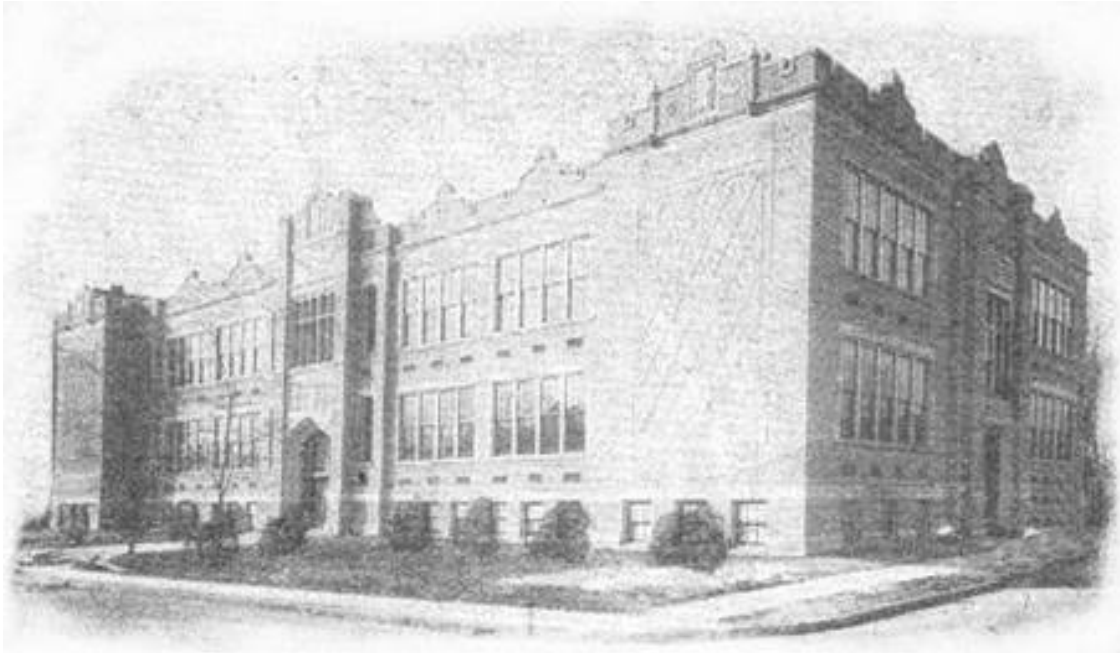


Most Precious Blood School Handbook



2010-2011

1529 Barthold Street – Fort Wayne, Indiana 46808 – 260.424.4832 –
260.426.5904 fax – www.preciousblood.org

Most Precious Blood School
1529 Barthold Street
Fort Wayne, Indiana 46808

Dear Families,

Welcome to Most Precious Blood Catholic School! In choosing Most Precious Blood School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

Every Catholic parochial school is a self-supporting venture with the parish. It exists as a result of the cooperation, dedication, efforts, time and talents of many people. It exists because of you, the parents/guardians, who want it and sacrifice for it.

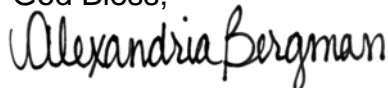
Our teachers, administration and staff are happy to serve our children. With your support and cooperation, we will provide them with the best possible Catholic-Christian training and education. We are also committed to teaching the children the basic skills of self-discipline as they fit the child's developmental state. We encourage you to read this handbook completely. The primary purpose of the handbook is to provide you with the necessary information regarding the philosophy, policies, rules and regulations of Most Precious Blood School. We hope that you will find it helpful as you prepare for your educational experience here.

All parents/guardians and students are expected to know and understand the rules and procedures that have been adopted and to cooperate in every way possible to see that the rights and responsibilities of every child, parent, and staff member are assured.

Please note that in this year's electronic handbook, new policies are highlighted in yellow.

Please sign and return the last page of the handbook.

God Bless,



Alexandria Bergman
Principal

“What greater work is there than training the mind and forming the habits of the young?” --St. John Chrysostom

Table of Contents

Page

5	History, Mission, and Vision
6	Access to Official Student Records (P4170) Accreditation Admission Policy
7	Enrollment (P4010)
10	Students with Disabilities New Student Probation Early Childhood Preschool Kindergarten
	Tuition, Book Fees and Registration Fees Registration Fees Book Bill Fees Tuition Payment Options
11	Withdrawal Returned Checks Financial Aid SCRIP/Book Bill Reimbursement
12	Books and Materials Student Insurance Before & After School Care Late Pick Up
13	Attendance (P4040)
15	Absences Tardiness Truancy Vacation/Planned Absences
16	Doctor's Appointments Leaving School Premises Walkers Participation in School Sports when Absent Recess
	Calendar Closing of School for Inclement Weather, Emergencies
17	Daily Schedule
	Report Cards
18	Reporting and Grading Modifications Homework Honor Roll
19	School Assemblies
	Library Technology Internet (P4620) Telephone
20	Testing Program Student Records Custodial Parent Records
21	Contacting the School Office or Faculty Parent/Legal Guardian Concerns Procedure (P2310) Parent Teacher Conferences Counselor
22	Grievance Procedure

	School Nurse Services
	Playground Supervisors
23	Severe Student Illness and Injury
	Health Services and Health Requirements
	Prescription Medication
24	Over the Counter Medication
	Dress Code
28	Federal Hot Lunch Program
	Milk
	Sack Lunches
	Field Trips
	Fundraising
29	Home and School Association
	School Board
	Discipline with Purpose
30	Referrals for Positive Recognition
	Referrals for Major or Minor Violation of School Rules
32	Detention Assignment
	Cheating/Plagiarism
	Cellular Phones
33	Blogging or Social Networking
	School as Partnership
	Specific Student Behavior Guidelines: Code of Conduct
34	Suspension or Expulsion of Students (P4520/4530)
36	Suspension Procedure
37	Expulsion Procedure (P4520)
	Disciplinary Review for Students (4530)
	Failure or Refusal of Parents/Guardians/Custodians to Participate in a
	Disciplinary Proceeding (P4420)
	Student Accused of Non-School Related Criminal Act (P4550)
38	Religious Issues (P4410)
39	God's Gift of Human Sexuality
	Spiritual Life of the Students
	Students of Other Faiths
40	Environmental Policies
	Gun-Free Schools (P4560)
	Harassment (P4580)
	Child Abuse Reporting (Diocesan Policy)
41	Searches: Lockers, Desks, Cars, Etc. (P4590)
42	Substance Abuse (P4570)
43	Tobacco Smoke (P5430)
	School and School-Related Publications
	Student Council Constitution and Bylaws
46	Survey of Students and Parental Review
47	Transportation and Safety Directives
	Visitors
	Volunteers
48	Recreational Facilities
	Athletics
49	Athletic Purpose/Philosophy
	Athletic Participation
	Ineligibility Policy

MOST PRECIOUS BLOOD SCHOOL

Most Precious Blood School is a Preschool – Grade 8 Catholic Elementary and Middle School under the Diocese of Fort Wayne-South Bend. The curriculum stresses academic achievement within a Christian community where the child feels that they are loved and respected by their peers as well as the teacher. The Diocesan curriculum guidelines, consistent with the Indiana State Standards, are followed for the teaching of all secular subject areas. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life.

HISTORY

Most Precious Blood Catholic School was opened on September 12, 1898, with 160 students attending grades 1-8. By 1928, the school had grown to a 450 member student body and a new school was built. The present school building was dedicated on December 8, 1929. The Sisters of the Most Precious Blood served as teachers from the beginning days until 1982.

In 1947, the first Kindergarten Program was started with an enrollment of 70 students. In the early 1990s the present day Preschool Program was formed. A before and after-school LatchKey Program was also started to provide a safe environment for students of working parents.

In 1998, Most Precious Blood School celebrated its 100 year anniversary. Approximately 232 students now attend.

MISSION

Most Precious Blood School is a Catholic community dedicated to promoting education in Christian values, academic standards, and character development.

VISION

With Christ as our center, Most Precious Blood Catholic School and Church work together to empower the mind and enrich the spirit.

We, the academic community of Most Precious Blood, empower the mind as we:

- Seek knowledge
- Embrace new learning experiences
- Commit to high academic standards
- Diversify learning approaches
- Create opportunities for self-expression in the fine arts, writing, class discussion
- Expect success and celebrate achievement

We, the faith community of Most Precious Blood, enrich the spirit as we:

- Live the Gospel
- Walk with Christ
- Embrace the Sacraments
- Share the Eucharist
- Internalize self-discipline
- Love one another

ACCESS TO OFFICIAL STUDENT RECORDS/ DISCLOSURE OF EDUCATIONAL RECORDS (P4170)

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

ACCREDITATION

Most Precious Blood School, a preschool through eighth grade elementary school, is accredited as a First Class School by the State of Indiana and is in compliance with federal, state and diocesan regulations.

