

Queen of Peace School
4508 Vistula Road
Mishawaka, IN 46544

Welcome to Queen of Peace School, a school with a distinct Catholic identity dedicated to academic excellence. This Parent/Student handbook provides you with information relevant to the day-to-day operation of our school. Please read the handbook carefully and familiarize yourself with its contents. The policies and procedures in this handbook are in no way intended to be all-inclusive; not all aspects of the school are covered nor are procedures included to cover all school situations. The handbook is, though, a guide that will answer most of your questions about our school.

The Queen of Peace staff is dedicated to the fulfillment of its mission. The mission is child centered and all efforts are directed toward the child. The school welcomes its partnership with the child's primary educators, the parents. Our mutual efforts will help to assure your child is given the best Catholic education has to offer.

Your participation in your child's school experience is essential in making the overall experience a fruitful one. Your attendance at the school's liturgical and prayer activities emphasize to your child your commitment to guide him/her in living the Gospel message of Jesus Christ. Your regular involvement through volunteer efforts and school visits (always prearrange classroom visits during the school day with the teacher) will give you a true understanding of your child's school experience. Your regular supervision of homework will give you a first hand understanding of your child's academic pursuits as well as the areas of strengths and weaknesses.

Please feel free to contact the school office whenever you have a question regarding the school, its policies, and/or its procedures. We welcome your questions and comments.

Sincerely,

Chad E. Berndt
Principal

Mission Statement

Queen of Peace Catholic School shares the mission of our parish to provide students with a Christ-centered education that focuses on spiritual formation, academic excellence, and the fostering of individual gifts to better serve our community.

Philosophy

WE BELIEVE that the purpose of Queen of Peace is to instill in its students a true love of God and a reliance on Him in daily lives.

WE BELIEVE that the integral formation of children is the duty of the family, the parish community and the school.

WE BELIEVE that all individuals should be treated with fairness, dignity and respect.

WE BELIEVE that learning is the fundamental purpose of schooling. Therefore an atmosphere conducive to learning will be maintained.

WE BELIEVE that moral decision-making is essential to the achievement of high standards in education.

WE BELIEVE that positive communication and collaboration among parents, staff, parish and community will help provide a variety of learning opportunities for our students.

WE BELIEVE that a balanced curriculum encompassing the intellectual, physical, spiritual, and artistic domains is necessary for the holistic development of the individual student.

WE BELIEVE that no greater blessing can come to a family than to know, love, and serve God together as a family.

Goals for 2009-2010

Problem Solving: All students shall demonstrate an improved application of problem solving across the curriculum.

Writing Application: All students shall improve their writing application across the curriculum.

Accreditation

Queen of Peace is a fully accredited school. Its Indiana accreditation is obtained through North Central Association accreditation efforts. The school accreditation process requires that the school staff develop a School Improvement Plan. Periodic early school dismissals are scheduled so that the school staff can concentrate on planning for school improvement, on acquiring skills to assist in the improvement activities, and on gathering data to document school improvement efforts.

Web Site

The Queen of Peace web site, www.queenofpeace.cc/school, contains valuable school information. Parents and students are encouraged to visit the web site on a regular basis. Portions of the weekly communication envelope are viewed on the web site for families who have elected this option.

Powerschool

The Diocesan student-based information system used for enrollment, attendance, biographical information, and grade reporting. Every student in grades 1 – 8 is issued a confidential login ID# and password for parents to access the Powerschool Public site where they can view their child's current grades, assignments, attendance record, school bulletins, and teacher email links. The address is <http://fw.diocesefwsb.org:8080/public>. Please save this link on your home computer.

Queen of Peace School General Information

Schedule

7:35 a.m.	Doors open
8:00 a.m.	Tardy bell and Morning Prayer
8:15 a.m.	Mass (Tuesday and Thursday)
11:09 a.m.	1 st Lunch: KG – 2
11:35 a.m.	2 nd Lunch: 3 – 5
12:00 p.m.	3 rd Lunch: 6 - 8
2:55 p.m.	Afternoon Prayer
3:00 p.m.	Dismissal
3:10 p.m.	Students must leave the building and/or premises or report to Puma Pals Program
3:30 p.m.	School office closes

Arrival

All kindergarten through 8th grade students must be dropped off at the main school entrance – West End – doors, as these will be the only doors unlocked for children to enter and proceed to the gym. Students should be dropped off between 7:35 – 7:58 a.m. Any student who is dropped off and left unattended prior to 7:35 will be taken to Pumas and the appropriate fees will be assessed. Students will enter the building and proceed directly to the gym. Teachers will begin to pick-up students at 7:50 a.m. to escort them to their classrooms. A warning bell will sound at 7:58 a.m. All students must be in their classrooms by the 8:00 a.m. bell or they will be considered tardy.

For Morning Drop-Off

All vehicles are to use the Vistula entrance and proceed to the sidewalk area in front of the West main entrance, pulling up to the school with the passenger-side nearest the school. Students will be released from their vehicles, at which time vehicles are to pull forward cautiously. For a visual representation of this procedure, please see page 60.

Dismissal

School is regularly dismissed at 3:00 p.m. ALL STUDENTS MUST LEAVE THE BUILDING PROMPTLY AND NO LATER THAN 3:10 p.m. All students attending Puma Pals must report by 3:10 p.m. The ten minutes after dismissal departure also applies on abbreviated school days. Queen of Peace will not be responsible for any supervision after this time. This rule applies to all after school practices and activities as well. Students are not to be in the building unless under the supervision of a teacher or sponsoring adult.

Any student who has not been picked up by 3:10 p.m. will go to Puma Pals and be assessed the following fees:

\$1.00 per student every 10 minutes. After 3:30 p.m., the regular afternoon session cost will be charged. Parents must sign-out their child at time of pick-up.

After School Pick-Up

Vehicles are to pull into their assigned rows in the school parking lot. Please do not park anywhere else, as it could endanger the children leaving school as well as impede the flow of traffic. Parents will be assigned a row by the school office, based upon their address and a perceived direction of travel. We highly encourage families to carpool in order to reduce the number of cars during dismissal. Teachers, serving as row leaders, will bring your child (ren) to your vehicle. Once all students are secure a signal to advance will be given. Rows will be dismissed on a rotating basis. For a visual representation of this procedure, please see page 60.

Preschool Arrival and Dismissal

Preschool students will be dropped off at the west main school doors at either 8:55 a.m. or 12:25 p.m. Each day their teacher will meet them and help them out of their car, and then will escort them down to their classroom.

Students in the morning classes will be released to go home from the same entrance at 11:30 a.m., whereas the afternoon class will follow the same procedure for the kindergarten – 8th grade pickup. For a better understanding of this procedure please review the above information as well as the diagram on page 60.

Safe School

Because we are concerned with the safety and well being of our students, our school and the diocese have prepared a Safe and Secure School Plan which addresses events which may threaten our students. During the school year, we will conduct drills for fire and severe weather as well as lockdown drills. In addition, the plan provides for responding to crisis situations, such as identifying evacuation sites and providing support for students, parents, staff, including counseling services provided through school counselors or counselors on the staff at Catholic Charities.

Academic Program

The academic program of Queen of Peace is based on the belief that each child should be encouraged to reach the highest potential he or she can attain in mastering the basic skills of an elementary education. These skills are taught with the understanding that all aspects of life and learning are permeated with the principles of Christianity. The CORE curriculum is in accordance with State and Diocesan regulations. The CORE curriculum includes instruction in Religion, Mathematics, Reading, English, Social Studies, Science and Health. All K-8 students also participate in Music, Art, Physical Education and Computer as specialty area classes. In order to be promoted to another grade within or graduate from Queen of Peace, students must have a passing yearly average in all basic and specialty subject areas.

