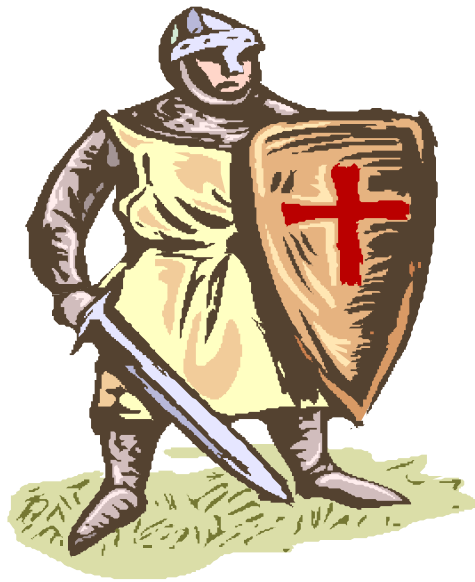


SAINT THÉRÈSE CATHOLIC SCHOOL

Parent/Student Handbook

2021-2022



2222 Lower Huntington Road
Fort Wayne, Indiana 46819
Telephone: 260-747-2343

With the current pandemic and the fluidity of the situation it presents, our school must make every effort to meet the educational needs of our students and their families effectively and safely. St. Thérèse Catholic School has decided that each classroom teacher and specials may record or live stream the direct instruction periods during each school day until the threat of COVID-19 passes. To increase student involvement and participation, teachers may require that students turn on their video cameras during class. (Direct instruction does not mean 5-6 continuous hours of live instruction, but rather accessing the short blocks of time teachers are introducing/reviewing a skill with their classroom, typically 10-25 minutes for each lesson, times and presentation will vary by grade level.) Providing this service, we will allow students to receive instruction at home should they be quarantined due to possible exposure or contracting COVID-19 or isolated due to testing positive. Parents will have the comfort of knowing their child(ren) will not miss out on classroom instruction. The best instruction for our students is in person learning; however, we understand we have students with medical issues and/or families electing a virtual option.

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

Careful consideration has been given to how teachers can best meet the needs of our students, maintain their privacy, allow all students that are homebound for health reasons to remain connected to their classmates, receive continuing faith formation, and be academically challenged. To do this, providing parents/guardians and students access to the direct instruction and resources during absences is a necessary step.

Each grade level has determined what digital platform they will be using, if they are recording videos or live streaming, and how they will be sending it to the parents/students.

Canvas (Learning Management System), Google, and links on our school website will be used to post recorded videos, homework, and assignments. They will share with you where their videos will be posted. Teachers will be using Google Meet, Zoom, Loom, and Microsoft Teams to record their live stream teaching sessions.

As far as homework assignments, tests, quizzes, all DL students have the same expectations as the in-person students. Students can upload assignments via Google Classroom or Canvas, or they can scan the documents back to the teacher via email.

We understand the DL student will be working from home on videos, homework, etc. Students are expected adhere to the following:

1. Follow the teacher's instructions on Google, Canvas, or other platforms they are using for best DL instruction.
2. When watching live stream videos, students will be at a table, not in pajamas, and not eating food. They will be respectful of the teacher, listen to instruction, and if they have questions, they can raise their hand on the computer or type a question, email the teacher. It is strongly recommended that students should also utilize a school-issued or neutral background via software ([Download Here](#)), or at a minimum, select a place in the home that displays a blank or non-distracting background.
3. If possible, teachers will answer emails throughout the instructional day. Teachers will have 24 hours as well to answer emails from the students or parents. However, they will not be expected to answer emails after 5:00 p.m.
4. All assignments are due when the teacher assigns a due date. DL students will follow the teacher's policies and procedures on turning in homework, taking quizzes, tests, and late homework.

We appreciate everyone's prayers and support as we move forward to begin the school year.

Blessings,

Rick J. Ruhl, Principal

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MISSION STATEMENT

Through the love of Jesus Christ, we will be faithful, productive and responsible citizens.

VISION STATEMENT

The vision of Saint Thérèse Catholic School is to develop within our students' attitudes, behaviors and skills that will support students academically and socially, which will develop caring and respectful citizens.

School Rules

Show respect for yourself, others, and Saint Thérèse Catholic School.

Contribute positively to the learning environment.

Follow classroom rules, school policies and procedures.

School authorities have the right to establish and enforce rules of conduct in order to maintain a proper atmosphere for learning. School regulations are designed to control behavior that disrupts the classroom, interferes with discipline, or infringes on the rights of others. The school reserves the right to inspect all school and/or personal property at any time it is deemed necessary. All parents and students attending Saint Thérèse Catholic School will respect and follow the guidelines established by the administration.

The principal retains the right to amend the handbook for just cause. If changes are made, parents will be notified as soon as possible when changes are made.

Parents' Role in Education

We, at Saint Thérèse Catholic School, consider it a privilege to work with parents and guardians in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life — physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Thérèse Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good Example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well-rooted in the child unless these are nurtured by the example of good Catholic, Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Thérèse Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents, guardians and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good, mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. It is also essential that a student takes responsibility for his/her behavior.

Together, let us embrace this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at Saint Thérèse Catholic School, we ask parents and guardians to:

- Set rules, times, and limits so that your child gets to bed early on school nights; arrives at school on time and is picked up on time at the end of the day; is dressed according to the school dress code; completes assignments on time; and has lunch money or sack lunch every day;
- Actively participate in school activities, including Parent-Teacher Conferences;
- Pay for any damage to school books or property due to carelessness or neglect on the part of the student;
- Notify the school by phone or email when the student will be absent or tardy;
- Notify the school office of any changes of address or important phone numbers;
- Meet all financial obligations to the school;
- Notify the school of any special situation regarding the student's well-being, safety, and health;
- Complete and promptly return to school any requested information;
- Read school notes and newsletters, and show interest in the student's total education;
- Support the religious and educational goals of the school;
- Support and cooperate with the discipline policies of Saint Thérèse Catholic School;
- Treat teachers and administrators with respect and courtesy in discussing student problems.
- Support the student as they take responsibility for his/her behavior and academic success.

Family Educational Rights and Privacy Act

Any natural parent, guardian, individual acting as a parent in the absence of a parent or a 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 education 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 student's 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 failures 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.

Expectations of Saint Thérèse Catholic School Students

The following list emphasizes the positive actions expected of students committed to studying in a Catholic school environment. It is through the sharing of faith and values that we help students grow spiritually, socially, and academically to the best of their ability.

1. Students are expected to model the actions of Jesus.
2. Students are expected to treat others in a Christian manner.
3. Students are expected to demonstrate respect for all faculty and staff members, volunteers, and other students. This would include refraining from physical and/or verbal harassment and profanity.

4. Demonstrating true pride in being part of the Saint Thérèse Catholic School community, students are expected to respect all property and to assist in maintaining order and cleanliness in the school buildings, church, and on school property.
5. Realizing that liturgy is an important part of the school community, students participate actively in the planning and celebration of school liturgies.
6. Students follow all guidelines and expectations as outlined in this school handbook.
7. Realizing that all individual gifts and talents are gifts from God, students strive to use all their gifts to develop their greatest potential.

ENROLLMENT (P4010) - (See Appendix)

School 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.

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 policy.

Enrollment of Students

Only a person having the legal custody of the child can enroll them in Saint Thérèse Catholic School. A certified copy of the student's birth certificate or baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody may also be required in cases where a child does not reside with both natural parents.

If these required documents are not provided to the school within thirty days of the student's enrollment, or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for the Information on Missing Children 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 of enrollment.

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

Students enrolling in grades 1-8 shall also provide copies of the following:

- Most recent report card/transcript
- Most recent results from testing such as ISTEP+, IMAST, NWEA or other standardized testing
- IEP/ISP

Kindergarten Entrance Requirement

Saint Thérèse Catholic School follows state law in the enrollment of Kindergarten students. To enter Kindergarten, the child must be five years old by August 1 of the year that the child will be attending school.

Saint Thérèse Catholic School may choose to administer the Gesell Assessment of Development Readiness or other readiness tests for determining proper placement in Kindergarten. Students with birthdates after August 1 will be considered if space is available and/or the student has been assessed by school personnel and meets state guidelines.

Birth certificates and baptismal records are to be presented at the time of registration for students entering Kindergarten.

Immunization Information

All Pre-K and Kindergarten students must have received their immunizations as required by the State of Indiana prior to the first day of school. Your child may not attend Pre-K or Kindergarten without documentation of immunizations received OR a written medical/religious exemption.

All sixth grade students are required to have a measles booster (preferably an MMR). Indiana law requires that all students in grades 6-12 be vaccinated against for following: Meisseria Meningitis (Meningococcal disease), Varicella (Chickenpox) and Pertussis (Whooping cough).

First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully attending kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special modifications and accommodations are accepted if their needs can be reasonably accommodated in the school. Initial enrollment shall be on a probationary 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 the exceptional child.

Children who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Student Transfers (P4020) - (See Appendix)

Once the academic year has begun, students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

Based on legitimate educational justifications, Saint Thérèse Catholic School strongly discourages the transfer of students into grades 6 through 8. A transfer of students of these ages is discouraged because it could be disruptive and detrimental to the student's educational development, which could create problems in social adjustment for both new students and those currently enrolled in Saint Thérèse Catholic School.

Academic records, records of previous ability and achievement testing, psychological tests and health records will be required from the previous school.

Transfer students and new students will be placed on probation for a period of nine (9) weeks from the date of transfer. During this probationary period, Saint Thérèse Catholic School reserves the right to ask transfer and new students to withdraw if serious academic or behavioral problems arise.

The final decision of accepting a transfer student rests in the sole discretion of the principal in consultation with the pastor.

Expelled or Suspended Students from Other Schools

Saint Thérèse Catholic School may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted

by applicable Saint Thérèse Catholic School operating policies only after a full and complete explanation of all facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the “Gun-Free” diocesan policy, which is required by state and federal law (P4560).

Discovery that any information provided to Saint Thérèse Catholic School was falsified will automatically be grounds to refuse the transfer request or to immediately dismiss the child from school if the discovery occurs after the child has been enrolled.

Tuition and book fees will be charged to each family at Saint Thérèse Catholic School. Students will not be admitted to Saint Thérèse Catholic School if their family is not current and in good standing in all of their financial obligations at their previous school and church.

Registration

Initial registration for Saint Thérèse Catholic School will be open to all registered members of Saint Thérèse Parish. Any family not registered in the parish that wishes to enroll a child in Saint Thérèse Catholic School must have its admission approved by the pastor and principal.

All students of Saint Thérèse Catholic School will be expected to follow the entire schedule of all academics, including that of religion.

All new students will be placed on probation for nine weeks. When this period is over, a meeting will be held with the parent/guardian, students, teacher, pastor and principal. If, at that time Saint Thérèse Catholic School cannot meet the academic and or social, or emotional needs of the student, the student will be removed from Saint Thérèse Catholic School.