ADMISSION POLICY

Admission to Most Precious Blood School is prioritized as follows:

1. Members of the parish.
2. Children from families already enrolled at Most Precious Blood School.
3. Students who were enrolled in the Most Precious Blood Preschool.
4. Students from other parishes, based on a space available, agreement with the pastor of the parish to which they belong, ability to pay the established fees, and with the approval of the pastor and principal of Most Precious Blood School. The per-pupil cost for educating the students enrolled is shared between the parental commitment and the parish to which they belong.
5. Non-Catholic students, based upon space available and ability to pay the per-pupil cost for educating a student.
6. After June 1st, on a first-come, first-serve basis for everyone.
7. A student is not admitted if tuition is owed at Precious Blood or another Catholic School.

ENROLLMENT (P4010)

- I. School Admissions Policy
Diocesan Schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and Diocesan policy.

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

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 (See P4030) and will cooperate with local authorities if the child has been reported missing.

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

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

IV. Kindergarten Age Requirement
Schools shall follow state law guidelines in enrolling Kindergarten students.

A child entering Kindergarten must be five years old on or before August 1, or date set by the state.

A school may choose to administer formal or informal assessment for determining proper placement in Kindergarten.

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

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

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 a Diocesan School cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after the 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 he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or poses a threat of harm to the student, other students or school personnel.

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 disease unless required by applicable state law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease.

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

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

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

The review team must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team

and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Vicar of Education, and diocesan attorney.

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

STUDENTS WITH DISABILITIES

Most Precious Blood Catholic School will accept all students regardless of disability if the necessary facilities, staff, and resources are available to accommodate that student.

NEW STUDENT PROBATION

New students serve a 9-week or one academic quarter, whichever is longer, probationary period. If during this time it is determined by the parent(s), teacher(s), and the principal that it is in the best interest of the student NOT to continue at Most Precious Blood School, the student will be excused from the school.

EARLY CHILDHOOD

PRESCHOOL

Most Precious Blood School operates a full day Preschool for three and four year old children. The Preschool is governed by its own handbook in addition to this handbook. The Preschool Handbook is given to the parents of Preschool children.

KINDERGARTEN

Most Precious Blood School operates a full day Kindergarten. The Kindergarten Program is governed by its own handbook in addition to this handbook. The Kindergarten Handbook is given to the parents of Kindergarten children.

TUITION, BOOK FEES AND REGISTRATION FEES

REGISTRATION FEES

- All registration fees for Preschool and Grades K-8 are non-refundable.

BOOK BILL FEES

- After the first full week of the school year, there is no reimbursement of book bill fees.

TUITION PAYMENT OPTIONS

- Pay in full prior to the first day of school.
- Pay ½ annual tuition prior to the first day of school and the remainder by December 1 of the current school year.

- Enroll in the FACTS Tuition Management Service. Monthly payments will be directly withdrawn from a checking or savings account. There is an annual non-refundable administrative fee for enrollment in the FACTS program per family. This fee will be added to your tuition collected by FACTS – please do not make this payment to the school.
 1. When tuition becomes 40 days delinquent, the family will be contacted by the school and/or FACTS Tuition Management Service to discuss the situation.
 2. When tuition becomes 60 days delinquent, the family will be contacted by the school to arrange a personal interview with the principal. The purpose of the interview is to discuss the problem and enter into a written agreement outlining specific measures to rectify the deficiency.
 3. When tuition becomes 80 days delinquent and there has been no “good faith” efforts from the family, the family-school relationship will be terminated by removing the child(ren) from the enrollment list for the next semester.

Parish families must give weekly support to Most Precious Blood Church through parishioner envelopes or give a minimum of \$500 of support through parishioner envelopes to Most Precious Blood Church within the calendar year. The rectory assigns parish family envelope numbers. If a family does not meet one of the above criteria, they will be charged the non-parishioner tuition rate.

All financial obligations MUST be met prior to a student receiving a report card and/or progress report. Report cards and progress reports will not be given if tuition is delinquent and the student will not be able to participate in graduation ceremonies unless previous arrangements have been made with the school office.

Student registration for the following academic year will be refused if a family’s tuition is delinquent at the end of the current school year. If there are unpaid bills at the end of the school year, the student will be unable to enroll for the following year or transcripts will not be transferred.

WITHDRAWAL

- Families must notify the school in writing if a student is withdrawn from school.
- Registered students who withdraw will be charged for the month of the withdrawal plus one additional month’s tuition.
- The school will not forward records for students who withdraw with an outstanding balance.

RETURNED CHECKS

A person/family will only be allowed two bounced checks per year to Most Precious Blood Parish (school, church, etc.). After a second check bounces, no more checks will be accepted from that person/family. From that point on the family must pay with cash. Anytime a check bounces a \$20 fee will be charged.

FINANCIAL AID

Anyone applying for financial aid (Large Family, Guardian Angel, or P.B. Fund) must submit a Free/Reduced Lunch Form even if the family does not qualify or want the Free/Reduced Lunch.

SCRIP/BOOK BILL REIMBURSEMENT

Most Precious Blood SCRIP gives back 50% of the profit from your family’s SCRIP sales to you. This revenue can be used towards registration and book bill for Preschool through Eighth grade, or other

school/parish needs. The SCRIP year runs from March 1 to February 28. For further information or to get the full SCRIP policy contact the SCRIP office at 424-5535.

BOOKS AND MATERIALS

Books recommended by the Catholic Schools Office are used in all classes. Materials, including library books, visual aids, filmstrips, VHS/DVDs, records, tapes/CDs, and computer disks are purchased from funds obtained through book bills and from federal funds for which the school qualified.

BOOK CARE: Textbooks that are used by students are on a rental basis. Students must use books and materials carefully and not damage them by marking up the books or misusing them in any way. Textbooks are expected to last at least five years. Students who misuse textbooks may be assessed a fine for damages, or in case of severe damage, be required to purchase a new textbook. Lost books must be replaced with the purchase of a new one by the student/parent.

STUDENT INSURANCE

The Diocese of Fort Wayne-South Bend **REQUIRES** student accident insurance for **EVERY** student in Kindergarten through Eighth Grade. A portion of each student's book bill is for student/athlete insurance coverage. Student coverage for injuries and accidents that happen during the school day at Most Precious Blood School or during school-sponsored activities. Eligible covered expenses will be submitted to the parent's insurance first.

If any injury occurs, seek medical care through your usual providers. Then contact the school office for the insurance form for the schools portion of the claim form. Then the parents mail the completed form along with an explanation of benefits and corresponding itemized bills to the insurance plan. (Administrator's address is shown on the form.) All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 90 days of the date of the injury.

BEFORE & AFTER SCHOOL CARE

Most Precious Blood School operates a before and after school Latchkey program to assist working parents and provide quality and supervised care for students. Hours are 6:30 to 7:45 a.m. and 2:50 to 5:30 p.m. Hours are subject to change. Fees are charged to operate the program. Latchkey is open to all students. All school rules are to be followed by students while attending the Latchkey program. Students may be dismissed for improper behavior and/or nonpayment of fees by the parents. All students who arrive before 7:45 a.m. or stay after school, unless in a supervised program, must go to the Latchkey program through the Mohr Hall entrance.

LATE PICK UP

Any child who is picked up after 3:00PM, and is not registered with Latch Key, will incur a \$15.00 per half hour late fee, with a minimum charge of \$15.00. Students registered with Latch Key will be sent there at 3:00PM and Latch Key fees will be incurred.

Early Dismissal Days: Any child who is not picked up within 10 minutes of the announced dismissal time, and is not registered with Latch Key, will incur a \$15.00 per half hour late fee with a minimum charge of \$15.00. Students registered with Latch Key will be sent there after the 10 minutes, and Latch Key fees will be incurred.

ATTENDANCE (P4040)

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

I. Parents/Legal Guardian Responsibility.

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

A. Graduates or

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

1. the student and the student's parent or guardian and the principal agree to the withdrawal;
2. at the exit interview the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
3. the withdrawal is due to financial hardships requiring the student to be employed to support the student's family or dependent, illness or the order of a court that has jurisdiction over the student, or

C. Reaches the age of eighteen (18) years.
whichever occurs first.

II. Absences from School.

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

A. Absences, which are counted as present:

1. Serving as a page in for or honoree of the Indiana General Assembly;
2. For students in grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year;
5. Placement in a short-term inpatient treatment program, which provides an instructional program;
6. Homebound instruction;
7. Religious observances.

B. Excused Absences

1. Illness of the student (with written statement by parent/guardian or doctor)
2. Funerals

- a. for death in the immediate family.
- b. for persons outside of the immediate family with parental permission.
- 3. Out-of-school suspension
- 4. Medical and legal appointments - Such appointments should be scheduled after school hours when possible.
- 5. School/college visits (2 days)-parents need to check with the individual school's policy for arranging such visits.

C. Unexcused Absences

- 1. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
- 2. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
- 3. Family vacations.
- 4. Absences other than those defined as excused or absences counted as present.

III. Truancy

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

The following may evidence habitual Truancy:

- 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.

IV. Reporting an Absence

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

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

V. Frequent or Prolonged Illness

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

VI. Response to Irregular Attendance

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

- A. Call daily from school (secretary, principal, or attendance clerk) to the parent/guardian to verify and to determine reason.

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

ABSENCES

When a student must be absent from school, parents should call the school before 8:00AM. If the school has not been notified by phone, the school office will contact the parent/guardian at home/work, and a written excuse signed by the parent must be brought after each absence. The excuse should include the name of the child, day and date of absence, and reason for the absence. There must be a doctor's excuse after five consecutive days of absence.