Homework

Homework should be seen as an extension of the classroom, and therefore home study should become an integral part of each pupil's educational program. Each student must be expected to spend time in addition to scheduled class instruction to achieve satisfactory work. Some assignments are long range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due.

Make-Up Work

When a student misses school for an **excused** absence(s), assigned work, tests and quizzes may be completed with no loss of credit. It is important that students and parents understand that the classroom instruction that occurred during the absence cannot be replicated for the absent student upon his/her return to school. It is the student's responsibility to check with his or her teacher to ensure that all missing work is made-up, and that it is done so in a timely fashion. See "Vacation Policy" on page 14 for our policy regarding make-up work for any "*unexcused absences*".

Grading Scale

Grade/Percentage

A	95 – 100	C	75 – 80
A-	93 – 94	C-	73 – 74
B+	91 – 92	D+	71 – 72
B	85 – 90	D	65 – 70
B-	83 – 84	D-	63 – 64
C+	81 – 82	F	62 and below

Report Cards

Report cards are issued at the conclusion of each trimester. Each trimester is twelve weeks in length and contains approximately 60 instructional days. Parent/Teacher conferences will be conducted following each of the first two trimesters.

Academic Recognition Programs

The school recognizes academic achievement by individuals. The recognition takes many different forms, depending on the grade level of the student. Included in this program is an Awards Assembly held at the conclusion of the school year for the various grade levels using cumulative grade point averages. Students achieving honor roll status are to be recognized through the communication envelope each quarter.

Epiphany Concert

Under the direction of the music teacher, a student musical performance is presented during the Christmas season. Student attendance at the Epiphany concert is required for all students in grades kindergarten – 8th. A large portion of each child's music grade, as determined by the music teacher, for the trimester will be based upon attendance and participation at this performance.

Honor Roll

Students in grades 4 – 8 are to be recognized for their demonstration of excellence throughout the school curriculum and school experience. The following restrictions apply and may eliminate a student from the honor roll:

- Any failing grades

- A conduct grade of a C or lower

- Suspension (either in school or out of school)

Circle of Excellence – High Honor Roll

3.5 GPA or higher. The above restrictions apply and may eliminate a student from honor roll:

Circle of Excellence – Honor Roll

3.0 – 3.45 GPA with the same restrictions as above.

Promotion and Retention of Students

Students are promoted to the next grade at the end of the year. Retention may occur if a teacher feels it is in the best interest of the child. Parents can expect frequent communication from the teacher if retention is a possibility.

Notification of retention will be made by April 18th. If a parent opposes retention, over the advice of the professional staff, the parents will be required to sign a statement acknowledging that.

Sacramental Programs

The children receive the Sacraments of Reconciliation and Holy Communion for the first time in the second grade. Parents are actively involved with their children in preparing for these sacraments. Students in the 8th grade begin preparations for the Sacrament of Confirmation. Parents are actively involved in the preparation for this sacrament.

Standardized Testing

Students at Queen of Peace participate in ISTEP (Indiana Statewide Testing for Educational Progress) in grades 3,4,5,6,7 and 8. The ISTEP test will be administered every Spring according to Indiana testing guidelines. Local assessments, designed by the school staff, are administered throughout the year for reading and math.

Student Telephone Access

Students may make emergency telephone calls to parents during the school day, but they must obtain permission from a staff member to use a school telephone. Parent telephone contact with students during the school day is discouraged. The office will deliver emergency messages from parents to students. *Students are not permitted to have cell phones or pagers at school. Students wishing to bring their cell phones to school will have them confiscated until a parent meeting can be held.* Cell phones needed for emergencies must be left with the principal at the start of the day and retrieved at dismissal time.

Electronic Devices

Students are not permitted to bring or use any portable music or video game devices to school. Students bringing any of these devices will have them confiscated. The electronic device will only be released to the student's parent or guardian after the student has complied with other disciplinary consequences imposed. The school shall not assume responsibility for the theft, loss, or damage of any personal electronic device.

Cameras

Cameras or audio recording functions of electronic devices may pose threats to the personal privacy of individuals; therefore, the use of the audio recording or camera functions of electronic devices is strictly prohibited on school premises at all times.

Interpersonal Student Relationships

Queen of Peace School asks that students refrain from any public display of affection (PDA) during school hours and any school-sponsored events. A public display of affection (PDA) is defined as any action that implies an exclusive or romantic relationship between two individuals. While we

recognize that special relationships may exist, we also believe that these special friendships deepen the need for restraint and discipline.

If teachers or administrators observe a public display of affection, the students will initially receive a warning and counseling regarding the concerns. Persistent warnings or continued acts of PDA will result in disciplinary actions and a conference with the administration and parents.

Insurance

The diocese requires mandatory insurance for students in grades Kindergarten through 8. A portion of each student's book fees is for student/athletic insurance coverage.

Lunch Program

Pupils are to remain at school for lunch. Students may bring a sack lunch, or order a hot lunch in advance provided by the Penn-Harris-Madison Food Services. Lunch order forms will be sent home every two weeks in the communication envelope. Completed order forms are to be returned the next day with payment - \$2.00 for hot lunch and milk or \$.50 for just milk. No refunds are to be given for students who are absent.

Parent/Staff Grievance Procedure

According to Diocesan guidelines, there is a Grievance Procedure to follow when parents have concerns about their students:

1. Talk with the student's teacher
2. Talk with the principal
3. Talk with the Pastor

The parents should treat the faculty and staff with the same respect with which the faculty and staff treat the students. The school is in a partnership with the administrators, faculty, staff, and parents, all of whom are working together to make the Catholic learning experience for the students the best it can be.

Contact with Teachers

To facilitate continuity of the learning process, parents are to refrain from entering the classroom during the teaching hours; however, teachers welcome

your concerns and interest in school. They are more than happy to meet with you and discuss your son or daughter's progress.

The procedure for contacting a teacher is either:

1. By phone at 255 – 0392
2. Through email
3. By a note sent with the child requesting the teacher to contact you
4. Should a parent/guardian need to contact a teacher during school hours, we require that you come to the office. Teachers are never free during the lunch period or during school hours. In the name of friendship and better communication, the teachers and principal invite each family to visit the school often. Please call the office to make arrangements.

Volunteer Student Supervision

Adult volunteers who wish to work with children at Queen of Peace School in both curricular and extra-curricular activities are required to complete a diocesan background check and view the diocesan Safe Environment Video every 5 years. Volunteers are reminded that they are to provide supervision that promotes school citizenship and is consistent with school behavioral regulations and expectations. Volunteers shall direct students to correct poor behavior or violations of school regulations and expectations. Volunteers shall direct the student to a staff member if disciplinary action is necessary.

Parents/Visitors

School doors will be locked during the hours of 8:00 a.m. and 3:30 p.m. All visitors will be let in through our video/intercom system, and must report to the school office. All volunteers must sign in and get a badge before proceeding to their volunteer assignment. Students from other schools may NOT visit without prior approval of the principal.

Parent Involvement

Parental involvement has been a hallmark of our school and we firmly believe that our school is not complete without this component. Without the dedicated commitment of our families, our tuition would be much higher.