FINANCIAL POLICIES

Saint Thérèse Catholic School maintains a system of tuition and fees that partially fund total educational costs; Saint Thérèse Parish provides substantial financial support to maintain operations.

Spring Enrollment Deposit Fees and Registration

A non-refundable deposit of \$25.00 per student or \$75 per family in grades PreK-8 for the upcoming school year must be paid during spring enrollment. The remaining registration fees are due in August. The amount of the deposit is subject to change annually. Failure to pay the deposit during spring enrollment may result in the school not admitting the student in the upcoming school year.

Tuition Payments

Families may choose the method for tuition payment from the following:

1. Tuition paid-in-full at Fall registration.
2. Tuition paid through FACTS Management.

At the time of enrollment, families using FACTS must complete a FACTS automatic tuition payment agreement form. All FACTS accounts will be on a 10-month payment program, paid August through May. A maximum of two payments may be deferred; no payments may be deferred beyond May.

If tuition payments are not current at the end of a school quarter (grading period), a student is subject to having his/her grade card withheld.

No student will be allowed to register at Saint Thérèse Catholic School for the following school year if tuition and fee payments of any sort are overdue.

Tuition Assistance

Committed to the education of every child, Saint Thérèse Catholic School offers tuition assistance to those families requesting such services. Members of Saint Thérèse Parish will receive first consideration for tuition

assistance. If any funds remain, applications from non-parishioners will be considered. To be considered for assistance each family needs to complete a FACTS Grant and Aid assessment application. It is the discretion of the Tuition Assistance Committee to determine the tuition assistance and/or distribution thereof. Limited parish financial assistance for tuition is available for distribution; no funds are available for book bills and fees.

Diocesan Large Family Fund

The Diocesan Large Family Fund for Tuition Assistance is designed to provide assistance to Catholic families with 3 or more children in Catholic schools. Applications are available in the school office. Any family applying to the Large Family Fund must first apply for assistance from Saint Thérèse Catholic School by applying through FACTS Tuition Aid.

Saint Thérèse Catholic School reserves the right to take actions necessary to collect unpaid tuition and fees.

School Choice Scholarship (Voucher) and SGO Programs

Saint Thérèse Catholic School takes part in the [Indiana School Choice Scholarship](#) and [Scholarship Granting Organization \(SGO\) programs](#). Please contact the school principal for more information.

ATTENDANCE (P4040) - (See Appendix)

Parent/Guardian Responsibility

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

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

Absence from School

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

Absences which are counted as present:

1. Serving as a page in the Indiana General Assembly
2. Court appearances pursuant to a subpoena
3. Visitation to a high school by an 8th grader
4. Religious observances
5. Placement in a short-term inpatient program, which provides an educational program

Excused Absences:

1. Illness of the student with a written note from parent/guardian, doctor, or phone call from parent/guardian
2. Death in the immediate family

3. Death for persons outside of the immediate family with parental permission
4. Out-of-school suspension (make-up work is NOT accepted)
5. Medical/Dental appointment over two (2) hours and legal appointments
6. Inclement weather (at discretion of the parents)

Unexcused absences:

1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence
2. No doctor's note to excuse an absence once more that 5 consecutive day of absence has occurred
3. Family vacations
4. Absences other than those defined as excused or absences counted as present

Additional Attendance Notes

1. Students attending school less than 2 hours are absent all day.
2. Students arriving at school more than 2 hours late in the morning are considered absent ½ day.
3. Students leaving school before 1:15 p.m. in the afternoon are considered absent ½ DAY.
4. Medical or Dental appointments over 2 hours are considered absent ½ day.

Reporting an Absence/Late Arrival

A parent or guardian must call the school office before 9:00 a.m. if a child is going to be absent from school or more than 30 minutes late. If our office has not heard from you by 9:00 a.m. and your child is not present, we will call the daytime phone number to verify the absence.

A written note from the parent or guardian must be sent with the student upon returning to school stating the date(s) and the reason the student was absent.

Irregular Attendance Policy

After a student has accumulated six (6) days of absences per school year, the principal will make contact with the student's parents/guardians by mail or phone.

After a student has accumulated twelve (12) days of absences per school year, a conference shall be held with the parents/guardians and the student. An attendance contract may be established at this time.

After a student has accumulated fifteen (15) days of absences per school year, a referral shall be made to the principal. If the principal is unable to resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Truancy

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

Tardy Policy

Regular attendance is essential to successful school work. Excessive tardiness can be a disruption to classroom order and the educational process. Students and parents are responsible for regular attendance and punctuality. **A student is tardy if he/she arrives at school after 8:15 a.m.** Students who arrive while classes are in church will be marked tardy by the teacher on duty. Students who arrive after classes are in session in the school building must report to the school office for a tardy slip.

In case of inclement weather, this policy will be evaluated as needed; our concern is that everyone arrives safely to school.

Doctor/Dental Appointments

Students who will be late in the morning should present a notice to the teacher one day before the appointment and indicate whether he/she will need hot lunch. Students who need to be dismissed later during the school day must bring a note on the day of the appointment and call the school office. All

medical/dental appointments will require a slip from the doctor's office stating the date and reason for the appointment. These slips must be presented to the school office upon the student's return to school. The notes are kept on file in the school office. Without this note, the student absence will be considered unexcused. This note is in addition to all notes and phone calls from parents. (Revised 10/9/2013)

Family Trips/Vacations

Parents are encouraged to plan family vacations according to the scheduled school vacations. Saint Thérèse Catholic School publishes vacation dates well in advance to allow parents/guardians to plan for family trips. Use of regular school days to take family trips and/or extend family vacations at Christmas or Spring Break is strongly discouraged. In Indiana, school attendance is mandatory and schools cannot give permission for absence beyond the law. However, school officials do recognize that on rare occasions this may be out of the control of the parents or guardians. Vacations taken during the school year will be classified as unexcused absences. Students will be able to makeup work and receive credit for assignments and/or tests that are missed. Arrangements for the completion of work are made with the classroom teacher. This work is to be done after the student returns. Teachers are not required to have class work and homework available for parents in advance of a student's unexcused absence.

Morning Arrival

Parents will not be permitted to come into the building for any reason. Parents may call ahead or ring the buzzer and a staff member will meet you at the door. If someone needs to drop off items, he/she will park in the school parking lot, put on a mask, push the intercom button near Door #1 and speak to the administrative assistant. The administrative assistant will meet the visitor at door #1 to retrieve items. Guests dropping items off will not be permitted to come into the inner school building.

Visitors to School Buildings (P2410) - (See Appendix)

For student and personnel safety, all visitors to Saint Thérèse Catholic School shall be directed by means of signs at the school's main entrance to report to the school office upon entering the building.

Visitors (contractors, guest speakers, etc.) will park in the school parking lot, put on a mask, push the intercom button near Door #1 and speak to the administrative assistant. Signage will direct visitors to mask before entering Door #1, explain the purpose of their visit to the administrative assistant, undergo a health screening, and sanitize/wash their hands.

Parents/guardians must bring items forgotten at home to the school office and not to the classroom. We will deliver the items at a time when it will cause the least disturbance to the class.

We encourage parents/guardians to visit your child's classroom, but we ask you to follow a few guidelines to insure a smooth visit:

1. Call or write the principal or classroom teacher requesting a visit at least one week prior to the desired date.
2. The principal or teacher will return your request to arrange a date and time.
3. Remember to report to the school office before you go to the classroom. Remember that this is not a conference time.

Regular Afternoon Dismissal

School dismissal is at 3:15 p.m. All drivers must follow the normal procedure to pick up students at the end of the day. Evening pick up will take place in front of the school and church awning. The pick up line is a single file line in the curb lane and thru-lane on the north side of the Church. Once full, all additional cars will form three lines in the west Church parking lot. All cars will display their family number in a manner that is easily visible. Students will be dismissed by family car number, in a staggered dismissal pattern to avoid bunching. Students will wear masks in the hallways while dismissing. Once outside the building, students will wear their masks until they have reached their cars. Once outside, students will wait to be released to their cars while maintaining social distance whenever possible. Parents are to remain in their cars. All cars will exit the grounds through the addition/Bluffton Road exit.

Students who walk home or go to after-care will be dismissed after we finish the car dismissal. If a student is not picked up by 3:30 p.m., he/she will be sent to after-care at the expense of the parent or guardian.

No Saint Thérèse Catholic School students will be allowed to go to our neighboring library branch after school. Due to restrictions related to the ongoing COVID-19 pandemic, there will be no meeting room space, no after-school programming, and no hang-out space in the building. The branch will not be able to accommodate any group of any size within the building until further notice.

Before-Care/After-Care

Saint Thérèse Catholic School has contracted with LEARN Resource Center for all before-care and after-care services this year. LEARN Resource Center is a non-profit organization that has been serving children since 1966. LEARN Resource Center will work directly with school parents on program details, enrollment, fees, payment collections, etc. Go to: <http://www.learnresourcecenter.org> and www.learnresourcecenter.org or more information.

Before-school Program: Children are provided a variety of enrichment activities and time for recreation before school begins each day. The before school program offers extended hours on school-delay days. Program is open from 6:45–8:00 a.m.

After-school Program: Each day, LEARN will provide a nutritional snack, time for students to work/complete homework, and to participate in enrichment and recreational activities. Program is open from when school is released until 5:30 p.m.

If students are going to after-care, they will wait to be released over the PA. The after-care announcement will not be made until all car riders have been released. Students who are going to after-care will exit the building and enter the Gym, maintaining social distance whenever possible. As students exit the school building and enter the Gym, they will be wearing masks. Students will sanitize their hands and go to assigned after-care area. For pick up, parents will park in the school parking lot, put on a mask, walk to the Gym, and proceed to the small meeting room for sign-out. As students and parents exit the Gym, they will be wearing masks. With parental permission, students may remove masks once outside the building.

Early Dismissal

No child may have an early dismissal from school without a written request from his/her parent/guardian. The identity of any person calling for a child must be verified. All requests by telephone for early dismissal must be verified by a return call to the telephone number on file for the child. All children with early dismissal must be picked up in the office and signed out by the person picking them up. If a child is ill, he/she will not be sent home before calling the home. An adult will accompany the child home.

School Closing/School Delays

When Saint Thérèse Catholic School is closed or delayed due to weather conditions, it will be announced as Saint Thérèse Catholic School. Such closing or delays will be announced on the following television/radio stations: WOWO-1190 AM; WLDE 101.7 FM; WAJI MAJIC 95FM; WFFT-FOX 55-TV; WANE-TV; WISE-TV; and WPTA-TV. A shout-out message (electronic, recorded message) will be sent to phone numbers on file in the school office informing of a delay or closing. In an emergency or special circumstance, it is necessary for the principal to close or delay school. In such cases, you will hear the announcement on the same stations, and in a shout-out message.

