
Most Precious Blood School Handbook

25-26



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

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.

Most Precious Blood Catholic 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 Catholic 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 sign and return the handbook acknowledgement form.

God's Peace and Blessings,

Mrs. Rachel Ottenweller M.S. ED.
Principal

"Love the children first, then teach them" Saint Mother Theodore Guerin

Table of Contents

Page

Item

Page 5.....	History
Page 5.....	Mission
Page 5.....	Vision
Page 5.....	Teacher Ideal
Page 6.....	Principal – Teacher Rights
Page 6.....	Student Rights
Page 6.....	Parents as Partners
Page 7.....	Principals Right to Amend the Handbook
Page 7.....	Access to Official Student Records/Disclosure of Educational Records (P4170)
Page 7.....	Parents Role in Education
Page 7.....	Accreditation
Page 7.....	Admission Policy
Page 8.....	Enrollment (P4010)
Page 9.....	Students with Disabilities
Page 9.....	New Student Probation
Page 10.....	Early Childhood - Preschool
Page 10-11.....	Tuition <ul style="list-style-type: none"> • Tuition Payment Option • Withdrawal • Returned Checks • Financial Aid • Scrip/Book Bill Reimbursement • Books and Materials • Student Insurance • After School Carae
Page 11-12.....	Attendance (P4040)
Page 13.....	Absences
Page 13.....	Tardiness
Page 13.....	Vacations/Planned Absences
Page 14.....	Doctor's Appointments
Page 14.....	Leaving School Premises
Page 14.....	Walkers
Page 14.....	Participation in Sports/Extracurriculars when Absent
Page 14.....	Recess/ Outdoor Activity
Page 14.....	Seclusion and Restraint
Page 15.....	Calendar
Page 15.....	Closing of School for Inclement Weather, Emergencies
Page 15.....	Weekly Schedule
Page 15.....	Homework Times
Page 16.....	Middle School Homework Policy
Page 16.....	Report Cards
Page 16.....	Reporting Curriculum and Grading Modifications
Page 16.....	Honor Roll
Page 16.....	Library
Page 16.....	School Counselor/School Social Worker
Page 17.....	Technology <ul style="list-style-type: none"> • Internet • Use of Internet off Campus • Telephone
Page 17.....	Testing Program
Page 17.....	Student Records <ul style="list-style-type: none"> • Custodial Parent • Records
Page 18.....	Contacting the School Office or Faculty <ul style="list-style-type: none"> • Parent/Legal Guardian Concerns Procedure (P2310)
Page 18.....	Parent-Teacher Conferences

Page 18	Grievance Procedure
Page 19	Playground Supervisors/Rules
Page 19	School Nurse Services
Page 19	Student Illness and Injury
Page 20	Health Services and Health Requirements
Page 21-23.	Dress Code
Page 24	Federal Hot Lunch Program
	<ul style="list-style-type: none"> • Milk • Cold Lunch
Page 24	Field Trips
Page 24	Fundraising
Page 24	Home and School Association (HASA)
Page 24	School Board
Page 25	Discipline
Page 25	Referrals for Major/Minor Violations of School Rules
	<ul style="list-style-type: none"> • Detention Assignment
Page 26	Diocesan Pornography Policy
Page 27-28.	Academic Honesty Policy/AI Usage Policy
	<ul style="list-style-type: none"> • What Happens if You Cheat?
Page 28	Cell Phones/Smart Watches
Page 28-29.	Social Media
Page 29-30.	Bullying: Definition, Complaint, Investigation Procedures
Page 30	Specific Student Behavior Guidelines: Code of Conduct
Page 31	Suspension or Expulsion of Students (P4520)
Page 32	Suspension Procedure
Page 33	Expulsion Procedure
Page 33	Failure or Refusal of Parents/Guardians/Custodians to Participate in Disciplinary Proceedings (P4420)
Page 33	Student Accused of Non-School Related Criminal Act (P4550)
Page 33	Religious Issues
Page 35	Environmental Policies
	<ul style="list-style-type: none"> • Gun-Free Schools (P4560) • Harassment (P4580) • Child Abuse Reporting (P3610) • Locker-Desks, Cars, Etc., (P4590) • Substance Abuse (P4570) • Tobacco Smoke (P5430)
Page 36	Student and School Related Publications
Page 36-38	Student Council Constitution and Bylaws
Page 38-39.	Survey of Students and Parental Review
Page 39	Transportation and Safety Directives
Page 39	Visitors
Page 39	Volunteers
Page 39-40.	Recreational Facilities
Page 40	Athletics
	<ul style="list-style-type: none"> • Purpose/Philosophy • Participation • Ineligibility Policy
Page 43	Forms