All School Families shall participate in the "Let Your Light Shine" Service Program. Money collected from this program is used for the school-operating

budget. Parents are expected to abide by the policies of this service program as outlined in the following section:

Let Your Light Shine Policy

- ✓ Every K-8 family must earn a total of 32 points of service per school year or pay \$10.00 per point for any point(s) not amassed.
- ✓ A maximum of ½ your total points may be from Queen of Peace parish activities.
- ✓ Program period runs from the 1st day of summer break through the third week of May.
- ✓ Single-parent families or members of a sending Catholic parish are only committed to 16 points of service per year.
- ✓ Personal concerns will be addressed confidentially
- ✓ Service points can be served by minors only at the discretion of the principal
- ✓ Queen of Peace staff members and Preschool families are encouraged but not required to participate.
- ✓ Points are non-transferable from family to family
- ✓ Each family should also keep a record of their points earned for comparison sake.
- ✓ Families must submit their points to the office for activities outside the school building.

Service Points and Fees

- ✓ Families will receive 1 point for each hour of service or for each \$10.00 donation.
- ✓ Yearly, a \$320 non-participation fee may be paid in lieu of the program or a combination of service points and fee is acceptable.
- ✓ Accumulated service hours will be totaled as of the 3rd week of May and the balance billed thereafter.
- ✓ A statement will be sent home at the end of each trimester to compare your accumulated points with the office tally and corrections will be made as needed.
- ✓ Any outstanding service point fees will be subjected to the policy for unpaid school fees as detailed under the Tuition Policy.

School Board

The school board is established by the pastor, in accordance with diocesan policy, to assist him and the principal in the governance of the parish school. Once the board reaches consensus on a matter of policy, the decision is effective and binding when and if it is approved by the pastor. The board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions binding on the parish school without the approval of the pastor. Board policy and decisions shall be binding throughout the parish when they are accepted, approved and promulgated by the pastor.

Home and School Association (HASA)

The Home and School Association is the parent/teacher organization that encourages communication, involvement, and financial support by sponsoring programs, activities, and fundraising events during the year. Membership in HASA includes all school parents, guardians and faculty. Dues are \$20.00 a year per family and are a mandatory school fee that is to be paid no later than the first open HASA meeting in September. The benefits your child receives from this fee are innumerable: field trips, special projects, and supplemental materials. Unpaid HASA fees will carry the same penalties as any other school fee.

Emergency School Closing/Delays

In the event that Queen of Peace was to be delayed or closed due to inclement weather or other circumstances, an announcement will be broadcast on local radio and TV stations. Unlike previous years, Queen of Peace will no longer operate under the announcements of the PHM School Corporation; rather we will post and follow our very own announcements.

Field Trip Policy

All school sponsored field trips by Queen of Peace students must meet specific educational objectives and will be pre-approved by the school administration. The number of field trips will be determined by the school administration.

Before and After School Care Programs (Puma Pals)

Queen of Peace School shall provide a Before and After School Care Program located on the school premises. Our Before School Care will be offered every-morning at 7:15 a.m., including days the school is to be operating on a two-hour delay. The After School Care Program will be offered daily from 3:00 p.m. until 6:00 p.m. Children attending Puma Pals will be provided with time for self-directed activities, art and crafts, homework time, and active group participation in games in the gym and on the playground. A daily after school snack will also be provided.

If your child will be participating in Puma Pals, parents are asked to enroll in the program and submit the non-refundable \$15.00 registration fee and registration form. Every student must be signed in or out with the director on a daily basis. A late fee of \$10.00 for the first ten minutes and \$5.00 for each additional 10 minutes will be assessed to each child remaining after 6:00 p.m.

Attendance Policy

Each student enrolled at Queen of Peace is expected to arrive at school on time and on a regular basis in consideration of the academic pursuits of all students.

For those who wish to report an absence, a phone call to the office is necessary. In the event that a parent were to forget to contact the school office that day, a written excuse signed by a parent/guardian stating the date and reason for absence required. Failure to call the office on the day of the absence or send a note will result in an unexcused absence from school. If your child is absent due to a communicable disease, please notify the school immediately. For any absence of 5 or more days a signed doctor's note is required.

Vacation Policy

Pursuant to Diocesan policy 4040 (pages 36-40), certain school absences are determined to be unexcused absences. School absences related to family vacations is one of the school absences determined to be an unexcused absence. Queen of Peace School has established the following policy related to the student absence for family vacations: "If a child is to receive make-up work for an absence due to a family vacation, a parent/guardian must notify

the school one week in advance of the absence and request make-up work. *No school work will be provided in advance of the absence.*

For family vacations of one to two school days, a student will have one school day in which to complete the make-up work; for family vacations extending three to five school days, a student will have three school days to complete the make-up work; for family vacations in excess of five school days, a student will have five school days in which to complete the make-up work. In no case will the number of days to complete make-up work extend beyond five school days.” Parent must notify the school at least one week in advance of the vacation by using the Diocesan Form found on page 59.

Tardy Policy

All students must be ready for prayer in their classroom when the 8:00 a.m. bell rings or they will be considered tardy. It is very important for our students to be punctual for school each day. We recognize that a variety of circumstances exist that may prevent a student’s punctuality. Due to the variety of circumstances, students are allowed three tardies each quarter without any consequence. Upon the fourth tardy, the student will be assigned an after school detention from 3:00 – 3:30. A letter will be sent home with the child detailing the date and time that the detention will be served. The parent will be assessed \$5.00 for each “tardy detention” to cover the cost of teacher supervision. Excessive tardies may indicate an unwillingness to cooperate with the administration for the best interest of the child in which case the student may be withdrawn from the school. Tardiness for medical appointments scheduled early in the morning will not count toward the accumulated tardy totals as long as a note from the doctor’s office is presented. No tardies will be assessed on days that the administration determines to be “bad weather” days.

Medical Appointments

No one is permitted to leave the school premises during school hours without written permission from a parent or guardian. If a child needs to leave school during the day for any reason, a note **MUST** be written by the parent and turned into the office before the student leaves.

Those students leaving the building for appointments during the school hours are to be picked up at the main entrance. If an emergency should arise,

permission must be obtained at the office and the student will be summoned. Parents must enter the school and sign the student out. Students returning from or entering school from an appointment must be signed in at the office.

Medication Policy

In order to protect the health and welfare of the students and school staff alike, Indiana Law and Diocesan policy requires that parental consent, in writing, is needed to administer any medication. In order for the school staff to administer medication to your student, a “*Written Consent for Administration of Medication*” must be completed and signed by a parent or guardian and is on file in the main office. Prescription or over the counter medications must be kept in their original packaging with the pharmacy or brand label affixed. All medication brought to school must be checked in at the school office and kept in a locked drawer. Please request a form for your child if any medications will need to be administered during normal school hours.

Emergency Cards

Each child must have an up-to-date emergency card on file in the main office. These cards are distributed at the beginning of the school year. If any changes in the information occur during the school year, parents should notify the school immediately.

Communication Envelope

Every Tuesday an envelope containing the school newsletter, calendar, lunch and Puma Pals schedules, and other pertinent information will be sent home with the eldest child of the family. Please be sure to read all enclosures as a way to stay informed with school events. Sign the outside of the envelope and return it, along with any necessary paperwork to school the next day. Parents may also choose to view portions of the communication envelope that are posted to our school web page. A preference form for this option is completed at the start of the school year.

Discipline

In guiding a child’s growth in the proper formation of Christian values and attitudes, a positive approach will be emphasized. Self-discipline, the key to effective overall discipline, is accomplished through firmness, consistency,

and a positive outlook. Order and self-discipline are the outgrowth of good teaching and parenting. This principle of self-discipline must start at home and be maintained in the learning atmosphere. In the final analysis, the combined efforts of teacher and parent are the key to achieving an atmosphere of responsible behavior and Christian attitudes. The student must understand that choosing one form of behavior over another brings with it certain consequences. Thoughtless or deliberate disregard of regulations on the part of the students will be addressed with corrective measures fitting the inappropriate behavior. Parents will be informed at the beginning of each year of the specific regulations for each department regarding everyday behavioral expectations. As stated in the school philosophy, all discipline at Queen of Peace will be directed by the School Administration and Faculty members with a constant attitude of true concern for the student and the students in the school.

