

- 1) Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- 2) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- 3) Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, students, school employee, or school.
- 4) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- 5) Threatening or intimidating any individual for whatever purpose.
- 6) Possessing, handling or transmitting a knife or any other object that under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as part of or in accordance with the approved organization.
- 7) Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- 8) 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.
- 9) Failing in a substantial number of instances to comply with directions of teacher or other school personnel during any period of time when the student is properly under their supervision.
- 10) Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- 11) Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- 12) Using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or function.
- 13) Making any statements or behaviors of a threatening nature, or making false reports related to school safety.
- 14) 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.
- 15) Violation of the school's computer usage, internet, or electronic communications policies, including making or posting videos on the internet, cyber-bullying, and making online threats when such behavior enters the school building or administration feels that such behavior is contrary to school policy.
- 16) Committing a major violation.

## **GUN FREE SCHOOLS - DIOCESAN POLICY P4560**

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. 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.

### **MAJOR VIOLATIONS, PENALTIES, CONSEQUENCES**

There are a number of behavioral problems that are considered major violations. A student who has more than one major violation on his record may be subject to more serious consequences, including expulsion. For each major violation the administration may select one or more of the following consequences (multiple detentions; Friday school; Saturday School; in-school suspension; out of school suspension; special probation; extracurricular ineligibility, which could include suspension from attendance at and participation in any and all school extracurricular activities; community service; or expulsion).

If a student is involved in a major violation, the parent/guardian may be contacted. Depending on the circumstances, the student may be suspended until a parent conference has been held. While administration typically decides on issues of discipline, administration may decide to refer major violations to a Discipline Committee for review and recommendations.

The following are considered major violations:

- 1) **Fighting** - Any student involved in fighting will pay the consequences for fighting without regard to who started the fight. The only exception to this rule will be the case of an unprovoked assault. Threatening, instigating, or congregating at the scene of a physical confrontation can be grounds for suspension or expulsion.
- 2) **Insubordination** - A student who confronts a staff member or challenges authority by non-compliance or by physical/verbal threat or action is guilty of this offense.
- 3) **Non-cooperation** - A flagrant violation of this may include non-cooperation with the school's programs, policies (i.e., excessive detentions, i.e. 6 pts in detentions in 1 quarter, or multiple Friday/Saturday schools); non-cooperation with another person; unauthorized possession and/or use of school equipment, materials, keys, etc. This policy governs students in terms of all rules and regulations.
- 4) **Physical Endangerment** - This is any act which endangers the physical safety of another person, i.e. firecrackers, reckless driving or uncontrolled physical activity will not be tolerated. Any physical or verbal act of a sexual nature which threatens, intimidates or injures another student will result in further penalty.
- 5) **Sexual Harassment** - Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature.
- 6) **Theft/Vandalism** - Stealing or vandalism, whether to the property of a student, member of the staff, or to the school itself is a major violation. Restitution of the article or payment for damages in addition to the penalty assigned will be required.
- 7) **Tobacco** - Possession and/or use of tobacco products in the building and/or about the school grounds, on school buses, or during sponsored activities is prohibited.
- 8) **Truancy** - A student is considered truant if he/she is not in attendance and has no approved excuse or if the student leaves the building without permission. (See Attendance for consequences related to Truancy)
- 9) **Co-Curricular Major Violation** - Any major violation occurring during a school-related activity will result in a suspension from that co-curricular group either during the season or during the new season or next school year.
- 10) **Possession/Sale/Use of Alcohol, Drugs, and Paraphernalia**- Students are in violation of this policy if while in the school building and/or about the school grounds, on school buses or during school-sponsored activities they use and/or possess alcohol or drugs; or they are under the influence of alcoholic beverages or illegal drugs; or they have the smell of alcohol on their breath or clothes; or they have in their possession paraphernalia that is employed for using alcohol or drugs. Students in violation of this rule may be subject to routine drug screens and counseling at the expense of the student/family.
- 11) **Gang membership/Displaying gang signs or graffiti** - Membership or active involvement in a gang or group that is responsible for coercive or violent activity is prohibited. Attire, language, graffiti, "signing," or using any insignia or alphabets associated with a gang is prohibited and the student is liable for expulsion.
- 12) **Weapons** -The possession on the person, in a locker, in a book bag or carryall, or car of any weapon by a student is forbidden. Further, students are prohibited from possessing firearms or other weapons on route to or from school or school activities or on school property. A violation of this policy carries an automatic expulsion from school of not less than one calendar year.
- 13) **Forgery** - The signing of another person's name without his permission will not be tolerated. This would not only be limited to a parent's forged signature but also that of school personnel or other students' signatures. This also includes plagiarism of school work.

14) **Unlawful and unapproved entry**- Unlawful and unapproved entry into the Bishop Luers High School building is not acceptable. It is considered "breaking and entering" and will be dealt with accordingly.

15) **Intimidation/Bullying/Harassment**- Intimidation of students or staff members will not be tolerated. Bishop Luers High School will not tolerate the bullying of others. These behaviors are considered in violation of the policies of Bishop Luers when they are committed on campus, on buses to and from activities, at extra/co-curricular activities, or off campus, such as indicated in the blogging/social networking policy.

16) **Inappropriate use of the Internet/Electronic Devices**- Inappropriate use of the internet or any electronic device on or off campus may be considered a major violation.

17) **Threats in the school**: Students may not make statements or engage in behavior of a threatening nature, weapon possession, or any behavior that might pose a threat to the well being of students, staff, and others. Bishop Luers has an obligation to keep our school safe and take any threat seriously. All potential safety concerns will be investigated thoroughly with appropriate actions taken, up to and including expulsion and criminal justice intervention. This is not an area for practical jokes, offhanded comments, or false statements.

### **NON SCHOOL RELATED CRIMINAL ACT - DIOCESAN POLICY P4550**

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the principal's after consultation with the pastor and/or Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

### **OFF CAMPUS AND ON CAMPUS CONDUCT**

There are times when a student's behavior outside of school requires school discipline. Students should remember that they are responsible for the good name of Bishop Luers High School at all times. A student involved in off-campus or on-campus conduct prejudicial to the reputation of the school may be liable to punishment up to and including expulsion.

### **RESTRICTED AREAS**

If a student is in an area without authorized permission, he/she is considered to be in an area that is "off limits" and will receive the appropriate disciplinary action. All locker rooms are "off limits" any time a class or team is not assigned to use them. When locker rooms are assigned they are "off limits" to non-members of the assigned team/class. Classrooms that are not in use are also considered "off limits" to students unless an adult is present.

