

Student Handbook Receipt Acknowledgement Form

By signing below, I acknowledge I have received a copy of the Bishop Luers Student Handbook/Planner. I understand that the handbook contains important information about the school, its' administration, and about the educational and disciplinary policies and procedures the school maintains in furtherance of its' religious mission as part of the Catholic Diocese of Fort Wayne-South Bend. I agree to follow all rules and guidelines imposed in the school by the school administration and/or the Diocese.

PRINTED NAME _____

SIGNATURE _____

DATE: August 2019



BISHOP LUERS

HIGH SCHOOL

Home of the Knights

2019-2020 Parent & Student Handbook

333 E. Paulding Road
Fort Wayne, Indiana 46816-3599

Office: (260) 456-1261
Fax: (260) 456-1262
www.bishopluers.org

Property of: _____

Locker _____ Combination _____

Username:

PW:

Office 365: **Portal.office.com**

Email: **username@knights.bishopluers.org**

Canvas: **canvas.bishopluers.org**

Powerschool:

https://ps1.fwsbpowerschool.org/public/

Dear Students and Parents:

Welcome to Bishop Luers High School for the 2019-2020 school year. Our dedicated faculty and staff will be working with all students to help them grow spiritually, academically, and socially. It is our mission to foster growth for the whole child as well as to help them internalize an appreciation for serving God and others. As we work towards our mission, our desire is to work together with our families to accomplish these things.

The essential guidelines, rules and procedures in this *Student-Parent Handbook* ensure a positive learning environment for each student. The rules protect every student's right to benefit from the best possible education Bishop Luers has to offer. We ask that parents and student acquaint themselves with all of the rules, and together review the book's contents. Its two-fold purpose is to serve as the school's guide in dealing with circumstances that arise throughout the course of the school year and to protect the rights of parents and students.

Please note that my door is always open to you. I am happy to discuss any issues, answer any questions, and help your child be successful in any way I can. You and your student will be treated with the utmost respect while at Bishop Luers.

Enjoy the school year and GO KNIGHTS!

James Huth
Principal
Bishop Luers High School

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, founded in 1958, is 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 are 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. **This handbook serves as a guideline for administration, who has discretionary authority for interpretation and determination of resulting actions.**

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.**

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. It is expected that every student must actively engage in the educational process. Consequently, it is expected that each student realizes his/her primary responsibility for learning rests squarely on his/her own shoulders. Parents, teachers, and friends may guide and direct the learning process, but real achievement in academic endeavors is not possible if a student is not actively involved. Each teacher expects that a student will come to class fully prepared, ready, willing and able to participate in the lessons of the day. The following expectations more clearly explain how a student should approach his/her studies:

- **Classroom Conduct and Attendance:** A student is expected to be on time for each class and not to miss class except in the case of illness or other serious reason. The student is expected to participate in all class activities and to assist in maintaining order by refraining from disruptive conduct.
- **Materials:** A student is expected to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, pens and pencils, paper and any other materials required by the teacher.
- **Homework:** Students may expect an average of two hours of homework every night (20-30 min per class), although actual homework requirements may vary. This may be a combination of written assignments, reading, studying, and long-term projects or papers. All assignments should be neat, clean and turned in on time.

ACADEMIC STANDARDS COMMITTEE

This committee, comprised of the principal, assistant principal, guidance counselors, athletic director and dean of students will decide on all academic and curricular issues pertaining to⁵transfer 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 he/she does not meet the set criteria.** Criteria may include minimum GPA, passing a minimum number of classes, mandatory study table, loss of co-curricular and/or extracurricular privileges that take place outside the school day, loss of work permit, or other criteria set by administration.

A student who earns a GPA less than 2.0 and/or is failing two or more classes at the end of a quarter or semester will be placed on academic probation. A plan of action will be formulated to address the inadequacy in academic performance. If a student has three or more failures at the end of a semester in any combination of classes, he/she may not be eligible for enrollment for the following semester. If a student registers for summer school/credit recovery and completes the classes successfully, re-enrollment at Bishop Luers for the next semester will be considered. Students who are not on track to graduate by the end of their sophomore year (at least 22 credits) or junior year (at least 35 credits) may not be permitted to re-enroll for the following year.

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 and/or plagiarism 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: Definition of Cheating: Any act of intentional academic dishonesty, through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall include plagiarism, forgery, unauthorized copying or sharing of information, and all other forms of academic dishonesty. It is against Bishop Luers High School policy to participate in or knowingly have access to testing materials in the form of answer keys, completed tests or assignments curated from previous students, or other forms of completed coursework. The act of knowing that academic dishonesty has taken place but not reporting it to a teacher or school administrator is punishable in the same manner as actually cheating on any test, quiz, or exam.

Plagiarism: -Plagiarism-entails taking the written composition of another person, or parts of passages of another person's writings, or the ideas or language embodied in another person's writings and passing them off as the product of one's own mind. Plagiarism shall include not only cases where students exactly duplicate the literary work of another person, but also all cases where unfair use of such a work is made by lifting out a portion or portions of work completed by others. The act of plagiarism can include taking the work of other artists, musicians, architects, designers, draftsmen, culinary artists, computer programmers or other creators and presenting their work as an original idea or product without giving them credit. The creation of original ideas is considered intellectual property and is protected by U.S. copyright laws. It is against Bishop Luers High School policy to participate in or knowingly have access to testing materials in the form of answer keys, completed tests or assignments curated from previous students, or other forms of completed coursework. The act of knowing that academic dishonesty has taken place but not reporting it to a teacher or school administrator is punishable in the same manner as actually cheating on any test, quiz, or exam.

All the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Source: www.plagiarism.org/plagiarism-101/what-is-plagiarism/

Most cases of plagiarism can be avoided, however, by citing⁶ sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism. Source: www.plagiarism.org/plagiarism-101/what-is-plagiarism/

For a first offense, the student will receive a referral for academic dishonesty. The classroom teacher in whose class the infraction occurs will call and/or email the student's parents and inform them of this academic violation. The teacher will allow the student to redo the assignment for a grade worth no more than 60%. If the student is a member of NHS, the student will appear before the NHS academic advisor, the principal, and a representative of the academic standards committee assigned by the principal. The student may be removed from NHS.

For a second offense, the student will receive a grade of zero on the assignment or exam and the dean will place her on Academic Probation until the end of the school year. Parents will be notified by the dean. If the student is a member of NHS, he/she will be removed from NHS.

A further offense, Credit for the class will be revoked. The student will appear before the academic standards committee with a parent. The student may be asked to withdraw from Bishop Luers High School.

More than one cheating/plagiarism violation will result in ineligibility for academic honors, including Honors, High Honors, and Luers Scholar, for the school year. Any cheating violation over the course of four years will result in ineligibility for Valedictorian, or Salutatorian.

E-Learning

The Bishop Luers E-Learning days will offer full access to online instruction provided by each student's individual teachers. Teachers create lessons in Canvas; the school's learning management system. These lessons will be interactive and relate to the curriculum for the specific class. Lessons will be posted by 9:00 a.m. on the actual E-Learning day. Students will have access to teachers via the internet. If students do not have internet access at home, they can go to a friend's home, a relative's home, the public library, or one of the numerous local businesses offering free Wi-Fi. Bishop Luers High School media center is open from 7:00 am. – 4:00 p.m. the days after an E-Learning day. Assignments will be due at 7:45 a.m. two days after the official E-Learning day, not counting weekends. (For example, if out of school Monday, assignments are due on Wednesday at 7:45 a.m.)

Attendance on E-Learning days will be taken electronically based on the completion of student assignments for each individual class (course) the student is taking at that time. Students who fail to complete assignments on E-Learning days will be charged with a Parent Excused absence, which will count toward their total of 10 Parent Excused absences. If a student fails to complete an E-Learning assignment, and has already reached 10 Parent Excused absences, the student will be marked Truant unless excused by a written physician note.

Each teacher will be creating a lesson that follows his/her curriculum. These lessons may be videos, internet research, online quizzes, assignments, commenting on a forum, writing a paper, creating a presentation, participating in a discussion, or anything else the teacher deems relevant to the curriculum. Each activity equates to one class period. Each student will have 6-7 class periods of work to complete for this day to count as a make-up day.

We will be using E-Learning days for inclement weather. The media outlets will announce a cancellation as usual and an E-Learning day will be instituted. Information will also be on the Bishop Luers High School web page. The following professional development dates will be scheduled E-Learning days for students:

August 16, 2019

September 13, 2019

February 14, 2020

March 20, 2020

Grading Scale

Grade	Regular scale	Weighted scale	Percentages
A+	4.333	4.667	98-100
A	4	4.333	93-97
A-	3.667	4	90-92
B+	3.333	3.667	87-89
B	3	3.333	83-86
B-	2.667	3	80-82
C+	2.333	2.667	77-79
C	2	2	73-76
C-	1.667	1.667	70-72
D+	1.333	1.333	67-69
D	1	1	63-66
D-	0.667	0.667	60-62
F	0	0	0-59

HOMEWORK POLICY

- Homework that is assigned should serve one of the following purposes: practice, interaction, application, extension, or preparation. Homework is not intended 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. Homework will count towards the final grade; however, the weight assigned to homework in determining the final grade will be up to the individual teacher. No missing work will be able to be made up after the term has ended.
- The **Rose-Hulman Homework Hotline** is available to students at <http://www.askrose.org/> or by calling 1-800-ASK ROSE from 7 p.m. to 10:00 p.m. (Eastern Standard Time) toll free. It's a free service and a free call!
- For every consecutive excused absence, students will have one calendar day to turn in any missing 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.

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 guidance office. Parents can also e-mail teachers through the Bishop Luers website or through Power School. Weight values are used in determining the quarter, semester and cumulative GPA.

WEIGHT VALUES OF CLASSES

Weight values are attached to each Honors, 3rd-5th year languages, dual credit and AP course offered at Bishop Luers High School. Weight values are used in determining the Honor Roll.