Queen of Peace will continue to use Discipline with Purpose (DWP) as a formal approach to developing consistency among the grade levels and classrooms. It is, though, the individual teacher's responsibility to develop standards of conduct that create an atmosphere conducive to learning. These standards should be in line with those set forth through the schools' philosophy, DWP, and staff determined expectations. Further, each classroom should develop a climate that fosters: 1.) the integrations of religion with all learning experiences, 2.) the formation of a faith community among all members of the Queen of Peace school family, and 3.) the preparation of students for effective service to the Christian community.

Discipline With Purpose

Discipline with Purpose is the disciplinary program used in all classrooms and areas at Queen of Peace. The program emphasizes positive behaviors in a Christian setting. The program utilizes a card system that includes appropriate warnings for misbehaviors. Frequent communication with parents when repeated misbehaviors occur is accomplished through the "red card." The "red card" identifies the inappropriate behavior, offers the students' a response to modify the inappropriate behavior, and requires a parent acknowledgement signature.

DWP Card System

A card system is the basis for the DWP progressive discipline used at Queen of Peace School. The card system evolves from a 4-card system used in the primary grades to a one-card system used in the middle school. A middle school (gr. 6-8) student's conduct grade will reflect the number of red cards received each trimester. A description of how conduct grades are to be determined will be sent home at the start of the school year.

Pre-K / Kindergarten

4-cards *Blue* – Warning to think over the action that caused the card to be pulled
Green – 5 minute time out from activity
Yellow – 5 minutes lost from a recess period
Red – Teacher completes a short form to be sent home detailing what caused the cards to be pulled.

First / Second Grades

4 cards *Blue* – Warning to think over the action that caused the card to be pulled
Green – 5 minute time out from activity
Yellow – Time Out – Student
Red – Time out and the student writes a note to go home. The DWP form is attached and sent home. A parent signature is required

Third / Forth Grades

3 cards *Green* – Warning – violated skill is circled on card
Yellow – Student completes a series of questions outlined on the card about their behavior.
Red – Cards go home. Student leaves the room to complete the DWP form that will be attached to the cards going home. A parent signature is required

Fifth Grade

3 cards *Green* – Warning – violated skill is circled on card

Yellow – Student completes a series of questions outlined on the card about their behavior.

Red – Student completes the DWP form that is attached to the red card. Form and red card go home for parent signature. Student may be required to call parents if appropriate

Sixth Grade

2 cards *Green*– Warning – violated skill is circled on card

Red – Step 1- Card is laid down on desk with violated skill circled as a last warning.

Step 2 – Card is turned over and the student is assigned a lunch detention. The lunch detention form is completed and sent home for parent signature.

Seventh and Eight Grades

1 2-sided warning Step 1 – Card is laid on desk with violated skill circled as a red card.

Step 2 – Card is turned over and the student is assigned a lunch detention. The lunch detention form is completed and sent home for parent signature.

Non –Structured Areas of the School (including Specialty Classes), Lunchroom, Recess and Puma Pals

1 2-sided Orange Step 1 – Student is verbally informed that s/he is to receive a card. The skill area in violation is circled.

Step 2 – The supervisor provides a brief written description of the offense on the back of the card and the card is given to the homeroom teacher.

Step 3 – The homeroom teacher at grade PreK-5 pulls a card in the classroom as though the infraction occurred within the teacher’s own room.

Step 4 – the homeroom teacher at grade 6-8 discusses the offense with the student and makes a record of the card.

If a student receives a second card from the same non-structured area or the same specialty class in a grading period, the homeroom teacher issues a lunch detention and completes the lunch detention form to be sent home for parent signature. At the end of each grading period, the homeroom teacher clears the record for each student

Puma Pals

Our Puma Pals staff, as described above, will follow the process for the Orange card. In addition the following steps are to be followed:

Step 1 – The student receives an automatic timeout. The length of the timeout is left to the discretion and judgment of the supervisor.

Step 2 – The parent is informed of the incident and consequence when the child is picked up from Puma Pals.

Cheating

Cheating of any type will not be tolerated. It is unreasonable to expect a complete definition that would cover all cases because each situation is important enough to merit careful, individual scrutiny; however, the decision as to whether a student has cheated will ultimately depend on the intent of the assignment, the ground rules specified by the instructor, and the behavior of the student. Students who are caught cheating may be subject to a failing grade, detention, suspension, and/or expulsion.

Blogs

Engagement in online blogs such as, but not limited to, MySpace, Xanga, Friendster, Facebook, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Bullying and Cyber-bullying

Queen of Peace Catholic School attempts to provide a safe environment for all individuals. Verbal, written, or electronic threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, online, or texting) may face detention, suspension, and/or expulsion.

Athletic Policy

The academic and athletic programs at Queen of Peace School work together in complementary fashion so that each enhances the other. Students must maintain a determined academic standard for participation in athletics.

Athletic Eligibility

A student wishing to participate in athletics through Queen of Peace must maintain an academic average of a “C” (2.00), in all subject areas including specialty classes.

An “F” in any subject, regardless of academic average, renders a student ineligible for participation in athletics.

Participation in athletics will also be contingent upon parental and student acknowledgement and agreement to, the athletic associations code of conduct and other bylaws as outline in their handbook.

Procedure for Identifying Ineligible Students

The following procedure will be used when students receive failing grades or when the academic average falls below a “C” (2.00).

1. If a student receives an “F” or an academic average lower than a “C” (2.00) on a report card or progress report, the student will be placed on probation. Probation is a one, 2-week period during which a

- student-athlete works to improve his/her grades and/or conduct. During this 2-week period, a student is still considered a full participating member of the athletic team, but time should be spent wisely improving one's grades.
2. Parents will be notified with a letter from the principal. A list of students on probation will be provided to all coaches.
 3. At the conclusion of the 2-week probationary period, a student-athlete remains a full, participating member so long as their academic GPA is above a 2.0 with no failing grade (s). Should a student not be able to raise their GPA to the desired 2.0, he/she will no longer be eligible to participate in interscholastic athletics for the remainder of the athletic season. This will result in the removal of the student from the team's roster and the forfeiting of any awards or certificates.

All student athletes are allowed only one (1) probationary period *per school year*. Should a student athlete fail to meet the academic and behavioral standards outlined above more than once during a school year, she/he will be considered ineligible and will no longer be permitted to participate in interscholastic sports at Queen of Peace for the remainder of the school year.

Uniform Dress Code for 2009 – 2010

Queen of Peace School requires that students follow a specific uniform dress code. Compliance to the uniform dress code is a condition of enrollment at Queen of Peace School. The school uniform is utilitarian and basic. As a Catholic School, Queen of Peace promotes modesty in dress and appearance. Approved sources of school apparel may be found at the end of the uniform dress code.

Dress Code

Queen of Peace shall establish a uniform/dress code. The uniform/dress code shall detail appropriate student attire that promotes a positive school atmosphere, modesty in dress, and student engagement in serious academic pursuits. The Queen of Peace uniform/dress code will focus on uniformity. *All students are required to wear the oxford shirt or peter pan blouse with a*

tie on mass days or other designated days determined by the school's administration.