Saint Thérèse Catholic School will begin with a 2-hour delay and move to a 3-hour delay when necessary. On days with 3-hour delays, Saint Thérèse Catholic School dismissal will take place one hour later, at 4:15PM.

Shout-outs will also be used to convey other important information.

Parents have the primary responsibility for their children. Parents must decide if their child's route to school

is safe on days when weather is bad and school remains open. Students are given an excused absence in these cases. The child is marked absent for the day, but is allowed to make up school work.

Leaving School at Lunch Time

Children are not allowed to leave the school premises at noon. If it is necessary for a child to leave the school grounds during the noon period:

1. A written excuse must be presented from the parent/guardian.
2. An adult must accompany the student to and from the destination.
3. The adult must sign the student out and back in at the school office.

COMMUNICATIONS

A school calendar is distributed at the beginning of each school year. Parents will be notified of changes through the monthly parent letter. Each week the principal will publish and distribute a newsletter and calendar.

Suggestions or comments on the improvement of educational programs should be sent to the principal, pastor, or school board.

Student rosters and personnel lists will not be distributed to anyone without the principal's approval.

A custodial parent information card must be on file in the school office. This card gives the school the necessary information concerning custodial and non-custodial parent rights including: who may receive report cards, who will be invited to parent/teacher conferences, who may transport the child to and from school, medical information, emergency phone numbers, home phone number, and parent or Guardian work phone number.

In case of divorce, a copy of the custodial agreement must be submitted to the school and is kept in the permanent record file.

Parent/Guardian Concerns Procedure (P2310) - (See Appendix)

To facilitate and promote the orderly and efficient resolution of concerns, parents/guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issues with the classroom teacher (or person with whom the student has the problem).

Step 2: Address the issue with the Principal.

Step 3: Address the issue with the Pastor.

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g. pastor, principal).

Parents/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).

Diocesan Internet Acceptable Use Policy (P4620) - (See Appendix)

Saint Thérèse Catholic School will follow the Diocesan Internet Policy.

Students Use of the Internet in School

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

The Internet is an international collection of thousands of independent networks. It links tens of thousands

of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers in many of our Catholic schools. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

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

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

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

Students Use of the Internet Off Campus (P4630) - (See Appendix)

Saint Thérèse Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off-campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes harassment (as defined by Diocese) of students or teachers, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

Saint Thérèse Catholic School does not, however, actively monitor student use of Technology (blogs, chat rooms, etc.). While our filtering system establishes parameters for appropriate use within the school building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

INSTRUCTIONAL PROGRAMS

School Curriculum

At the core of the Saint Thérèse Catholic School experience is a challenging Catholic curriculum intended to bring about the best in each student — intellectually, spiritually, physically, and socially. The curriculum embraces the Catholic heritage and centers on the Christian values of discipline, responsibility, and community.

Saint Thérèse Catholic School follows the guidelines for the instructional programs given by the State of Indiana and the Diocese. Textbooks approved by the state and the Diocese are used. Students receive instruction in the basic academic subjects including religion, mathematics, literature, reading, science, social studies, and spelling. Special instruction in music, art, computer, and physical education is also provided.

Students are required to attend weekly Mass and take part in prayer services. All-school Masses are also celebrated on Holy Days of Obligation and other special days.

Parent-Teacher Conferences

Conferences are scheduled for the communication of each student's academic progress throughout the first grading period. Additional conferences may be requested by the teacher or parent.

Progress reports are sent at the mid-point of each quarter during the academic year. Periodic Academic Progress Alerts may be sent during the academic year.

Testing

State appointed grades (3-8) will participate in the ILEARN achievement testing. ILEARN results and their implications will be communicated to parents or guardians upon receipt from the scoring service.

Grades K-8 will also participate in NWEA growth testing. All 3rd grade students will participate in the IREAD-3 testing.

Promotion / Retention / Graduation (P4130) - See Appendix

A student may be placed, or may repeat a particular grade level for a variety of reasons determined by the principal, teachers, and parents including: ability; emotional and physical maturity; attendance; completion of required curriculum/achievement; standardized testing results, review of supportive evidence, such as samples of student work, classroom test results, progress reports, etc; teacher recommendation; or previous retention in a grade.

Homework

Homework is an essential part of the educational process and an important support system for classroom instruction. A certain amount of homework is necessary to reinforce or practice what is taught at school. Homework should provide: an extension of classroom activities; an evaluation tool for both teacher and student; and a positive learning experience that emphasizes quality as opposed to quantity. The work assigned is the responsibility of the child, not that of the parent. If the child continuously insists on your help, please make an appointment with the teacher in order to find out the basis of the problem. The length of time spent on diligent homework should be appropriate for the student's age and grade level. Homework will be assigned at the discretion of the classroom teacher. It generally should not require more than 30 minutes to complete for grades 1-3; and not more than 45 minutes for grades 4-5.

Middle School Homework

Students in grades 6-8 can expect 60-90 minutes of homework per night. The time spent may fluctuate depending upon special projects and preparation for tests.

Teachers will provide homework policy information to parents at Back-to-School Night. Students in grades 4-8 are given a daily assignment book to be used by them to write down all homework assigned and done each school day. This is also a good way for parents to keep informed of all assigned work given to students. Please look at their assignment books daily.

Academic Progress Reports

The academic year is divided into four, 9-week quarters. Mid-term reports are issued each quarter and report cards are issued at the end of each quarter. Mid-term reports keep parents informed and offer parents and students an opportunity to focus on areas of difficulty and time to improve grades before report card time.

Grading Scale Grades

K — Grade 2		
95-100%	O	Outstanding
87-94%	S+	Above Satisfactory
80-86%	S	Satisfactory
70-79%	S-	Low Satisfactory
60-69%	N	Needs Improvement
59% and below	U	Unsatisfactory

Grades 3 — 8

97 – 100%	A+
93 – 96%	A
90 – 92%	A-
87 – 89%	B+
83 – 86%	B
80 – 82%	B-
77 – 79%	C+
73 – 76%	C
70 – 72%	C-
67 – 69%	D+
63 – 66%	D
60 -62%	D-
59% - Below	F

Honor Roll

Students in Grades 4-8 will be eligible for Honor Roll:

1. High Honors — students must receive A's in all core academic subjects, including religion and special classes (art, computer, keyboarding, and physical education). Students must have no less than an A- in conduct.
2. Honors — students must receive A's and B's in all core academic subjects, including religion and special classes (art, computer, keyboarding, and physical education). Students must have no less than B- in conduct.

Students in grades 4-8 will be invited to the spring honors banquet if they have made the Honor Roll during the first three quarters of the current school year and meet the same grade standards on the fourth quarter progress report.

Students who make the Honor Roll or have perfect attendance for that quarter, will be recognized at academic pep sessions at the end of each grading quarter.

Extra-curricular Eligibility

All students in grades 5-8 are eligible to play sports and belong to Student Council. They will become ineligible if they receive a failing grade (below 60) on their progress report or report card, or if they receive a D in conduct.

If the student becomes ineligible because of grades or conduct, he/she will not be allowed to participate in any practices or games for two full weeks. After that time, grades will be reviewed. If all grades are 60% and above, the student may return to practices and games with full privileges. If the student has any grade below 60%, the student remains ineligible until the next progress report or grade card is issued.

The same procedure is followed for all other extra-curricular, school-related activities, such as: children's choir, school plays, talent shows, etc.

The principal will inform the athletic director or extra-curricular activity sponsor of any participant who becomes ineligible during the season.

This policy is subject to principal/parent/teacher review in regard to individual cases.

STUDENT DISCIPLINE

Discipline is a system of rules and regulations that govern the conduct of the student that effectively work together, so that learning can take place. Discipline is necessary for personality development, to help students learn acceptable standards of conduct, to help develop a set of moral standards to be a guide in moral decision-making and to help students feel secure within limits. It is necessary so learning can take place.

Every teacher has the right to establish a classroom structure that provides optimal learning, to determine and request appropriate behavior from the students, and to ask for help from parents and the principal when assistance is needed with a student. Teachers are free to implement their classroom policies in the way most productive for them. This may include time during recess or after school. Teachers will explain individual classroom discipline policies at the Back-to-School Night meeting at the beginning of the school year. Disciplinary Action forms will also be reviewed.

Students are to abide by the rules of the school and the individual classroom. Classroom teachers or the principal will notify parents when students repeatedly do not observe the rules.

The student disciplinary policy will be implemented for all Saint Thérèse Catholic School students in grades K-8 and applies 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; and at any time or place when the principal determines that the student's conduct causes harm or could potentially cause harm to other students, school employees, property, or the reputation of Saint Thérèse Catholic School or the Diocese.

Cheating and Plagiarism

Cheating and plagiarism of any type will not be tolerated, and academic and disciplinary consequences will be administered.

Disciplinary actions will be taken by any faculty/staff or administrator for inappropriate student behaviors.

Major Disciplinary Offenses

The following offenses will result in detention: defacing school or parish property; physical/verbal harassment of others; fighting; stealing; disrespect/deliberate disobedience/defiance; possession of inappropriate materials; cheating on assigned school work or tests; possession of cell phones or **smart watches** during school hours; bullying (as defined by the school); and other.

Smart Watches

St. Thérèse Catholic School views smart watches in the same manner that it does cell phones. Students may not wear smart watches (i.e., Apple Watch, FitBit, Samsung Galaxy, etc.) or access them during the school day. All such devices must be turned off and stored in lockers. Students are not to check them during the school day, but may retrieve them at the end of the day.

Disciplinary Action Consequences

- Students will serve detentions on either Tuesday or Thursday from 3:30-4:30 p.m. Parents will be called and informed of the detention. If the incident happens on Monday, Tuesday or Friday, the detention is served on Tuesday. If the incident happens on Wednesday or Thursday, the detention will be served on Thursday.
- Students serving detention who are not picked up at 4:30 p.m. will be sent to After-Care program at the expense of the parent/guardian.
- Students with assigned detention will be ineligible to participate in sports, practice or extracurricular activities on the day of the assigned detention.
- The school will notify the athletic director, moderators/teachers, or coaches of any extracurricular activities of the student's ineligibility to participate.
- When a student receives a Disciplinary Action Form, a copy of the form will be sent home with the student. The form is to be signed by the parent/guardian and returned the next day to the homeroom teacher. Signing the Detention Action Form only acknowledges you have received it. Your signature does not indicate your agreement with the action(s).

Procedural Process

2nd Detention: A conference will be scheduled with the student, parent/guardian, and principal and/or pastor.

3rd Detention: In-school suspension. A child may be placed on a Behavior Plan.