Students will be given two (2) days to make up their work for each day absent, with a maximum of five (5) school days to make up work. Extended illness, accompanied by a doctor's note, may be given longer to make up work as determined by the teacher and administration.

TARDINESS

A student is considered tardy if the student is not in the classroom seat at the final bell at 7:55 a.m. each morning. Students who are tardy report to the office for a Tardy Slip to be presented to the classroom teacher. Parents should also call the school before 8:30 a.m. if a student is going to be late. If a student arrives after 8:00am, a parent must sign the student in using the sign in book in the office.

When a student has been tardy 4 times in a nine weeks, they will be assigned a 1-hour detention. The fifth and sixth tardy will result in a 1-hour detention as well as a note sent home to the student's parent. Upon receiving the 7th tardy, the student will serve the 1-hour detention and a parent conference will be scheduled to try to rectify the situation, as well as, discuss future options should the problem continue.

TRUANCY

Students who are excessively truant shall be reported to the juvenile authorities. Truancy shall be defined as "excessive violations of the school's attendance policy."

VACATIONS/PLANNED ABSENCES

Any absence other than for illness or emergency is considered a planned absence and is not recognized as an excused absence. **If a planned absence is necessary, parents must document in writing the dates the child will be absent and submit copies to the office and home room teacher no less than (5) school days prior to the absence.** Assignments and homework will be given to the student on the day the student returns from the planned absence. Students will be given two (2) days to make up their work for each day missed, with a maximum of five (5) school days to make up work. All completed work is due to the homeroom teacher on the morning of the day the work is due. Students will receive no credit for assignments that are turned in later than 8:00AM in

the morning on their due date, but they can make up quizzes and tests that they may have missed according to the teachers scheduling of those quizzes or tests.

Time for make up of missed quizzes and tests will be determined by the teacher of the subject involved. This may entail time after school and/or completion of that day's assignments for homework. Additional instruction and materials may be presented during class time while the student is absent. The student will be responsible for all missed lectures and materials at the time of tests or other forms of evaluation.

If for any reason teachers and administrators are not notified five (5) school days in advance of the absence, or if the students does not complete and turn in homework and assignments by 8:00AM the morning of the due date, the student will be given a grade of zero (0) for each of the assignments during the time of absence.

DOCTOR'S APPOINTMENTS

Permission for doctor and dental appointments during school hours should be kept to a minimum. If at all possible, appointments should be scheduled for days when school is not in session.

LEAVING SCHOOL PREMISES

Students may not leave the school premises for any reason without permission from the principal or their designee. When a child leaves during the school day, a responsible adult must sign the student out at the office.

WALKERS

Any student walking home or to another destination after school must have a note signed by the student's parents or legal guardians listing in detail where and when the student may walk at the end of the school day. This may be done with a detailed blanket letter at the beginning of the school year.

PARTICIPATION IN SCHOOL SPORTS WHEN ABSENT

If a student is absent from school, or goes home ill, on the day of a game, practice, or other extracurricular activity, that student is ineligible to participate in such activities on that day.

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

RECESS

Students need to be dressed properly for outside weather conditions. Students who are "well enough" to be in school are "well enough" to go outside for recess.

CALENDAR

The school publishes a monthly calendar of events. Other notices are found in the weekly parish bulletin or in periodic letters from the principal's office.

CLOSING OF SCHOOL FOR INCLEMENT WEATHER, EMERGENCIES

1. Most Precious Blood School follows Fort Wayne Community Schools in all "NO SCHOOL" announcements due to weather conditions. Therefore, when Fort Wayne Community Schools close, either at the start of the school day or for an early dismissal, Most Precious Blood will follow the same procedure.
2. Normally, radio and TV stations are contacted by 6:30 a.m. if schools are to be closed or delayed. Parents are encouraged to listen to the public announcements for information regarding school closings. **Parents are asked not to call the school.**
3. If, for some other reason than weather, Most Precious Blood must close or delay the start of classes, there will be an announcement on radio (WOWO) and TV stations.
4. When Fort Wayne Community Schools are DELAYED due to weather conditions, Most Precious Blood will also be delayed. If the delay is two hours or longer, all morning preschool classes will be canceled. All day preschool will follow the delay.
5. If inclement weather forces an early dismissal AFTER students are already in school, Most Precious Blood MAY decide to dismiss students only after hot lunches have been served so as not to waste prepared food. Parents are requested to listen to the radio and TV for the time of an early dismissal rather than call the school.
6. School personnel have been informed of emergency procedures to be followed in the event of fire, bomb threat, tornado or earthquake. Students participate in drills to practice these procedures.

DAILY SCHEDULE

Classes begin each day at 7:55 a.m. and end at 2:50 p.m. Children are TARDY if they are not in their classroom seats at the 7:55 a.m. bell. Doors do not open before 7:45 a.m. Students arriving after 7:30 a.m. but before 7:45 a.m. are to enter the building through the Mohr Hall entrance.

REPORT CARDS

A report card is issued to students quarterly. Parents are encouraged to examine each report card carefully, and when necessary, make arrangements to meet with the teacher(s) for further understanding about the child's progress. Parents need to sign and return report cards promptly.

Grades:	Middle School (6th-8th grade)			
A+	100	C+	84-83	F 69-0
A	99-96	C	82-80	
A-	95-93	C-	79-77	
B+	92-90	D+	76-75	
B	89-87	D	74-72	
B-	86-85	D-	71-70	

Elementary (1st-5th grade)

A	100-96	C	82-78
A-	96-93	C-	77-76
B+	92-90	D+	75-74
B	89-88	D	73-72
B-	87-86	D-	71-70
C+	85-83	F	69-0

Progress reports are given at 4 1/2 weeks while report cards are given at 9 weeks. Parents are to sign and return progress reports and report cards.

Reporting Curriculum and Grading Modification

No modification will be indicated on the report card. However, a letter may be sent in advance of, or included in the report card to remind the parent/guardian of the agreed modification. An appropriate notation shall be indicated on the permanent record.

HOMEWORK

Students ordinarily have homework. There are several reasons for this homework:

1. To provide extra practice on learned skills;
2. To provide further learning in area covered in class;
3. To provide an opportunity for students to learn good work habits;
4. To provide opportunity for growth in responsibility; and
5. To provide parents with an opportunity to know what the child is studying and how well he/she is doing.

Daily homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning.

The following are suggested time allotments for homework:

- Grades 1,2: 15-20 minutes oral or written
- Grades 3, 4, and 5: approximately 30 minutes
- Grades 6, 7, and 8: approximately one hour each day

If a student does not complete the homework assignments, a note from parents should be sent to the teacher explaining the reason for the incomplete work.

It is helpful if parents provide a definite time and place for homework. Parental interest (and reading with the child in the lower grades) goes a long way in encouraging children to achieve.

HONOR ROLL

An honor roll will be published for each 9-week period. It will have the following categories: Christian Attitude, Most Improved, Perfect Attendance, High Honors, and Honors.

High Honors: A student receiving all A's on their report card during a 9 week period.

Honor: A student receiving all A's and B's on their report card during a 9 week period.

Perfect Attendance: A student must be present and not tardy each school day during a 9 week period.

Christian Attitude: A student that shows service to school, parish or community with a "Christ" like attitude.

Most Improved: A student that is most improved in any or all subject areas.

SCHOOL ASSEMBLIES

A school assembly is held at the end of each quarter. Parents are invited to this assembly and various classes or students perform in some way for the student body. Dates of the assemblies are included on the yearly calendar and are announced by the principal.

LIBRARY

Students may check out books at the school library for a period of two weeks. Students are also strongly encouraged to use the public library. Students will be charged for overdue, lost, or damaged books. Most Precious Blood School reserves the right to choose the books for the library and classrooms.

TECHNOLOGY

Each student, parent, staff member must sign the technology form before accessing the Internet. All staff members will closely monitor Internet activities.

INTERNET (P4620)

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours. Written parent permission is needed for student use of the Internet.

TELEPHONE

Permission to use the telephone during the school day must be obtained from the homeroom teacher and school secretary. Students must submit a telephone pass from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in each classroom is for use of the teacher only. Forgotten homework, athletic equipment, lunches, etc. do not constitute emergencies. Arrangements for after school visits with friends should be made at home.

Pagers, cellular phones, and other electronic devices which would serve the same purpose as pagers and cellular phones are to remain turned off in a book bag/locker, and are not permitted to be used during school hours.

TESTING PROGRAM

Most Precious Blood School will participate in testing programs mandated by the State of Indiana and the Diocese of Fort Wayne-South Bend. Psychological and academic testing is available through Fort Wayne Community Schools. Speech therapy and Title 1 services are available through Fort Wayne Community Schools.

STUDENT RECORDS

CUSTODIAL PARENT

In cases of divorce or separation, copies of the custodial papers need to be on file in the office. Non-custodial parents have the right to see a child's report card, progress report, or records unless there is a court order to the contrary.

RECORDS

A student's records are private and may be viewed by authorized personnel with a legitimate reason. A parent may view records with advance notice. Before a child's records will be released to anyone outside the school, the parents must sign a release form. This does not include transfer of records from one school to another. If tuition or other debts exist, only legal records will be transferred.