Girls Dress Code (Kindergarten – 5th Grade)

Shirts – Girls must wear the pre-approved light blue peter pan blouse or pique polo. (See the approved school uniform list on page 61). Shirts may be long or short sleeved in style. Shirts must be long enough to be worn tucked in at all times so that the pant waistband is visible. Solid white t-shirts may be worn under shirts but may not show anywhere except at the neckline. Shirts must be loose fitting and appropriate for school

Sweaters – A navy blue cardigan sweater from the pre-approved list may also be worn. Sweaters should be loose fitting and appropriate for school. Sweaters must be worn with the solid light blue peter pan blouse mentioned above.

Pants – Girls must wear a pre-approved style of navy blue dress pants. All pants must fit and be worn at the natural waist with the waistband resting above the hip. Pants are to be loose fitting and appropriate for school.

Skirts – Girls may also choose to wear a pre-approved jumper/skirt. The bottom of the skirt/jumper must be no more than three (3) inches above the knee. Skirts/Jumpers must be loose fitting and appropriate for school.

Shorts – Girls may wear a pre-approved style of navy shorts. **Shorts may be worn from the start of the school year until October 31st and from April 15th to the end of the academic year.** Shorts must be loose fitting and appropriate for school.

Shoes – Girls must wear plain black or brown dress shoes, unless it is either a gym day or they choose to wear shorts, at which they may decide to wear athletic shoes. Shoes must be kept tied, buckled or fastened for safety purposes. Shoe jewelry, shoes with wheels, or shoes that light up are not permitted.

Socks/Stockings – **Socks must be worn at all times. Socks and/or stockings must be plain (no visible logos or other signature label marks) and of a solid color in white, navy, or black.**

Ties - Girls are required to wear a pre-approved uniform tie on mass days.

Other –

Jewelry – A watch, simple stud earring in each ear, and a cross or medal on a metal chain are acceptable.

Make-up – Is no longer permitted; this includes finger nail polish.

Hair – Barrettes, bows, headbands and scrunchies should complement the uniform rather than detract from it. Hair should be well groomed. Bangs must either be cut above the eyebrow or pulled back so that the bangs do not cover any part of the eyes. No extreme fad hairstyles or unnatural hair colors will be permitted.

Gym Wear – Required to Participate in Gym Classes

Students are to come to school dressed for gym to save valuable instructional time that would otherwise be spent on changing in and out of gym wear. It is imperative that students be dressed properly for gym class to ensure safety and full range of motion during physical activities. Queen of Peace gym wear consists of the following:

1. Gym T-Shirt with school logo*
2. Gym Shorts with school logo* (Worn only in Aug/Sept/May/June)
3. Grey Sweatshirt with school logo*
4. Royal blue sweatpants with logo*
5. Athletic shoes

* These items are ordered directly through the school. Several orders will be placed throughout the school year.

Girls Dress Code (6th – 8th)

Shirts – Girls must wear a light blue oxford shirt or pique polo. Shirts may be long or short sleeved in style. (See the approved school uniform list on page 61) Shirts must be long enough to be worn tucked in at all times so that the pant waistband is visible. Solid white t-shirts may be worn under shirts but may not show anywhere except at the neckline. Shirts must be loose fitting and appropriate for school

Sweaters – A navy blue cardigan sweater from the pre-approved list may also be worn. Sweaters should be loose fitting and appropriate for school. Sweaters must be worn with the solid light blue peter pan blouse mentioned above.

Pants – Girls must wear a pre-approved style of navy blue dress pants. All pants must fit and be worn at the natural waist with the waistband resting above the hip. Pants are to be loose fitting and appropriate for school.

Skirts – Girls may also choose to wear a pre-approved skirt/skort. The bottom of the skirt/skort must be no more than three (3) inches above the knee. Skirts/skorts must be loose fitting and appropriate for school.

Shorts – Girls may wear a pre-approved style of navy shorts. **Shorts may be worn from the start of the school year until October 31st and from April 15th to the end of the academic year.** Shorts must be loose fitting and appropriate for school.

Shoes – Girls must wear plain black or brown dress shoes, unless it is either a gym day or they choose to wear shorts, at which they may decide to wear athletic shoes. Shoes must be kept tied, buckled or fastened for safety reasons. Shoe jewelry or shoes that light up are not permitted.

Socks/Stockings – Socks must be worn at all times. Socks and/or stockings must be plain (no visible logos or other signature label marks) and of solid color in white, navy, or black.

Belts – Girls choosing to wear shorts or pants with belt loops are required to wear a plain black or brown belt with an unadorned buckle.

Ties - Girls are required to wear a pre-approved uniform tie on mass days.

Other

Jewelry – A watch, simple stud earring in each ear, and a cross or medal on a metal chain are acceptable.

Make-up – Is no longer permitted; this includes finger nail polish.

Hair – Barrettes, bows, headbands and scrunchies should complement the uniform rather than detract from it. Hair should be well groomed. Bangs must either be cut above the eyebrow or pulled back so that the bangs do not cover any part of the eyes. No extreme fad hairstyles or unnatural hair colors will be permitted.

Gym Wear – Required to Participate in Gym Classes

Students are to come to school dressed for gym to save valuable instructional time that would otherwise be spent on changing in and out of gym wear. It is imperative that students be dressed properly for gym class to ensure safety and full range of motion during physical activities. Queen of Peace gym wear consists of the following:

1. Gym T-Shirt with school logo*
2. Gym Shorts with school logo* (Worn only in Aug/Sept/May/June)
3. Grey Sweatshirt with school logo*
4. Royal blue polyester track pants*
5. Athletic shoes

* These items are ordered directly through the school. Several orders will be placed throughout the school year.

Boys Dress Code (Kindergarten – 8th)

Shirts – Boys must wear the pre-approved light blue oxford shirt or pique polo. (See the approved school uniform list on page 61). Shirts may be long or short sleeved in style. Shirts must be long enough to be worn tucked in at all times so that the pant waistband is visible. Solid white t-shirts may be worn under shirts but may not show anywhere except at the neckline. Shirts must be loose fitting and appropriate for school

Sweaters – A navy blue cardigan sweater from the pre-approved list may also be worn. Sweaters should be loose fitting and appropriate for school. Sweaters must be worn with the solid light blue oxford shirt mentioned above.

Pants – Boys must wear a pre-approved style of navy blue dress pants. All pants must fit and be worn at the natural waist with the waistband resting above the hip. Pants are to be loose fitting and appropriate for school.

Belts – Boys in grades 6 – 8 are required to wear a plain black or brown belt with an unadorned buckle.

Shorts – Boys may wear a pre-approved style of navy shorts. The bottom of the shorts may not extend more than two inches below the knee. **Shorts may be worn**

from the start of the school year until October 31st and from April 15th to the end of the academic year. Shorts must be loose fitting and appropriate for school.

Shoes – Boys must wear plain black or brown dress shoes, unless it is either a gym day or they choose to wear shorts, at which they may decide to wear athletic shoes. Shoes must be kept tied, buckled or fastened for safety purposes. Shoe jewelry or shoes that light up are not permitted.

Ties - Boys are required to wear a pre-approved uniform tie on mass days.

Other

Jewelry – A watch and jewelry of a religious nature (cross or medal on a metal chain) are acceptable.

Hair – Hair should be well groomed and styled with the sides no longer than the bottom of the ear, the back cut in a manner that no hair falls onto the collar, and the bangs must be cut above the eyebrow. Fads, extreme styles, unnatural colors, tails, or designs shaved into the hair are not permitted at school. Boys must also be clean-shaven.