Any student receiving three (3) Disciplinary Action forms for behavioral reasons may be placed on a Behavior Plan. A suspension or expulsion can be a consequence from the Behavior Plan. Any student receiving two (2) suspensions has the possibility of being expelled from Saint Thérèse Catholic School.

In-school Suspension

The student is removed from the normal school situation, placed in a private work area and supervised by the principal or his/her designee. The student will be given work from all subject areas and all work must be completed before returning to the normal school routine. All school-related extra-curricular activities of the student will cease through the duration of the suspension. The length of the in-school suspension will not exceed 3 days.

Grounds for Suspension/Expulsion (P4520) - (See Appendix)

The following types of student conduct constitute grounds for an out of school suspension or expulsion subject to Saint Thérèse Catholic School's provisions for disciplinary review. The grounds for suspension or expulsion below apply to student conduct which occurs:

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

This listing is not intended to be exhaustive of all types of conducts —

- a. Any conduct which, in the opinion of the school officials, is contrary to the principles and teaching of the Catholic Church.
- b. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- c. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school/parish; stealing or attempting to steal property belonging to any other person, student, school employee, or school/parish.
- d. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
- e. Threatening or intimidating any individual for whatever purpose.

- f. Possessing, handling or transmitting a knife/gun or any other object which under the circumstances and in the sole opinion of the 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.
- g. Possessing, using, transmitting or being under the influence of a controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- h. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- i. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- j. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
- k. Violation or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- l. Possessing or using, on school grounds during school hours, an electronic paging device, a cell phone, **smart watch** or any electronic hand-held device in a situation not related to a school purpose or educational function.
- m. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.
- n. Smoking or possessing cigarettes, drinking or possessing alcoholic beverages.

Out of School Suspension

The student is placed under parental supervision and is sent home. According to Diocesan policy, no make up work is allowed when a student is serving an out of school suspension. All school-related, extra-curricular activities of the student will cease through the duration of the suspension. The length of the out of school suspension will not exceed 5 days.

Suspension/Expulsion

An automatic, 3-day suspension and/or expulsion may be given for the following:

- A. Smoking or possessing cigarettes or marijuana, e-cigarettes, vape-pens, smokeless tobacco or chewing tobacco, drinking or possessing alcoholic beverages, using or possessing unauthorized drugs on parish property or at school related activities (i.e. field trips);
- B. Malicious vandalism; or
- C. Any action that might endanger oneself or anyone present.

Disciplinary Review for Students (Suspension or Expulsion) (P4530) - (See Appendix)

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

- An explanation of what the student is accused of doing that is wrong; and
- An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the Principal.
- The Principal (in consultation with the pastor in the case of an elementary school) shall be responsible to make a final decision on all such matters. The Principal's decision shall be final and binding on all parties.

Failure or Refusal of Parents/Guardians to Participate in a Disciplinary Proceeding (P4420) - (See Appendix)

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C.31-6-4-3- (a) (7), and in that case, the matter shall be referred to the Child Protective Services Division of the Department of Welfare.

Harassment Prohibition (P4580) - (See Appendix)

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

It shall be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure.

This policy and procedure covers situations in which a student claims to be the victim of harassment.

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, or made by any student to another student.

Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim's sex.

The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

Other Forms of Harassment/Bullying

Harassment/ Bullying may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected area. Harassment/Bullying may consist of unwelcome, derogatory, and/or inappropriate verbal or physical comments or conduct relating to the victim's race, color, religion, national origin, age, disability, or other protected trait, made by any employee to a student, or made by any student to another student.

Comments or conduct of an offensive or harassing nature may include verbal or written comments, jokes, or physical gestures regarding physical, personality, or other characteristics related to a person's race, color, religion, national origin, age, disability, or other protected trait.

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

Saint Thérèse Catholic School has implemented the Olweus Bully Prevention Program. The program has many parts but involves weekly classroom meetings and lessons about the issues of bullying, student surveys, consequences for bullying behavior, and regular parent contact when dealing with bullying issues.

Saint Thérèse Catholic School Anti-Bully Rules

1. We Will Not Bully Others.
2. We Will Try to Help Students Who Are Bullied.
3. We Will Try to Include Students Who Are Left Out.
4. If We Know That Somebody Is Being Bullied, We Will Tell an Adult at School and an Adult at Home.

Complaint Procedures for Students

Students and/or their parents/guardians may bring a harassment complaint by notifying the pastor (in the case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment.

School officials who receive complaints must insure that the complaint procedure explained below in Section III, C is followed.

The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.

All complaints of harassment shall be handled in the following manner:

1. Complaints are preferred in writing on forms supplied by the school. If a verbal complaint is made, the school official who receives the complaint (i.e., the pastor, principal, assistant principal or other designee) shall complete a written report;
2. Written reports must name the person(s) charged with harassment and state the facts;
3. If the written report identifies a student(s) as the alleged perpetrator, the school official who received and/or prepared the report must present it to the principal of the school where the alleged conduct occurred (or, as an alternative, to the pastor or Vicar General if the principal is the subject of the report). The principal will immediately (the same day) inform the superintendent, pastor (in an elementary school), and/or school attorney;
4. The principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;
5. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.
 - a. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;
 - b. If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:
 - (1) Complete the Investigative Report of Alleged Harassment;
 - (2) Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information and gather witnesses who have knowledge of the situation;
 - (3) Contact the parents of all students known to be involved.

The principal is responsible for the decision in the matter but may establish a Discipline Board to assist.

The report and results of the investigation will be utilized by the school to determine:

- a. appropriate disciplinary action;
- b. need for counseling referral; and,
- c. who will be responsible for continued monitoring and appropriate follow-up of the situation.

Sanctions for Misconduct

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

False Reporting

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

Student Accused of a Non-School Criminal Act (P4550) - (See Appendix)

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

Gun-Free Schools (P4560) - (See Appendix)

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

For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

The administration reserves the right to evaluate each situation and choose the appropriate disciplinary action according to the severity of the behavior.

Lunch

Those who serve as lunchroom supervisors have been hired to monitor all lunchroom activities: preparation and serving of meals, student behavior and coordination of clean-up. Students are expected to act with cooperation and respect to each supervisor by following directions immediately and completely, as they would with any other faculty or staff member. The school principal will discipline students referred to the office.

Rules and Procedures

- School lunches are provided by FWCS, and are delivered in pre-packaged form.
- Our students will eat meals in assigned classrooms/designated areas.
- All students will sanitize their hands before and after they eat. Students may take masks off to eat and put them on afterward.
- Students will have a 20-minute period set aside to eat their lunch.
- Students are expected to exhibit good table manners and courtesy at all times.
- Politeness, courtesy, and cooperation toward faculty, lunch assistants, and other students is expected at all times.
- Students are responsible for cleaning up their own eating area. They are to pick up any trash dropped on the floor. All students are required to carry their own trash and dispose of it in the proper containers.
- Throwing of any item is never allowed.
- Supervisors will not heat food for children. Please do not send food that needs to be heated.
- Soft drinks and/or fast food items may not be given to students for lunch.
- Students who forget to bring their lunch will be provided with a hot lunch if extras are available. If there are no extra hot lunches, a peanut butter/jelly sandwich and milk will be provided.
- Supervisors will be responsible for student dismissal at the end of each lunch period.

Hot lunch and milk are offered to all students at prices set by Fort Wayne Community Schools Food Services. Information regarding free or reduced lunch is available at the beginning of the school year.

Playground

Recess

Children in grades K-8 have recess as part of their day. Therefore, they will be expected to go outdoors when

the weather allows. If the temperature is 0 degrees Fahrenheit or below (wind chill), the students will not have outdoor recess. Parents are asked to dress their children appropriately. Proper dress includes coats, boots (when necessary), gloves, hats, and scarves.

General Expectations

The student will:

- listen to and comply with the instructions of any supervisor;
- be respectful to everyone;
- not use foul, vulgar, obscene, or inappropriate language; and
- not fight or play roughly at any time.

Outside Recess

The following restrictions for safety will be enforced:

- no hard athletic balls will be allowed on the playground;
- no baseball bats will be allowed;
- no tackle football;
- no student is to allowed to leave the playground without adult supervision; and
- no student will retrieve playground balls off of the playground without adult supervision.

Inside Recess

Students remain in their own classrooms and should be involved in quiet conversation or calm activities. Yelling and running is not permitted.

SCHOOL DRESS CODE

The following dress code has been established for Saint Thérèse Catholic School. It is primarily the responsibility of the parent/guardian to enforce this code by seeing that children leave for school, neat, clean and properly attired.

All students enrolled in Saint Thérèse Catholic School will follow the established school dress code policy.

Saint Thérèse Catholic School enforces a dress code for students in order that all students come appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in serious educational business. The Saint Thérèse Catholic School dress code is written to focus on uniformity and enforceability.

Modesty, chastity, humility, unity, obedience, self-discipline, respect for just authority, respect for the inner gifts of our neighbor — not the outward appearance — these virtues, though not completely developed in a student by a dress code, are aided by a dress code. Dress code also contributes to building an overall positive school atmosphere.

Dress Code Violation Procedures

A uniform policy is in effect to ensure an orderly learning environment for all students. Individual classroom teachers will be responsible for enforcing the dress code. Parents will not be called to bring proper clothing for students that violate the dress code. Detentions will be given to students who violate the dress code three (3) times per quarter.

The principal/pastor reserves the right to amend the uniform policy at any time. Parents and guardians will be given prompt notification.

The sample illustrations are intended to serve as **visual examples**. Refer to the descriptions for all permissible colors, styles, etc.

ALL STUDENTS

Pants/Shorts

- Navy or Khaki full-length pants only
- No frayed, cut offs or holes
- No skinny style, flair legged, bell bottoms, or overalls
- No cargo, or back pockets (see illustration)
- Navy or Khaki shorts (**worn in the 1st and 4th quarter only**) no outside pockets, no shorter than 3 inches above the knee
- **Solid-colored belt must be worn if pants/shorts have belt loops**

NOT ALLOWED



NOT ALLOWED



CORRECT PANTS



CORRECT SHORTS



Footwear:

- Gym shoe style (Recommended)
- NO: cowboy boots, sandals, backless shoes, clogs, flip-flops, water shoes, crocs, high heels and Ugg Boots or similar boots
- Snow boots for recess are permitted for recess only
- Socks or tights must be worn at all times
- Shoes are at the principal discretion
- Shoes with laces that are meant to be tied must be tied

GIRLS

Shirts

- Collared, plain white, or red/black with school logo
- Long or short sleeve
- No ruffles, lace, embroidery, or any other logo
- Undershirts should be red, black, white or navy
- Must be tucked in



Sweaters

- Cardigan or pull over (No hood)
- Logo-free
- White or navy
- Must have a uniform shirt underneath



Sweatshirts/Fleece coat

- Grey, red or black crew neck Saint Thérèse Catholic School logo sweatshirts
- Navy blue crewneck sweatshirts without logos
- No hoodies worn in the building
- Saint Thérèse Catholic School red or black fleece jacket may be worn anytime
- Must have a uniform shirt underneath



Jumper/Skirt/Skort

- Jumper K- 3rd grade only
- Skirt/Skort K-8
- Navy, tan khaki or School Plaid (from Schoolbelles)
- Must be no shorter than 3 inches above the knee



Leggings/Tights

- Worn under skirt or jumper ONLY
- Navy, black, or white
- No labels, logos, words, or graphics

Socks

- Must wear socks with shoes
- Solid color socks only

Hair

- Clean and combed out of eyes
- No extreme hairstyles (at principal's discretion)
- No extreme coloring - natural hair coloring only

Make-Up

- No facial make-up

Jewelry/Tattoos/Piercings

- No more than 2 earrings in each ear
- No large dangling earrings

- No nose, eyebrow, or lip piercings
- Religious or medical necklace or bracelet are permitted
- Watch (no smart watches) permitted
- No tattoos (temporary or permanent) permitted

Nails/Nail Polish

- Fingernails must be completely natural. Only natural nails are permitted. Nail extensions, press-on nails, synthetic nails and/or French tips are not allowed.