### **STATEMENT OF HONESTY**

The virtue as well as the quality of honesty speaks to every person in the Luers family. As maturing people, we must always speak the truth and have the courage to live it; personal integrity demands this. Consequently, to deliberately speak what is known to be untrue or to take the work of another and call it one's own diminishes both one's own personal honesty and tarnishes the quality of one's integrity.

**Therefore, dishonesty, including lying, cheating, plagiarism, copying of work, and impersonating another person, will not be tolerated at Bishop Luers High school. Students/Families who do not comply with the statement of honesty can expect disciplinary consequences.**

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## **DRESS CODE**

In the choice of any clothing, good taste and propriety should be considerations. Our intention is to provide direction for families and students in the selection and choice of dress. Any dress that violates the Luers spirit is unacceptable. The administration reserves the right to decide if a person's style of dress and/or appearance is in violation of prescribed regulations and if it constitutes a disruption of the education process. This includes hair styles/length/color, wearing of jewelry, head/hair bands, ribbons, etc.... At no time is torn or frayed clothing permitted.

Though we expect parents to be aware of the dress code and their children's dress, it is the responsibility of the student to make choices that comply with the dress code and its spirit.

Two general rules apply for all clothing: Clothing must not be frayed, or torn; and clothing selected may not be disruptive to the learning process. Disruption will be defined by the administration on a case by case basis. At all times clothing must be within the "Luers Spirit." Students are expected to be in dress code from the time they enter the building until 3:00 PM. Students on campus after 3:00 PM must still maintain appropriate modesty in their dress.

## ACCESSORIES

The following jewelry is permitted at Bishop Luers High School: earrings (worn in the ear), watches, rings, bracelets, and necklaces. No other objects, including wallet chains, are permitted. Accessories must be modest. The appropriateness of such accessories lies with the discretion of the administration. The following are **not** permitted:

- 1) Wallet chains
- 2) Piercings other than in the ear
- 3) Scarves or ties with the uniform shirt
- 4) Ear gauges/plugs
- 5) Suspenders

## HAIR / MAKE-UP / TATTOOS

Hair should be neat and clean. Hair should not be hanging in a student's face on a consistent basis (when a student is not leaning over). Teachers must be able to make eye contact with students. Hair styles, length, and color should be appropriate. Green, blue, bright red, pink, etc. are colors that are not permitted in the hair. Gentlemen may not carve designs into their haircuts and may not have haircuts such as Mohawks (unless approved for special occasions).

Girls' makeup should be modest and appropriate.

Tattoos must be appropriate. If administration deems that a tattoo is not appropriate or is a disruption, the student will be asked to keep it covered. No facial tattoos are permitted.

## SHIRTS-TOPS-BLOUSES

1. Students must wear the official Bishop Luers long or short sleeved uniform polo shirt. The shirt may not be altered. They may be purchased at the school book store. No other shirts are permitted. Long sleeve and short sleeve undershirts are permitted provided they are one solid color. Undershirts are to be red, black, white or gray.
2. Shirts must be **completely tucked in at all times**.
3. BISHOP LUERS uniform sweatshirts may be worn. No hoodies or non-uniform sweatshirts will be permitted. No other sweatshirt (including any type of sportswear with the name of the company / college / etc. inscribed on the front) may be worn. The official Bishop Luers polo must be worn underneath the uniform sweatshirt.
4. Other types of coats, jackets, warm-ups or sweaters are **NOT** permitted.

## SLACKS-PANTS

- 1) NO DENIM / JEAN / NYLON / SWEAT PANT MATERIAL or KNIT PANT of any color may be worn. "**Dockers**" style pants are **acceptable**.
- 2) Only the following SOLID colors may be worn: BLACK, GRAY, NAVY BLUE, KHAKI, OR BROWN. PANTS WITH PIN STRIPES or DESIGNS MAY NOT BE WORN.
- 3) CARGO PANTS / pants with side pockets are not permitted.
- 4) Males must have a visible belt worn at the waist. Pants must fit properly – they should be worn at the waist with no sagging at the waist or between the legs. Rope, string and other such materials may not be substituted for a belt.
- 5) Pants should not be excessively tight on males or females.
- 6) All pants/slacks must be at least ankle length, but may not drag the ground excessively.
- 7) No "SKINNY" pants, tights, leggings, or pants that are too low at the hips/waist.

## SHOES-SANDALS

The following types of shoes may be worn: gym shoes or "dress" shoes. No slippers, "house shoes," crocs or sandals are permitted. High heels are not permitted as part of regular dress code. The Luers' Administration reserves the right to determine the appropriateness of a student's shoes. All decisions are final.

## EXTRACURRICULAR DRESS

Occasionally, teams and clubs will want to wear identical shirts in order to create student awareness and increased spirit for an event. Groups may wear identical team/club shirts during the day of an event as long as the coach or moderator has cleared this request through the Athletic Director and the following guidelines are met:

- 1) Club and team shirts must be within Luers spirit, be approved ahead of time by administration, and must display the KNEELING KNIGHT facing to the right.
- 2) Identical pants, jackets or warm-up suits may not be worn unless approved by the Athletic Director in advance.
- 3) Sweatshirts with hoods or pockets are not permitted.
- 4) It is preferred that the teams wear identical jerseys rather than t-shirts or sweatshirts. Clubs/groups that do not have jerseys may design and wear a designated t-shirts approved by the Athletic Director. Exceptions to team jerseys may be made with prior approval.
- 5) Team/Group wear is allowed only on days of competition or on days with prior approval of the Athletic Director. All team members must be in identical dress or special dress will not be permitted.
- 6) Teams may dress up on the FIRST DAY OF PLAYOFFS. Males may wear shirts and ties. Girls may wear pants and a nice shirt, blouse, or sweater. Girls may not wear dresses or skirts. No long shirts or sweaters with leggings are permitted.

All other changes in dress code related to special events outside of school need to be approved by the administration in advance.

## **DRESS DOWN / DRESS UP / SPECIAL DAYS**

The administration may choose to recognize student effort, behavior, or performance by allowing a dress-down, spirit day, or dress-up day. Dress on this day is to be within the Luers spirit and within the following guidelines unless announced otherwise ahead of time:

- 1) Dress must be neat and clean, and free from holes, rips or tears.
- 2) Shirts with inappropriate messages will not be permitted.
- 3) Halter type tops, tank tops, tops that fall off the shoulder, or cropped tops are not permitted at any time.
- 4) Pajama/flannel pants are not permitted at any time.
- 5) Leggings/tights/"skinny jeans" are not permitted.
- 6) All shirts must display appropriate modesty. Tops that are low cut, backless, or strapless will not be allowed.
- 7) **Skirts and dresses are not permitted.**
- 8) Flip-flops, open back shoes, and slippers are not permitted.
- 9) High heels (above 2") are not permitted.
- 10) Shorts and Capri pants are not permitted.
- 11) Teams that are dressing for play-offs may do so only with prior approval from the Athletic Director and may only do so for one day at the beginning of their play-offs.