Gym Wear – Required to Participate in Gym Classes

Students are to come to school dressed for gym to save valuable instructional time that would otherwise be spent on changing in and out of gym wear. It is imperative that students be dressed properly for gym class to ensure safety and full range of motion during physical activities. Queen of Peace gym wear consists of the following:

1. Gym T-Shirt with school logo*
2. Gym Shorts with school logo* (Worn only in Aug/Sept/May/June)
3. Grey Sweatshirt with school logo*
4. Royal blue sweatpants with logo*: Grades K – 5
5. Royal blue polyester track pant*: Grades 6 - 8
6. Athletic Shoes

* These items are ordered directly through the school. Several orders will be placed throughout the school year.

Dress Code Violations

Following the Uniform Dress Code is a condition of enrollment at Queen of Peace School. Violations of the dress code are treated as willful acts of disobedience.

The following steps are included in the dress code violations procedures:

1st Violation – Written notice is sent to the parents to be signed and returned to school.

2nd Violation – Student is issued a lunch detention.

3rd Violation – Student is issued a day of in-school suspension.

The school administration and teaching staff have the final determination as to the appropriateness of clothing and/or other regulations listed under the Uniform Dress Code.

Sources of Appropriate School Clothing

Accompanying this Uniform Dress Code, please find information related to the apparel sources listed below. School apparel may be purchased from the following:

1. French Toast Uniform Company – available through the Catalog or online at www.FrenchToast.com. When placing an order by phone or online, enter the school code: QS47BA8 to earn money for Queen of Peace.
2. Kohl's, Meijer, Sears, JC Penny, and Target *may* also carry these items.

A complete list of Approved uniforms and their corresponding French Toast catalog numbers can be found of page 61.

Tuition, Fees, and Registration

School Tuition

Information concerning tuition can be received by calling the School Office

Tuition Payments

Queen of Peace has established a flexible tuition program that allows families three options for payment: payment in full, or the use of the FACTS Tuition Management semi-annual or 10 month tuition management payment plan.

Tuition Refunds

A student who leaves school prior to April 1st, either voluntarily or because of a violation of school policies, will receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have already been allocated for the student's education.

Financial Assistance

Families in need of financial assistance should request a Financial Assistance application from the office. This is generally done at the time of registration or re-enrollment in the spring. Queen of Peace utilizes the FACTS Grant and Aid Assessment program. Parents are asked to complete a confidential on-line or paper application with FACTS and supply all requested supporting documentation.

FACTS Grant and Aid will provide Queen of Peace with a quality, comprehensive, and objective need-based report to use in determining financial awards for our families. The Pastor and principal decide financial awards in May, and parents will be notified and tuition balances adjusted accordingly. We realize that financial difficulties occur, and will work with families who have such problems *if we are kept informed*.

Scrip Program

Parents of students may also earn tuition credit through the purchase of SCRIP. A brochure describing this program is available in the office. Families earn 50% of the profit earned on the SCRIP they purchase. A tuition credit voucher will be issued every 6 months for the amount of SCRIP credit earned. The voucher can be used towards any tuition payment within two years of being issued. The voucher does not have any cash value and cannot be transferred to another family. We ask that all families participate in this program, as the success of this program is critical to the continued growth of the school.

Policies Regarding Outstanding Tuition or Other Fees

It is the policy of the school to take all reasonable and necessary steps to collect outstanding tuition and other school fees. Failure to respond to delinquency notices can result in the withholding of report cards, transcripts, participation in extra-curricular activities, and possible suspension until

payment is made. End of the year report cards will be withheld for outstanding fees, which may include: tuition, book/tech fees, service program fees, library books, damage/lost textbooks, HASA dues, Puma Pal charges, and other financial obligations.

If you are having difficulty in meeting your tuition obligation, or extenuating circumstances have arisen, such as unemployment, then you are to contact the pastor or principal to review your payment plan.

School Fees

All kindergarten – 8 families are required to pay school fees as means to help supplement the cost of books and other curricular expenses.

The fees for the 2009 – 2010 academic year are as follows:

\$150.00	Book Fee
\$50.00	Technology Fee

The \$200.00 school fees are due prior to the start of the school year and can be included with your FACTS tuition account.

Registration

The following policy has been established for the purpose of enrolling students at Queen of Peace.

Registration Fee = \$50.00 per child (Preschool – grade 8)
Kindergarten Assessment = \$15.00

All students entering kindergarten will be given a Kindergarten-readiness assessment test. They must present a physical exam form signed by the doctor and all required immunizations must be up to date.

Currently Enrolled - Preference will be given to families presently enrolled at Queen of Peace, regardless of religion.

Register as a Parishioner – To register as a Queen of Peace parishioner the following procedures applies:

Registration – as a parish member

Regularity – of Church giving
Recognition – as determined by the pastor

Being an active member of the parish means:

- ✓ Participate at Saturday evening or Sunday morning liturgies on a regular basis
- ✓ Involved in sharing some of their time and talent in the service of the parish and school on a volunteer basis.
- ✓ Demonstrate a regular pattern of financial support of the parish through the use of their church envelopes
- ✓ Current in their payment of tuition and/or fees
- ✓ Registered as a member of the Queen of Peace parish

Transfer Students

Any student seeking admittance as a transfer student will participate in an interview with the principal before registration is accepted. All students entering as a transfer student will do so on a probationary period. A student's full and complete admittance will be contingent upon an evaluation of their conduct and academic standing.

The Parent and School Partnership

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

Registration Packets

Registration packets for the following year will be given to Queen of Peace parents prior to the close of the school year. Packets will provide

information about the registration procedures, tuition costs, payment options, assistance forms, late fees and policies regarding payment.

Physical Exam Forms

Students entering kindergarten and those new to school must present a physical exam form signed by the doctor. Students entering from another school are required to present such a form unless it is included in their forms from the previous school.

Immunization Records

Upon enrolling in the school, pupils in preschool – 8 must present an immunization form signed by the doctor, on the entrance day. These forms are available in the office.

Right to Amend

The principal/pastor is the final recourse and reserves the right to amend this handbook when seen fit. Parents will be given prompt notice of such change.

Diocese of Fort Wayne – South Bend Policies

STUDENTS

Enrollment (Diocesan Policy 4010)

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 color, race, gender, or national origin, and reasonably accommodate the disabled in its educational programs.

III. School Entrance Requirements

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

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

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 country health requirements (immunization records) for enrollment shall be required.

IV. Kindergarten Waiver

Any child who attains the age of 5 before August 1 of a school year will be eligible to enter the kindergarten program of the Catholic schools of the Diocese of Fort Wayne-South Bend. If the child is younger than 5 years of age and the child's birthday falls no later than August 15 of the applicable school year, and the parent(s)/guardian(s) of the child wish to enroll the child in a diocesan kindergarten program, they may attempt to do so by making application to the local Catholic School.

The appeal procedure will be handled in the following manner:

A: The custodial parent or legal guardian applying for a waiver to the Kindergarten Entrance law, must complete a waiver form received from the local Catholic school. The parent/guardian must provide verification of the student's birth date at this time. Questions for the preschool teacher's letter or review will be distributed to the parents when they initiate the waiver process

- B. The completed form and letter of review by the child's preschool teacher will be submitted to the local school office no later than May 15 of the school year prior to the school year of the date of requested.
- C. Determination of early entrance will be decided by the local school principal based on the following:
1. Whether or not space is available in the kindergarten program at the school which the child will attend
 2. Any and all information submitted by the parent(s)/guardian(s) of the child with the application
 3. A recommendation of the preschool teacher for the child's entrance. In the case of a child who did not attend a preschool, the principal may require a conference with the kindergarten teacher, parent(s)/guardian(s) about whether early entrance is in the best interest of the child.
 4. Administration of the Gesell Assessment of Development Readiness is optional for determining eligibility for an entrance waiver to kindergarten. In no case may the Gesell assessment of development be used as the sole determining factor for a decision about a waiver. Financial responsibility for the assessment is a local school decision.