A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.

CONTACTING THE SCHOOL OFFICE OR FACULTY

PHONE CALLS TO SCHOOL: Parents are asked to call the school only when necessary. Phone messages will be relayed to the students if these are of an emergency nature. Students are normally not excused from class to answer the phone.

CONCERNS OR COMPLAINTS: Parents are asked to contact the principal or teacher directly with regard to school affairs or concerns about a student. The secretary should not be placed in a position of discussing student/teacher/school concerns with parents.

PHONE CALLS TO TEACHERS: Parents are encouraged to communicate with teachers regarding student progress. Teachers may be reached between 2:50 and 3:15 p.m. At other times, teachers will return calls at a more convenient time.

PARENT/LEGAL GUARDIAN CONCERNS PROCEDURE (P2310)

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

Step 5: Contact the Catholic Schools Office.

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

PARENT-TEACHER CONFERENCES

Scheduled parent-teacher conferences are held in the fall of each year so that parents and teachers may gain a mutual understanding of the child early in the school year.

Other parent-teacher conferences may be arranged at any time during the year when either the parent or teacher requests a conference. If the problem is not resolved, a conference with parent/teacher/principal can be requested. If these steps do not resolve the problem, a meeting with parent/teacher/principal and pastor can be set. Parents are asked to call the school for an appointment before coming to see the teacher.

COUNSELOR

Most Precious Blood School's Pastor acts as a school counselor in needed situations. Parents must give written notice if they do not want the child to use the counseling services. Otherwise, students may be seen once per school year by the Pastor in a counseling situation without written consent.

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 which the faculty and staff treat the students. The school is a partnership with administrators, faculty, staff and parents all working together to make the Catholic learning experience for the student the best it can be. When and if this partnership breaks down, and issues cannot be resolved through the above process because of student discipline issues, communication problems, or parental harassment, as a last resort, students and/or parents may be asked to withdraw from the school.

SCHOOL NURSE SERVICES

Nursing services are provided to our children by licensed parent volunteers on an as needed basis. Nurses are responsible for ensuring that students are properly immunized and have a health record on file. Nurses conduct the following screenings according to State Law:

- | | |
|---------|-----------------------|
| Hearing | Grades K, 1, 4, and 7 |
| Vision | Grades K, 1, 3, 5, 8 |

Requests for screening may be made for children in other grades by teachers and/or parents. Referrals on screening failures and health information requests will be sent to parents. To comply with the request, parents are to send the needed information or forms to the school office.

School nurses are on-call and nurses provide health presentations as time permits. The school nurses may be contacted through the office.

Parents must inform the school when their child has any communicable disease. **If a child is ill and has a fever, it is recommended that the child remain home for 24 hours after the fever subsides.**

PLAYGROUND SUPERVISORS

A paid adult supervises the lunch recess every day. Students are required to respect and obey the playground supervisors at all times. Parents are encouraged to volunteer their services for noon hour supervision whenever possible.

If a student is injured on the playground, the adult supervisor notifies the school office. First aid, contact with parents, and/or the principal or secretary will make a call to a doctor.

STUDENT ILLNESS AND INJURY

Family will be contacted any time a student receives an injury to the head, neck or face. The family has the responsibility to make the final decision on whether the child will remain in school or will be picked up for treatment.

Emergency personnel and parent(s)/guardian(s) may be immediately contacted in the event of severe injury.

Minor injury or illness occurring during school hours will be judged on a case-by-case basis. Only the most basic first aid (i.e. Bandages, ice packs) is available at Most Precious Blood School. All students who have fever, vomiting or diarrhea will not be allowed to remain at school.

HEALTH SERVICES AND HEALTH REQUIREMENTS

1. State law requires proof of immunization and vaccination against communicable diseases at the time of enrollment. State Law prohibits children from being enrolled without proof of proper immunization.
2. Children enrolling in preschool or kindergarten are given a health form from the Fort Wayne-Allen County Board of Health, which is to be filled out by the family physician and filed in the school office. Booster shots are required for the sixth grade.
3. Parents of new students must present health records to the school.
4. When additional health reports or physical care is requested by the school nurse parental cooperation is necessary

5. Medical, dental, and eye appointments suggested by the doctors from the Division of Health should be taken seriously. The school should be notified when such examinations have been completed.
6. Children SHOULD NOT be sent to school when they are sick. The school is not the place for determining whether or not a child is sick. Fever, vomiting, diarrhea, rashes, etc., are symptoms a parent should check before sending a child to school.
7. A child who becomes sick in school is not permitted to leave the premises without reporting to the school office. The principal or other school personnel will notify parents and receive instructions as to how they wish the child to return home. Parents should make arrangements ASAP for the child to go home.
8. Parents and children are responsible for personal HYGIENE. Children are to be properly washed, groomed and clothed before leaving for school. Childhood habits persist through life. Parents are asked to help children prepare for a happy life with pleasant social relations by teaching proper hygienic habits early in the child's life.
9. An EMERGENCY INFORMATION form should be completed by each family and will be filed in the school office each year.
10. ADMINISTRATION OF MEDICATION (P4430)
 - A. **Prescription Medication**
 1. Written instructions such as medication authorization form is signed and completed by the physician of the student who is to receive the medication.
 2. Medications prescribed for a student are kept in the original container with the pharmacy label and student's name affixed.
 3. All medications are kept in locked areas (other than classrooms) and in tamper proof containers.
 4. When a medication is to be administered at school, the students' parents shall be requested to advise the principal (or school nurse) of the purpose of the medication, side effects, dosage, administration rout and time. This information is discussed with the student and other staff assigned to administer the medication.
 5. All permission for long-term medication shall be renewed at least annually. Changes in medication shall be documented by written authorization from a licensed prescriber.
 6. In specific cases, the school (at the discretion of the principal and /or school nurse) may require the parent(s) guardian(s) come to school to administer medication for his/her child. The school may also work with the licensed prescriber and parent(s)/guardian(s) to adjust administration time to avoid the need for medications during school hours.
 7. For all medications administered, the school shall keep on file the written order of a practitioner for all prescribed drugs.
 - B. **Over the Counter (OTC) Medications**
 1. The school will not provide OTC medications.
 2. OTC (non-prescription) medication may be given at school with the parent's written permission. The principal and/or school nurse must be aware of the purpose for which a student is to receive the medication.

3. OTC medication shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the original package. It will be stored and secured in the school office.
 4. The parent/guardian must provide the school with a WRITTEN note giving authority to the school to administer the OTC medication. **(PERMISSION CANNOT BE GIVEN OVER THE PHONE).**
 5. For all medications administered, the school shall keep on file the written permission of the student's parent(s)/guardian(s) of the OTC along with the written permission form.
 6. No student may give another student prescribed or OTC medications.
- C. **Discarding Medications**
 The parent/guardian is responsible at the end of the treatment regime for removing from the school any unused medication, which was prescribed for his/her child. If the parent does not pick up the medication by the end of the school year, the principal or school nurse will dispose of the medication in an appropriate manner and document that the medication was discarded. Medication should be discarded in the presence of a witness.

DRESS CODE

Students are required to observe the following dress code regulations:

BOTH GIRLS AND BOYS: **GYM CLASSES**

All students in grades 3-8 are required to wear an approved Most Precious Blood gym uniform consisting of a gray t-shirt and red mesh shorts. T-shirt and shorts must have student's last name printed in the provided box. T-shirts and shorts must be purchased at through Most Precious Blood Spiritwear.

All students in grades Kindergarten-8 must wear athletic style gym shoes and socks. Gym shoes should have non-marking soles and a closed heel and toe. No jewelry is worn during gym classes.

Students may also wear a solid-colored sweatpant during the winter months.

PB SPIRIT DAY ATTIRE

Most Precious Blood red spirit shirts with the PB logo may be worn with jeans. Other shirts may be worn if they are PB spirit approved. These shirts include, but are not limited to PB musical shirts, PB FunFest shirts, and PB Football shirts. Hooded sweatshirts may not be worn. The jeans may not have holes. Jean shorts may be worn on Spirit Days during August, September, May and June ONLY.

DRESS-UP DAY

Students may wear clothes other than uniform as long as they are modest and respectable. No jeans, sweats, wind suits, warm-ups or T-shirts with team logos, or brand or any other type of advertisement may be worn. Pants shall be of a length that no pant shall touch the floor. No side

slits in pants are allowed. During August, September, May and June dress shorts may be worn. Dress up days are held on designated days stated on the school calendar.

SPECIAL OUTFIT DAY

Students may wear jeans. Inappropriate messages printed on T-shirts are unacceptable.

HAIR

No dying or changing natural hair color.

TATTOOS

No visible temporary or permanent tattoos are allowed.

BODY PIERCING

No visible body piercing jewelry of any kind is allowed except girls may wear earrings for one (1) set of pierced ears in the ear lobe only.

GIRLS:

PANTS

Pants may be navy blue or black in color. Pants must have a School Uniform label and be plain dress slacks with no patch pockets - "Dockers" style (No Cargo or Flare pants). Dress corduroy pants may be worn. Pants must fit and be worn at the waist. Pants with belt loops are worn with belts.