Administration will make the final determination if the appropriateness of a student's clothing is questioned. Students are expected to arrive at school looking neat and exhibiting an appropriate level of cleanliness.

## **DRESS CODE VIOLATIONS**

Dress code violations – Students can expect one or more of the following consequences when not following Bishop Luers' dress code.

- 1) A warning or detention may be issued for violations in the dress code and the student will not be eligible to participate in the next dress down day.
- 2) Repeat offenses may result in more serious action.
- 3) The student may be asked to call home and have a change of clothing brought to school. The student will remain in ISS until he is able to change.
- 4) The student may be placed in ISS for the remainder of the day.
- 5) The student may be sent home and assigned an OSS for the remainder of the day.

## **FERPA – FAMILY EDUCATION RIGHTS AND PRIVACY ACT – P 4170**

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.

In compliance with FERPA, the following statement will appear annually in the local diocesan school's Parent/Student Handbook: *Such natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student may request the amendment of his/her student's education records to ensure that they are not 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 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 STUDENT'S RECORDS**

Any natural parent, guardian, individual acting as a 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 records;
2. Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. Consent to disclosure of personally-identifiable information contained in the students' education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent.
4. File with the U. S. Department of Education in complaint under 34 C. F. R. 99.64 concerning alleged failure by the agency or institution to comply with the requirements of the Act and this part; and
5. Obtain a copy of the diocesan policy (P4170 – Access to Official Student Records) and procedure for access to student's records.

Parents or eligible students may review copies of the diocesan school's policies and procedures for inspecting and reviewing a student's records and requesting amendments to a student's records. These policies are kept in the principal's office of each diocesan school and may be reviewed during regular school hours.

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# **GENERAL POLICIES**

## **BOOKS AND PERSONAL PROPERTY**

Students are responsible for their own books and personal property. Electronic devices such as mp3 players, radios, headsets, ipods, electronic games, cell phones, etc. are forbidden unless their use is directly connected to a school activity. The administration may choose to confiscate and search any such devices. Return of a device to a student will occur at the discretion of the administration. Calculators used to play games will be considered as inappropriate electronic devices and will be confiscated. Due to safety reasons, purses and backpacks or other items used to carry books and other classroom materials must remain in lockers and may not be carried to class. It is expected that lockers will be locked at all times. Bishop Luers High School will not be held liable for the loss of a student's personal property.

## **BUILDING HOURS**

Students are permitted in the school building at 7am each school day. They are to remain in the front lobby until 7:30 am. Before 7:30am students may only be in other areas of the building if under the direct supervision of a Bishop Luers staff member. A bell will ring at 7:30am indicating that students have permission to be in the locker and classroom areas of the building.

Students are to vacate the building by 3:15pm each day. The only students who should be in the building before 7:30am or after 3:15pm are those with a practice or meeting immediately before/after school and who are under direct supervision of a Bishop Luers staff member. If a student's practice, game, or meeting is scheduled for later, the student must leave at 3:15pm and return at the time of the student's practice, game, or meeting. Students who do not adhere to this policy risk the chance of disciplinary action being taken.

## **CAFETERIA**

Bishop Luers High School uses an automated point of sale software system. All students have an account that is accessed by a student ID scan card. A hot lunch or salad bar with milk is offered daily for \$2.50. A second lunch purchased on any given day is \$3.00. Ala carte and snack items are also available at assorted prices.

The lunch card/student ID card has a picture of the student on it. All students' pictures are taken at registration. Lunch cards require a \$10.00 fee at registration and there is a \$10.00 replacement fee if the card is lost. Students who do not have their ID card will have to wait until the end of the line to get their lunch.

Money for lunch accounts is collected in the front office. Students may bring money to the front office, put it in an envelope with their name on it, and turn it in to the front office staff in the morning before 10:00 am. Please make deposits for at least one week at a time. Families may use one check and it will be divided per instructions given with the check.

Any student with a milk allergy will be offered juice with their meal only after a doctor's note is given to the cafeteria manager.

All families will complete the free and reduced lunch application and return it to the business office. New applications must be filled out each year to qualify for free and reduced lunches.

Money remaining on the lunch card at the end of the school year will be refunded to seniors or rolled over to the next year for returning students and/or their siblings.

All books are to be placed on the risers / areas provided for books. No books are to be placed on the floor. Students are to remove all materials they have placed on tables / risers before leaving the lunch room. Trays are to be taken to the window at the end of the lunch room. All food must be eaten in the cafeteria. Because of health regulations, cafeteria food is not permitted in classrooms or hallways. Students may not bring fast food/restaurant food onto the school campus or into the school cafeteria. We are a closed-lunch school.

Students may go outside only during their lunch period. Students are allowed only in the grassy area immediately outside the cafeteria. Students are not allowed beyond the east side gym porch or in cars without permission. No food or drink may be taken outside during lunch periods. Students who throw food or other items in the cafeteria or do not follow cafeteria rules may be subject to disciplinary action, including suspension.

All school rules, including cell phones and dress code apply when students are at lunch.

## **CHAPEL / SPIRITUAL LIFE**

The Chapel is open daily. Students and staff are invited to Morning Prayer at 7:30a.m. in the chapel and to stop in for prayer though out the school day. Weekday morning Masses are celebrated as announced at 7:30a.m. in the Chapel. The Sacrament of Reconciliation is available during the school day as announced and by student made appointment. All-school Masses, Prayer Services, and Eucharistic Adoration are held as announced. Pastoral Care for students and staff is available from the Pastoral Minister and Priest Chaplains daily upon request or by appointment.