STUDY TABLES

Study table time is available for students before and after school. If a student's grades fall below a given criteria, he/she may be required to attend study table.

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 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 confidential referral, when advisable, other Advanced Placement Programs, College and Higher Education, Scholarships, and Standardized Test Schedules.

CLASS CHANGES

There will be no CORE class changes after May 15 (Core classes are defined as English, math, science, social studies, theology and world languages). At the start of the school year, **students will have 5 school days to request, in writing**, a change of electives only. There will be a 15.00 fee for each change. If a parent, teacher or counselor initiates a core class change, the request will be reviewed by administration, and if approved, the fee will be waived.

COURSE WITHDRAWAL POLICY

If a student wishes to withdraw from a course after the withdrawal deadline, the request must be made in writing to guidance and 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. Administration will review all withdrawal request to determine if it is medically necessary, in which case, the WF may be waived.

CREDIT and CREDIT RECOVERY

Bishop Luers will allow any student to transfer 8th grade math or World Language credits to their permanent high school record. The request is not made automatically, it must be done in writing by May of the student's sophomore year. Once transferred, they may count as electives and may not apply to the required math or language credit required for graduation.

To recover credit, on-line courses may be taken via approved companies only. On-line courses are for the purpose of credit recovery and may not be taken as an alternative to taking a course at Bishop Luers. Please see the student's guidance counselor to discuss acceptable options for credit recovery.

If a student would like to repeat a course to meet the Academic Honors Diploma requirements or to "improve their GPA", the new grade will NOT replace the old grade, but will be averaged with the original grade. The ONLY exception to this policy will be if a student earns a C- or lower in either Algebra I or Algebra II and believes repeating the class will improve his/her proficiency in that course, the previous grade will be removed and replaced by the new grade.

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 (4.000) points with no grade below a B. To achieve Honors a student must earn a B+ (3.333) points no grade below a B-. A student must carry a minimum of six classes at Bishop Luers to be considered for the Honor Roll. Honor roll is determined as of the official date of the end of the quarter. Any grade changes after the end quarter date will not be considered for honor roll. Any cheating violation will prevent the student from being on Honor Roll for the remainder of the academic year.

LUERS SCHOLAR

A senior student may earn the distinction Luers Scholar. To receive this accolade, the student must be on the High Honor Roll every quarter for 15 quarters.

VALEDICTORIAN/SALUTATORIAN

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

2020 – Valedictorian will be the student with the highest GPA and who meets discipline and attendance requirements.

Salutatorian will be the student with the second highest GPA and who meets discipline and attendance requirements.

A student who has any violations of cheating or who has unexcused absences senior year is ineligible to be named as a valedictorian or salutatorian. A student may not have any major violations their senior year to receive these honors.

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 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 the guidance office (144). 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.

Diploma requirements are listed below. In addition to the credit requirements, students must meet all standardized testing requirements or apply for a waiver.

Beginning with the class of 2023 the graduation requirements have changed. They will be referred to as the “Graduation Pathways” requirements.

School counselors will meet periodically with each student to help advise and monitor completion of the new diploma requirements.

The Graduation Pathways requires all students to meet the following three components by mastering one of the categories under EACH component:

- Earn all credits required by the state of Indiana AND Bishop Luers High School.
 - 49 minimum credits
 - 52 Academic Honors Diploma
- Demonstrate employability skills
 - Project based experiences
 - Service based experience
 - Work based experience
- Post -secondary readiness competencies
 - Earn the Academic Honor Diploma
 - Meet math and English benchmarks on ACT or SAT
 - Pass the ASVAB
 - Do an apprenticeship
 - Earn a Career or Technical Education Concentrator
 - Take AP or Dual Credit Courses while in high school
 - Get industry Certified

DIPLOMA REQUIREMENTS

Curriculum Area	CORE 40	ACADEMIC HONORS
English	8 Credits	8 Credits (All 8 Semesters)
	All four years	All four years Academic or Higher
Math	6-8 Credits	8 Credits (Progressively more difficult)
	2 – Algebra I 2 – Geometry 2 – Algebra II 2 – STRONGLY recommended senior year	2 – Algebra I 2 – Geometry 2 – Algebra II 2 – Additional (Must be in math all 8 semesters)
Social Studies	6 Credits	6 Credits
	2 – World History or World Civilization 2 – US History 1 – Government 1 – Economics	2 – World History (Academic or Higher) 2 – US History (Academic or Higher) 1 – Government (Academic or Higher) 1 – Economics (Academic or Higher)
Science	6 Credits in Lab Science	6 – 8 Credits in Lab Science (Progressively more difficult)
	2 – Biology 2 – Integrated Chem/Phys or Chemistry 2 – Additional Upper Level	2 – Biology 2 – Chemistry 2 – Upper Level Recommended: 2 Physics and 2 Upper Level
World Languages	Recommended	6-8 Credits
	Many Indiana universities strongly recommend two years of the same language for admissions purposes; some require it.	2 years of 2 different languages or 3 years of one language (If you choose to do 3 years of one language, you must replace the additional year with 2 credits from approved Academic Honors classes.)
Health	1 Credit	1 Credit
Physical Education	2 Credits	2 Credits
Fine Arts		2 Credits
		Art, Theatre, Music, Band or Choir
Theology	8 Credits	8 Credits
	Theology is required each semester enrolled at Bishop Luers.	Theology is required each semester enrolled at Bishop Luers.
Electives	4 Credits	3 Credits
Additional Requirements	8 Credits from Directed Electives	Complete ONE of the following:
	Additional credits from: <ul style="list-style-type: none"> English Math Science World Language Career Area (At least 6 credits in a technical career sequence)	<ul style="list-style-type: none"> Earn 4 credits (2 or more courses) in AP courses and take corresponding exams Earn 6 transcribed college credits in courses from the approved dual credit list Earn 3 credits from the dual credit list AND 2 credits in AP courses with exams (as above) Score at least 1250 on SAT – 590 minimum EBRW, 560 minimum math Score at least 26 Composite Score on ACT, with writing
GPA Requirements	2.5 recommended for college admission	3.333 or Higher (No grade below a “C” (even in honors beginning with the class of 2021))
Total Credits	49 Credits	52 Credits

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. The school will set its scheduled registration dates. Following that, a lottery date will be set. If needed, a lottery will be held. Active registered Catholics will be admitted first. Following the lottery draw, students will be placed on a waiting list, if the class is full. If a spot becomes available, active registered Catholics will be admitted first from the waiting list.

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.

Admission to Bishop Luers is on a "probationary" status. If the student is not able to meet the academic, behavioral or attendance requirements, the student may be denied continued enrollment.

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.

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 the following documents: most recent report card, most recent ISTEP scores, NWEA test results (if applicable), attendance records, discipline records, and birth certificate
- 3) be recommended for placement at Bishop Luers High School by the student's eighth grade principal in the areas of academics, attendance, and behavior.
- 4) for families coming from local Catholic¹² elementary or private schools, all financial obligations to the recommending school must be met before final acceptance.
- 5) Course selection sheet with parent or legal guardian signature.

Upperclassmen seeking admission to Bishop Luers High School should contact the Director of Admissions for application instructions. The admissions committee will review all transcripts, attendance records, discipline records, and standardized test results. Grades transferred into Bishop Luers High School from another school will be converted to the Bishop Luers High School grading scale. All incoming upperclassmen will meet with the principal/designee for an interview.

A student MAY NOT be admitted if he has been expelled from another school. 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 on probation with the judicial system may not be admitted.

A student will not be admitted/continue at Bishop Luers High School if he/she is unwilling to respect the Catholic faith traditions. A student's religious beliefs will be respected.

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

All incoming freshmen must complete a placement exam in math and English. Incoming upperclassmen may be asked to take a placement exam.

No student who is a senior will be admitted to Bishop Luers High School once the school year has begun. Seniors wishing to transfer before the beginning of the school year must be on track for graduation. Freshman, sophomore and junior transfers will be advised to wait until the beginning of the following semester. However, in the case of a student moving to the area, this policy will be waived. Seniors who are accepted after the beginning of the school year are not eligible for honors awards.

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.

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:

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

The review 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 attend¹³ 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.

ATTENDANCE

Diocesan Attendance Policy (P4040)

The diocesan schools consider the development of exemplary 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.

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:

1. Graduates;
2. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - a) The student and the student's parent or guardian and the principal agree to the withdrawal; and
 - b) 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.
 - c). Reaches the age of eighteen (18) years.

ABSENCES FROM SCHOOL

Bishop Luers High School takes attendance each period. Students may not be parent excused from school more than ten (10) times per school year. A Parent Excuse can be utilized for all or just a small portion of the school day. For example, a single period Parent Excuse will constitute using one of the allotted 10 Parent Excused absences from school. If a student does not have a Parent Excused absence available, the absence will be considered truancy. The school is not required to provide credit for make-up of assigned work missed when the student is unexcused or truant.

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

1. Exempt Absences (students counted present with official documentation)

- a) Serving as a page in the Indiana General Assembly (IC 20-33-2-14)
- b) Serving on a precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election (IC 20-33-2-15)
- c) Subpoenaed to testify in court (IC 20-33-2-16)
- d) Serving with the National Guard for no more than 10 days in a school year (IC 20-33-2-17)
- e) Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- f) The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)
- g) Placement in a short-term inpatient treatment program which provides an instructional program;
- h) Homebound instruction;
- i) Religious observances as indicated in state guidelines.

2. Excused Absences

The parent or guardian may excuse up to 10 absences for the school year. This includes absences that are less than a full day. **Students may not be parent excused more than 10 times.** An absence on any day beyond the 10th day must be verified by a physician's note indicating that the student was seen and was too ill to come to school. The physician note must include appointment time, departure time, the physician's address and the physician's phone number. A student who is ill, but will not be seen by a physician, may choose to report to school to see the school nurse. If the nurse feels the student is too ill to be in school, she may send the student home.