MOST PRECIOUS BLOODSCHOOL

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 program was also started to provide a safe environment for students of working parents.

In 2023, Most Precious Blood School celebrated its 125th year anniversary.

Enrollment for the 2023-2024 school year was 207, Preschool – Eighth Grade.

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

TEACHER IDEAL

Most Precious Blood Catholic School seeks teachers, whose lives express a Christian approach to learning and living, offering the children the opportunity to witness religious truth and values integrated into their daily lives. The teachers at Most Precious Blood Catholic School are degreed, licensed, and qualified to teach the children in their care.

PRINCIPAL-TEACHER RIGHTS

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

STUDENT RIGHTS

Students will be dealt with fairly, with an adequate opportunity to present their version of a situation. Each student has the right: to an education to an atmosphere conducive to learning to fair treatment to the consideration and concern of teachers and fellow students.

PARENTS AS PARTNERS

As partners in the educational process at Most Precious Blood Catholic School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or sack lunch every day.

To actively participate in school activities such as Student-Led Conferences;

To see that the student pays for any damage to school books, technology, or property due to carelessness or neglect on the part of the student;

To notify the school by phone or email when the student has been absent or tardy

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To keep up to date on all SIS (Student Information System Powerschool) and LMS (Learning Management System (Canvas) and all other online platforms;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers and administrators with respect and courtesy in discussing student problems.

Engagement in online social media such as, but not limited to Snap Chat, Instagram, Tik Tok, Facebook®, etc. may result in disciplinary actions if the content of the student's and/or parent's posts includes defamatory comments regarding the school, the faculty, other students, or the parish. Any disrespect of school staff and/or disregard of school policies and procedures will result in a withdrawal of a school family from Most Precious Blood Catholic School.

To support the student as they take responsibility for his/her behavior and academic success.

PARENTS ROLE IN EDUCATION

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

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

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

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

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created him/her to be.

SCHOOL ADMINISTRATION RIGHT TO AMEND THE HANDBOOK

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

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 by Lumen on Accreditation and School Improvement, by the Indiana State Board of Education, and is in compliance with federal, state and diocesan regulations.

ADMISSION POLICY

Admission to Most Precious Blood School is prioritized as follows:

1. Children from families already enrolled at Most Precious Blood School.
2. Members of the parish
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. Open enrollment first-serve basis for everyone.
7. A student is not admitted if tuition is owed at Most Precious Blood or another Catholic School.

ENROLLMENT (P4010)

I. School Admission Policy

Diocesan schools shall comply with State laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and diocesan policy.

II. Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to religion, color, race, sex, or national origin, and reasonably accommodate students with disabilities in its educational programs. By way of example, and not exclusion, reasonable accommodation may include allowing access by a service animal as required by law.

A. High School Admissions

In the event enrollment appears to be reaching capacity, the school is to give preference in admissions to students with Active Registered Parishioner status from feeder schools. The school may also give preference to siblings of current students or alumni and children of faculty and staff. When a school class has reached capacity, the names of children not able to be accepted (or on a waiting list) should be given to the other Catholic high school in the area no later than the end of May. At the request and expense of the other Catholic high school in the area, the school which has reached capacity will address and then mail marketing materials provided by the other Catholic high school to the parents of the children not able to be accepted or on that school's waiting list.