## DANCES

1. All students and their dates (defined as members of the opposite sex) are required to observe all school policies including dress code, parking and driving regulations, alcohol, drug, and tobacco rules, and all discipline policies.
2. All persons who attend school dances are expected to act as mature and responsible young adults.
3. Dancing must be acceptable, which means "grinding" or back-to-back dancing, no "rubbing."
4. The definition of acceptable will be determined by the adults/administration in charge of the dance.
5. All students are to be in the dance within 1 hour of the start time or they will not be allowed to enter.
6. Once a student leaves he/she will not be allowed to return. Anyone who does not conform to this standard of behavior will be asked to leave school property/function and may be subject to further consequences at the discretion of the supervisor or administration.
7. Whether dances occur on or off of school property, they are considered a school event; students and guests, and adults present are within a "school zone" and subject to all rules and policies of the school as well as laws related to school zones.
8. Students with dates who are not Bishop Luers High School students must register their dates at the school office prior to the scheduled dance. The Luers student is responsible for the date's behavior.
9. Dress at dances must be appropriate.
  - Short dress/skirts and those that are excessively low cut are not permitted.
  - Any person whose apparel would prove embarrassing to other students, the sponsors or chaperones will not be admitted.
  - Dress that reveals bare midriffs, bare backs or area sheer or see through are not permitted.
  - Dress may not advertise alcohol, tobacco products, drugs, or gang activity.
  - Dress of any offensive nature will not be permitted.
  - Shoes must be worn
  - Shirts must be buttoned.
  - Students not following the dress code announced for the dance may be denied admittance. Tickets will not be refunded.
10. Suspected use of alcohol or drugs will be referred to the police officer on site. A breath-a-lyzer test may be administered.
11. There will be no pass-outs during the dance.
12. Students who are on suspension or who have been expelled are prohibited from attending a school-sponsored dance.
13. All individuals, with the exception of the clean-up crew, are to be off school property within 15 minutes of the end of the dance.
14. Loitering in the parking lot is not permitted.
15. Bishop Luers students are responsible for the actions of their guests and are subject to disciplinary action based on the actions of their guests.

## EMERGENCY INFORMATION AND CHANGE OF ADDRESS

Each student must have on file in the school office an emergency/general information form completed by parents/guardians.

Any student moving to a new address or having a change in general information (i.e. phone number, address, contact person, emergency information, etc.) must report these changes to the school office.

## ENVIRONMENTAL TOBACCO SMOKE

As per Diocesan Policy P5430, 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.

Bishop Luers is a smoke-free campus. We ask that students, staff, and visitors refrain from smoking on campus, including while in attendance at co-curricular and extra-curricular activities.

## FIELD TRIP POLICIES

Field trips are a privilege. Students who attend a field trip are subject to the school's rules and regulations as if they were within the confines of the school and its classrooms. A student may be denied the opportunity to participate in a field trip for behavior or attendance. Students having less than a C- in a particular subject may not be given permission to attend a field trip.

Any student attending a field trip must have properly completed parent/guardian permission slip. A phone call or note giving permission from parent/guardian is not acceptable. A parent/guardian has the right to deny permission to a student to go on a field trip. In these cases students will be kept in the front office/media center when they are not in class.

Field trip permission forms will indicate whether the absence is exempt or non-exempt according to the Attendance Policy.

## FOOD AND GUM

Eating is permitted only in the cafeteria and designated areas. Food is never to be taken outside the cafeteria. Fast food / food from restaurants may not be brought into the school during the school lunch time. The use of chewing gum is prohibited during school time. **Food and drinks are not to be kept in lockers.** Students who bring breakfast food to school in the morning must eat it either outside the parking lot entrance or in the front vestibule. Outside food will not be permitted in the building. No open containers are allowed in the hallways.

## **GYM AND WEIGHT ROOM**

Students must have faculty/coach supervision and permission to use the gym and/or weight room at all times. Shoes, which may mark the floor, are not permitted. Dangerous activities are not allowed. The supervisor's decision concerning shoes or activities is final. Students who are found unsupervised in the gym or weight room may lose the privilege of using these facilities and may be given further disciplinary consequences. Gym and weight room privileges may be suspended due to discipline issues.

## **HALL PASSES**

The student planner is used as a hall pass to go from classrooms to other areas of the building with teacher permission. Students are expected to go directly to the destination approved by the teacher and return directly to the classroom. Students, who stop at lockers or other rooms in the building without permission, risk receiving a hall violation detention or other disciplinary action. Students who are ill should receive a nurse's pass from their teacher prior to seeing the nurse.

If a student loses the planner, another may be purchased at the Book Store. The school planner is the official pass used to travel from room to room during a class period. Students may not use another student's planner to obtain a pass. **Students are not to be permitted out of class without a pass.**

## **HALL AND STAIRWAY REGULATIONS**

Disruptive and dangerous behavior, such as running or pushing, is prohibited at all times. A detention will be issued to students who run or push. Five minutes will be allowed for the student to move quietly and directly to his or her next class, including the cafeteria during lunch periods. Restrooms should be used during this time unless a teacher issues a pass for this purpose.

During class periods no student is permitted outside a classroom without a hall pass. Loitering in the restrooms, corridors, gym locker rooms, offices, or stairways is absolutely prohibited at all times during the day. This is true during lunch periods. Students may be in the halls only during the passing period.

Students are never to cut across the gym floor.

During lunch periods a student must remain in the cafeteria area and may not cross into the building past senior hall without permission.

During fire, tornado, and emergency drills students are to be silent and to follow the directions of the staff. They are to move quietly and quickly to the designated area of safety and to follow the directions of the staff at that point.

## **HEALTH REQUIREMENTS**

The school must have proof of completed immunizations as required by state law upon school entry. Please note the law provides for exclusion from school for failure to comply.

A student who cannot participate in physical education class and other related school activities and/or cannot comply with school regulations must provide a physician's statement citing the activity and reason. However, there is no waiver given for the required physical education credit.

## **IDENTIFICATION CARD/LUNCH CARD**

All students will be issued a school identification card (\$10.00 fee). If the card is lost or stolen, the student must purchase a replacement ID from the Business Office. No student will be allowed to eat lunch without his/her ID in good condition with the picture visible.

## **MEDICATION POLICY**

It is preferred that medication not be administered at school if it can be avoided. If it is absolutely necessary, however, school policy requires that medication cannot be dispensed at school unless the medicine is sent to the school in its original container labeled with the student's name, name of the medication, and the correct dosage. Most pharmacies will provide a second container, free of charge, to send to the school upon request. A signed note from the parent or guardian must accompany the medicine. The note must contain the student's name, name of the medicine, reason for taking the medicine, the time medicine is to be taken, and the dosage to be taken. Students are to keep all medication, including aspirin, Tylenol products, cough syrup, or other over the counter medication, in the front office/nurses office where it can be taken under the direction of the school staff. Students may submit a medication form signed by the parent/guardian giving permission to take medication and instructions for administering the medication on a regular or irregular basis as stated on the form.