- a) Absence verified by parent/guardian up to 10 times per school year
- b) **Illness verified by a note from Physician – Illnesses¹⁴ that are excused by a physician on their official letterhead will not be counted as part of the 10 parent/guardian excused absences. Absences beyond the 10 parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered truantries. The note must be provided to the school no later than 2 business days after the student returns to school.**

- c) Chronic Illness Form-the form is used to provide the school with information that a student will be absent from school and documents the medical condition. The absence should be excused with medical documentation.
 - d) Family Funeral/Bereavement
 - e) Military Connected Families (e.g. absences related to deployment and return)
 - f) College Visits-Juniors and Seniors are allowed two (2) college/job shadow visits per year which will not be counted as part of the 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.
 - g) Parent removal of student for Education Related Non-Classroom Activity (IC 20-33-2-17.5), approved in writing by principal. This does not apply to school-sponsored field trips.
 - h) School Nurse requests that parent pick up a student (Students who are ill for the full school day should not be at school functions that day or evening)
 - i) Medical and legal appointments – such appointments should be scheduled after school hours when possible. A note from the professional office is requested upon return.
- **Medical Appointments:** Bishop Luers High School 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 Administrative 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 Administrative 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. Each day is an absence when consecutive days are missed.

3. Truancy Absences

Students are truant when they are absent from school or do not attend or leave their classes and/or scheduled activities during the school day without permission of their parent/guardian or school officials. Truancy from school includes unauthorized absences for all or part of a school day as well as leaving the school grounds unauthorized at any time. If a student is more than 5 minutes late to a class during period 2 through 7, he/she may be considered truant. Absences beyond the 10 parent/guardian excused absences in a school year will be truancies, unless excused by a written note on official letterhead from a physician.

Incidents are cumulative throughout the school year.

A student who is chronically absent, by having absences from school for eighteen (18) or more days of school in one school year, will be defined as Habitually Truant (IC 20-33-2-11). If the student is under age eighteen, the Bureau of Motor Vehicles may be notified as well as the juvenile court. 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.

Parents/guardian have 2 business days to rectify truancies with the Front Office.

Response to Irregular Attendance:

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

- 1) A daily call from school (secretary, principal, dean, or attendance clerk) to the parent/guardian. The date and content of this contact shall be documented.
- 2) After a student has been absent 10 times for the year, a school administrator, attendance clerk, or counselor will contact the student's parent/guardian. The date and content of this contact shall be documented.
- 3) An Attendance Review Board meeting may be scheduled.
- 4) An attendance contract may be established.
- 5) If attendance is irregular, regardless of the number of days, administration may take steps to resolve the irregular pattern of attendance. Students may be asked to furnish a physician's note for absences.
- 6) A student's work permit and/or driver's license may be revoked.

At 18 absences (excused or truant, even with physician notes) from any class period, students may lose credit for the class, work permits and/or driver's license may be revoked. An Attendance Review Board meeting will be held. Student may be referred to juvenile court to assist in enforcing appropriate¹⁵ attendance.

The principal has final discretionary authority over all attendance violations.

Penalties for Truancies:

Education is more than merely turning in assignments and completing tests. It involves contributing to the classroom community. When a student is absent, not only does that student miss what was presented and discussed in class, the class also misses out on that student's contribution. Truancies (**per school year**) will result in the following consequences:

Truancies for 1-4 Periods in length

- 1) Verbal warning
- 2) Detention
- 3) Detention
- 4) Detention (75 minutes Thursday only)
- 5) Friday School (3pm to 5pm)
- 6) Friday School (3pm to 5pm)
- 7) In School Suspension (7periods)
- 8) Out of School Suspension (3 days)
- 9) Out of School Suspension pending Attendance Review Board

Truancies for 5-7 Periods in length

- 1) Verbal warning
- 2) Detention
- 3) Detention
- 4) Detention (75 minutes Thursday only)
- 5) Friday School (3pm to 5pm)
- 6) Friday School (3pm to 5pm)
- 7) In School Suspension (7periods)
- 8) Out of School Suspension (3 days)
- 9) Out of School Suspension pending Attendance Review Board

*Failure to serve a detention or being asked to leave detention will result in a Friday School being assigned.

*Failure to serve Friday School or being asked to leave Friday School will result in a two-day OSS being assigned

Work missed during an Out of School Suspension **may be made up for up to 60% credit**, provided it is handed in during the allotted amount of time. (One calendar day for each day Out of School Suspension)

Attendance Review Board:

If a student's attendance record is judged to be problematic to their academic success, the Dean of Students may arrange for a review board to formulate an action plan of corrective measures to improve attendance. If improvement is not demonstrated, then suspension and/or dismissal from school may occur. The Attendance Review Board will consist of the Dean of Students, the Assistant Principal, the Guidance Counselor assigned to the student, a member of the faculty, and the school nurse as deemed necessary.

CO-CURRICULAR & EXTRACURRICULAR 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 or extracurricular activity** during the evening if they have not been in school during the day. Students who have a truant for any reason may not be present at a co-curricular or extracurricular activity.

As a rule, students must be in attendance for the last 4 periods of the school day in order to participate in any co-curricular or extracurricular 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 truant prior to the last four periods may not be present at co-curricular or extracurricular 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 extra-curricular (possibly co-curricular) activities until released to do so by the administration.

Exceptions to this policy may only 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 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 9-24-2-1.
2. Is under at least a second suspension from school for the school year.
3. Is under expulsion from school.

EMERGENCY ILLNESS

If a student becomes ill at school, he/she is to report to the nurse / administrative secretary. 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.

MAKE-UP WORK

Upon request of the student, make-up work will be offered for all student absences, but 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 missed during an Out of School Suspension absence may be made up for up to 60% credit**, provided it is handed in during the allotted amount of time provided by the teacher.

PERFECT ATTENDANCE

Perfect attendance for award purposes is defined as any student who has no more than 2 tardies in any quarter and who has been present every period for every school day for the entire year. Absences that count as present, 2 college visit days during the junior and 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. Students may not have any truanancies or Out of School Suspensions to be considered for perfect attendance. Early dismissals count with tardies.

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 administrative secretary before 7:50a.m. This note must indicate the time and reason(s) for leaving. The administrative 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 administrative 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 unexcused/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 effort to take a student into custody pursuant to a valid court order, arrest warrant, or arrest power.

When a student is taken into custody in connection with a child₁₇abuse 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.

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 dean of students for appropriate action upon their return to school. Should administration become aware of a potential skip day, any student who is absent may be required to furnish a physician's note.

TARDY POLICY

Punctuality is very important to maintaining the most optimum level learning environment. 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 quarter**) will result in the following consequences:

- 1st & 2nd: Verbal Reminder
- 3rd & 4th: Detention
- 5th: Detention-75 minutes (Thursday only)
- 6th: Friday School (3pm-5pm)
- 7th: Friday School (3pm-5pm)
- 8th: In-School Suspension (7 periods)
- 9th: Out of School Suspension (3 days)
- 10th Tardy: OSS Pending Attendance Review Board; Loss of driving privileges for 15 days (if applicable); loss of credit for the class; student may be asked to withdraw from Bishop Luers High School.

*Failure to serve a detention or being asked to leave detention will result in a Friday School being assigned.

*Failure to serve Friday School or being asked to leave Friday School will result in a two-day OSS being assigned

Work missed during an Out of School Suspension **may be made up for up to 60% credit**, provided it is handed in during the allotted amount of time. (One calendar day for each day Out of School Suspension)

A student is tardy when they are not in their assigned place when the bell rings to begin the class period. Students must be present for half of the period (25minutes) to be considered present. Students absent beyond half of the period will be considered as truant, unless the absence falls within the Parent Excused or exempt absence. **Parent/Guardian cannot excuse a tardy.** Administration may choose alternative consequences to encourage students to arrive on time to class. Morning tardies (late to school) and tardies to class for periods 2-7 are handled and processed using the same format. Teachers are to monitor, document, and address class tardies for their respective classes. Tardy consequences should be listed in the teachers' syllabi.

Students who are tardy should report to the office for a late slip. Tardy sweeps will be conducted to help deter tardiness. During a tardy sweep, immediate consequences will apply.

LATE ARRIVAL POLICY

Students are marked as "Late Arrival" when they are **6 to 25 minutes late to their first class of the day**. Students arriving late to school are required to enter the building immediately and report to the Front Office for a Late Arrival Slip. Students absent beyond half of the period will be considered as truant, unless the absence falls within the Parent Excused or exempt absence.

Parent/guardian cannot excuse a late arrival.

Late arrival to school (**per semester**) will result in the following consequences:

- 1st: Verbal Reminder
- 2nd & 3rd: Detention
- 4th: Two Detentions
- 5th: Detention-75 minutes (Thursday only)
- 6th: Friday School (3pm-5pm)
- 7th: Friday School (3pm-5pm)
- 8th: In-School Suspension (7 periods)
- 9th: Out of School Suspension (3 days)
- 10th Tardy: OSS Pending Disciplinary Review Board; Loss of driving privileges for 15 days (if applicable); loss of credit for the class; student may be asked to withdraw from Bishop Luers High School.

*Failure to serve a detention or being asked to leave detention will result in a Friday School being assigned.

*Failure to serve Friday School or being asked to leave Friday School will result in a two-day OSS being assigned

Work missed during an Out of School Suspension **may be made up for up to 60% credit**, provided it is handed in during the allotted amount of time. (One calendar day for each day Out of School Suspension)

ELECTRONIC DEVICES

Electronic Communication Devices (ECD's), Cell Phones, Electronic Devices, and all Media Devices

Cell phones must be kept in the lockers (power off) during the school hours.