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

IV. School Entrance Requirements

A child can be enrolled only by a person having the legal custody of the child. A certified copy of the student's birth certificate or a baptismal certificate shall be required for original entrance at all grade levels. Proof of legal custody must also be required in cases where a child does not reside with both natural parents. If these required documents are not provided to the school within thirty (30) days of the student's enrollment or appear to be inaccurate or fraudulent, the school shall notify the Indiana ClearingHouse for Information of Missing Children (See P4030) and will cooperate with local authorities if the child has been reported missing. The custodian parent or legal guardian shall provide the name and address of the school the student last attended, if any. The school shall request records from the last school the student attended within fourteen (14) days. Written proof that the child meets State and county health requirements (immunization record) for enrollment shall be required.

V. Kindergarten Age Requirement

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

VI. First Grade Entrance Requirements

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

completing kindergarten in another accredited school that has different age requirements shall be allowed to continue in school without interruption because of chronological age.

VII. Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted if their needs can be reasonably accommodated in the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school setting which can accommodate the special needs of exceptional children. Ordinarily when a diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the principal, after consultation with the special education teacher and the child's teacher(s). This recommendation can be for either special class placement within the Catholic school or referral to a public school for evaluation or placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will refute the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would be detrimental to the child's educational or emotional needs, poses an undue hardship on the operation of the school or poses a threat of harm to the student, other students or school personnel.

VIII. Students or Prospective Students with Diseases

Catholic schools shall comply with all applicable State law and all Board of Health policies regarding school enrollment and attendance in relation to a student or prospective student having a communicable disease. Prospective students who otherwise meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a disease unless required by applicable State law or board of health policy; similarly, students may not be excluded merely on the basis of a diagnosis of a disease. However, as with any prospective student who is diagnosed as having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks. Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact, based on reasonable medical judgments given the state of medical knowledge about:

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

The review must also take into consideration the scope of the problem, education- related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney. In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

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, four and five-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.

TUITION

TUITION PAYMENT OPTIONS

All tuition payments are completed through a direct withdrawal from a checking or savings account, or by charge card, using the FACTS Tuition Management Service. Enrollment in the FACTS Tuition Management Service is required for tuition payments.

- Pay in full in August of the current school year (no annual service charge)
- Pay ½ annual tuition in August, and the remainder in December of the current school year (reduced annual service charge)
- Monthly payments beginning in August (annual service charge)
 - 10 payments (August – May)
- Weekly payments begin in August for Preschool families only (annual service charge)
 - Weekly Payments (August – May)

The Annual Non-refundable Administrative Service Charge for enrollment in the FACTS program is issued per agreement. 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 will have their balance sent to collections.

All financial obligations **MUST** be met prior to the student being 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.
- Please speak with Mrs. Ottenweller in the school office or Jamie Kolasinski/Emily Springer in the Parish office to discuss the voucher important dates before withdrawal in order to avoid unnecessary payments.

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 (SGO, Large Family, Guardian Angel, or P.B. Fund) must submit FACTS Financial Aid Application.

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 book bill and tuition 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 State of Indiana and Diocesan Catholic Schools Office are used in all classes. Materials, including library books, visual aids, DVDs, records, CDs, and computer software 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.

AFTER SCHOOL CARE

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

ATTENDANCE (P4040)

Attendance IC § 20-33-2-6

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

I. Parents/Legal Guardian Responsibility

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

A. Graduates; or

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

1. the student and the student's parent or guardian and the principal agree to the withdrawal;

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

II. Absences from School

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

A. Absences which are counted as present.

1. Serving as a page for or honoree of the Indiana General Assembly;
2. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
3. Court appearances pursuant to a subpoena;
4. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
5. Placement in a short-term inpatient treatment program which provides an instructional program;
6. Homebound instruction;
7. Religious observances.
8. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5.
9. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.

B. Excused Absences

1. Illness of the student (with written statement by parent/ guardian or doctor)
2. Funerals
 - a. for death in the immediate family
 - b. for persons outside of the immediate family with parental permission
3. Out-of-school suspension
4. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.
5. School/college visits (2 days) – Parents/guardians need to check with the individual school's policy when arranging such visits.

C. Unexcused Absences

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

III. Truancy

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

The following may be evidence of habitual truancy:

- A. Refusal to attend school in defiance of parental authority.
- B. Accumulating a number of absences without justification over a period of time, such as a grading period. Habitual truancy is students who have ten (10) unexcused absences in a school year.
- C. Three (3) or more judicial findings of truancy.