## **OTHER ACTIVITIES NOT COVERED IN THIS HANDBOOK**

These rules and regulations are not intended to cover all aspects of student behavior. Families and society provide expectations and directions that guide students in a positive manner. There are many general rules of student conduct in the Diocesan Policy Handbook. A request for the lists of the rules may be obtained by consulting with a member of the school administration. Students are expected to abide by them.

## **PARENT/LEGAL GUARDIAN CONCERNS PROCEDURE (P2310 COMMUNITY RELATIONS)**

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)

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).

## **PARKING**

Parking is a privilege, not a right. Parking for juniors and seniors is provided in the parking area in back of the school. The following areas are reserved for staff, and students may not park there: the first lane of parking parallel to the cafeteria, the areas in front of the school and the maintenance shop, around the cafeteria entrance and the friary parking lot. It is the student driver's responsibility to know what areas are restricted. Students whose cars are parked improperly, without parking tags properly displayed, or in a restricted area may be fined. The first fine is \$20. In addition to a fine, cars may have warning decals placed on them. The next offense may result in loss of the privilege to park on school property for the remainder of the semester and possible towing of the vehicle.

There will be no parking on the school campus for 9<sup>th</sup> and 10<sup>th</sup> grade students during the school day. These younger students should try to establish car pools or rides with older students.

Off-school property parking is extremely limited near Bishop Luers High School. Students who park on Noll Avenue do so at their own risk as this is a public street and not considered part of the school campus.

Reckless and careless driving is prohibited and subject to a fine or other consequence. Pedestrians who conduct themselves improperly, (i.e., jump on cars, block or interfere with traffic) are subject to a detention or other disciplinary action. On school property, speed is to be no more than 10 m.p.h. at all times. Fines may be levied, parking privileges may be revoked, and/or other disciplinary measures may be given for the student involved in hazardous driving. All violators may be subject to suspension of parking privileges.

## **PROBATION / CONTRACTS FOR SUCCESS**

### **Attendance**

Students who are absent more than 5 times per semester or 10 times per year, have irregular attendance, unexcused absences, or have accumulated tardies may be placed on a Contract for Success to monitor absences and academic progress more closely.

### **Disciplinary**

Students who have a history of disciplinary problems or who receive more than one major violation per quarter may be placed on a Contract for Success to monitor discipline and encourage improvement in behavior.

### **Contracts for Success**

Contracts for Success are a systematic approach to monitor student behavior, attendance, and academics and lend support in all areas. Students who are in need of such a contract meet with the assistant principal, or a designee for the administration, and / or parent in order to review expectations. The contract is established for a certain period of time. Contracts may be removed if the minimal expectations are met. Consequences and/or rewards to encourage a change are also included.

## **PUBLIC DISPLAY OF AFFECTION**

Students are expected to conduct themselves with taste and respect for themselves and others in relationships. Public demonstrations of kissing, embracing, and/or other intimate contacts are embarrassing to others and show little respect for the reputation of the partner involved. These acts may be construed as sexual harassment.

## **STUDY HALLS**

1. Students should bring enough material to work on for the entire period.
2. There will be limits set for students who leave to go to the restroom or to their locker.
3. Quiet studies are encouraged. Students will be permitted to work with other students at the discretion of the supervising teacher. Students who are simply socializing will be separated.
4. No sleeping is permitted.
5. No card play or game playing is allowed. This includes games on calculators, computers, or other electronic devices.
6. Students may be given permission by the supervising teacher to go to the library for the study period.

## TELEPHONE

If a student is in need of making an emergency telephone call during the school day, he/she is to use the phone in the front office.

Telephones in individual classrooms are off limits to students. Students found using these phones without expressed permission from the staff member assigned to that room will receive appropriate disciplinary actions.

Students are not to text, make, or receive phone calls between the hours of 7:50 AM and 3:00 PM, including during passing periods or while at their lockers.

## WORK PERMITS

If a student wishes to secure a job, he/she will need to get a work permit through Bishop Luers High School. The following describes the procedures for securing a work permit:

1. The student must actually be hired for the job. The employer will then give the student an Intent to Employ form which must be **completed in full by the Employer**. The student and parent/guardian also must sign it.

2. The student should bring the Intent to Employ form and a birth certificate to room 144 (during the school year) or to the front office (during the summer). The student should drop the intent form off and come back in 24 hours to pick up the completed work permit. The student **MUST** be present to pick up the work permit.

The school reserves the right to withhold or revoke work permits. Poor grades, attendance, and behavior can determine this decision.

## WORK RELEASE

After completing the seven-semester attendance requirement (State Rule G-1) a student may be granted released time for reasons other than those required by his/her program of studies. Forms for work release may be obtained from the school office. A senior may request work release for seventh period only.

## SCHOOL PROPERTY AND USE OF SCHOOL GROUNDS

Students are to respect all school property. The proper use of equipment and grounds provides for greater safety and enjoyment by all. Failure to comply with the rules and regulations regarding school property and its use may result in a detention or more serious consequence.

## **HARASSMENT, SEXUAL/RACIAL - DIOCESAN POLICY P4580**

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain learning and working environments that are free from sexual or racial harassment.

### Definitions of Harassment

#### A. Types of sexual harassment

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, when made by any employee to another employee, when made by any student to another student, when made by any student to an employee or when engaged in by volunteers and/or non-employees over which the school has control while on school property, when:

1. Submission to such conduct is made whether explicitly or implicitly as a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such conduct has the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

#### B. Unwelcome Conduct of a Sexual Nature

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personal characteristics of a sexual nature.
2. Verbal or physical conduct of a sexual nature constitutes sexual harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome.

3. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome. However, in no event is such conduct condoned or deemed welcome. The Diocese retains the right to take those steps it deems necessary to prevent and/or terminate the occurrence of any type of sexual harassment or inappropriate conduct of a sexual nature in the school.

## Definition of Racial Harassment

### A. Types of Racial Harassment

Racial harassment shall consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct of a racial, ethnic, or national origin nature ("racial nature") when made by any employee to a student when made by any employee to another employee, when made by any student to another student, when made by any student to an employee, or when engaged in by volunteers and/or non-employees over which the school corporation has control of their behavior while on school property, when:

1. Submission to such comments or conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education;
2. Submission to or rejection of such comments or conduct by an individual is used as a basis for academic or employment decisions affecting that individual; or
3. Such comments and/or conduct have the purpose or effect of interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.