If your student is not in compliance with dress code, he/she will be given a school uniform to wear for the day.

BOYS

Shirts

- Collared plain white, or red/black with school logo
- Long or short sleeve
- Undershirts should be red, black, white or navy
- Must be tucked in



Sweaters

- Cardigan, vest, or pull over (no hood)
- White or navy
- No logos
- Must have a uniform shirt underneath



Sweatshirts/Fleece coat

- Grey, red or black crew neck Saint Thérèse Catholic School logo sweatshirts
- Navy blue crew sweatshirts without logos
- No hoodies worn in the building
- Saint Thérèse Catholic School red or black fleece jacket may be worn anytime
- Must be worn over a uniform polo shirt.



Socks

- Must wear socks with shoes
- Solid color socks only

Hair

- Clean and combed out of eyes
- No extreme hairstyles-fad cuts, man-buns, symbols cut into the hair (discretion of the principal)
- No extreme coloring - natural colors only
- Cleanly-shaven face

Make-Up

- No facial make-up

Jewelry/Tattoos/Piercings

- No earrings
- No nose, eyebrow, or lip piercings
- Religious or medical necklace or bracelet permitted
- Watch (no smart watches) permitted
- No tattoos (temporary or permanent) permitted

If your student is not in compliance with dress code, he/she will be given a school uniform to wear for the day.

Dress-up days:

Students will be expected to be in dress-up clothes or their regular school uniforms. Clothing worn on these days should be clothing that would be worn on a special occasion.

- Dress pants (No jeans, athletic pants, or leggings)
- Dress shirt, polo shirt, or sweater (no spaghetti straps, low-cut shirts, t-shirts, mid-drift shirts, or shirts with writing of any kind)
- Dresses or skirts (no shorter than 3 inches above the knee; leggings under skirt or dress only); Jean dresses and jean skirts, spaghetti-straps, low-cut, and T-shirt dresses are not permitted.
- No shorts

Dress-down days:

Clothing on these days is to be more casual. It must be neat, not torn, and cannot have holes.

- Jeans, joggers, cargo pants
- khaki pants
- athletic pants (no see-thru)
- No leggings
- modest shirts (tank tops, sleeveless shirts, spaghetti-straps, mid-drift tops are not permitted)

- T-shirts (inappropriate writing is not permitted)
- sweatshirts (inappropriate writing is not permitted)
- spirit wear items
- Shorts are permitted during hot weather dress time, but they must be no shorter than 3 inches above the knee (No biker shorts).

If your student is not in compliance with dress code, he/she will be given a school uniform to wear for the day.

Physical Education Dress Code

On days when students have physical education, all students are required to wear approved gym clothes. Students will not change clothes at school; they will remain in their gym clothes all day. **On gym days, gym clothes are to be worn by students in grades 4-8; students in grades K-3 will wear regular school uniform.**

Approved gym clothes include:

- Red PE shirt with small Saint Thérèse Catholic School logo, purchased from the school office (not the school collared shirt)
- Black gym shorts may be worn during the 1st and 4th Quarters (no more than 3 inches above the knee)
- No marking soles, non skid, gym shoes
- Black sweatpants must be worn during 2nd and 3rd quarter. **(Yoga pants or leggings are NOT permitted)**

Spirit Days

- One Spirit Day per month
 - Short or long sleeve, Spirit T-shirts
 - Must wear uniform bottoms

Masks

All are expected to wear masks when entering the building. No admittance without a mask. All are expected to wear face coverings when moving throughout the building. Mask when moving. Wear face covering correctly. Use the face covering to protect others.

Students who refuse to wear masks will be issued a Behavioral Referral.

All staff and students will be required to wear masks when social distancing cannot be maintained. This approach is consistent with guidance from the CDC, the Indiana State Department of Health, the Indiana Department of Education and the American Academy of Pediatrics. Masking is a powerful tool to decrease the spread of COVID-19 and other viruses.

- Plain (any color), solid-colored masks, or masks with our school color uniform plaid.
- Masks may not contain words, letters, messages, or distracting images. Any images must be school-appropriate.
- The administration reserves the right to determine school appropriateness.

HEALTH/SAFETY

GENERAL STATEMENT - PUBLIC HEALTH AND SAFETY

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

Because of public and health emergencies, our Catholic schools create safety and health plans. They plan for a constant state of readiness by addressing four phases of emergency management that include mitigation, preparedness, response, and recovery. We will follow our plans to ensure the safety of all involved.

Academic Integrity and Grading during Extended Learning

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

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

Tuition

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

Attendance

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

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

The school's guidelines for students and/or staff returning to school follow:

Confirmed Symptomatic Case

- No fever without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- ≥ 10 calendar days from 1st day of symptoms OR
- Two negative COVID-19 test/24 hours apart

Confirmed Asymptomatic Case

- \geq 10 calendar days passed without symptoms, and
- Released by a healthcare provider

Presumed Case of COVID 19

- 72 Hours Fever free without any fever-reducing medication; and
- Improved Symptoms (ie. Respiratory symptoms like cough, shortness of breath); and
- \geq 10 calendar days from 1st day of symptoms

Administering of Medication

In order to protect the health and welfare of the students and school staff alike, Indiana law requires that parents/guardians consent, in writing, to the administration of medication. In order for the school nurse, volunteer school nurse or a staff member to administer medications to your student, the Written Consent for Administration of Medication form must be completed and signed and on file in the school office. Please carefully read the school policies regarding medication administration during school hours.

1. The school must have on record a written order form the prescribing physician/practitioner and written consent from the parent/guardian for prescription or herbal medications. There must be a written request from the parent/guardian for Over-the-Counter (OTC) medications before they will be administered to a student at school. (NOTE: The label on the prescription bottle/package will meet the requirement for physician's written order.)
2. Medications prescribed and/or OTC meds must be kept in the original container with the pharmacy or brand label affixed. The label must include the following: student's name, name of medication, dosage of medication, and prescribing physician/practitioner (if applicable).
3. Medication brought to the school must be checked in at the office and kept in a locked cabinet.
4. Only a one-week supply of medication is to be brought to the school.
5. The parent/guardian shall accept the legal responsibility for the safe arrival of his/her child's medication to the school.
6. The school nurse/assigned staff member must be aware of the purpose for which the student is receiving the medication.
7. In specific cases, the school nurse/assigned staff member may require the parent/guardian to come to the school to administer the medication.
8. No school employee, other than the school nurse, will give injections, unless appropriate training has been given.
9. All prescribed medication will be administered strictly in accordance with the written order or the physician/practitioner. The dosage may be changed only if the school is provided with the written order of the physician/practitioner authorizing the change. The school staff cannot take a physician's order over the phone.
10. Over-the-Counter medication will not be administered in any manner inconsistent with the instructions on the brand label, unless the school receives a written order of a physician/practitioner authorizing such administration.

Section 4. IC 20-8.1-7-22 effective July 1, 2001 of the Indiana State Code reads that a school corporation MAY NOT send home with a student medication that is possessed by a school for administration during school hours or at school functions. Medication that is possessed by a school for administration during school hours or at school functions for a student in grades kindergarten through grade 8 may be released only to the student's parent/guardian or an individual who is at least 18 years of age and, designated, in writing, by the student's parent/guardian to receive the medication.

Accidents/Injury

In case of serious accidents, the parent/guardian will be notified. If it is impossible to reach the parent/guardian through relatives or neighbors, the family doctor or emergency units will be called.

Water Bottles

Following the guidelines of the CDC and the Allen County Department of Health, students will NOT be permitted to use any of the school's water fountains. Students may bring a clear, see-through water bottle. Clear plastic bottles with a small brand name label are acceptable. Travel mugs, thermoses, which are not see-through, are not acceptable. Each teacher will refill water bottles for his/her students. They will create their own routine protocols for refilling water bottles.

SERVICES**Classroom Aides**

Whenever possible, based on enrollment of at least 25 students in a classroom, Saint Thérèse Catholic School will provide classroom aides to assist the classroom teacher.

Vision and Hearing Testing

Vision and hearing screenings are required by state law and by the Allen County Board of Health. A written objection to these screenings must be on file in the school office if a student is not to participate in these activities at school. However, it will be the responsibility of the parent/guardian to complete this on their own within 30 days from the date it was offered at school. A written note/form from a qualified medical person must be sent to the school to be kept on file.

Library

Saint Thérèse Catholic School utilizes the Allen County Public Library - Waynedale Branch.

School-related Activities

Open House, art exhibits, science fair, athletic events, etc. will be announced and publicized in the parent newsletter.

A Graduation Mass will be celebrated for students completing the 8th grade. Parents and relatives are invited to attend; a reception will follow Mass.

The pastor or his designate will be in charge of all servers. It is the responsibility of parents to see that servers are faithful to their serving responsibilities.

Saint Thérèse Catholic School and/or affiliate organizations will not sponsor any dance or mixed parties exclusively for students after school hours.

School Insurance

According to diocesan policy, school insurance is mandatory for all students and is included in registration fees. A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for accidents that happen during the school day at Saint Thérèse Catholic School or during school-sponsored activities. Eligible, covered expenses will be paid in excess of other valid insurance plans. Claims should be submitted first to the parent/guardian's primary insurance.

If an injury occurs, seek medical care through your usual provider. Then contact the school office, who will obtain the information required to complete the school's portion of the claim form. The claim form will be sent to the parent/guardian to complete their portion. The parent/guardian must mail the completed form, along with an explanation benefits and corresponding itemized bills, to the plan administrator. Completed claim forms must be submitted within 90 days of the date of the injury.