Note: A child coming into a diocesan school from an out-of-state kindergarten program or an in-state kindergarten program and who does not meet the Indiana state age-eligibility requirement, should be admitted to a kindergarten program, unless it can be determined that enrollment in such a program was intended to circumvent Indiana law.

V. First Grade Entrance Requirements

A child entering first grade must be six years old on or before August 1. The academic program of the Catholic schools is such that a waiver for age is not acceptable unless the child has demonstrated the successful completion of a kindergarten program.

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

VI. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school.

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

Ordinarily when diocesan schools cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement will be made to the custodial parent or guardian by the principal, after consultation with the child's teacher(s). This recommendation will be either for 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 s/he will place the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the student or the operation of the school, or poses a threat of harm to the student, other students or school personnel.

VII. Students or Prospective Students with Communicable 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 meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.

However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's

condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

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

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

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

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

Attendance (Diocesan Policy 4040)

The diocesan schools consider the development of good attendance habits 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. Parent/Legal Guardian Responsibility:

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

A. Graduates;

B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:

1. the student and the student's parent or guardian and the principal agree to the withdrawal; and
2. at the exit interview the student provides written acknowledgment of the withdrawal and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school
3. reaches the age of eighteen (18) years.

II. Absent from School

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

A. Absences that are counted as present:

1. Serving as a page in the Indiana General Assembly;
2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on election day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for no more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious Observation; and/or
8. For high school students, serving on the state standards task force. The student must provide a written verification from the chairman of the task force indicating the date and times the

student was to be in attendance at the meeting and verifying the student's attendance.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor after 5 days)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Medical and legal appointments – Such appointments should be scheduled after school hours when possible
4. Out-of-school suspension (Make-up work is NOT accepted)
5. School/College visits (2 days) – parents need to check with the individual school's policy for arranging such visits.
6. Prearranged activity approved by the principal

C. Unexcused Absences

1. No parent 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 has occurred (see Frequent or Prolonged illness below).
3. Family Vacations (See D on the next page)
4. Absences other than those defined as excused.

D. Family Vacation Absence

When students are absent from school for family vacations, the following form is to be completed by the parent or guardian. Please see page 57 at the end of this book for an actual copy of the form described below.

My child, _____
(Student Name) (Grade)

will be absent from school for a family vacation from _____ to

_____.

- I recognize that this absence from school is an unexcused absence as defined by Indiana statute and Diocesan Policy.
- I understand that the classroom teacher is unable to replicate the instructional experiences that are missed during my child's absence.
- I understand that make-up work that is required to be completed accounts only for the practice application of skills taught during my child's absence.
- Make-up work will be given to my child (if a kindergarten through fifth grade students) upon return to school and that the work is expected to be completed within the time guidelines identified in the policy above.
- If my child is a middle school student (6-8), I understand that s/he is expected to obtain the make-up work from each teacher that the work is to be completed within the time guidelines identified in the policy above.

Parent Signature

Date

1. Truancy

A student is truant when s/he is absent from school or class without the permission of his/her parent or 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 procedure.

Habitual Truancy may be evidenced by the following:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences from school 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.

2. 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 and signed by a custodial 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.

3. 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 is required in order for the student to return to school.

4. 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 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 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 has been absent over 15 days per school year, a referral shall be made to the principal. If the principal is unable to fully resolve the attendance problem, a referral may be made to the intake officer of the local Juvenile Probation Department.

Grounds For Suspension or Expulsion of Students (Diocesan Policy 4520)

- 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 the Diocese.
- II.** The following types of student conduct constitute grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530. This listing is not intended to be exhaustive of all types of conduct.
- 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. Possessing, handling or transmitting a knife or any other object which under the circumstances and in the sole opinion of school officials could be considered a weapon. A student who must use a knife as part of an organized activity held by an organization that has been approved by school officials is exempt from this rule so long as the knife is used as a part of or in accordance with the approved organization.
 - G. Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.

- 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 a teacher 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 purpose or education function.
- K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary in carrying out school purposes and/or educational function.
- L. Possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or 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.

Disciplinary Review for Student (Diocesan Policy 4530)

Any student accused of wrong doing 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 parent(s), 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.

Parent/Legal Guardian Concerns Procedure (Diocesan Policy 2310)

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or

situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

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

Step 2: Address the issue with the Principal.

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

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

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

Access to Official Student Records (Diocesan Policy 4170)

In accordance with the Family Educational Rights and Privacy Act (“FERPA”) of 1975, and 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.

- 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, a 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. This includes health records, psychometric testing, and student academic records but does not include counseling reports/files protected by statute.
- D. The following list of the types of personally identifiable information is on all student records. Such as personally identifiable information will not be released without the prior written consent of the parent or eligible student unless such information is required by judicial order or subpoena and the parents and are notified of such orders of subpoenas in advance of disclosure.

Name	Grades
Address	Attendance Record
Birthdate	Programs/Related Services Provided
Telephone #	Year Student Excited from Special Education

- 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 any educational records relating to their child who is under the age of 18 and who has not entered college, which are collected, maintained, or used by the agency under IDEA-B and State rules and regulations. These rights transfer from the parents to the student when the student becomes eighteen (18) years of age (i.e., an eligible student, or enters an institute of post-secondary education), 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 include:
 1. The right to reasonable requests for explanations and interpretations of the records by 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 record from the school to use in a contemplated or pending hearing within the school.
- J. The school may disclose a student's records without parent's or eligible student's permission to the following individuals:
1. Other school officials who have legitimate educational interests;
 2. 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. Authorized representatives of the Comptroller General of the United States, the Secretary of Health and Human Services, and administrative head of an educational agency, or state educational authorities;
 4. Appropriate person in connection with a student's application for receipt of financial aid;
 5. State and local officials to whom such information is required to be disclosed by state statute adopted within a certain time frame;
 6. Organizations conducting studies on behalf of educational agencies to develop, validate or administer predictive tests;
 7. Accrediting organizations;
 8. Parents of a dependent student of such parents as defined by section 152 of the Internal Revenue Code;
 9. In connection with an emergency, appropriate persons if knowledge of such information is necessary to protect the health and safety of the student or other persons; and
 10.
 - a. The entity or persons designated in a Federal grand jury subpoena;
 - b. The entity or persons designated in any other subpoena issued for a law enforcement purpose.
- K. Each educational file has a record of each request for accesses to and each disclosure of personally identifiable information from the file.

The record of access includes:

1. The name of the party,
2. The date access was given, and

3. The reason 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 dated consent of a parent or eligible student before it discloses educational record, except in the situations described in 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 instances, 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 records where 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 hearing on such decision in accordance with FERPA. If the school, after the hearing, decides the record is not inaccurate, it shall inform the parent or eligible student of the right to place a statement in record commenting on the contested information in record or 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, or individual acting as a parent in the absence of a parent or guardian of a student may request the amendment of his/her student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the principal decides not to amend the record as requested, such natural parent/guardian/acting parent is entitled to a hearing on his/her request. 20 U.S.C 1232(g); 34 C.F.R. Part 99

Annual Notification of Parental Access to Rights to Student's Records 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 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 Right and Privacy Act and the regulations authorize disclosure without consent;
4. File with the U.S. Department of Education in complaint under 34 C.F.R. 99.64 concerning alleged failure by the agency or institution to comply with the requirements of the Act and this part; and
5. Obtain a copy of the diocesan policy (P4170-Access to Official Student Records) and procedure for access to student's records. Parents or eligible students may review copies of the diocesan school's policies and procedures for inspecting and reviewing a student's records and requesting amendments to a student's records. These policies are kept in the principal's office of each diocesan school and may be reviewed during regular school hours. See Procedure to P4170. See "Record of Access and Review of Official Student Records" form in the School Administrative Handbook. See Guidelines for Transcripts and Health Records, IDOE, January 1996; Care of Indiana Public School Records: A Records Creator's Guide, IDOE, September 1995.