In order to avoid disruption of the educational environment and protect students' right of privacy and safety, students are not to have on their person, nor are they permitted to use cellular phones, camera phones, PDA's, Media devices (ex: MobiTV), or ECD's to record/store/transmit the spoken word, text, or visual image for any reason at school upon the beginning of the school day until the final bell. In addition, cell phones may be accessed on school buses but with the following restrictions: Phones may not be used to take pictures or video/audio recordings. Students who are observed using their phones for these prohibited purposes **will have the device confiscated and discipline will be initiated**. If a student is caught using another student's phone for these prohibited purposes both will receive a referral. Finally, students may not use cellular phones, camera phones, or ECD's on school property or at a school-sponsored activity to access and/or view Internet content or web sites that are otherwise blocked to students at school. **The school is not responsible for preventing theft, loss, damage, or vandalism to cellular phones or ECD's brought onto its property.**

Texting and calling parents are NOT an exception to this policy. Any student wishing to communicate with a parent should come to the front office and call from an office phone. *Teachers may allow students to BRING YOU OWN DEVICE for educational purposes. Students who use their cell phones in class under the direction of the teacher should leave them in their lockers until the passing period prior to the class where the cell phone is required.

Possession/use of a Laser pointer: confiscation with parental pick up. If the laser is used in a disruptive or demeaning manner, in-school suspension, out of school suspension, or expulsion depending on the severity.

Cameras are not allowed in the school building during the school day without administrative approval.

Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may receive in-school suspension, out of school suspension, or expulsion depending on the severity.

● **It is important to note that Child Exploitation [I.C. 35-42-4-4(b)] and Child Pornography [I.C. 35-42-4(c)] are felonies and require school officials to notify law enforcement or child services of violations**

Sanctions for violation of policy on electronic devices:

1st offense- Cell phone/electronic device kept in Dean of Student's office for 5 school days from 7:45am till 2:45 pm.

2nd offense- Cell phone/electronic device kept in Dean of Student's office for 10 school days from 7:45 am till 2:45pm.

3rd offense- Cell phone/electronic device kept in Dean of Student's office till parent picks up phone/electronic device in person. In-School Suspension issued to the student.

4th offense- Cell phone/electronic device kept in Dean of Student's office 5 school days. Parent picks up phone after 5th day. Out of School Suspension (2 days) issued to the student.

5th offense-Disciplinary Review Board

CO-CURRICULAR/EXTRACURRICULAR 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

<i>Fall</i>	(Boys) Football, Tennis, Soccer, Cross Country (Girls) Golf, Soccer, Volleyball, Cheerleading, Cross Country
<i>Winter</i>	(Boys) Basketball, Swimming, Wrestling, (Girls) Basketball, Swimming, Cheerleading
<i>Spring</i>	(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 70% of their classes).
3. Observe the Athletic Code of Conduct.
4. Recommended for an award by the coach or the Athletic Director.
5. Participates at the varsity level for at least half of the season.

For further information regarding athletic awards – please see the Athletic Director or visit www.bishopluers.org.

CLUBS

Bishop Luers High School expects that all students will be involved in at least one extracurricular activity as part of the social mission of our school. In addition to athletics, Bishop Luers offers a wide range of clubs including, but not limited to: 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), Show Choir (by audition); Future Business Leaders of America, World Culture Club, High School Lacrosse Club, Bowling, Dance Team, Rifle Club, Knights for Life, Student Ambassadors, Academic Super Bowl, and Peer Ministry.

CODE OF CONDUCT

Participation in school extra-curricular and/or 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 ACTIVITIES

A student's academic eligibility to participate in extracurricular activities is determined by the grades of the previous quarter of the academic year. The first quarter determines eligibility for the second; first semester grades determines the third quarter; third quarter determines eligibility for the fourth quarter and second semester grades determine eligibility for the first quarter of the following school year. Students are ineligible if they do not have passing grades in 70% of their classes (ex. 5 out of 7 classes). IHSAA mandates that for athletes, semester grades take priority over quarter grades in determining athletic eligibility.

In an effort to assist with students staying eligible each quarter, students who earn a failing grade at the 3rd and 6th week of the quarter **must** attend study tables before attending any practice. Students that are not passing 70% of their classes at these grade checks will be ineligible until they improve their grades to the point that they are passing 70% of their classes. As soon as that benchmark is met, they will regain 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, in the allotted amount of time may result in suspension from all activities. **Students violating school policies and procedures may be suspended from activities.** Coaches have the discretion to suspend or cut players beyond the minimum penalties set forth in this handbook for grades, attendance, and discipline. Students may be removed from officer positions/team captain positions for violations of the student handbook. Any major violation will result in removal from NHS.

A more serious violation during the course of a co-curricular or extracurricular 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.

VIOLATIONS OF DRUG / ALCOHOL / TOBACCO POLICIES:

Athletics:

There are specific and distinct penalties for athletes, cheerleaders and athletic club members caught using or possessing alcohol, drugs, tobacco, e-cigarettes, vape pens, and related paraphernalia. Athletes should remember that they are subject to consequences regarding the use of alcohol, illegal drugs, and tobacco 12 months of the year, on and off campus. The following are the minimum sanctions. Coaches and club moderators may have higher expectations and sanctions at their discretion.

1) First Offense – Out of season

- Suspension for the first 25% of the next sport season in which the student participates
- The student may not be allowed to return to competition until drug test results are negative.
- The student may be asked to complete a drug treatment program.
- Removal from any team captain honors

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 participates and completes in good standing
- 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.
- The student may not be allowed to return to competition until drug test results are negative.
- The student may be asked to complete a drug treatment program.
- Removal from any team captain honors

3) Second Offense – In or out of season

- A second offense will result in an immediate suspension from all athletic activities and may require that a certified counseling or rehabilitation program has been completed.
- The second offense also carries a *minimum* 50% suspension from all current or next sport season in which the athlete letters. The number of games missed, is based on the number of games scheduled at the beginning of the season.
- The student may not be allowed to return to competition until drug test results are negative.

4) Third Offense - In or out of season

- The student who commits a 3rd offense in violation of the alcohol/illegal drugs prohibition will receive a permanent ban from all athletics at Bishop Luers High School.
- The student will be asked to complete a certified drug treatment / counseling program to remain at Bishop Luers High School. The family of the athlete must arrange and pay for said program. The administration of Bishop Luers High School must approve said program. 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.
- The student will be asked to furnish negative drug test results to remain at Bishop Luers High School.

Any offense (on or off campus) may result in athletic/extracurricular probation as well as disciplinary consequences up to and including detention, suspension, community service, or expulsion. Refusal to comply with any requests or cooperate in any investigation will result in a permanent ban from extracurricular activities. Any offense will result in removal from NHS.

Non-Athletic Extracurricular Penalties

For students in non-athletic extracurricular 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 extracurricular activities.
- Removal from any elected position for the remainder of the school year. Removal from NHS for the remainder of the school year.
- The student may not be able to participate in any extracurricular activities until drug test results are negative.

- The student may be asked to complete a drug treatment program.
- Ineligible for Valedictorian or Salutatorian honors (Senior year)

2) Second Offense

- A student in an extracurricular who commits a second offense will be suspended for a minimum of a full semester from all clubs and extracurricular activities.
- The student will not be allowed to hold any elected position at Bishop Luers High School 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 student has satisfactorily completed the necessary program.
- Any student who refuses to comply with this request will forfeit any remaining extracurricular eligibility at Bishop Luers High School.
- The student may not be able to participate in any extracurricular activities until drug test results are negative.

3) Third Offense

- The student who commits a 3rd offense in violation of the alcohol/illegal drugs prohibition will receive a permanent ban from all extra-curricular activities at Bishop Luers High School.
- The student will be asked to complete a certified drug treatment / counseling program to remain at Bishop Luers High School. The family of the athlete must arrange and pay for said program. The administration of Bishop Luers High School must approve said program. 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.
- The student will be asked to furnish negative drug test results to remain at Bishop Luers High School.

Any offense (on or off campus) may result in extracurricular probation as well as disciplinary consequences up to and including detention, suspension, community service, or expulsion. Refusal to comply with any requests or cooperate in any investigation will result in a permanent ban from extracurricular activities. Any offense will result in removal from NHS for the remainder of the school year.

Co-Curricular Penalties

Students that participate in co-curricular activities and violate school policy or procedures are subject to administrative review to determine potential disciplinary consequences.

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, student’s 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 “worldwide,” 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.

Permission/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/webpage 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/or staff 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 websites, 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 or pictures taken at Bishop Luers High School or any school function to any website, 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, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. 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, suspension, expulsion, or legal referral depending on the offense.

COMPUTER/NETWORK USAGE

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 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 and any applicable updates 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/School 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 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 on any account other than the student's assigned BLHS email. 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.

Students are never to take or post images of a staff member.

Students who violate computer policies are subject to discipline up to and including possible expulsion

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.

When students choose to attend Bishop Luers High School, they take on the responsibility of representing BLHS and its mission of fostering Catholic teachings and Christian values to the rest of the student body, their parents, their family, and the community at large. This code of conduct shall apply to all students at BLHS. If a violation of the code occurs on Bishop Luers High School property or at any Bishop Luers High School sponsored event, at home or away, or going to or from school, or 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 student is subject to the disciplinary sanctions.

Bullying

Bullying (IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. Places the targeted student in reasonable fear of harm to the targeted student's person or property
2. Has a substantially detrimental effect on the targeted student's physical or mental health
3. Has the effect of substantially interfering with the targeted student's academic performance
4. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school

A record made of an investigation, a disciplinary action, or a follow up performed under this Policy is not a public record under Indiana law.

Bishop Luers High School will not tolerate bullying at any time. Students can expect disciplinary action when bullying occurs

- on school grounds, immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
- off school grounds at a school activity, function, or event;
- traveling to or from school or a school activity, function, or event; or
- off school grounds in such a manner that enters the school or negatively affects the educational process;
- using property or equipment provided by the school;
- whenever the individual committing the bullying and any of the intended targets of the bullying behavior are students attending Bishop Luers High School; or
- whenever disciplinary action is reasonably necessary to avoid substantial interference with school or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

The following procedures have been established to ensure that every student feels safe and can succeed in an environment that is bully free.