Rolled-up pants, elastic at the cuffs, knickers, culottes, capri, or pant skirts are not permitted. Pants may not have zippers, pockets, side slits, decorations, or metal studs on the pant legs, and may not be oversized, baggy, or touch the ground. The latest in fashion is not necessarily the school dress code.

SKIRTS

Skirts may be navy blue or black in color. Jumpers may be worn in K-3. Skirts and jumpers must have a School Uniform label. The length of the skirt shall be such that it is no shorter than 4 inches above the back crease of the knee.

SHORTS

Students may wear plain navy blue or black dress shorts with no patch pockets (No "Cargo Shorts") during the months of August, September, May and June ONLY. Shorts must have a School Uniform Label. If shorts have belt loops, a belt must be worn. Girls may wear navy skorts during August, September, May and June. The length of shorts/skorts shall be such that it is no shorter than 4 inches above the back crease of the knee.

SHIRTS

Shirts may be solid white blouses, long or short sleeve, shirt style, with an oxford-pointed or Peter Pan collar. Solid white, yellow, or light blue knit shirts with collar and button tab front may be worn, but must have a School Uniform label. Long sleeve white turtleneck shirts may also be worn.

NO logo printed or sewn on the shirt. All shirts and blouses must be tucked in at all times.

SWEATERS

Navy or white pullover (V-neck or crew neck), cardigan or sweater vests may be worn. Sweaters should be solid colors (no patterns) and worn over the regulation blouse or white turtleneck shirt. No sweaters with hoods are allowed.

SWEATSHIRTS

Official Most Precious Blood School sweatshirts may be worn with a collared uniform shirt underneath it. Hooded sweatshirts ARE NOT school uniform.

SHOES

Dress shoes may be worn. If a student chooses to wear tennis shoes, they must be in good condition, clean, and tied completely. Sandals with heel straps may be worn with socks. Safety is the main concern.

SOCKS

SOCKS MUST BE WORN. White or navy blue knee high, bobby socks or tights may be worn. All socks are to be of solid color and visible above the shoes.

MAKE UP, JEWELRY

No make up is allowed. Girls may wear small pins, medals, rings, simple necklaces or tiny earrings for pierced ears. Large, long, dangling earrings, bracelets or necklaces are not permitted.

GROOMING

Girls are expected to come to school clean. Excessive hairstyles are to be avoided. The school reserves the right to determine what is excessive. Hair spray and perfume are to be used at home and not brought to school.

BOYS:

PANTS

Pants may be navy blue or black in color. Pants must have a School Uniform label and must be plain dress slacks with no patch pockets - "Dockers" style (No Cargo or Flare pants). Dress corduroy pants may be worn. Pants must fit and be worn at the waist. Pants with belt loops are worn with belts.

Rolled-up pants and elastic at the cuffs are not permitted. Pants may not have zippers, pockets, side slits, or metal studs on the pant legs, and may not be oversized, baggy, or touch the ground. The latest in fashion is not necessarily the school dress code.

SHORTS

Students may wear plain navy blue or black dress shorts with no patch pockets (No "Cargo Shorts") during the months of August, September, May and June ONLY. Shorts must have a School Uniform Label. If shorts have belt loops, a belt must be worn. The length of shorts shall be such that it is no shorter than 4 inches above the back crease of the knee.

SHIRTS

Shirts may be solid white dress shirts, long or short sleeve. Solid white, yellow, or light blue knit shirts with collar and button tab front may be worn, but must have a School Uniform label. Long sleeve white turtleneck shirts may also be worn.

NO logo printed or sewn on the shirt. All shirts must be tucked in at all times.

SWEATERS

Navy or white pullovers (v-neck or crew neck), cardigan or sweater vests may be worn. Sweaters should be solid colors (no patterns) and are worn over the regulation shirt. Sweaters with hoods are not allowed.

SWEATSHIRTS

Official Most Precious Blood School sweatshirts may be worn with a collared uniform shirt underneath them. Hooded sweatshirts ARE NOT school uniform

SHOES

Dress shoes may be worn. If a student chooses to wear tennis shoes, they must be in good condition, clean, laced and tied completely. Sandals with heel straps may be worn with socks. Safety is the main concern.

SOCKS

SOCKS MUST BE WORN. Socks may be white or navy blue in color. All socks are to be of solid color and visible above the shoes.

JEWELRY

Boys may wear no earrings or other distracting jewelry. Simple chains are permitted.

GROOMING

Boys are expected to come to school clean. Hair length may not go beyond the shirt collar. Excessive hairstyles (determined by the principal or school representative) may not be worn. Hair spray and cologne are to be used at home and not brought to school. Boys are to have clean-shaven faces, and sideburns may extend to the lowest part of the ear.

FEDERAL HOT LUNCH PROGRAM

Children may participate in the federal hot lunch program at Most Precious Blood. Food is prepared at the school each day. Students who qualify are eligible for free or reduced meals. Applications are available in the school office at any time during the school year.

Lunch money should be sent to school in an envelope marked with the child's **NAME, ROOM NUMBER, AMOUNT** and the words "HOT LUNCH". Lunches are paid for by the week on Monday, but daily payment is accepted before 9:30am. All lunches must be purchased, no credit/charge will be allowed.

MILK

Students in grades Pre-K through 5 may order milk for morning snack. However, this fee is paid at the beginning of the school year for the entire year. All milk must be purchased, no charge/credit is allowed.

COLD LUNCH

Students who carry a sack/cold lunch may purchase milk at lunchtime by ordering and paying using the weekly order sheet. **At no time should fast food or pop/soda drinks be included in or substituted for a cold lunch for a student.**

FIELD TRIPS

The teachers take classes on educational field trips each year as arranged. No child is allowed to participate in such trips without the WRITTEN permission of parents. Specific details are sent home prior to each event. The official permission forms must be completed and returned at least one day prior to the field trip. For some field trips students will be asked to pay a fee and to provide their own lunch. All school policies will be followed on field trips. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

On many occasions teachers will ask for parent drivers. Parent drivers are responsible for assisting in maintaining the safety of our students while on the field trip. **At no time may additional siblings come on a field trip.**

FUND-RAISING

Major fundraising projects are conducted by school children during the school year. ALL school families are requested to participate in this fund-raising effort, because the profits provide supplementary materials, equipment, and programs for the school.

HOME AND SCHOOL ASSOCIATION

The Home and School Association exists to promote good communication between administration, teachers, and parents, and to assist the school through fund-raising activities each year. ALL PARENTS/GUARDIANS are automatically members of the Home and School Association. Meetings are usually held three times per year in September, January and April. Parents are urged to attend all meetings of the Association and to participate in the various activities sponsored for the good of the school.

The Home and School Association assists the school by sponsoring a variety of fund-raising projects throughout the school year. Profits provide classroom materials, special days for staff and/or students such as during Catholic Schools Week, and advertising/marketing for the school.

SCHOOL BOARD

The school board, elected by members of Most Precious Blood Parish, recommends policy to the pastor and assists the principal in its implementation for Most Precious Blood School. If parents are wishing to address the school board, parents should contact a school board officer in writing to be placed on the agenda for the next meeting.

DISCIPLINE WITH PURPOSE

Most Precious Blood School promotes a POSITIVE APPROACH to discipline with the intent to teach self-discipline skills appropriate to the student's developmental stages. Discipline is defined in this approach as a system of rules and regulations that govern the conduct of the student and teacher so that learning can take place.

Discipline With Purpose all school rules are:

1. Respect yourself and others as a child of God.
2. Contribute to the learning environment.
3. Follow classroom procedures.
4. Practice self-discipline skills.

The fifteen SELF-DISCIPLINE SKILLS taught are:

BASIC SKILLS (Grades K-3)

1. Can LISTEN
2. Can FOLLOW INSTRUCTIONS
3. Can ASK QUESTIONS when does not understand
4. Can SHARE
5. Can DEMONSTRATE BASIC SOCIAL SKILLS

CONSTRUCTIVE SKILLS (Grades 3-7)

6. Can UNDERSTAND AND EXPLAIN REASONS FOR RULES
7. Can SELECT/DEVELOP PROCEDURES FOR ACCOMPLISHING A TASK
8. Can WORK COOPERATIVELY with others
9. Can learn essentials of GOOD COMMUNICATION
10. Can DEMONSTRATE LEADERSHIP SKILLS

GENERATIVE SKILLS (Grades 7-Onward)

11. Can SET OWN SCHEDULE/TIME LIMITS
12. Can WORK TOGETHER TO RESOLVE PROBLEMS
13. Can DISTINGUISH FACT FROM FEELING
14. Can TAKE INITIATIVE TO RESOLVE PROBLEMS OF MUTUAL CONCERN
15. Can SACRIFICE FROM A MOTIVE OF LOVE

The students, teachers, parents and principal share the responsibility for the development and practice of these self-discipline skills.