### B. Unwelcome Comments or Conduct of a Racial Nature

1. Comments or conduct of a racial nature may include verbal or written comments or physical gestures regarding physical or personal characteristics of a racial nature.
2. Verbal or physical comments or conduct of a racial nature constitute racial harassment when the allegedly harassed employee has indicated, by his or her conduct or verbal objection that it is unwelcome.
3. An employee or student who has initially welcomed such comments or conduct by active participation must give specific notice to the alleged harasser that such comments or conduct is no longer welcome in order for any such subsequent comments or conduct to be deemed unwelcome. However, in no event, is such behavior condoned or deemed acceptable by the Diocese, regardless of whether it is considered welcome. The Diocese retains the right to take those steps that it deems necessary to prevent and/or terminate the occurrence of any type of racial harassment or other inappropriate behavior of such nature in the School.

## Complaint Procedures for Students

Any student who alleges sexual/racial harassment by any employee or by another student in the school may complain to the principal, assistant principal or other designee and will use the complaint procedure explained in the Diocesan Policy Book.

For those of you who would harass or annoy another based upon gender, the law will not be concerned with whether you thought the word or actions were offensive. Rather, the law looks at it from the point of view of the person harassed or annoyed.

## **LOCKERS**

Students are assigned lockers for use throughout the school year. Lockers are the property of Bishop Luers High School and are subject to inspection by authorized school personnel. Lockers should be kept neat and clean. Students should occupy only the locker they are assigned. A student is responsible for keeping his/her locker free of all graffiti. The cost of any damage may be assessed to the person assigned to that locker. The locker must be locked with a Bishop Luers' lock at all times. Students are responsible for all items inside their locker. (If administration cannot gain access to lockers, the locks will be cut off at the expense of the student.) A lock rental fee of \$5.00 will be assessed at registration. If locks are not kept on lockers, students may be assessed a \$10.00 replacement fee. Students who do not keep their lockers locked will face disciplinary measures up to and including suspension from school.

## **INSPECTION LOCKERS/VEHICLES - DIOCESAN POLICY P4590**

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, including the contents of electronic devices. Lockers, school desks, vehicles, etc. may be inspected at any time and for any reason consistent with this policy. By enrolling at Bishop Luers High School, it is understood that consent has been given.

### **Persons and Personal Belongings**

The school reserves the right to examine the contents of the student's pockets, purses, backpacks, book bags, electronic devices or other personal belongings when an administrator has reason to suspect they may contain materials or items that would violate school policies. This right of inspection is in effect 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 educational 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 contents to ensure that the locker is being used solely in accordance with its intended purposes.

## **Vehicles**

Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules of the use of such parking facilities including the right to examine the contents of any vehicles 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 student or staff.

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

## **MATERNITY/PATERNITY / ABORTION POLICIES - DIOCESAN POLICY P4410**

### **Pregnancy**

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 parent/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 putative father and the respective parents/guardians must agree to:

- A. Secure continued professional prenatal/child rearing 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. (All such professional assistance must be approved by the school's pastor/designated priest.)

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) 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 the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and in its policies.

Therefore a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school principal, and a person(s) designated by the Bishop, if so desired. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the Bishop regarding the student's suspension or expulsion.

### **Invalid Marriage**

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

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## **SCHOOL SAFETY PLAN**

Because we are concerned with the safety and well-being of our students, Bishop Luers High School and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten students. Bishop Luers has an active school crisis team, and safety specialists who are trained and certified in school safety. We are actively involved in Allen County Safe School Commission. During the school year, we will conduct drills for fire and severe weather as well as lock down and/or other crisis drills. Our school safety plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents and staff. Counseling services are provided through school counselors.

### **GUN FREE SCHOOLS - DIOCESAN POLICY P4560**

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. 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.

## **SCHOOL CLOSING/DELAY DUE TO INCLEMENT WEATHER**

If Bishop Luers will be closed or delayed because of inclement weather, an announcement will be made over local television and radio. We contact TV 21, TV 15, TV 33, WMEE (97.3 FM), WAJI (95.1 FM), WOWO (1190 AM), and WBCL (90.3FM)

## **THREATS IN SCHOOL**

Students may not make statements or engage in behavior of a threatening nature, weapon possession, or any behavior that might pose a threat to the well being of students, staff, and others. Bishop Luers has an obligation to keep our school safe and take any threat (verbal, written, or in electronic form; on or off campus) seriously. All potential safety concerns will be investigated thoroughly with appropriate actions taken, up to and including expulsion and criminal justice intervention. This is not an area for practical jokes, offhanded comments, or false statements. The school would like your help in keeping our schools safe for everyone. We ask for your assistance to identify any situations where a student, staff member or any other person might present a threat to school safety. If you become aware of a threat, you must report it to one of the following:

1. A school administrator – 456-1261
2. A school safety specialist – 456-1261
3. The Fort Wayne Police Department – 427-1222

## **VIDEO CAMERAS**

Bishop Luers' administration has authorized the use of video cameras on its premises. The cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students and parents are hereby notified that the content of video footage may be used in a disciplinary proceeding or for use in other matters as determined necessary by administration. The content of the video footage is considered confidential information.

## **VISITORS AND GUESTS**

All visitors and guests of Bishop Luers High School should enter the main doors and report directly to the front office. All visitors will be assigned a visitor's badge. Students are asked not to open other entrances for visitors or guests.

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## **STUDENT PERMANENT RECORDS** **DIOCESAN POLICY P4150**

### **Student Permanent File**

Each school shall maintain an accurate daily record of attendance of each child from either the time the child officially enrolls in a school, or the beginning of the fall term when the student turns seven (7) years old, until:

- A. The date on which the child graduates,
- B. Reaches the age of seventeen (17) years old, or
- C. Reaches the age of sixteen (16) years old and a parent or guardian provides written consent for the child to withdraw from school. The withdrawal date is the last day the student is scheduled to be in attendance at the school.

These records shall be kept solely to verify the enrollment and attendance of any particular child upon the request of the State Superintendent of Public Instruction or the Superintendent of Catholic Schools.

Each principal or school administrator of any diocesan school shall furnish, on request of the state superintendent of public instruction, the number of children by grade level attending the school. When a pupil withdraws from school, and no public or other private school has requested the pupil's educational records within fifteen (15) days after the date the pupil withdrew from school, then the school shall report to the state superintendent of public instruction or the superintendent of the diocesan schools the name and address of the pupil and the date he/she withdrew from school.

### **Student Attendance Records**

An adequate and comprehensive record of attendance shall be maintained for each student.