- Students will be educated on bullying. This will include the definition of bullying, the effects of bullying, how to intervene or stop bullying that has been observed, and the consequences of bullying.
- Upon any report of bullying, we will begin an investigation within 2 school days of the report with findings documented.
- Parents of anyone who is bullied, or bullies will be contacted within 2 school days of the reported incident.
- Anyone wishing to report bullying may do so by

- Contacting a school administrator,
- Contacting a guidance counselor,
- Contacting the campus minister,
- Contacting a teacher, or
- Contacting law enforcement if it is deemed necessary.
- All reports of bullying/harassment will be forwarded to a school administrator who will document the incident.

Appropriate responses to bullying:

- Students, staff, or visitors who witness bullying should support the person being bullied and ask the perpetrator to stop.
- The incident should be reported to a staff member as soon as possible.
- Staff members who become aware of any bullying should immediately report the incident to administration. If necessary, any parties involved may be removed from the area pending an investigation.
- After an investigation is completed, appropriate disciplinary action, as determined by administration, will take place.
- Any further contact or continued bullying must be reported to administration.

HARASSMENT

Students are not to engage in harassment of another person. Acts of harassment will result in disciplinary action. The Bishop Luers High School definition of harassment is as follows:

SEXUAL HARASSMENT

1. Verbal:

The making of written or verbal sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the Diocese.

2. Nonverbal:

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the Diocese.

3. Physical Contact:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Diocese.

GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT

1. Verbal:

a. Written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the Diocese.

b. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the Diocese by refusing to have any form of social interaction with the person.

2. Nonverbal:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Diocese.

3. Physical:

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the Diocese.

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 leave class and report to the Dean of Student's office. **Failure to leave class when directed by a teacher and/or staff member will result in an out of school suspension being issued.** An office referral form may be given by the teacher.

DISCIPLINARY CONSEQUENCES

Detention – The student will be required to spend from 45 to 75 minutes before or after school on the assigned days as follows:

Tuesdays-2:55pm till 3:40pm

Wednesdays-2:55pm till 3:40pm

Thursdays- 7:00am till 7:45am & 2:55pm till 3:40pm or 4:05pm

No electronics, cell phones, sleeping, or just sitting around and talking will be permitted. Detention procedures as well all school policies that are in effect during the school day are in effect during detention. Failure to serve an assigned detention will result in a Friday School being assigned.

Friday School – The student will be required to spend 2 hours from 3:00pm to 5:00pm on Friday at Bishop Luers High School. The student will be supervised in a designated room doing schoolwork. No electronics, cell phones, sleeping, or just sitting around and talking will be permitted. Friday School procedures as well all school policies that are in effect during the school day are in effect during Friday School. Failure to serve an assigned Friday School will result in a two day Out of School Suspension.

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 for 1-10 days per offense. Suspension from classes carries with it a suspension from extracurricular activities if the suspension is longer than 4 periods. The student is not permitted to attend or participate in any school extracurricular or co-curricular activities during the suspension if it is longer than 4 periods. The student may be required to complete assigned work related to the reason for the suspension before working on class work and homework. 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 if the suspension is longer than 4 periods. The student receives credit for work assigned during this time. The Dean of Students and the Assistant Principal, as designees 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 some or all classes for 1-10 days per offense. Suspension from classes carries with it a suspension from extracurricular and co-curricular activities. Work missed during an OSS may be made up for up to 60% credit, provided it is handed in in the allotted amount of time provided by the teacher. A teacher may request the assignment to be submitted during the suspension via Canvas or email. 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 Dean of Students and the Assistant Principal, as designees of the Principal, may assign suspensions, in or out of school. A second out of school suspension in a school year may result in dismissal from Bishop Luers High School.

Counseling - In certain cases the administration and/or Disciplinary Review Board may recommend or expect that a student receive confidential counseling to address a social or personal problem that results in a major violation of the discipline code. A student's return to 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 Contract - When it has been determined that a student has received an excessive number of detentions and/or that a student exhibits repeated violations of the rules; the student may be placed on disciplinary probation. The student will be expected to fulfill the conditions of their special probation contract. If the student continues to exhibit a repetition of negative conduct, the student may be asked to withdraw from Bishop Luers High School. Students who transfer to Bishop Luers High School with a history of disciplinary difficulty may be placed on special probation contract upon entrance.

Extra-Curricular/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 Disciplinary Review Board 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. Expulsions can be for the balance of the current semester or up to a full calendar year, receiving no credit for the semester or year. Students expelled from school may not be on Bishop Luers High School property and may not attend any extracurricular activity, home or away, during their expulsion period.

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.

Student Mentor – A student mentor may be assigned to help²⁸ guide students who need additional support in maintaining good standing. A mentor is a wise and trusted friend and guide. Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support, and encouragement aimed at developing the competence and character of the mentee. In general, people take their peers' perspectives very seriously. This means that a

positive peer mentoring relationship can have profound effects on a mentee's self-worth. Due to the similarity in age of peer mentors to their mentees, mentees might also feel more comfortable sharing concerns and problems with their mentors. This increases mentee access to appropriate support and resources during times of struggle.

DISCIPLINARY REFERRAL SYSTEM

The disciplinary referral system has been established to encourage responsible student behavior and to aid in cooperation with the goals and guidelines of the school. It will be the discretion of the teacher or staff member as to whether to write a disciplinary referral. Repeated violations or multiple referrals may result in more serious consequences.

Consistent failure to comply with the intent of the disciplinary referral system will result in a Major Violation (Non-Cooperation) and may result in out of school suspension or possible expulsion. When a student has 3 or more outstanding detentions the student will receive an out of school suspension.

DISCIPLINARY POINTS

Students who consistently do not comply with the student code of conduct may receive a referral for non-cooperation. As a general guideline, non-cooperation for failure to comply with the disciplinary referral system will be issued when a student reaches 12 points in a semester. Points are assigned as follows:

- Detentions – .5 Point
- Friday School -1 Point
- ISS (7 period) – 1.5 Points
- OSS – 2 points (2 days or less OSS)
- OSS - 3 points (3 day or more OSS)

Administration may assign additional points based on the seriousness of the offense and the frequency with which the student commits the same offense. Additional points will be communicated with the student. At 12 points, the student will be asked to appear before the Disciplinary Review Committee. Non-cooperation is grounds for suspension and/or expulsion.

DISCIPLINARY REVIEW BOARD MEETING

The Bishop Luers High School Disciplinary Review Committee will convene a review with the student(s) and parents of the student(s) involved in major violations for the purpose of establishing pertinent facts in the case and making recommendations to the principal.

The Review Board meeting will be conducted as follows:

- The Dean of Students will contact the student, parents and committee members to set up the review.
- The Review Committee members will be briefed on the nature of the allegations and possible results of disciplinary actions.
- The student and parents shall be notified of allegations and possible results of disciplinary actions.
- All necessary documents to establish pertinent facts will be reviewed and discussed by the Committee members.
- The review Committee will ask for and receive any written and/or oral statements from the student and parents.
- Questions may be asked relating to the facts involved in the allegations.
- Upon completion of the review, the student and parents involved will be thanked for their participation and be dismissed from the meeting.
- The review committee will remain in session until their recommendation is finalized and delivered to the principal.
- Copies of all documents involved in the review are to be made and placed in the student's file to be submitted to the principal with the recommendation.
- After consideration of the recommendation of the review committee, the principal shall take appropriate action and advise the student and parents in writing.
- The student will be suspended pending notification of results.
- Any appeal will be made in writing to the principal who will then review the case a second time and make a final and binding decision on all parties.

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 more than a two (2) day out of school 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 Disciplinary Review Board 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.

DISCIPLINARY CATEGORIES

Minor Violations – Category I Offenses

Category 1 Offenses are the least serious infractions of the school conduct code. Flagrant or extreme violations may be considered more serious.

- Improperly dressed and therefore not in conformity with the school dress code requirement
- Food, gum, candy or beverages outside of the cafeteria
- Hall violations
- Running, horseplay, etc. in areas not permitted
- Inappropriate minor public displays of affection: handholding, hugging, etc.
- Litter in the classroom or public areas of the building or on school grounds
- Disregard for cafeteria procedures and regulations
- Electronic device violation
- Disrespect
- Inappropriate language / cursing (Certain words are considered more serious)
- Disruptive Behavior
- Not having Student ID Card with them during the school hours

Category 1 Discipline Sanctions:

- Warning – verbal (documented) or written
- Detention
- Friday School
- *Driving privileges suspended*
- Administration may determine consequences on a case by case basis.
- If repeated, more severe disciplinary sanctions may result.
- Repeated violations of Category I offenses may be considered as Category II Offenses or Category III Offenses.

Serious Violations - Category II Offenses

Category II Offenses are more serious and result in more serious disciplinary actions and possible dismissal for non-cooperation if they are repeated.

- Forgery or intentional falsification of parent / guardian/ teacher authorization
- Skipping class or leaving school grounds without permission
- Verbal abuse, including the use of racial or ethnic slurs or the use of unacceptable foul or offensive language, even though it may not be directed to another individual
- Parking/driving violation
- Disrespect to staff
- Failure to cooperate
- Possession of another person's property or valuables without the consent of the owner. A more serious offense may occur if the student has accepted stolen or illegal goods in order to protect that individual from discovery, or if the student has stolen the item(s).
- Inappropriate use and care of electronic devices. This could be a more serious offense if damage occurs or resulting outcomes are meant to cause damage or violate certain acceptable usage policies.
- Failure to serve disciplinary consequences as assigned
- Repeated violations of Category II offenses may be considered as Category III offenses

Category II Discipline Sanctions:

- Detention
- Friday School
- In School Suspension
- Out of School Suspension
- Administration may determine consequences on a case by case basis.
- If repeated, more severe disciplinary sanctions may result.
- Serious violations of Category II offenses may be considered as Category III Offenses.
-

Major Violations – Category III Offenses

A student who has one or more major violations 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, 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). Students who violate the laws of the state of Indiana may face criminal prosecution as well.

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 Review Board.