REFERRALS FOR POSITIVE RECOGNITION

Most students comply with school regulations. Teachers may recognize this fact by giving a POSITIVE referral to parents and/or by recognizing students for positive behaviors at the monthly assemblies

POSITIVE RECOGNITION REPORTS:

Teachers may give positive recognition to a student who consistently demonstrates self-discipline skills such as the following:

- A. Exemplifies Gospel values
- B. Practices good listening skills
- C. Follows directions
- D. Is courteous and considerate of others
- E. Demonstrates basic social skills
- F. Shows respect for school property and materials
- G. Consistently completes assignments on time
- H. Raises his/her hand to volunteer in class
- I. Works well with others
- J. Demonstrates good communication skills
- K. Follows school rules and regulations consistently
- L. Demonstrates leadership qualities

REFERRALS FOR MAJOR OR MINOR VIOLATION OF SCHOOL RULES

REFERRALS FOR MAJOR OR MINOR VIOLATIONS OF SCHOOL RULES:

A REFERRAL FORM for major or minor violations is signed by the student, the teacher, and the parents, with a request that parents cooperate with the school in promoting appropriate behavior.

- A. **MAJOR VIOLATIONS OF SCHOOL RULES:**
Referral forms will be given to students for the following MAJOR violations:
 - 1. Deliberate disobedience or defiance to any person in authority (teachers, aides, secretaries, custodians, parents, etc.)
 - 2. Serious disruptive behavior, such as excessive talking in class, ridiculing another person, habitual misbehavior in school, church, or the playground.
 - 3. Fighting, intimidating, harassing and threatening other students and staff.
 - 4. Bringing unauthorized dangerous items to school, such as knives, weapons, firecrackers, matches, lighters, cigarettes, controlled substances, etc.

5. Being truant or leaving the school premises without permission.
6. Having three or more missing or incomplete assignments.
7. Vandalism to school, parish or property.
8. Skipping classes.
9. Cheating.
10. Using cell phones at school.

B. MINOR VIOLATIONS:

Students will receive referrals for MINOR VIOLATIONS of school rules, such as:

1. Excessive unexcused absence or tardiness (see attendance)
2. Violation of school dress code
3. Misbehavior in class, lunchroom, halls, restrooms, playground, Church, etc.
4. Eating candy or chewing gum, etc. on school property (fined also)
5. Coming to class without proper materials.
6. Using foul or obscene language.
7. Having three or more missing or incomplete assignments.

Upon receiving FIVE MINOR referrals, a MAJOR referral will be given to the student by the principal and a detention will be served. When a student has received TWO MAJOR referrals, parents will be asked to meet with the appropriate staff to discuss the student's behavior and possible corrective action and another detention will be served. If a student receives a THIRD MAJOR referral, he/she may come to school on Saturday mornings from 9 a.m. until noon, or be suspended from attending classes for THREE school days. This may be in-school suspension or at home. Counseling will be recommended at this time. Upon receiving a FOURTH MAJOR referral, parents will be asked to meet with the principal and pastor to discuss the future of the student's attendance at Most Precious Blood School. The administration reserves the right to discipline students for off campus conduct.

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 (see referrals).
2. The student will be given an opportunity to respond in the presence of the student's parents, and either the principal or an impartial tribunal that was 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 case of 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. (Policy 4530)

DETENTION ASSIGNMENT

Detention following its issuance will be served on a specific day. Parents will be notified of their child's assignment to detention on the same day that the detention is issued.

Detention will be served in the classroom or office with adult supervision. Time will be used for drill work on various subjects or service projects. Detention will last from 2:50 p.m. till 3:50 p.m.

CHEATING/PLAGIARISM

Cheating is any action of intentional academic dishonesty through which a student attempts to gain an unfair advantage through dishonest means. Cheating shall involve forgery, unauthorized copying or sharing of information, plagiarism and all other forms of academic dishonesty.

First Offense: Student receives a zero on the graded assignment, quiz, test, project, paper, etc. on which the cheating occurred. The parent/guardian will be called by the student in the teacher's presence. A detention and Major Referral will be assigned.

Second Offense: Student receives a zero on that particular graded assignment plus a one day in-school suspension will be served. Parents/guardians will be notified and a conference will be held. A Major Referral will be assigned.

Third Offense: Student will receive a suspension or expulsion as determined by the administration in accordance with Diocesan Policy 4520 as found in this handbook.

CELL PHONES

Pagers, cellular phones, and other electronic devices which would serve the same purpose as pagers and cellular phones are to remain turned off in a book bag/locker, and are not permitted to be used during school hours.

First Offense: Student will receive a Major Referral, and a detention will be assigned. Parent will be notified by the student's teacher.

Second Offense: Student will receive a one day in-school suspension and a Major Referral will be assigned. Parents/guardians will be notified and a conference will be held.

Third Offense: Student will receive a suspension or expulsion as determined by the administration in accordance with Diocesan Policy 4520 as found in this handbook.

BLOGGING OR SOCIAL NETWORKING

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

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

A list of prohibited internet behaviors includes, but is not limited to: threats, conspiring to commit violence, intimidation, humiliation, bullying, harassment, impersonation, mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information. Postings to such sites need not be recent to be considered inappropriate or warrant action on the part of the school.

SCHOOL AS A PARTNERSHIP

School is a partnership with administrators, teachers and parents. When partnership breaks down, parents may be asked to remove their child. Since parents cannot work with school personnel, students can be asked to withdraw.

SPECIFIC STUDENT BEHAVIOR GUIDELINES: CODE OF CONDUCT

1. Students passing between classes do so quietly, so other classes are not disturbed.
2. Students WALK in the halls and on the stairs.
3. Students leave the classroom only with permission of the teacher.
4. When sent on an errand, students gently knock on the door and wait to be answered or instructed to enter a classroom. All messages are delivered to the teacher, even when the message is directed to one of the students.
5. Students do not chew gum or eat candy in the school or on school property. This policy applies to the GYM at all times by students and coaches. Parents are asked NOT to send gum or candy to school. Students are fined \$.50 cents for eating candy at school and \$1.00 for chewing gum.
6. Students are dismissed at 2:50 p.m. Students are not to be on school/parish premises unless taking part in a supervised extracurricular activity, assisting a teacher or other staff member. Students who are on the premises for other reasons will be sent to the afternoon Latchkey program.
7. Personal radios, MP3 players, iPods, CD players, televisions, other electronic toys and gadgets, squirt guns, and other games are not permitted in school.
8. Snowballs will not be thrown on school grounds or on the way to or from school. Students will be fined \$1.00 for throwing snowballs. In addition, students may face further disciplinary action.
9. Students may use the telephone for emergencies only. *Please see telephone policy.*
10. Student behavior during LUNCH should follow good etiquette and manners. Students are expected to talk in a normal conversational tone, eat only their own food, clean their eating area, walk from place to place, and be respectful to teachers, other adult supervisors and other students.
11. Students must remain on the PLAYGROUND in their specified play areas during recess and noon hour. Only approved playground equipment may be brought to the playground. To ensure the safety of all students, CONTACT GAMES, (such as tackle football, war ball) are not allowed. Throwing snowballs, playing "king of the hill" on snow hills, and other "roughhousing" activities are not permitted.
12. Any student found POSSESSING, USING, SELLING OR UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR DRUGS (illegal or medicinal without permission) on school grounds or at any school function would be suspended from school immediately. The student will remain at school until parents or guardians arrive to escort the student home. A hearing will be held within three school days with the principal, assistant principal, or teacher representative, and pastor to determine further action. Appropriate law enforcement officials will be notified.
13. SMOKING by students in the school building or on school/church property is prohibited at all times. Parents will be informed of all offenses.
14. No public display of affection will be allowed by the students.

SUSPENSION OR EXPULSION OF STUDENTS (P4520)

- I. The ground 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 a 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 a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other student(s) to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Violation of the diocese's Gun-Free School Policy.
 - G. Possessing, using, transmitting or being under the influence of any controlled substance, including lawfully prescribed medications taken in a non-prescribed manner, or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of its use.
 - H. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or educational function.
 - I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
 - J. Engaging in any activity forbidden by the laws of Indiana that interferes with school purposes or education function.
 - K. Violating or repeatedly violating any rules that are, in the opinion of school officials, necessary to carrying out school purposes and/or educational function.
 - L. Using on school grounds during school hours and electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
 - M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

DISCIPLINARY REVIEW FOR STUDENTS (P4530)

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

1. An explanation of what the student is accused of doing that is wrong; and

2. An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the principal or an impartial tribunal established by the school's administration for the purpose of making a recommendation on the matter to the principal.

SUSPENSION PROCEDURE

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.

A THREE-DAY SUSPENSION will result in the following:

1. Suspension will be noted on the student's attendance form
2. Ineligible for any extra-curricular attendance or participation during the suspension period.

An AUTOMATIC THREE-DAY SUSPENSION will be given for the following:

1. Smoking cigarettes or marijuana, drinking or possessing alcoholic beverages, using or possessing drugs (illegal or medicinal without permission) on parish property or at school-related activities.
2. Malicious and serious vandalism to parish/school property.
3. Any action that might endanger the safety or life of self or others
4. Stealing
5. Sexual harassment of another student, faculty or staff member or school volunteer, after an appropriate investigation has occurred. Sexual harassment is defined as: ANY unwelcome word(s) or action which in any way makes a distinction because of one's sex, or implicitly invites or suggest sexual activity. Determinations of whether a circumstance constitutes sexual harassment are that it is UNWELCOME and the circumstance highlights gender. Actions and words that may be considered sexual harassment include, but are not limited to:
 - A. Jokes, which have sexual connotations, either explicitly or implied;
 - B. Remarks, which demean a person based on gender;
 - C. Any touching of another person's private areas;
 - D. Any verbal contact prompted by gender; and
 - E. Any unwanted touching prompted by gender.