School Pictures

Each student will have a photo taken for school records. A school picture envelope will be sent home and it is the decision of the parent or guardian whether or not to purchase any photos.

Field Trips (P4320) - (See Appendix)

Throughout the school year field trips are scheduled. Such field trips are educational in nature, and a privilege. Individual teachers and the principal, at their discretion, may refuse a student's participation in a field trip when circumstances warrant.

Before each field trip, a permission slip will be sent home for parents or guardians to sign. The signed field trip permission slip must be returned to the school in order for the student to participate. Faxed transmissions, telephone calls or e-mails will not be considered.

Adult volunteers will be asked to drive on many of the trips since Saint Thérèse Catholic School does not have a bus. Volunteer drivers must have proper auto insurance and enough seat belts in their auto for each student they are transporting (see Safe Environment).

Field trips are designed for school-aged children. Many places specify that younger children, or non-students of Saint Thérèse Catholic School, do not take part in field trips. Therefore, only students of Saint Thérèse Catholic School will be allowed to attend scheduled field trips. Drivers may NOT make any extra, unapproved stops after leaving the school grounds on the way to, or before returning to the school grounds from the designated field trip location.

No overnight field trips will be allowed during the school year as per Diocesan directives.

Classroom Parties

Classroom parties may be scheduled during the year on a limited basis by classroom teachers. Room parents are helpful in planning and assisting the teacher and in making sure that the parties are age-appropriate and handled in a manner that takes the needs of all involved into consideration (see Safe Environment).

Class Movies/Videos

While viewing movies/videos in the classroom can be educational in nature and provide support for the curriculum, it is important that good judgment be used in viewing them on a regular basis. Teachers may only show videos related to the curriculum being taught. Please do not send videos with your child expecting the teacher to take classroom time sharing them.

Crisis Intervention

Because we are concerned with the safety and well-being of our students, Saint Thérèse Catholic School and the Diocese have prepared a Safe and Secure School Plan. This plan addresses events that may threaten our students. During the school year, we will conduct drills for fire and severe weather, as well as lockdown drills. The plan also provides for responding to crisis situations, such as identifying evacuation sites and providing support for students and staff, including counseling services.

Safe Environment

Diocesan Policy mandates that anyone wishing to volunteer in any school related activity such as driving/supervising field trips, visiting classrooms, assisting with classroom parties or any other school-related function, MUST complete all of the necessary SAFE ENVIRONMENT paperwork and background checks. In order to ensure the safety of all students and school personnel, this Diocesan policy will be followed without exception. Proper forms may be obtained in the school office.

Volunteers

Volunteers are individuals who provide services at a Diocesan school on their own initiative for no compensation or payment of any kind. Volunteers assisting in a school or any school-related or athletic-related activity may perform a number of suitable functions for which they are qualified based on their training or background. Criminal history/background checks will be performed on all volunteers prior to assisting.

All volunteers performing a service on a regular or recurring basis must have completed the Diocese of Fort Wayne-South Bend Volunteer Application. The acceptance, utilization, and supervision of volunteers in a school is the responsibility of the school principal.

Under Indiana law, Diocesan schools have the right to obtain limited criminal history information about any volunteer who will have contact with, care of, or supervision over enrolled students. By volunteering at a Diocesan school, a person acknowledges that he/she can be subject to such a criminal background check.

Before being placed in a volunteer position that would involve regular contact with children or young persons, the applicant must:

1. Complete a Diocesan Authorization and Release for Background Check Information; and
2. Successfully pass the diocesan required reference and criminal history check process.

Termination of Volunteer Services

It is the principal's responsibility to immediately discontinue the use of a volunteer's service at the school if the volunteer is no longer necessary, does not suitably perform assigned duties, or otherwise engages in behavior unacceptable in a Diocesan school.

Access to Official Student Records (P4170) - (See Appendix)

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

Such natural parent, guardian, or individual acting as a parent in the absence of a parent or a 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

Pastoral Response to Student Pregnancy, Abortion, and Marriage (4410) - (See Appendix)

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

Student Locker and Vehicle Searches (P4590) - (See Appendix)

All students who enroll in a diocesan school must consent to the search of their person and personal belongings, lockers, school desks, etc. at any time for any reason consistent with diocesan policy. Lockers and desks are school property and may be searched at any time. The Principal or the principal's designee, and one witness will be authorized to make these searches.

Substance Abuse (P4570) - (See Appendix)

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student sees 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 any 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.

Environmental Tobacco Smoke (P5430) - (See Appendix)

Effective January 1, 1995, all facilities (buildings which are enclosed) where kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke-free. No one, whether an administrator, an employee, a student, or a visitor, is allowed to smoke in these buildings while such services are being provided to children.



Please go to the Saint Thérèse Catholic School website — <https://www.stthereseschoolfw.org> and read the Handbook. After you have read the handbook, please sign and return this form to the school office. **This form must be returned by September 30, 2021.**

HANDBOOK RECEIPT ACKNOWLEDGMENT

This is your copy of the Saint Thérèse Catholic School Parent/Student Handbook containing the rules and regulations for the 2021-2022 school year. In order that you better understand the philosophy and expectations of Saint Thérèse Catholic School, it is important that you thoroughly read this booklet. Please share and discuss the contents with your child. Your signature below indicates that you have read and accepted the rules and regulations of Saint Thérèse Catholic School. Your cooperation enables all of us to work together in the best interest of your child.

Enrollment in Saint Thérèse Catholic School is subject to the approval of the Diocese and the Saint Thérèse Catholic School administration. In order to foster an environment that 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 Saint Thérèse Catholic School and comply with all the policies and rules established by the Diocese or Saint Thérèse Catholic School. Saint Thérèse Catholic 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, Saint Thérèse Catholic School, other students attending Saint Thérèse Catholic School, or the fulfillment of the Saint Thérèse Catholic School's mission.

By signing below, we acknowledge that we have received a copy of the Saint Thérèse Catholic School Parent/Student Handbook. We understand that the handbook contains important information about Saint Thérèse Catholic School, its administration, educational and disciplinary policies and procedures Saint Thérèse Catholic School maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

We agree to follow all rules and guidelines imposed in Saint Thérèse Catholic School by the school administration and/or the Diocese. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school office after being signed and dated. However, the failure to read the handbook or to sign or return this acknowledgement shall not relieve us of the obligation to follow all rules and guidelines that Saint Thérèse Catholic School and the Diocese establish or in any way impede or prevent the school administration from operating Saint Thérèse Catholic School consistent with those rules and guidelines.

Student Signature

Student Signature

Student Signature

Student Signature

Parent/Guardian Signature

Parent/Guardian Signature

Date

Print and sign this form. Return to the School Office on or before September 30, 2021.

APPENDIX - DIOCESAN POLICIES

Please Note: **P** before a policy number (example P4530) indicates a Diocesan Policy.

P2310

Diocese of Fort Wayne-South Bend

Community Relations

Parent/Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

Step 1: Address the issue with the classroom teacher in a formal manner (face-to-face or in writing).

Step 2: Address the issue with the Principal.

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

Step 4: If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person involved and his/her supervisors (e.g., pastor and principal).

Step 5: Contact the Catholic Schools Office.

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

Recommended: April 23, 2015

Ratified: July 24, 2015

Diocesan School Board

Diocesan Bishop

P2410

Diocese of Fort Wayne-South Bend

Community Relations

Visitors to School Buildings

For student and personnel safety, all visitors to diocesan schools shall be directed by means of signs at the school's main entrance to report to the school office upon entering the building.

All visitors must be required to enter into the school visitor log their name and purpose for their visit. Any visitor allowed into areas of the building outside of the school office must be issued a visitor tag.

See: School Health and Safety Manual

Recommended: April 23, 2015

Ratified: July 24, 2015

Diocesan School Board

Diocesan Bishop

P4010

Diocese of Fort Wayne-South Bend

Students

Enrollment

- I. School Admission Policy
Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.
- II. Nondiscrimination Policy
Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

- A. High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff.

When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

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

Upon review of test data and other relevant information, the principal will make a determination regarding the schools' ability to meet the needs of the student tested.

- IV. School Entrance Requirements

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

If these required documents are not provided to the school within thirty (30 days) of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearing House for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing.

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

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

V. Kindergarten Age Requirement

Schools shall follow state law guidelines in enrolling Kindergarten students. A child entering kindergarten must be five years old prior to August 1, or date set by the State. A school should administer a developmental assessment for determining proper placement in kindergarten.

VI. First Grade Entrance Requirements

Indiana compulsory education begins when a child is officially enrolled in school or the school year of the child's 7th birthday, whichever is earlier.

Students enrolling in a diocesan school after successfully completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

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

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

VIII. Students or Prospective Students with Diseases

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

Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish

administrators will be established to determine whether the child's admission or continued presence in school would expose P4010 – Page 4 others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

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

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

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

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

Ratified: April 2, 2019

Diocesan Bishop

P4020

Diocese of Fort Wayne-South Bend

Students

Student Transfers

- I. **Accepting Transfer Students From Another Diocesan School**
Students shall be discouraged from transferring to another diocesan school except in the case of a change of residence.

The principal of the school from which the student expects to transfer shall be notified within five school days once the first inquiry is made. It is expected that the principals involved can arrive at a decision agreeable to both schools regarding the requested transfer. All unpaid bills at the original school must be satisfied before an official transcript may be sent to the receiving school so that enrollment can be finalized.

In the case of high school students, all rules and regulations of the Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be strictly followed.

- II. **Accepting Expelled or Suspended Transfer Students**

A principal may consider accepting a student from another school who has been expelled, suspended, or has been a party to a major discipline problem as defined by the former school or interpreted by applicable school operating policies and/or parent/student handbook or appropriate state law only after a full and complete explanation of the facts pertinent to an individual case has been evaluated. This provision will not be followed when a student has been expelled for violating the "Gun Free" diocesan policy, which is required by state and federal law (Policy 4560).

Discovery that any information provided to the receiving school was falsified will automatically be grounds to refuse the transfer request or immediately dismiss the child from the school if the discovery occurs after the child has been enrolled.

All unpaid bills at the original school, if diocesan, must be satisfied before an official transcript may be sent to the receiving school. The final decision of accepting a transfer student rests in the discretion of the principal (in consultation with the pastor in the case of elementary school).

III. Accepting Students from Non-Accredited Private School or Home Schools

Credits from a non-accredited in-state or out-of-state private school or home school shall not be accepted at face value, and parents shall be notified of this at the time of enrollment. In order to determine grade placement and/or credit, the principal shall require a battery of tests or evidence of equivalency. Evidence of equivalency shall include an evaluation and the certification of the instructional staff and an evaluation of the course of study followed from the private school or home school (refer to Policy 4010).

Testing shall be administered under the auspices of the enrolling principal. The principal shall place the student and accept credits based upon the test results according to the local school policy.