Each teacher is responsible for reporting students' daily attendance in his/her classroom during the current school year. Absentee reports shall show exact dates.

Attendance is recorded in the student's official record and kept on file indefinitely.

### **Transfer of Student Records**

Schools shall follow current diocesan procedure in transferring official records:

- A. The official student record files shall include cumulative grade report, cumulative attendance form(s), and standardized test summary reports. Health cards may be sent separately or with the student record files. If the student has had psychometric testing, those reports must be requested, in writing, by the parent from the testing organization.
- B. In the event of a student transfer to another diocesan school, the original student record files shall be forwarded to the new school. In event of a student transfer to a non- diocesan school, copies of the official file shall be forwarded to the new school upon receipt of signed request with the official copy remaining at the last diocesan school of enrollment.
- C. If a student transfers during a grading period, a report of the student's work up to the date of transfer should also be included in materials sent to the receiving school providing all financial obligations have been met.

# **STUDENT SERVICES**

## **ACADEMIC SUCCESS PROGRAM**

This program provides support for students as they endeavor to succeed in many areas. A foundation built upon creativity, effective study habits, and proficiency in oral and written language is emphasized. Self-esteem, goal setting, and ambition are also areas of focus. Contact the Guidance Department regarding this program.

## **BOOKSTORE / SPIRIT STORE**

The Bookstore has all textbooks and workbooks for all classes. Textbooks are given to students in their individual classes. Any damage to textbooks will result in a book repair fee. The Bookstore also sells all school uniform shirts and uniform sweatshirts. The Spirit Store sells a variety of Luers clothing. Sport/Club vehicle decals and other spirit items are also available for purchase. The Bookstore and Spirit Store are open during regular school hours.

## **CAMPUS MINISTRY**

Campus Ministry shares with the entire school community the responsibility to offer opportunities for enriching the spiritual lives of the students, their families, the faculty and staff. Through daily prayer, liturgical celebrations, retreats, peer ministry, service, and pastoral counseling, we integrate gospel values into the daily life of the school. Campus Ministry is sensitive to the religious and moral growth of all students of all faiths. Students are invited and encouraged to make appointments at any time with the pastoral minister or to ask their teachers for a pass to come to the Campus Ministry office for pastoral counseling. The Campus Ministry office is room 114.

## **FOOD SERVICE**

Bishop Luers High School provides a complete lunch service for students at very reasonable prices. This includes hot and cold lunches, salad bar, cold drink selection, and desserts. We also participate in the Federal Free and Reduced Lunch Program. For more information, refer to the "Cafeteria" section of the handbook.

## **GUIDANCE AND COUNSELING**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, college information, study help or tutoring, help with home, school, and/or personal concerns, or any question the student would like to discuss with the counselor.

Students wishing to visit a counselor should contact the Guidance Department to arrange an appointment. The counselors attempt to help students with problems. The main purpose of all counseling is to assist students in seeing themselves objectively so that they may make appropriate decisions for themselves.

Besides individual counseling, the Guidance Department is responsible for group guidance, testing, educational and occupational placement, parental orientation and proper referral, when advisable, other Advanced Placement Programs, College and Higher Education, Scholarships, and Standardized Test Schedules.

## **HEALTH PROGRAM**

Health screens are conducted through the nurse's station. Volunteer nurses screen 9<sup>th</sup> graders for scoliosis and 10<sup>th</sup> graders for hearing. After the screening, the administration will send out referrals as necessary.

## **LIBRARY/MEDIA CENTER**

The Media Center is a place for quiet reading and research. It is open from 7:30 am to 4:00 pm. Audio-Visual equipment, copiers, research technology as well as computers and printers for word processing are available. Students must have their student identification card and sign the log sheet in order to maintain the privilege of using the computers.

## **PARENT COMMUNICATIONS**

Bishop Luers High School maintains a strong commitment to parent communications. Parents can contact teachers and administration as well as access information through POWER SCHOOL. Four times per year *KnightLines* are sent to families, parents/guardians, and friends of Bishop Luers High School. In addition, the school newspaper is provided as part of the students' fees. The Guidance newsletter, *The Guiding Knight*, is mailed to parents four times throughout the school year. Weekly Knight Notes are e-mailed to families and are available on the Bishop Luers web site at <http://www.bishopluers.org>.

## **SUBSTANCE ABUSE - DIOCESAN POLICY P4570**

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 the 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 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 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 student's 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 a violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation involved was related to a substance abuse problem.

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## **TUITION & FINANCES**

### **FEES – PER STUDENT**

All fees are non-refundable.

- **Course fee** - \$215 covers the cost of materials for all students.
- **Graduation fee** - A \$125 fee for seniors covers the costs for diplomas, caps and gowns, banquets, exercises, and other graduation related expenses.
- **Book Rental Fee** - \$350 per student covers the cost of using school textbooks. Students will be assessed additional fees for books that become damaged, beyond normal use, during the school year.
- **Registration fee** - A \$120 registration fee is paid in March for the following school year. This fee helps to cover the cost of all scheduling and record maintenance of students' permanent records. It also helps to cover the cost of school mailings, guidance services, and miscellaneous costs. A non-refundable fee of \$150 will be assessed for late registration beginning April 1.
- **Curriculum/Activity Lab Fee** - \$60
- **Transcript Fee** - \$5 per request.
- **Parking Fee** - \$45 per school year. **(seniors & juniors only)**
- **Athletic Participation Fee**- \$15-\$50 (varies per sport)
- **Schedule Change Fee** - \$10 per request.
- **School Improvement Fee**-\$150
- **Memorial Fee**-\$15
- **Technology Fee**-\$185
- **Walk-a-thon Student Fundraiser** - \$75 – All students are required to raise funds and participate in the walk.
- **Uniform shirts** - \$20 for short sleeve polo shirts and \$25 for uniform sweatshirts.
- **Lock Rental Fee** - \$5.00 / Replacement fee - \$10.00
- **ID Card** - \$10.00 / Replacement fee - \$10.00
- **Café Deposit** - \$5 required for all students to set up account

Bishop Luers High School retains the right to withhold grades and to withhold a student from the Baccalaureate and/or graduation ceremony if tuition, fines and fees are not paid. Fees include but are not limited to the following: books, athletic, library, schedule changes, transcripts, clubs, discipline, etc.

### **FINANCIAL ASSISTANCE**

This program is based on need and availability of funds generated by the school and through the Annual Bishop's Appeal. To apply, parents need to complete a financial aid application with FACTS Grant & Aid Assessment made available in the early spring from the Business Office. **The cut-off date is April 30, 2011 for filing.** Late applications filed will be accepted; however, assistance will be limited.