The following are considered major violations:

- **Fighting/Physical confrontation** - Fighting, provoking, or encouraging a fight/physical confrontation will result in disciplinary action. Fighting may also result in a battery charge being filed. (*Battery: IC 35-42-2-1: A person who knowingly or intentionally touches another person in a rude, insolent, or angry manner commits battery.*) 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. Fighting may include pushing and/or shoving. Recording a fight is a major violation.
- **Accumulation of Disciplinary Points**- A student who reaches twelve (12) or more disciplinary points in a semester.
- **Insubordination** -. A constant or continuing intentional refusal to obey a direct or implied order, reasonable in nature, and given by and with proper authority will result in an insubordination violation. A student who confronts a staff member or challenges authority by non-compliance or by physical/verbal threat or action will be given an insubordination referral.
- **Non-cooperation** - A flagrant violation of this may include non-cooperation with the school's programs, policies (i.e., excessive detentions, i.e. 12 disciplinary points in a semester); non-cooperation with another person; unauthorized possession and/or use of school equipment, materials, keys, repeated violation of those offenses in Category I or Category II offenses, etc. This may include violations by students who clearly demonstrate an inability or lack of desire to change behavior. This policy governs students in terms of all rules and regulations.
- **Physical Endangerment** - This is any act which endangers the physical safety of another person, i.e. firecrackers, smoke bombs, stink bombs, reckless driving or uncontrolled physical activity. Any physical or verbal act of a sexual nature which threatens, intimidates or injures another student will result in further penalty.
- **Theft/Vandalism** - Theft 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.
- **Truancy** - A student is considered truant if he/she is³¹ not in attendance and has no approved excuse or if the student leaves the building without permission. (See Attendance for consequences related to Truancy)

- **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.
- **Possession/Sale/Use of Alcohol, Drugs, Tobacco 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, tobacco 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. This policy includes e-cigarettes, vape pens, and vaping paraphernalia.
- **Gang membership/Displaying gang signs or graffiti**- It is the policy of Bishop Luers High School to prohibit gang activity or illegal group behavior on school property, school buses or at school-sponsored functions. It is the policy of Bishop Luers High School to prohibit reprisal or retaliation against individuals who report gang activity, illegal group behavior or who are victims, witnesses, bystanders, or others who have reliable information about an act of gang activity and similar destructive or illegal group behavior.
 Definition of "criminal gang" and "criminal gang activity"
 "Criminal gang" defined (per IC 35-45-9-1) - "criminal gang" means a group with at least three (3) members that specifically:
 1. either:
 - a. promotes, sponsors, or assists in; or
 - b. participates in; or
 2. Requires, as a condition of membership or continued membership: the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (IC 35-42-2-1).
 "Gang Activity" occurs when- a student knowingly or intentionally participates in a criminal gang, or a student knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.
 Attire, language, graffiti, "signing," or using any insignia or alphabets associated with a gang is prohibited and the student is liable for expulsion.
- **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.
- **Willful Disobedience**- A student shall not be willfully disobedient to faculty or staff. The student's decision to refuse to cooperate with a faculty or staff member regarding a matter that constitutes an interference with school purpose is defined as willful disobedience. This includes, but is not limited to, lying to an Administrator, leaving of a classroom without permission, not having in one's possession a legal Bishop Luers Student ID, refusal to submit to a search based on reasonable grounds, allowing an individual unauthorized access to the school during school hours.
- **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 schoolwork.
- **Unlawful and unapproved entry**- Unlawful and unapproved entry into the Bishop Luers High School building is not acceptable. It is considered criminal trespass and criminal justice intervention may occur.
- **Intimidation/Bullying/Harassment**- Intimidation of students or staff members will not be tolerated. Bishop Luers High School will not tolerate the bullying or harassment 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.
- **Inappropriate use of the Internet/Electronic³² Devices**- Inappropriate use of the internet or any electronic device, including cell phones on or off campus may be³² considered a major violation. Taking pictures or videos of a staff member without prior consent is considered a major violation.

- **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 High School 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.
- **Off-Campus Alcohol/Drug Use:** Students who have violations of off-campus drug or alcohol usage may be subject to disciplinary measures. Students who use these substances off campus may be asked to submit to drug testing at their expense.
- **Lying/Dishonesty:** Making statements that are dishonest is a major violation. This includes plagiarism and cheating.

Major Violation Sanctions:

- Multiple detentions
- Multiple Friday Schools
- In School Suspension
- Out of School Suspension
- Expulsion
- Administration may determine consequences on a case by case basis.

GROUNDS FOR SUSPENSION OR EXPULSION - DIOCESAN POLICY P4520

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

- On school grounds;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event; or
- 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 Bishop Luers High 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:

- Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- 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.
- 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.
- 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.
- Threatening or intimidating any individual for whatever purpose.
- 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.
- Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind (including nicotine, tobacco, etc.) The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- 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.
- Failing in a substantial number of instances to comply with school rules or directions of teacher or other school personnel during any period of time when the student is properly under their supervision.
- Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- 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.
- 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, but not limited to 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) Being in possession of any paraphernalia, including e-cigarettes and vape pens.
- 17) Violating the Gun Free Schools Policy
- 18) Committing a major violation.

***Students who are pending possible expulsion may not withdraw until final disposition has been determined.
Any student who withdraws pending final disposition may be considered as expelled.***

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.

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 criminal 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 criminal 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 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 always. A student involved in off-campus or on-campus conduct (24 hours per day, 7 days per week, 365 days per year) 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, they are 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 and families who do not comply with the statement of honesty can expect disciplinary consequences, including possible expulsion.

DRESS CODE

Students are expected to wear their clothing and manage their appearance in a manner which is neither disruptive nor distracting to the school environment and its purpose. Our intention is to provide direction for families and students in the selection and choice of dress. Any clothing that violates the Luers spirit is unacceptable. The administration reserves the right to decide if a student's style of dress, and/or appearance, is in violation of prescribed regulations and if it constitutes a disruption or distraction in regard to the education process. This includes hair styles/length/color, wearing of jewelry, head/hair bands, head cover/scarves, ribbons, etc.... At no time is torn or frayed clothing permitted. Students are expected to be in dress code from the time they enter the building until 2:50 PM. Students on campus after 2:50 PM must still maintain appropriate modesty in their dress. Appropriate modesty is expected from students attending extra-curricular activities as well. Students who do not display appropriate modesty, as determined by the lead staff member present, at an extra-curricular event, may be asked to leave.

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.

ACCESSORIES

The following accessories are 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 and not excessive to be a distraction. 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) Headbands for male students
- 6) Headbands with brand name on the front of headband
- 7) Head coverings, head scarves, bandanas (unless religious requirement)
- 8) Hoop earrings or dangling earrings
- 9) Suspenders
- 10) Smart Watches during assessments (Due to the instances of academic dishonesty that we have experienced with Smart Watches, they may not be worn in class during any assessment.)

HAIR / MAKE-UP / TATTOOS

Hair should be neat and clean. Hair should not be hanging in a student's face. Teachers must be able to make eye contact with students. Hair color, hair extensions, or hair weaves should not be of extreme colors that could possibly be a distraction. Hair ornaments are not permitted. Hair styles, length, and color should be appropriate. Green, blue, bright red, pink, purple, white, or any other color deemed a distraction by Administration, are colors that are not permitted in the hair. Students may not carve designs into their haircuts and may not have haircuts such as Mohawks. Girls' makeup should be modest and appropriate; boys may not wear make-up. Students are not to have visible tattoos. Hair styles and length may not disrupt or cause distractions in the learning environment.

SHIRTS-TOPS-BLOUSES

MONDAY – THURSDAY:

- Students grade 9 through 11 must wear the official Bishop Luers High School uniform polo shirt, or the official Bishop Luers High School sweater. The shirt may not be altered. They may be purchased online or at the bookstore. Long sleeve and short sleeve undershirts are permitted provided they are one solid color. Undershirts are to be red, black, white, or gray with no writing on the sleeves. Students in grade 12 may wear the official Bishop Luers High School ¼ zipper pullover. **A Bishop Luers High School polo shirt must be worn under the Bishop Luers High School ¼ zipper pullover and the Bishop Luers High School sweater.** Shirts must be **completely tucked in at all times.**

FRIDAY:

- Bishop Luers High School uniform polo shirts, Bishop35Luers High School ¼ zipper pullover, or Bishop Luers High School sweater may be worn. Students may also wear Bishop Luers High School t-shirts or sweatshirts. They must be purchased from Bishop Luers High School or through an approved Bishop Luers High School team fundraiser. They must have the KNEELING KNIGHT facing to the right and be pre-approved by the administration.

Clothing with rips, holes, stains or tears is not allowed.

SLACKS-PANTS

- 1) Style is dress pants or "Dockers" style pants. No denim, jean, nylon, corduroy, or sweatpants, of any color may be worn.
- 2) Only the following solid colors of pants may be worn: **Black and Khaki.**
- 3) No external pockets where material is sewn onto the outside of the pants. Pants may not be altered (i.e. pockets may not be cut off)
- 4) Cargo pants and pants with side pockets and outside pockets are not permitted.
- 5) Pants with elastic bottoms are not permitted.
- 6) All students must have a visible belt worn at the waist. Belt must be leather or fabric in traditional fashion. Pants must be worn at the waist. Pants that are too low at the hips or "sagging" pants are not permitted.
- 7) Pants should not be excessively tight on males or females. Administration has the final determination on the definition of "too tight."
- 8) All pants must be at least ankle length and touching the shoe. Pants must be hemmed and worn above the sole of the shoe. Pants may not drag on the floor.
- 9) "Skinny" pants and spandex are not permitted. Tights/leggings only allowed when wearing school approved uniform skirt
- 10) Pants may not be rolled up

SKIRTS

The Bishop Luers High School uniform skirt is the only approved skirt for female students. Skirt length should not be shorter than four (4) inches above the back crease of the knee. Black tights/leggings **must** be worn with the skirt. Tights/leggings must be opaque (not able to be seen through) with no texture or design. Skirts must be worn with Bishop Luers High School uniform shirt. Bishop Luers High sweater may also be worn with skirt.