The tests and procedures used to appraise eligibility for credit and/or placement may include, but not be limited to, standardized achievement tests, criterion referenced tests, intelligence tests or other ability tests, departmental achievement tests, oral testing, teacher semester tests, interviews, and teacher recommendations.

IV. In all cases, the receiving school must request records from the sending school within fourteen (14) days of enrollment.

Recommended: February 9, 2017
Ratified: October 15, 2017

Diocesan School Board
Diocesan Bishop

P4040

Diocese of Fort Wayne-South Bend

Students

Attendance IC § 20-33-2-6

The Diocesan schools consider the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

I. Parents/Legal Guardian Responsibility

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

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

II. Absences from School

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

- A. Absences which are counted as present.
 - 1. Serving as a page for or honoree of the Indiana General Assembly;
 - 2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
 - 3. Court appearances pursuant to a subpoena;
 - 4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
 - 5. Placement in a short-term inpatient treatment program which provides an instructional program;
 - 6. Homebound instruction;
 - 7. Religious observances.
 - 8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
 - 9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.
- B. Excused Absences
 - 1. Illness of the student (with written statement by parent/guardian or doctor)
 - 2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
 - 3. Out-of-school suspension
 - 4. Medical and legal appointments – Such appointment should be scheduled after school hours when possible.
 - 5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.
- C. Unexcused Absences
 - 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
 - 2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
 - 3. Family vacations.

4. Absences other than those defined as excused or absences counted as present.

III. Truancy

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

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is not evidenced by a single isolated incident of unexcused absence.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

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

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

V. Frequent or Prolonged Illness

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

VI. Response to Irregular Attendance

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

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

VII. Habitual Truancy Report to BMV

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

Recommended: May 11, 2017
Ratified: October 15, 2017

Diocesan School Board
Diocesan Bishop

P4130

Diocese of Fort Wayne-South Bend

Students

Promotion / Retention / Graduation

- I. Elementary Schools
Each school shall develop a policy regarding grade level promotion or Retention guidelines. The promotion or retention is the local school's decision based on evaluation of the following factors:
 - A. ability
 - B. emotional and physical maturity
 - C. attendance
 - D. completion of required curriculum/achievement
 - E. testing results/review of supportive evidence, such as samples of student work, test results, progress reports, report cards, etc.
 - F. previous retention in a gradeA principal (in consultation with the teacher) may recommend that a student be retained in the present grade after considering the above factors.

- II. The school may prepare a recommendation for retention whenever practical and consistent with Diocesan education standards. These steps should be followed:
 - A. Identification and documentation of the student's deficiencies by the end of the 90th day of school;
 - B. Parent/teacher conference with parent/guardian to discuss the possibility of recommending retention of the child and to explore assistance (e.g., educational and/or psychological testing, tutoring, etc.) and options;
 - C. Upon continuation of the learning problems, a written recommendation for retention providing reasons for the recommendation signed by the principal and teacher; and
 - D. Signature of the parent/guardian if the recommendation is rejected. The signed document is placed in the student's permanent folder.
 - E. The school retains the right not to accept or enroll said student for the following year.

- III. High Schools
The high schools shall follow all Indiana Department of Education guidelines for graduation requirements and for placement at Grade 10.

Recommended: February 9, 2017

Ratified: October 15, 2017

Diocesan School Board

Diocesan Bishop

P4170

Diocese of Fort Wayne-South Bend

Students

Access to Official Student Records

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

- I. All schools shall follow the diocesan policy and procedure regarding requests for access to student educational records, in accordance with FERPA.
 - A. A "parent" means a parent of a student and includes a natural parent, guardian, or an individual acting as a parent in the absence of a parent or a guardian.

- B. An “eligible student” means a student who has reached eighteen (18) years of age or is attending an institute of post-secondary education.
- C. All student records are confidential and may be accessed only by those authorized to do so. (See J.) This includes health records, psychometric testing, and student academic records but does not include counseling reports/files protected by statute.
- D. Personally identifiable information is in all student records. Personally identifiable information will not be released without the prior written consent of the parent or eligible student unless FERPA allows its release without consent, such release is in compliance with a judicial order or pursuant to any lawfully issued subpoena with prior notice to parents and students, or, if the information released is “directory information.”
- E. Parents and eligible students will be annually notified of their rights under the Family Education Rights and Privacy Act (“FERPA”) through the local school parent/student handbook.
- F. All student files are maintained in a secure place including files of graduates.
- G. Parents are permitted to inspect and review educational records pertaining to their child who is under the age of 18 and who has not entered college. These rights transfer from the parents to the student when the student becomes eighteen (18) years of age, or enters an institute of post-secondary education, (i.e., an “eligible student”), unless the student has been adjudicated incompetent.
- H. The parent or eligible student has authority to inspect and review records relating to the student and is given full rights of inspection and review.
- I. The right to inspect and review educational records includes:
 - 1. The right to reasonable requests for explanations and interpretations of the records of the school;
 - 2. The right to receive copies of the records from the school if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records;
 - 3. The right to have access to records within a reasonable time (no more than 45 days after the request);
 - 4. The right to receive a copy of the student’s educational records from the school to use in a contemplated or pending hearing within the school.
- J. The school may disclose a student’s records without a parent or eligible student’s permission as follows:
 - 1. To other school officials who have legitimate educational interests;
 - 2. To officials of other schools in which the student intends to enroll, provided that the parents are notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing;
 - 3. To authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state or local educational authorities in accordance with 20 U.S.C. §§ 1232g(b)(3) and (b)(5), and authorized representatives of the attorney general for law enforcement purposes in accordance with § 1232g(b)(3).
 - 4. To appropriate persons in connection with a student’s application for receipt of financial aid;
 - 5. To state and local officials to whom such information is required to be disclosed by state statute adopted within a certain time frame;
 - 6. To organizations conducting studies on behalf of educational agencies to develop, validate, or administer predictive tests;
 - 7. To accrediting organizations;
 - 8. To parents of a dependent student of such parents as defined by Section 152 of the Internal Revenue Code;
 - 9. In connection with an emergency, to appropriate persons if knowledge of such information is necessary to protect the health or safety of the student or other persons;
 - 10. a. To the entity or person designated in a Federal grand jury subpoena; b. To the entity or persons designated in any other subpoena issued for a law enforcement purpose.

11. Pursuant to a court order obtained by the Attorney General or the Attorney General's designee relative to the investigation and prosecution of terrorism;
 12. To the extent they contain information provided to the school pursuant to Section 170101 of the Violent Crime Control and Law Enforcement Act of 1994, concerning registered sex offenders;
 13. To the extent the information is "directory information;"
 14. In a legal action involving the school and parent(s) or eligible student(s) if such records are relevant for the school to either proceed with the legal action, or defend itself in the legal action; and
 15. Any other situation in which such disclosure is permitted by federal, state or local laws or regulations.
- K. Each educational file has a record of each request for access to and each disclosure of personally-identifiable information from the file. The record of access includes:
1. The identity of the party or parties;
 2. The date access was given, and
 3. The legitimate interest the party had in gaining access to the information. (The Record of Access and Review of Official Student Records form is found in the Administrative Handbook).
- L. Upon request, the parent or eligible student may obtain a copy of the record that was disclosed.
- M. The school requires written, signed and dated consent of a parent or eligible student before it discloses personally-identifiable information from the student's educational record, except in the situations described in J. above. The written consent specifies:
1. The records that may be disclosed,
 2. The purpose of the disclosure, and
 3. The person or class of persons to whom the records may be disclosed. (In such cases, the parent or eligible student, upon the parent's request, shall be given a copy of the record disclosed.)
- N. The school permits a parent or eligible student to request correction of the student educational record where they believe that such information is inaccurate, misleading, or in violation of student's rights of privacy or other rights. If the school decides not to amend the record, the school shall inform the parent or eligible student of its decision and his or her right to have a hearing on such a decision in accordance with FERPA. If the school, after the hearing, decides the record is accurate, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record and why he or she disagrees with the decision.
- O. In compliance with FERPA, the following statement will appear annually in the local diocesan school's Parent/Student/ Handbook: Such natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student, or eligible student may request the amendment of his/her student's (or his/her own) educational records if he/she believes that such records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the principal decides not to amend the record as requested, such natural parent/guardian/acting parent/eligible student is entitled to a hearing on his/her request. 20 U.S.C. § 1232(g); 34 C.F.R. Part 99.

ANNUAL NOTIFICATION OF PARENTAL ACCESS RIGHTS TO STUDENT'S RECORDS
Family and Educational Rights and Privacy Act

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

1. Inspect and review the student's educational records;

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

Procedure for Inspecting and Reviewing Education Records

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

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

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

Procedure for Requesting Amendment of Educational Records

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

The school shall decide whether to amend the records as requested within a reasonable time after it receives the request. If the school decides not to amend the record as requested, it shall inform the parent/guardian/individual acting as a parent/eligible student of its decision and his/her right to a hearing.

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

Disclosure of Education Records to School Officials

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

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

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

See Procedure P4170.

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

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Diocesan School Board

Diocesan Bishop

P4320

Diocese of Fort Wayne-South Bend

Students

Field Trips

School-sponsored field trips shall be limited to activities, which meet Diocesan policy and applicable law by promoting the educational philosophy and goals of the school, and facilitate attainment of specific educational objectives. (This policy prohibits all field trips to amusement parks). Teacher requests must be submitted in writing when seeking approval by a school administrator. The requesting teacher is required to accompany the students on approved field trips but is discouraged from transporting the students. (See School Administrative Handbook)

- I. All field trips, including local, long distance, and overnight stays shall follow diocesan guidelines.
 - A. Such trips should be well planned. Full information should be given to parents and the proper permission slips should be signed. Adequate supervision by prepared adults should be in place for such trips. A car and/or bus roster must be compiled.
 - B. The following guidelines must be followed:
 1. Medical Authorization Release forms (School Administrative Handbook)
 2. Documentation of insurance carrier coverage.
 3. Documentation of educational purpose (Educational Related Activities form – School Administration Handbook).
 4. Adequate supervision.
 5. Diocesan Practical Guidelines for Conduct When Interacting with a Child or Young Person must be followed.
 6. Policy for all youth events involving overnight stay conducted or sponsored by a parish, school or organization of the Diocese of Fort Wayne – South Bend (effective 06/01/12) – Refer to Policy 4330.
 7. Forms to accompany overnight policy (effective 06/01/12) – Refer to Policy 4330.
 - C. Insurance liability coverage also demands strict observance of the above criteria.
 - D. All school rules apply on a field trip, however discipline is more stringent. Behavioral expectations shall be clearly defined and applied consistently.
 - E. If the principal is not present, the teacher in charge of the field trip shall be the on-site representative of the principal.