Religious Issues (Diocesan Policy 4410)

The teachings and traditions of the Catholic Church are the guiding principals 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/her family.

While the first responsibility for the pastoral, spiritual, and psychological care of students involved in a pregnancy belongs to the parents/guardians of the student(s), the Church and the school also bears 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 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 pastor and principal should seek to assist the young people to ensure that the child is cared for properly before and after birth. Because pregnancy is a public matter, 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.

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 Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and of its policies.

Therefore a student enrolled in a diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner

whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a diocesan school, as determined by the Bishop. A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school principal, and a person(s) designated by the Bishop, is so desired. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the Bishop regarding the student's suspension or expulsion.

Failure or Refusal of Parents/Guardians/Custodians to Participate in a Disciplinary Proceeding (Diocesan Policy 4420)

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior maybe 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 Public Welfare.

Student Accused of a Non-School Related Criminal Act (Diocesan Policy 4550)

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

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

Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student. See P4520-Grounds for Suspension or Expulsion of Students

Gun-Free Schools (Diocesan Policy 4560)

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

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

- A. A description of circumstances surrounding any expulsions imposed under the policy;
- B. The number of students expelled from the school under the policy; and
- C. The types of firearms concerned. For purposes of this policy the term “firearm” means:
 - 1. 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
 - 2. The frame or receiver of any such weapon; or
 - 3. Any firearm muffler or firearm silencer; or
 - 4. An antique firearm; or
 - 5. Any destructive device. The term “destructive device” means:
 - a) Any explosive, incendiary, or poison gas;
 - 1) bomb
 - 2) grenade
 - 3) rocket having a propellant charge of more than four ounces
 - 4) missile having an explosive or incendiary charge of more than one quarter ounce
 - 5) mine, or
 - 6) device similar to any of the devices described in the preceding clauses;

- b) 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 any barrel with a bore of more than one-half inch in diameter; and
- c) Any combination of parts either designed or intended for use in converting any device into any destructive device in subparagraph (a) or (b) and from which a destructive device may be readily assembled.

Substance Abuse (Diocesan Policy 4570)

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

If a principal becomes aware of facts or circumstances which gives the principal reason to believe that a student has experienced a substance abuse problem, the principal and/or school's counselor shall meet with the student and arrange a conference with the student's parent(s)/legal guardian(s) at which time the underlying problem and treatment options will be explored, as appropriate. The principal reserves the right to require that a student see a substance abuse counselor for an evaluation and to require that recommendations for treatment be implemented and followed by the student or if the student's parent(s)/legal guardian(s) refuse to cooperate, the principal may require the student to withdrawal 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.

Sexual/Racial Harassment Prohibition (Diocesan Policy 4580)

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

It shall be a violation of this policy for any employee of the Catholic schools to harass another employee or student through conduct or communications of a sexual nature as defined in Section I of the Procedure to this policy or of a racial nature as defined 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 of employee through conduct or communication of a sexual nature as defined in Section I of the Procedure or of a racial nature as defined in Section II of the Procedure. The use of the term “employee” in this policy also includes non-employees and volunteers who work subject to the control of school authorities.

Student Locker and Vehicle Searches (Diocesan Policy 4590)

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

I. Persons and Personal Belongings

The school reserves the right to examine the content 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. The lockers are not to be used to store items which cause or could cause injury, an interference with school purposes or an educational function, or which are inappropriate or forbidden by federal 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 or 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 vehicles while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or diocesan policy, inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.

Diocesan Internet Acceptable Use Policy (Diocesan Policy 4620)

I. Background

The Internet is an "electronic highway" connecting millions of computers all over the world and millions of individual users, allowing student's 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 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 and 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.

II. School's Responsibility

The diocesan Catholic schools will each employ a statement of policy stating the Acceptable Use of the Internet in the school and utilize written Internet User and Permission Agreements. These written agreements are to be signed by students, their parent/guardians, and teachers. They outline the agreed to terms and conditions of the 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 Catholic Schools Office provides a sample policy for all schools.

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. 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 student's responsibilities. Based upon the acceptable use guidelines outline here, the catholic school administrators will deem what is appropriate and inappropriate and their decision is final. The administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

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

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.

Defined network etiquette is followed.

IV. Unacceptable Use

The use of 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 material.
- 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 works or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing in other's folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes.
- K. Transmission of any material in violation of any federal, state, or local law, regulation, rule or ordinance.

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

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, telephone, 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 the Internet account. The school administration and teachers believe that the benefits to students from access in the form of information and resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of internet

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

Parents/guardians are required to sign a Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this express 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 at least two class periods of 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 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. In some schools a limited precaution has been taken to restrict access to controversial materials by using special software (for example, Surfwatch or Cybersitter).

The technology facilitator is responsible for determining and uncovering incorrect usage of the Internet and also for informing school authorities and the student in question. The facilitator reserves the right to inspect accounts when they are in suspicion of misuse. The student is responsible for adhering to all rules and guidelines while online with the Internet.

See (Individual) "Catholic School Internet Acceptable Use Policy"; "Internet User and Parent/Guardian Permission Agreement"; "Acceptance of Parent/Guardian Form", and "Acceptance of Sponsoring Teacher/Technology Facilitator Form" in the School Administrator Handbook.

Environmental Tobacco Smoke (Diocesan Policy 5430)

Effective January 1, 1995, all facilities (building 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.

Acknowledgement:

Please sign and return to the school office the Parental & Student Acknowledgement form distributed at the start of school each year. This form must be returned to the office on the second day of classes or on the day of registration.

Family Vacation Absence Form

Pursuant to Diocesan policy 4040, certain school absences are determined to be unexcused absences. School absence related to a family vacation is one of the school absences determined to be an unexcused absence.

Queen of Peace School has established the following policy related to the student absence for family vacations: “If a child is to receive make-up work for an absence due to a family vacation, a parent/guardian must notify the school one week in advance of the absence to request make-up work. No school work will be provided in advance of the absence. For family vacations of one to two school days, a student will have one school day in which to complete the make-up work; for family vacations extending three to five school days, a student will have three school days to complete the make-up work; for family vacations in excess of five school days, a student will have five school days in which to complete the make-up work. In no case will the number of days to complete make-up work extend beyond five school days.”

My child, _____
(Student Name) (Grade)

will be absent from school for a family vacation from _____ to _____.

- I recognize that this absence from school is an unexcused absence as defined by Indiana statute and Diocesan Policy.
- I understand that the classroom teacher is unable to replicate the instructional experiences that are missed during my child’s absence.
- I understand that make-up work that is required to be completed accounts only for the practice application of skills taught during my child’s absence.
- Make-up work will be given to my child (if a kindergarten through fifth grade students) upon return to school and that the work is expected to be completed within the time guidelines identified in the policy above.
- If my child is a middle school student (6-8), I understand that s/he is expected to obtain the make-up work from each teacher that the work is to be completed within the time guidelines identified in the policy above.

Parent Signature

Date