Sexual harassment will be determined by Diocesan policy and guidelines and does not depend on whether the action or words was intended to be sexually harassing. Upon determination that sexual harassment has taken place, the punishment for a first offense is an automatic three-day suspension. The punishment for a second offense will be expulsion.

The following process will be used to help the student regain control and to provide a clear and consistent outline for all students, parents, teachers and the school administration.

1. The student will be sent to the office;
2. The student will meet with the principal of his/her designee;
 - A. The student and principal will complete the **suspension** form;
 - B. The student and principal will inform the parent of the incident;
 - C. A search of the student's person, desk, or possessions can take place by the principal and a witness.

3. A conference with the parent(s), teacher(s), student and principal may be scheduled and take place as soon as possible, preferably within 24 hours.
 - A. A contract will be drawn listing the actions that will be taken by each participant;
 - B. The contract will be signed by each participant.
 - C. A recommendation may be made for the student and/or the family to visit with a counselor or other specialist.
4. The student will begin serving the suspension after the conference has taken place.
5. While under suspension the student will:
 - A. Complete all work as assigned by the teacher(s) and/or principal;
 - B. Provide general maintenance assistance of the school and grounds at the direction of the school administration.
6. The contract will be reviewed by the student, parent(s), teacher(s), and the principal within two weeks following the completion of the suspension.

These steps may be repeated if the student is able to demonstrate that they have learned from their mistakes and show the willingness to contribute to a positive learning environment.

EXPULSION PROCEDURE

When little or no progress is evident and school personnel have exhausted all available means to affect change, the following expulsion procedure will be initiated.

1. The principal will recommend expulsion. The decision to expel a student rests with the pastor or principal;
2. The student's parent(s) will be notified in writing as to the reason(s) for the expulsion and their rights to request a hearing. The student's parent(s) must request a hearing within a week of receiving the notice of expulsion. If a hearing is requested, the hearing will be held within one week, with the pastor serving as the hearing officer;
3. The expulsion decision may be reconsidered by the pastor and principal after the hearing.
4. If the expulsion decision is reversed, the student will remain in the school. If the decision is upheld, the parent(s) will be responsible for paying all outstanding tuition and/or fees. If desired by the parent(s), Most Precious Blood will assist in the placement of the student in another school.

FAILURE OR REFUSAL OF PARENTS/GUARDIANS/CUSTODIANS TO PARTICIPATE IN A DISCIPLINARY PROCEEDING (P4420)

The failure or refusal of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their student's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred to the Child Protective Services.

STUDENT ACCUSED OF NON-SCHOOL RELATED CRIMINAL ACT (P4550)

When a student is accused of a non-school related criminal act, the school shall follow diocesan policy.

See P4520 – Grounds for Suspension of Expulsion of Students

RELIGIOUS ISSUES (P4410)

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

GOD'S GIFT OF HUMAN SEXUALITY

The Catholic Schools uphold and support God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift that open them to the gift of a child. Therefore all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education. On the high school level, students will attend a one-semester course focusing on reverence for life in their freshman or sophomore years.

SPIRITUAL LIFE OF THE STUDENTS

The growth in student's relationship with God is fostered at Most Precious Blood through opportunities for daily classroom prayer, weekly Eucharistic liturgies, liturgies for special occasions, opportunities for celebrating the Sacrament of Reconciliation, preparation for the reception of the Eucharist and Confirmation, and daily religion classes.

Students are urged to further their own spiritual growth by daily personal prayer, frequent reception of the Sacraments of Reconciliation and Holy Eucharist, devotion to the Blessed Virgin Mary and the Saints, daily acts of love for God and neighbors, appropriate celebration of the liturgical seasons of the year, and a deepening of their faith through commitment to the Church and its teachings of justice, peace, and love.

STUDENTS OF OTHER FAITHS

All non-Catholic students will be required to attend all church services and participate in religion class.

ENVIRONMENTAL POLICIES

GUN-FREE SCHOOLS (P4560)

Students are prohibited from bringing a firearm, **destructive device** or **deadly** weapon to school or school functions. Further, students are prohibited from possessing a firearm, **destructive device, or deadly weapon** en route to or from school to school activities, or on school property, or at school activities. A violation of this policy carries an automatic expulsion from school. This penalty supersedes any penalty, which may be attributed by a local school discipline policy.

HARASSMENT (P4580)

Harassment shall not be tolerated in the Catholic schools.

CHILD ABUSE REPORTING (Diocesan Policy)

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

LOCKERS-DESKS, CARS, ETC. (P4590)

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

I. Persons and Personal Belongings

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

II. Student Lockers

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

The school retains the right to inspect the locker and its 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.

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

SUBSTANCE ABUSE (P4570)

The school shall assist students experiencing substance abuse problems in accordance with Diocesan policy.

TOBACCO SMOKE (P5000 series)

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

STUDENT AND SCHOOL-RELATED PUBLICATIONS

Student and school-related publications are encouraged to keep the public informed of current school activities. Such publications should reflect church teachings, journalistic excellence, and good taste. The principal, as representative of the Bishop/Pastor, who is the publisher, has the responsibility for final approval of any student and school-related publications.

STUDENT COUNCIL CONSTITUTION AND BYLAWS

ARTICLE 1 (Name)

The name of this organization shall be the MOST PRECIOUS BLOOD SCHOOL STUDENT COUNCIL.

ARTICLE TWO (Purpose)

The purpose of the Council shall be to:

1. Strive for good citizenship
2. Respect all individuals in the school and community
3. Involve all students in sharing ideas to make our school the best it can be
4. Help all students work together in our school
5. Give all students practice in democracy in action
6. Help other citizens and groups in our community
7. Improve the school, school programs and student life, and coordinate student activities with staff and administration while improving school spirit, citizenship and leadership.

ARTICLE THREE (Membership)

Section 1: The Student body of the Student Council shall include all grade school students, faculty, and staff (this includes the principal and secretary).

Section 2: One student from 4th through 8th grade shall be a representative for student council. Voting for this position shall be at the discretion of the homeroom teacher.

Section 3: The officers shall be: President, Vice President, Secretary, Treasurer, Secretary of Athletics and School Spirit for Boys, Secretary of Athletics and School Spirit for Girls, and Secretary of Assemblies and Religious Affairs.

Section 4: The adviser(s) and the principal of Most Precious Blood School shall be the final authority over all actions of the Student Council.

Section 5: The executive committee shall be the officers and Adviser(s).

ARTICLE FOUR (Officers and Representatives)

Section 1: (Qualifications) A student who wishes to be a candidate for the Student Council shall:

1. Fill out an application and return by the due date
2. Conduct themselves in a manner that promotes positive leadership as well as be a positive leader
3. Be a hard-working and diligent student
4. Be interested in being a Council representative
5. Maintain a 77% average
6. Participate in all Student Council activities and officers must prepare and give a speech to the 4th through 8th grade student body.

Section 2: (Nominations for Representatives) Elections for homeroom representatives, in Grades 4-8 shall be at the homeroom teacher's discretion.

Section 3: Those running for Offices must complete an application and prepare a speech. The speech will be given the day of elections.

Section 4: (Powers and Duties) Each Representative and Officer shall be responsible for performing the duties of his or her positions as listed in the bylaws.

Section 5: (Term of Office) The term of office shall be for one (1) school year.

ARTICLE FIVE (Officers and Sponsors)

Section 1: The officers shall be the President, Vice-President, Secretary, Treasurer, Secretary of Religious Affairs, Secretary of Boys Athletics and School Spirit, and Secretary of Girls Athletics and School Spirit. An eighth grade student shall hold the office of President. A seventh or eighth grade student may fill any other offices.

Section 2: (Elections) Seventh or eighth grade students running for office may campaign according to the campaign guidelines set by the advisers and principal. Campaign speeches and voting will be on the same day.

Section 3: (Duties and Powers) The officers shall have the powers and duties listed for each office in the bylaws and other powers and duties as approved by the advisers and principal.

Section 4: (Term of Office) The term of office for all officers shall be one calendar year, beginning September and ending the last day of school.

ARTICLE SIX (Removal from office)

Section 1: The Adviser may dismiss any Student Council member suspended from school.

Section 2: The Adviser may appoint a student to an office or to a specific duty as needed or deemed necessary.

Section 3: Student Council members must be positive role models at all times. If during the school year, they receive a major referral, they will be put on a 2-week probation. If during the probation period they receive any additional referrals (minor or major) they will be given an additional 2-week probation. Upon receiving a third major referral, their role in student council is over. During the probation the student will not participate in any student council activities.

Section 4: Academic grades must average a 77% average with no grades lower than a 70% on their progress report or report card. A two-week probation, during which time the representative will NOT be allowed to participate in student council affairs. They may resume their duties if at the end of the two weeks their grade has improved. If the student's grades do not improve and the student remains restricted for more than 3 probationary periods (6 weeks), it will be grounds for removal from Student Council.