The following alternatives to out-of-town field trips should be considered:

- F. Field trips can enrich classroom learning and open new areas of interest for the student. Schools are encouraged to use the vast resources of the diocesan area for one-day field trips for students, which meet the criteria established in the policy.
- G. The use of the camps for retreats and environmental education and camping offer new learning situations that will complement classroom learning.

See “Field Trip Permission and Release Form,” “Emergency Medical Care Consent/Refuse to Consent Form,” and “Educational Related Activities Request Form” following this policy and in the School Administrative Handbook; and “Overnight Policy Forms,” Refer to Policy 4330 and the School Administrative Handbook.

Recommended: May 11, 2017

Diocesan School Board

Diocese of Fort Wayne-South Bend

StudentsPastoral Response to Student Pregnancy, Abortion, and Marriage

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

I. Pregnancy – Elementary Student

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

While the first responsibility for the pastoral, spiritual, and psychological care of the students involved in a pregnancy belongs to the parents/guardians of the students(s), the Church and the school also bear serious responsibility.

When a pastor/principal is made aware that a student(s) is involved in a pregnancy, the following action shall be taken:

- A. The pastor and principal should meet with both parties, the male and female, and their parents/guardians to investigate the situation and to assure them, if necessary, that the young people involved will be provided with the opportunity to complete his/her education in the Catholic school without interruption.
- B. Both parties, the male and female, should then be referred for pastoral counseling given by a priest and a social worker or psychological counselor. This counseling must emphasize the teaching of the Catholic Church on the sanctity of human life from the first moment of conception.
- C. The pastor and principal must seek to assist the young people to ensure that the child is born, not aborted.
- D. 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 pastor, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

II. Pregnancy – High School Student

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

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

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

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

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

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

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

III. 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 Catholic Church views abortion as a grave violation of this principle and as a most serious sin.

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

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

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

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

IV. Marriage

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

See mandatory reporting requirements in Policy 4510 - Parent/Student Handbook.

Recommended: May 11, 2017
Ratified: October 15, 2017

Diocesan School Board
Diocesan Bishop

Diocese of Fort Wayne-South Bend

StudentsFailure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding

The failure of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior or delinquency, or if the behavior of the student has been repeatedly disruptive in the school, may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to Department of Child Services or local office of juvenile probation.

Recommended: May 11, 2017

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Diocesan School Board

Diocesan Bishop

Diocese of Fort Wayne-South Bend

StudentsGrounds for Suspension or Expulsion of Students

- I. The grounds for suspension or expulsion below apply to student conduct which occurs:
 - A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.

- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
 - A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
 - G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a nonprescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.

- H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
- L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

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Diocesan School Board
 Diocesan Bishop

P4530

Diocese of Fort Wayne-South Bend

Students

Disciplinary Review for Students (Suspension or Expulsion)

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

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

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

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Diocesan School Board
 Diocesan Bishop

P4550

Diocese of Fort Wayne-South Bend

Students

Student Accused of a Non-School Related Criminal Act

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

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

Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

See P4520 – Grounds for Suspension or Expulsion of Students

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Diocesan School Board
Diocesan Bishop

P4560

Diocese of Fort Wayne-South Bend

Students

Gun-Free Schools IC § 20-33-8-16

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

Principals will provide information to the Catholic Schools Office annually concerning the following:

- I. a description of circumstances surrounding any expulsions imposed under the policy;
- II. the number of students expelled from the school under the policy; and
- III. the types of instrument concerned.
- IV. For purposes of this policy, the term “firearm” means:
 - A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
 - B. the frame or receiver of any such firearm; or
 - C. any firearm muffler or firearm silencer.
- V. For purposes of this policy, the term “destructive device” means:
 - A. an explosive, incendiary, or poison gas;
 - B. bomb;
 - C. grenade;
 - D. rocket having a propellant charge of more than four ounces;
 - E. missile having an explosive or incendiary charge of more than onequarter ounce;
 - F. mine;
 - G. device similar to any of the devices described in clauses;
 - H. any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of more than one half inch in diameter; or I. any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may readily be assembled.

VI. For purposes of this policy, the term “deadly weapon” means any firearm, destructive device, weapon, taser, electronic stun weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

See “Gun-Free Schools Report” following this policy and in the School Administrative Handbook.

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Ratified: October 15, 2017

Diocesan School Board

Diocesan Bishop

P4570

Diocese of Fort Wayne-South Bend

Students

Substance Abuse

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student is experiencing a substance abuse problem, the principal and/or the school’s counselor shall meet with the student and arrange a conference with the student’s parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation at the parent/guardian(s) expense, and to require that recommendations for treatment be implemented and followed by the student as a condition for the student’s continued enrollment in the school. Should the student or the student’s parent(s)/legal guardian(s) refuse to cooperate, the principal after consultation with the pastor may require the student to withdraw from school and/or the principal may contact Department of Child Services.

Notwithstanding the foregoing, the principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school’s policies or rules and regulations of student behavior, regardless of whether the violation was involved or related to a substance abuse problem.

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Diocesan School Board

Diocesan Bishop

P4580

Diocese of Fort Wayne-South Bend

Students

Harassment Prohibition

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

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of this Procedure. (For harassment against

employees, see Policy and Procedure 3630). The use of the term “employee” in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

See Procedure to P4580

See P3630-Legal Issues: Harassment Prohibition (Personnel)

See forms to report harassment in School Administrative Handbook

Recommended: May 11, 2017

Ratified: October 15, 2017

Diocesan School Board

Diocesan Bishop

Procedure for Policy 4580

Harassment Prohibition

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

I. Sexual Harassment

- A. 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 or volunteer to a student, or made by any student to another student or any employee or volunteer.
- B. Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim’s sex.
- C. The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

II. Other Forms of Harassment

- A. Harassment may be based on any lawfully protected characteristic, including race, color, religion, national origin, age, disability, or other protected characteristics. Harassment may be based on any other personal trait or characteristic, whether or not obvious or readily discernable. Harassment may consist of unwelcome, derogatory, and/or otherwise inappropriate comments or physical conduct. Comments and conduct of harassing nature may include but are not limited to verbal or written comments, insults or jokes, regardless of whether the targeted person is present, physical gestures or inappropriate touching. See also Policy 4620 – Diocesan Internet Acceptable Use and Policy 4630 – Student Use of Internet Off Campus.
- B. Harassment prohibited by this Policy concerns behavior by an employee or volunteer toward a student or by a student toward another student or any employee or volunteer.
- C. The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.

III. Complaint Procedures for Students Regarding any form of Harassment

- A. Students and/or their parents/guardians may bring a harassment complaint by notifying the pastor (in the case of an elementary school), principal, assistant principal, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must insure that the complaint procedure explained below in Section III, C is followed.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school’s legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.
- C. All complaints of harassment shall be handled in the following manner:
 1. Complaints must be made by the student, and parent/guardian if under age 18, in writing on forms supplied by the school.
 2. The principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.

- a. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the child Abuse Reporting Policy 3610;
- b. If the allegations and information initially appear to constitute harassment, the principal shall take the following steps:
 - (1) Complete the Investigative Report of Alleged Harassment;
 - (2) Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation;
 - (3) Contact the parents of all students known to be involved.
3. The principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;
4. The principal is responsible for the decision in the matter but may establish a Discipline Board to assist. The report and results of the investigation will be utilized by the school to:
 - a. determine appropriate disciplinary action;
 - b. determine need for counseling referral; and,
 - c. determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

IV. Sanctions for Misconduct

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

V. False Reporting

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

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Diocesan School Board

Diocesan Bishop

P4590

Diocese of Fort Wayne-South Bend

Students

Student Locker and Vehicle Searches

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

I. Persons and Personal Belongings

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

II. Student Lockers

All lockers, school desks, cloak rooms, etc., ("lockers") made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, industrial education classrooms, and art classrooms, are the property of the

school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or an education function, or which are inappropriate or forbidden by federal or state law or diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents.

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

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

III. Vehicles

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

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

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Diocesan School Board

Diocesan Bishop

P4620

Diocese of Fort Wayne-South Bend

Students

Diocesan Internet Acceptable Use Policy

I. Background

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

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers in many of our Catholic schools. The access is being offered as part of a collaborative project involving the school and a local Internet Service Provider. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during an Age of Information. It is expected that staff will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources. Use of the Internet enhances the present curriculum of diocesan schools. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

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

II. School's Responsibility

The diocesan Catholic schools will employ the diocesan policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. Each student, parent /guardian, and teacher shall sign the annual written agreements. They outline the agreed to terms and conditions of Internet use and shall be kept on file. The policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. The policy is provided for all schools by the Catholic Schools Office. All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Catholic schools. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.

Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others under proper supervision. Access to network services will only be provided to students after they agree to act in a Christian, considerate and responsible manner.

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

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

III. Acceptable Use

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

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

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

A defined network etiquette is followed.

IV. Unacceptable Use

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

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

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

V. Consequences For Violations of the Privileges

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Internet policy is stated in the school handbook. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

VI. Parents'/Guardians' Responsibility

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

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not specifically previously approved and included as part of the school's budget.

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

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

VII. School Professionals' Responsibility

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted

parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

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

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

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of the school setting and the school's purpose and Christian mission. All diocesan schools should take precautions to restrict access to controversial materials by using special CIPA approved software.

All staff members are responsible for reporting any suspected incorrect usage of the Internet to school authorities. School authorities reserve the right to inspect accounts without notice, with or without cause. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

See "Internet: User and Parent/Guardian Permission Agreement"; "Acceptance of Parent/Guardian"; and "Acceptance of Sponsoring Teacher/Technology Facilitator" forms in the School Administrative Handbook.

See Policy 4630 – Student Use of Internet Off Campus

Recommended: May 11, 2017

Ratified: October 15, 2017

Diocesan School Board

Diocesan Bishop

P4630

Diocese of Fort Wayne – South Bend

Students

Student Use of Internet Off Campus Policy

I. School Handbook Information

Handbooks will express clear expectations while taking into consideration changing circumstances that are a part of school life.

Parents will have the primary responsibility to oversee Internet use. Building level administrators reserve the right to respond to Internet use concerns that are brought to their attention from outside the school.

II. Handbook Statement for Internet Use Outside of School

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer,) may subject the student to consequences. Inappropriate use includes harassment, derogatory use of the school name, offensive or immoral communications and safety threats. The school does not, however, actively monitor student use of technology (Internet blogs, chat rooms, etc). While the school filtering system establishes some parameters for appropriate use within the building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

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Diocesan School Board
Diocesan Bishop

P5430

Diocese of Fort Wayne-South Bend

Business and Non-Instructional Operations

Environmental Tobacco Smoke

All facilities (buildings which are enclosed) where pre-school, kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke in these buildings.

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Diocesan School Board
Diocesan Bishop