SHOES-SANDALS

The following types of shoes may be worn; gym shoes or "dress" shoes. For safety reasons heels should not exceed two (2) inches. "Backless" shoes, sandals, moccasins, house shoes, slippers, crocs, sandals, and open toed shoes will not be permitted. All shoes must be tied, and pants worn outside the shoes. Boots (below the knee) must be tied up and the pant leg must be pulled down over the boot. Administration reserves the right to determine the appropriateness of a student's shoes.

Knee high (or above) boots are not permitted.

LUERS SPIRIT DRESS

Friday of each week, unless announced otherwise, will be Luers Spirit Day. Students may wear

- Regular dress code pants or skirt as stated above
- Any Luers team jersey, t-shirt, or sweatshirt
 - No rips, holes, tears, or modifications to the shirt are allowed
 - All shirts must be "team" or "club" shirts **approved by administration** with the kneeling knight facing to the right.
 - No outdoor jackets or coats are permitted.

MASS DAYS DRESS

Students may only wear Bishop Luers School Uniform on Mass days

DRESS DOWN / 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"/yoga pants are not permitted.
- 6) All shirts must display appropriate modesty. Tops that are ₃₆ low cut, backless, or strapless will not be allowed.
- 7) No skirts/dresses will be permitted unless BLHS uniform skirt.
- 8) "Backless" shoes, sandals, moccasins, house shoes, slippers, crocs, sandals, and open toed shoes will not be permitted.
- 9) High heels (above 2") are not permitted.
- 10) Capri pants are not permitted

- 11) Shorts must extend to at least mid-thigh and no longer than knee length. Biker shorts and boxer shorts are not permitted. Shorts must be worn at the waist and will not be excessively tight. 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 and modesty.

DRESS CODE VIOLATIONS

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

- 1) A warning or detention may be issued.
- 2) The student may not be permitted to participate in the next dress down day or Spirit day.
- 3) A parent may be called.
- 4) Repeat offenses will result in more serious disciplinary consequences.
- 5) The student may be asked to call home and have a change of clothing brought to school. The student will remain in Office until he/she is able to change.
- 6) The student may be placed in ISS for the remainder of the day.
- 7) The student may be sent home and assigned an OSS for the remainder of the day.
- 8) The student may be issued a referral for willful disobedience if there are more than two dress code violations

All administrative decisions about dress code are final.

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.

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, backpacks, or other items used to carry books and other classroom materials must remain in lockers and may not be carried to class. Backpacks may only be used to carry gym uniforms to and from gym class. Backpacks need to be placed immediately back in locker after gym class. **It is mandatory that lockers will be locked at all times and that only locks issued by Bishop Luers High School are used on lockers.** 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 7:00 am each school day. They are to remain in the front lobby or cafeteria until 7:30 am. Before 7:30 am students may only be in other areas of the building if under the direct supervision of a Bishop Luers High School staff member. A bell will ring at 7:30 am indicating that students have permission to be in the locker and classroom areas of the building. (Students will only remain in the cafeteria until a later time on delayed start days.)

Students are to vacate the building by 3:00 pm each day. The only students who should be in the building before 7:30 am or after 3:00 pm are those with a practice, meeting, or detention immediately before/after school and who are under direct supervision of a Bishop Luers High School staff member. If a student's practice, game, or meeting is scheduled for later, the student must leave at 3:00 pm and return at the time of the student's practice, game, or meeting. Students who do not adhere to this policy will face disciplinary action.

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. The choices must all come from the hot lunch line or salad bar. Students may not mix and match items without paying extra. The cost of a hot lunch or salad bar is \$2.85. A second lunch purchased on any given day is \$3.35. The cost for reduced lunch is \$0.40. 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 \$5.00 replacement fee if the card is lost. Students are expected to have their student ID in their possession at all time during the school day. Student ID will be scanned when receiving 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 9:00 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. Another option for making lunch deposits is www.mypaymentsplus.com. Families may sign up on My Payments Plus with the student's ID number. Balances and account activity can be checked online.

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.

Families who complete the free and reduced lunch application should return it to the administrative office. New applications must be filled out each year to qualify for free and reduced lunches. In order to qualify for a free or reduced lunch meal, a fruit or a vegetable needs to be on the lunch tray with a protein (entrée) and one other component, such as a milk, bread or grain. If these qualifications are not met, then each item will be charged to the student's account at full ala-carte price.

Breakfast is offered every day from 7:15 a.m. to 7:35 a.m. The cost for breakfast is \$1.50. A second breakfast may be purchased for \$2.00. Milk is included. The reduced cost for breakfast is \$0.30.

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.

CHARGING POLICY: The maximum a student may charge is \$15.00 (one week worth of lunches). Charging ala-carte items is not permitted. Students may not charge items throughout the 4th quarter.

All food must be eaten in the cafeteria. Due to health regulations, cafeteria food is not permitted in classrooms or hallways. We are a closed campus school, which means that students may not leave for lunch or bring in fast food.

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 lunchroom. Trays are to be taken to the window at the end of the lunchroom.

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 privately pray in the morning in the chapel and to stop in for prayer though out the school day during a study hall. All students and staff are invited to join together in prayer daily at 7:30 AM. Weekday Masses are celebrated as announced. 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. Students at all grade levels will be required to attend a retreat either on or off campus. Students may visit Pastoral Ministry during study hall or with special permission from a teacher. Any student going to Pastoral Ministry must have a pass signed by a teacher before proceeding to the Pastoral Ministry Office.

Students who participate in Pastoral ministry should be actively practicing their faith. Through their speech and actions, it should be apparent that they are actively living it. Anyone who is engaged in any known activity that would be scandalous or providing certain witness contrary to that service will either be asked to withdraw from service or placed on probation dependent on the nature of the infraction. The following are examples of behavior that will result in disciplinary action: major violations, sexual misconduct, drinking, drugs, cheating, lying, and disrespect to authority.

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, please allow space for the Holy Spirit ☺ between the dance partners.
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 they 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 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 Bishop Luers High School student is responsible for the date's behavior.
9. Dress at dances must be appropriate.
 - Short dress/skirts (more than 2" above the knee) and those that are excessively low cut, or see-through are not permitted. Slits, etc. must also be modest (no higher than 2" above the knee). Dresses must have a back and be appropriately modest.
 - Any person whose apparel would prove embarrassing to other students, the sponsors or chaperones will not be admitted.
 - Dress that reveals bare midriffs or are 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 breathalyzer 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 High School students are responsible for the actions of their guests and are subject to disciplinary action based on the actions of their guests.
16. Students will not be permitted to leave the dance more than 30 minutes before the end of the dance without parent permission.

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. Failure to have this information on file by the first day of the school year may result in the student not being allowed to attend school until the information is on file.

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 within 5 business days.

ENVIRONMENTAL TOBACCO SMOKE

As per Diocesan Policy P5430, all facilities and grounds on Bishop Luers campus shall be tobacco free. No one whether an administrator, an employee, a student or a visitor is allowed to use tobacco on campus, including grounds, buildings, and school vehicles. Bishop Luers is a tobacco free campus. We ask that students, staff and visitors refrain from using tobacco on campus, 24 hours a day. Possession or use of tobacco products in any form such as cigars, cigarettes, pipe, chewing tobacco, electronic cigarettes/electronic nicotine delivery devices, vape pens, juuls, etc., is prohibited on campus, including grounds, buildings, school vehicles, and at school sponsored functions away from school property 24 hours a day.

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 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 media center when they are not in class.

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 unless in a sealed container or lunch box/cooler. Students who bring breakfast food to school in the morning must eat it either outside the parking lot entrance, or in the cafeteria. 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. **Students must wear Bishop Luers High School Gym Uniforms when participating in PE class. Failure to do so will result in a referral.**

HALL PASSES

Passes should be recorded in the student planner. Passes should be issued for emergencies only. 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 referral or other disciplinary referrals. 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 referral 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.

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 also 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 the cafeteria restrooms 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. Student will not be able to attend school until immunization forms are on file. 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 Dean of Students for a \$5.00 fee. Student must have this ID in their possession at all time during school hours.

MEDICATION POLICY

It is preferred that medication not be administered at school if it can be avoided. If it is 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 nurse's 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. The administration will work with students to change negative behaviors to the extent possible but reserves the right to take disciplinary action as deemed necessary by the school administration.

PARENT/LEGAL GUARDIAN CONCERNS

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:

41 PROCEDURE (P2310 COMMUNITY RELATIONS)

- 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 Department Head
- Step 3: Address the issue with the Principal and/or their designee

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).

Bishop Luers High School asks that parents follow the above step by contacting the teacher or staff member as a first step to resolving issues. Contacting the department chair and/or guidance counselor provide additional steps that parents and/or students should use to resolve conflicts.

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 three lanes 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.** Cars may have warning decals placed on them for the first parking violation. The next offense may result in loss of the privilege to park on school property for a set period of time. The third offense could result in possible towing of the vehicle and driving privileges being suspended for the remainder of a semester or school year. Certain parking spots are reserved for students who have purchased a space to decorate. Students may not park in spaces reserved by their fellow students.

There will be no parking on the school campus for 9th and 10th grade students during the school day. These younger students should try to establish carpools 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. **Students who park on Noll Avenue are still subject to the search of their vehicles as part of attendance at Bishop Luers High School.**

Reckless and careless driving is prohibited and subject to disciplinary action. Pedestrians who conduct themselves improperly, (i.e., jump on cars, block or interfere with traffic) are subject to disciplinary action. On school property, speed is always to be no more than 15 m.p.h. Parking privileges may be revoked, and/or other disciplinary action may be given for the student involved in hazardous driving.

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. School is not a date.

STUDY HALLS

1. Students should bring enough material to work on for the entire period.
2. Students are expected to study quietly. Students will be permitted to work with other students at the discretion of the supervising teacher. Students who are simply socializing will be separated; disciplinary action may apply.
3. No sleeping is permitted.
4. No card play or game playing is allowed. This includes games on calculators, computers, or other electronic devices. (Exception: Educational games approved by the supervising teacher.)
5. 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 administrative office.