IV. Reporting an Absence

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

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

absence is unexcused or the student is truant.

V. Frequent or Prolonged Illness

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

VI. Response to Irregular Attendance

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

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

B. After a student is absent for six (6) days per school year, a school administrator, attendance clerk, or counselor will make contact with the student's parent/guardian. The date and content of this contact shall be documented.

C. After a student is absent over twelve (12) days per school year, a conference shall be held with the parent/guardian and the student. An attendance contract may be established at this time and documentation shall be kept.

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

VII. Habitual Truancy Report to BMV

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

ABSENCES

When a student must be absent from school, it is required that the parent or guardian call and inform the school before 8:00 a.m. There must be a doctor's excuse after five consecutive days of absences. Half-day absences will be given to students arriving after 10:00 a.m. or leaving before 1:00 p.m.

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.

If a parent would like to pick up homework for their student, they must request the homework before 11 am. If a request comes after 11 the parent can pick it up the following day or if they child is back at school, they will receive their missing work per policy.

Attendance in Religion Program (P4060)

Students

In keeping with the philosophy and mission of the Catholic schools, it is the policy of the diocese that all students enrolled in the Catholic schools shall participate in the complete religion program, including religion classes, and attend liturgical functions.

TARDINESS

A student is considered tardy if the student is not in the classroom (Kindergarten – Grade 3) or not in their classroom seat (Grades 4 - 8) at the final bell at 7:55 a.m. Students who are tardy report to the office for a Tardy Notification to be presented to the classroom teacher. If a student is going to be late, the parent or guardian is required to call the school before 8:30 a.m., at this time the parent or guardian will inform if the student has ordered hot lunch for that day. If a student arrives after 7:55 a.m., a parent or guardian must sign them in at the office.

Middle school teachers will monitor tardy to classes and 3 combined tardies will result in a lunch/recess detention. Further tardies will result in a conference with the student and parents to discuss solutions.

Vacations/Planned Absences

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 will be given to the student on the day the student returns from the planned absence. Students but they can make

up quizzes and tests that they may have missed according to the teachers scheduling of those their work for each day missed, with a maximum of five (5) school 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 /EXTRACURRICULARS 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/ OUTDOOR ACTIVITY

Students will go outside during winter months. Students need to be dressed properly and come prepared for outside weather conditions each day. Students who are "well enough" to be in school are "well enough" to go outside for recess and outdoor activities. A child recovering from illness will only be allowed to stay in from recess with a written excuse from the doctor.

Students in Grades K-8 will go out for recess when the temperature is 20 degrees or above (Fahrenheit) with a positive wind-chill. Preschool students will generally follow this same policy, but may be kept in from recess on extremely cold days at the discretion of the Preschool staff.

The National Weather Service shall be used to establish temperature.

Seclusion and Restraint

Most Precious Blood Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. Most Precious Blood Catholic School is required by the state of Indiana to have a seclusion and restraint policy. The complete policy is in the school office. Most Precious Blood Catholic School has several staff members trained in seclusion and restraint. Our policy includes that:

- Every effort shall be made to avoid the need for the use of restraint of a student.
- Physical restraint shall not be used except as a last resort and only when (a) the student's behavior poses imminent risk of injury to self or others, and (b) other less restrictive

interventions are ineffective.

- A student shall never be physically restrained by a school employee who has not received appropriate training by the school in the use of restraint procedures except in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.

- Physical restraint of a student may only be used for a short period of time and shall be discontinued as soon as the imminent risk of injury to self or others has dissipated, usually a matter of minutes.

- Every instance in which restraint is used shall be carefully, continuously, and visually monitored to ensure the safety of the school, other students, and school employees.

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. The most up to date calendar can be found on the school website.