Section 5: Any officer or representative may be removed from office by adviser(s) or principal. The following will be justification for removal: poor attendance at Council meetings, failure to perform required/requested duties, failure to maintain a 77% average for academics and failure to promote and be a positive leader by not following school rules, class rules or any person in authority.

ARTICLE SEVEN (Meetings)

Section 1: Student Council meetings shall take place at least twice monthly. The Adviser (s) will decide each year the appropriate meeting dates and times. For example: Mondays at lunch. An agenda shall be prepared and handed out to each member of the Student Council. Student Council members may initiate agenda items. All items for agenda must be submitted to the president and advisers one day before a meeting. Additional agenda items may be added at the beginning of each Student Council meeting by a majority vote of Council members. If a quorum (half of Council members plus one) is not present for a meeting, no Council action may be voted upon unless approved by the adviser(s).

Section 2: Representatives must report at least two days after each Student Council meeting to their homerooms and the second classroom they represent. The meeting may consist of a written communiqué of Council agenda items.

ARTICLE EIGHT (Voting Procedures and Rules)

Section 1: Roberts Rules of Order, Revised Edition shall be the authority on any questions of parliamentary procedure.

Section 2: Any and all actions of the Student Council are not official until approved by the Adviser(s).

ARTICLE NINE

Induction of student council is at the discretion of the adviser(s) and principal. DUTIES - Student Council Members

President

1. Supervise all student body activities.
2. Presides over all meetings of student council
3. Represents the school in student body activities with other schools.
4. Votes only in case of a tie.

5. Address the state of the council in a newsletter twice a year. Optional
6. Assist with committees.

Vice President

1. Serves in the absence of the President.
2. Carries out leadership duties as directed by the President, Adviser(s) or Principal.
3. Assist with committees.

Secretary

1. Takes minutes at the meetings.
2. Read previous minutes at the meeting.
3. Heads the committee that maintains school bulletin boards.
4. Assist with committees.

Treasure

1. Keep accurate records of student body account.
2. Helps take charge of all student body sales.
3. Gives financial report of Account at meetings.
4. Works in conjunction with the adviser(s) to prepare financial reports.
5. Assist with committees.

Secretary of Athletics and School Spirit Boys and Girls

1. Decorates school for special spirit events.
2. Work with cheerleaders to get more spirit and attendance at events.
3. Posts all varsity and junior rosters, results of games, announce times and places of all games.
4. Assist with committees.

Secretary of Assemblies and Religious Affairs

1. Assist with announcements and prayer.
2. Take charge of student body religious activities.
3. Assist with committees.

Home room Representatives

1. Assist with committees.
2. Report student council information to homerooms within 2 days after a meeting.
3. Report student council information to homerooms within 2 days to the assigned lower level classroom.

SURVEY OF STUDENTS AND PARENTAL REVIEW

1. Survey of Students

No student shall be required without prior written consent of the student's parent or guardian, as part of any applicable program administered by the United States Secretary of Education, to submit to a survey, analysis, or evaluation in which the primary purpose is to reveal information concerning:

- A. Political affiliation
- B. Mental and psychological problems potentially embarrassing to the student or his/her family
- C. Sexual behaviors and attitudes
- D. Illegal, antisocial, self-incriminating and demeaning behavior
- E. Critical appraisals of other individuals and whom respondents have close family relationship
- F. Legally recognized privileges and analogous relationships, such as those of lawyers, physicians, ministers, and priests; or

- G. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
2. Parental Review of Instructional Materials
The parent or guardian of a child enrolled at Most Precious Blood School who is to take part in an applicable program administered by the United States Secretary of Education shall be entitled to inspect all instructional materials which will be used in connection with any survey, analysis or evaluation taken as part of that program.

TRANSPORTATION AND SAFETY DIRECTIVES

BICYCLES: Students who ride bicycles to school must WALK into and from the schoolyard for safety. Bikes are not to be ridden on the playground, or on the sidewalks between the church and rectory or in front of school. To prevent theft, bikes are locked in the fenced-in cage near Mohr Hall and padlocked individually.

SKATEBOARDS: Students who ride skateboards to school may not ride them on the school premises during school hours or immediately before or after school. Skateboards are kept in the school office during the day.

CARS: Parents are asked to drop off and pick up students from the parking lot at the rear of the school or in front of the school on Barthold Street. Cars should enter and leave the parking area from Fourth Street or Andrew Street and leave by way of Spring Street. Students should not be picked up or delivered to school by stopping traffic on Spring Street.

WALKERS: Students are instructed to use the pedestrian crosswalks or to cross streets at the traffic lights. There is a WALK light at the corner of Spring and Sherman, and Crossing Guards on duty at Spring and Barthold and Third and Sherman. Students are taught to use main lines of travel to and from school--not take short cuts through alleys, lawns, etc. They are also instructed never to accept rides or gifts from strangers and to inform an adult if a stranger in this manner approaches them. Walkers are not to arrive at school before 7:45 a.m. when the doors open.

VISITORS

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when entering the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

At no time should parents drop by their child's classroom unannounced during the school day. This is an interruption to the teacher and to the educational process. At no time should parents enter a classroom that does not have a teacher present.

VOLUNTEERS

Parents and other parishioners are invited and encouraged to assist the school in a variety of ways. These services are listed on the Service Commitment Forms signed by each family at registration time. Volunteers are asked to sign in at the office for services provided the school. The diocesan Volunteer Form must be completed. Volunteers must agree to a police check to be completed by the school.

At no time should parents who are volunteering drop by their child's classroom unannounced during the school day. This is an interruption to the teacher and to the educational process. At no time should parents enter a classroom that does not have a teacher present.

RECREATIONAL FACILITIES

The recreational facilities at Most Precious Blood School exist for the education and amusement of the student body as well as parish members. The school/parish reserves the sole right to use these facilities in revenue generating ventures. Therefore, any outside individual and/or group wishing to use the facilities in an extracurricular capacity will abide by the guidelines currently in use at Most Precious Blood Parish and School. Equipment such as tables and chairs are not loaned or rented to individuals.

ATHLETICS

ATHLETIC PURPOSE/PHILOSOPHY

The Most Precious Blood School athletic program strives to develop the total student-athlete who represents the school and parish.

Besides the actual preparation of the athlete to play and compete in various sports, the primary goal of the athletic program is the teaching of sportsmanship, proper conduct during and outside competitive events, teamwork, sound fundamentals, the importance of effort in school, and a competitive desire--all based upon a strong Catholic faith and tradition.

A student athlete's education is the most important element in attending Most Precious Blood School. A student's participation in any sports program at Most Precious Blood School is viewed as extra-curricular activity and in no way should interfere with academic achievement.

ATHLETIC PARTICIPATION

The Most Precious Blood School Athletic Program is designed so that any student who wishes to participate and whose parents/guardians permit it may register for a sport at the start of a given

season, provided the student is in the required grade level for that sport. A physical may be required for CYO.

The Most Precious Blood Athletic Program operates under a no-cut policy. No student athlete in the required grade level will be “cut” or dismissed from a team except as specified in the school’s ineligibility policy.

A nominal fee may be charged to each student participating in each sport in order to offset equipment costs.

1. VARSITY-the varsity sports program is geared to 7th and 8th grade students and is governed by rules and regulations of the CYO.

Varsity coaches who cannot fill a roster because of an insufficient number of players may use 6th graders, but only after a mutual agreement of the PB Athletic Committee, the varsity and junior varsity coaches for that sport, and the parents.

In some circumstances a student in the 5th grade or below may play on a Varsity team.

2. JUNIOR VARSITY-The junior varsity sports program is geared to 5th and 6th grade students and is sponsored by participating schools and their athletic committees, and those determined by CYO.

Under no circumstances may a 7th or 8th grade student play on a junior varsity team.

3. SPORTS-Most Precious Blood School offers five sports for boys and six for girls. Students are eligible only for sports offered to their gender.

BOYS: Football, Basketball, Soccer, Track and Wrestling.

GIRLS: Volleyball, Basketball, Softball, Track, Soccer and Cheerleading.

INELIGIBILITY POLICY

A student/athlete may be declared ineligible to participate in sports or extra curricular activities in the following instances:

1. Smoking, drinking or using unauthorized drugs.
2. Vandalism to school property.
3. As determined by a coach, for infraction of established team policy (e.g. three unexcused absences from practice)
4. As determined by the administration for infraction of the established extracurricular rules/policies.
5. Ineligibility due to grades
6. Suspension
7. Sports only – by a CYO Referee for infraction of CYO game policies
8. By the student-athlete’s parents, who deem it necessary for the scholastic general welfare of the student-athlete.

An athletic handbook is available for coaches, students and parents from the school office. It details the Fort Wayne Catholic Youth Organization (CYO) program goals, the administration of the Most Precious Blood Athletic Committee, and guidelines for coaches, student/athletes, and CYO policy.

SPECIAL NOTE

Any update, revision, letter or memo pertaining to school policy that comes from the principal to the parents during the coming year should be regarded as having the same authority as anything already contained in this handbook.

THIS HANDBOOK WILL STAY IN EFFECT UNTIL IT IS REPLACED.