Telephones in individual classrooms are off limits to students.⁴² Students found using these phones without expressed permission from the staff member assigned to that room will be subject to disciplinary action.

Students are not to text, make, or receive phone calls between the hours of 7:45 AM and 2:45 PM, including during passing periods or while at their lockers. Parents who need to contact students should contact the front office and request the student call them back. **Please do not text or call students during the school day.**

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 disciplinary action.

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.⁴³
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 report the complaint to the principal, assistant principal or other designee and will use the complaint procedure explained in the Diocesan Policy Book.

LOCKERS

Students are assigned lockers for use throughout the school year. Lockers are the property of Bishop Luers High School and the locker and student's belongings are subject to inspection by authorized school personnel. Lockers should be kept neat and clean. Students should occupy only the locker they are assigned. Students occupying a locker other than their assigned locker may be subject to disciplinary action. 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. Failure to do so will result in disciplinary action including, but not limited to, possible out of school suspension. 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.

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, personal belongings, school desks, vehicles (parked on our lot or on nearby public streets), 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.

In the event that a parent is notified of a search, notification will be after the search has been conducted.

Any effort to prevent a search (locker, car, electronic devices, purses, etc.) by a student or parent will result in an immediate out of school suspension pending a Disciplinary Review Board.

Persons, Personal Belongings, & Clothing

The school reserves the right to examine the contents of the student's pockets, clothing, purses, backpacks, book bags, electronic devices or other personal belongings when an administrator has reasonable belief 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, 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. 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 facilities⁴⁴ including the right to examine the contents of any vehicles while parked on school premises, or on the street when the student is in attendance at school, when an administrator has reasonable suspicion 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 law enforcement official in the presence of a witness.

Bishop Luers High School reserves the right use dogs to conduct searches of lockers, vehicles, or any item on Bishop Luers property. Random dog searches may be scheduled in an effort to maintain a safe and orderly environment. If any illegal substances are found, the items may be turned over to the police.

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.

Any diocesan policy on maternity/paternity supersedes the policy outlined in this handbook.

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

- The so informed school personnel must notify the Principal, who, in turn must notify the Diocesan Secretary of Catholic Education.
- A confidential meeting shall be held with the student(s) and parent(s) or guardian(s) involved, the pastor/chaplain and pastoral minister, and the Secretary of Catholic Education or his/her representative.
- The confidential meeting shall seek to ascertain the facts relevant to the contemplation of, aid or inducement for, or commission of an abortion and to provide the appropriate pastoral assistance.
- Both parties, male and female, should be referred for pastoral counseling given by a priest or pastoral counselor. The student(s) may be referred to a licensed mental health provider for further support. This counseling should provide both healing and an affirmation of the⁴⁵teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- Because of the gravity of the situation, the Catholic identity of the school, and the concern for the school as a whole, a course of action will be developed which may provide for:

- A plan which will allow for the student(s) to remain in school, or
- The student(s) being denied the privilege of continuing his/her education in a diocesan school.

The school's principal, in consultation with the chaplain will make a recommendation to the Diocesan Secretary of Catholic Education regarding whether any sanctions should be imposed on the student(s). The Secretary for Catholic Education will present the principal's recommendation, along with his recommendation, to the Bishop. The Bishop will make the final decision.

Any diocesan policy on abortion supersedes the policy outlined in this handbook.

Marriage

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

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.

CHILD ABUSE AND REPORTING

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

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). Texts and calls via School Messenger may also be made to families through Power School contact information.

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 wellbeing of students, staff, and others. Bishop Luers High School 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. Any false statements on or off campus will be taken seriously.

The school would like your help in keeping Bishop Luers High School 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 High School 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. However, the content of video footage may be shared as part of interagency collaboration.

VISITORS AND GUESTS

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

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.
- D. If there are outstanding fees that have not been paid, transcripts will not be transferred until all tuition and fees have been paid.

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 sweaters, and gym uniforms. 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.

PASTORAL MINISTRY

Pastoral 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. Pastoral 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 chaplain, or to ask their teachers for a pass to come to the Pastoral Ministry office for pastoral counseling. The Campus Ministry office is in room 139.

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 or email. *Knight Notes* are emailed to families, parents/guardians, and friends of Bishop Luers High School weekly during the school year and monthly during the summer. (<http://www.bishopluers.org>) In addition, the school newspaper is provided as part of the students' fees.

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.

TUITION & FINANCES

FEES – PER STUDENT

All fees are non-refundable.

- **Course fee** - \$225.00 covers the cost of most materials for students.
- **Book Rental Fee** - \$350.00 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 \$155.00 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 \$175 will be assessed for late registration beginning April 1.
- **Curriculum/Activity Lab Fee** - \$60.00
- **Parking Fee** - \$45.00 per school year. \$10.00 Replacement fee
- **Athletic Participation Fee**- Varies
- **Schedule Change Fee** - \$15.00 per request.
- **School Improvement Fee**-\$210.00
- **Memorial Fee**-\$15.00
- **Handbook Replacement** - \$10.00
- **Technology Fee**-\$325.00
- **Lock Rental Fee** - \$5.00 / Replacement fee - \$10.00
- **ID Card** - \$10.00 / Replacement fee - \$5.00
- **Catholic Identity Fee**-\$25.00
- **Student Insurance Fee**-\$35.00
- **Café Deposit** - \$5.00 required for all students to set up account
- **Activity Pass** - **\$55.00 – Includes admission to all home athletic events (excluding playoffs) and three plays**
- **Safety & Security Fee**-\$30.00

Bishop Luers High School retains the right to withhold grades and to withhold a student from the Baccalaureate and/or graduation ceremony, and extracurricular activities 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, cafeteria, etc. Transcripts and records will not be released until all fees are paid. Any payments are credited to the oldest child first, even when the oldest child with unpaid fees has already graduated, withdrawn, or been asked to leave Bishop Luers. Payments are credited to prior balances before being credited to current year balances. Unpaid tuition, fees and/or fines are subject to collection procedures.

FINANCIAL ASSISTANCE

This program is based on need and availability of funds generated by the school, donations from generous donors, 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. 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. Aid is based on federal requirements regarding family income and size. Free and Reduced Lunch applications are in the administrative office. Return completed application to administrative office.

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. An outside collections process may be utilized as well.

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 four 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, 2018. 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 2018, and the remaining balance paid in December 2018. 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 5th, 10th, 15th, or the 20th of the month.

Option 3: FACTS Quarterly Payment Plan (by Automatic ACH Draft). Pay balance through 4 payments over a 10-month period, July 2018 through April 2019. There is a \$100 service charge added to your balance. Payments are made by ACH draft or credit card on either the 5th, 10, 15th, or 20th of the month.

Option 4: FACTS Monthly Payment Plan (by Automatic ACH Draft). Pay balance over a 10-month period beginning July 2018 and ending April 2019. 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 5th, 10th, 15th, or 20th of the month.

WITHDRAWAL / DISMISSAL POLICY FOR TUITION AND FEES

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, a refund of tuition for any quarter that has not started will be refunded. Once a student has attended school the first day of a quarter, the tuition for the quarter remains in place. There will be no refund for any fees for the entire year once the first day of school has started. If a student is on a Choice Scholarship, the balance due may increase due to the pro-rating of voucher money from the state. The family will still be responsible for the semester tuition and all fees.

SECLUSION AND RESTRAINT POLICY

Bishop Luers High School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or ⁵⁰inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office.

BELL SCHEDULES

	Daily	8:30 Delayed Start	9:30 mass	Assembly	1/2 Day	2 Hr-Delay	3 Hr-Delay	Sodalitas
1	7:45-8:35	8:30-9:13	7:45-8:20	7:45-8:30	7:45-8:15	9:45-10:15	10:45-11:15	8:30-9:07
2	8:40-9:35	9:18-10:03	8:25-9:05	8:35-9:25	8:20-8:50	10:20-10:55	11:20-11:55	9:12-9:52
3	9:40-10:30	10:08-10:51	9:10-11:10	9:30-10:15	8:55-9:25	11:00-11:30	1:30-2:00	9:57-10:34
			9:15-call down 9:30-mass					Sodalitas 10:39-11:09
4 A lunch	10:35-11:00	10:56-11:21	11:15-11:40	10:20-10:45	N/A	11:35-12:00	12:00-12:25	11:14-11:39
4 A class	11:05-12:00	11:26-12:21	11:45-12:40	10:50-11:45	9:30-10:00	12:05-1:00	12:30-1:25	
4 B class	10:35-11:00	10:26-11:21	11:15-11:40	10:20-10:45	9:30-10:00	11:35-12:00	12:00-12:25	
4 B lunch	11:05-11:30	11:26-11:51	11:45-12:10	10:50-11:15	N/A	12:05-12:30	12:30-12:55	11:44-12:09
4 B class	11:35-12:00	11:56-12:21	12:15-12:40	11:20-11:45	N/A	12:35-1:00	1:00-1:25	
4 C class	10:35-11:30	10:56-11:21	11:15-12:10	10:20-11:15	9:30-10:00	11:35-12:30	12:00-12:55	
4 C lunch	11:35-12:00	11:26-12:21	12:15-12:40	11:20-11:45	N/A	12:35-1:00	1:00-1:25	12:14-12:39
5	12:05-12:55	12:26-1:09	12:45-1:20	11:50-12:35	10:05-10:35	1:05-1:35	2:05-2:35	12:44-1:21
6	1:00-1:50	1:14-1:57	1:25-2:00	12:40-1:25	10:40-11:10	1:40-2:10	2:40-3:10	1:26-2:03
7	1:55-2:45	2:02-2:45	2:05-2:45	1:30-2:15	11:15-11:45	2:15-2:45	3:15-3:45	2:08-2:45
				Assembly				
				2:20-2:45				