### **FREE AND REDUCED LUNCHES**

Bishop Luers High School participates in the federal program of free and reduced lunch. All families will be asked to complete the forms. Aid is based on federal requirements regarding family income and size.

### **PAYMENT OF TUITION AND FEES**

Bishop Luers High School is a community to which all families contribute. According to Diocesan policy 5250, each school shall have a tuition collection mechanism with an enforcement feature such that continued enrollment is denied to any student who is delinquent in the payment of tuition. Parents should be given a specific grace period during which delinquent tuition or fees may be paid in order to avoid the enforcement penalties. All previous tuition payments must be current for the student to be considered eligible for re-enrollment.

The tuition collection mechanism shall have an enforcement feature such that the grade card or transcripts for a student will be withheld until all tuition and fee bills are paid in full. No official or unofficial transcript or diploma will be sent from Bishop Luers High School until all tuition and fees are paid in full.

## TUITION

Tuition is set by the Diocese each year. A **Financial Obligation Agreement** must be completed by a parent/guardian so that the student's family and the school have a written understanding of the financial obligation for a Catholic education at BLHS. On this statement the **Method of Payment** and **Parish Information** are required to be completed in order to receive the correct tuition rate (Registered or Non-Registered in a Diocesan Parish) and any Diocesan employee credits in accordance with Diocesan Policy P3350.

**Method of Payments (You must select one of the three options of payment listed below. Please note, all credit card payments are processed through FACTS.**

**Option 1:** Full amount due to BLHS on or before August 15, 2011. You can remit payment to Bishop Luers by cash, check, or money order. All credit, debit or check cards will be processed by FACTS management. Master Card, American Express, and Discover are accepted. (Note, if the full amount is not paid by the August 15 deadline, you will no longer have the ability to choose option 1 and you will need to select Option 2 or 3).

**Option 2:** FACTS semester payment Plan (by Automatic ACH Draft) pay one-half the balance in July, 2011, and the remaining balance paid in December, 2011. There is a \$75 service charge added to your balance for carrying the unpaid balance for a period of time. Payments are made by ACH draft or credit card draft on either the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or the 20<sup>th</sup> of the month.

**Option 3:** FACTS Monthly Payment Plan (by Automatic ACH Draft). Pay balance over a 10-month period beginning July, 2011 and ending April 2012. There is a \$100 service charge added to your balance for carrying the balance over the school year. Payments are made by ACH draft or credit card draft on either the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of the month.

## WITHDRAWAL POLICY

If a student or family withdraws (voluntarily or otherwise) from Bishop Luers, *all fees must be paid in full and correct quarters of tuition paid at time of withdrawal in order to release transcripts.* An exit interview with the parent(s) must take place with the Principal or the Assistant Principal at the time the student is withdrawing. Note, if tuition and fees were paid in full, all remaining quarters of tuition paid will be refunded. There will be no refund for any fees.

## WORK STUDY PROGRAM

In return for work at school, a student receives a work-study stipend. Eligibility is based on financial need but is not limited to students receiving tuition credit. Please contact the assistant principal for information. Space is limited. The daily operation of this program is administered through the office of the assistant principal. Students interested in work study during the school year are asked to attempt to schedule a study hall during the semester in which they wish to work.

### **DAILY SCHEDULES**

<b>PERIOD</b>	<b><u>NORMAL</u></b>	<b><u>1:30 DISMISSAL</u></b>
1	8:00-8:50	1 8:00-8:35
2	8:55-9:50	2 8:40-9:20
3	9:55-10:45	3 9:25-10:00
		5 10:05-10:40
A LUNCH	10:50-11:15	
CLASS	11:20-12:15	4A LUNCH 10:45-11:10
		CLASS 11:15-12:10
CLASS	10:50-11:15	
B LUNCH	11:20-11:45	CLASS 10:45-11:10
CLASS	11:50-12:15	4B LUNCH 11:15-11:40
		CLASS 11:45-12:10
CLASS	10:50-11:45	
C LUNCH	11:50-12:15	CLASS 10:45-11:40
		4C LUNCH 11:45-12:10
5	12:20-1:10	
6	1:15-2:05	6 12:15-12:50
7	2:10-3:00	7 12:55 – 1:30

<b>PERIOD</b>	<b><u>MASS</u></b>	<b><u>Delayed Start Schedule</u></b>
1	8:00- 8:35	1 8:30-9:15
2	8:40- 9:25	2 9:20-10:10
MASS	9:30- 10:45	3 10:15-11:00
3	10:50- 11:30	
A LUNCH	11:35-12:00	A LUNCH 11:05-11:30
CLASS	12:05- 1:00	CLASS 11:35-12:30
CLASS	11:35-12:00	CLASS 11:05-11:30
B LUNCH	12:05- 12:30	B LUNCH 11:35-12:00
CLASS	12:35- 1:00	CLASS 12:05-12:30
CLASS	11:35-12:30	CLASS 11:05-12:00
C LUNCH	12:35 - 1:00	LUNCH 12:05-12:30
5	1:05 - 1:40	5 12:35-1:20
6	1:45 - 2:20	6 1:25-2:10
7	2:25 - 3:00	7 2:15-3:00

<b>PERIOD</b>	<b><u>2 HR DELAY</u></b>	<b><u>EARLY DISMISSAL</u></b>
1	10:00-10:30	1 8:00-8:45
2	10:35-11:10	2 8:50-9:40
3	11:15-11:45	3 9:45-10:30
4A LUNCH	11:50-12:15	A LUNCH 10:35-11:00
CLASS	12:20-1:15	CLASS 11:05-12:00
CLASS	11:50-12:15	CLASS 10:35-11:00
B LUNCH	12:20-12:45	B LUNCH 11:05-11:30
CLASS	12:50-1:15	CLASS 11:35-12:00
CLASS	11:50-12:45	CLASS 10:35-11:30
C LUNCH	12:50-1:15	LUNCH 11:35-12:00
5	1:20-1:50	5 12:05-12:50
6	1:55-2:25	6 12:55-1:40
7	2:30-3:00	7 1:45-2:30
		<b><u>AFTERNOON ASSEMBLY</u></b>
		2:35-3:00

<b><u>EARLY DISMISSAL – HALF DAY SCHEDULE</u></b>			
1	8:00-8:25	5	10:05-10:30
2	8:30-9:00	6	10:35-11:00
3	9:05-9:30	7	11:05-11:30
4	9:35-10:00		