CLOSING OF SCHOOL FOR INCLEMENT WEATHER, EMERGENCIES

1. Most Precious Blood School calls its own "NO SCHOOL" and "SCHOOL DELAY" and "eLEARNING" announcements due to weather conditions. Announcements are made at the discretion of the school administration. Parent Square notification will be sent in the event MPB is closing or delaying or eLearning.
2. Normally, 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 on WOWO radio station, WANE TV, and Indiana's News Center. Parent Square notification will be sent to communicate the weather closing / delay.
3. If, for some other reason than weather, Most Precious Blood must close or delay the start of classes, there will be an announcement sent via Parent Square Alert.
4. If inclement weather forces an early dismissal AFTER students are already in school, Most Precious Blood may decide to dismiss students. Parents will be informed, via a Parent Square alert, of an early dismissal.
5. School personnel have been informed of emergency procedures to be followed in the event of fire, tornado, earthquake, Secure, or Lock Down. Students participate in drills to practice these procedures. We follow SRD (standard Response Protocol)

WEEKLY SCHEDULE

Classes begin each day at 7:55 a.m. and end at 3:00 p.m. –Students and visitors arriving after 7:55 must enter through the Spring Street door and buzzed in and report to the office.

Thursday early dismissal will be at 2:15.

School gates will open at 2:30 and close at 2:55 to allow students to get into their cars for dismissal. Gates will reopen at 3. Thursdays the gates will be opened at 1:45 and locked at 2:10. Students will be dismissed to cars and gates will be reopened at 2:15.

HOMEWORK TIMES

Although the amount of homework will vary within grades and on different days, a reasonable guideline is listed below. Teachers consider the group and the assignments of other teachers when assigning homework.

Kindergarten	10 minutes
Grades 1-2	20 minutes
Grades 3-4	40 minutes
Grade 5	60 minutes
Grades 6-7-8	60-90 minutes

MIDDLE SCHOOL HOMEWORK POLICY

Middle School teachers will review the Homework Policy and Procedures with parents at Back-To-School Night and through teachers' syllabi. This policy refers to middle school students who do not do their homework.

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/envelopes promptly.

Grades	Kindergarten – Second Grade (non-standard based)			
	O-Outstanding, S-Satisfactory, N-Needs Improvement, U-Unsatisfactory			
	O	95-100	N	60-69
	S+	87-94	U	0-59
	S	80-86		
	S-	70-79		
Grades:	Third - Eighth grade			
	A+	97-100	C+	77-79
	A	93-96	C	73-76
	A-	90-92	C-	70-72
	B+	87-89	D+	67-69
	B	83-86	D	63-66
	B-	80-82	D-	60-62
			F	0-59

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/envelopes. Parents and Students have access to grades onto Powerschool throughout the school year. Teachers will update grades at a minimum by the 1st and 15th of each month.

REPORTING CURRICULUM AND GRADING MODIFICATIONS

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.

HONOR ROLL

An honor roll will be published for each 9-week period. It will have the following categories:

High Honors: A student receiving all A's on their report card during a grading period. A students receiving all O and S+ on their report card during a grading period.

Honor: A student receiving all A's and B's on their report card during a grading period. A students receiving all S, O, or S+ on their report card during a grading period.

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

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.

School Counselor/School Social Worker

A school counselor/social worker is available. They will provide classroom instruction geared toward teaching life skills on a regular basis in grades kindergarten through eight.

The counselor/social worker will develop and facilitate small discussion groups on various topics as needed. Included will be groups concerned with conflict mediation.

The counselor/social worker is available to all students and their parents on an individual basis as well. Parents are free to call on the counselor for resources and assistance.

They may also assist the resource teacher in progress monitoring. The goal of the counselor/social worker is to provide support for and facilitate communication for all students, parents, and faculty

Students may see the counselor on an individual basis. They can see the counselor one time without written parent consent. However, for a child to see the counselor more than once there must be a signed consent.

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.

USE OF INTERNET OFF CAMPUS (P3645)

The school reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside of school hours. All e-mail communication between teachers and students must be strictly limited to e-mail accounts supported by the school. Teachers are not to establish electronic communications with students beyond teaching and learning matters, or using other e-mail accounts, or using other electronic means except as provided in this Policy. Texting is allowed for classroom or co-curricular instruction purposes but must be strictly limited to issues related to instruction and all text communication with students is required to be copied to parents and the principal.

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, occupational 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 during contracted hours.

PARENT/LEGAL GUARDIAN CONCERNS PROCEDURE (P2310)

Parent/Legal Guardian Concerns Procedure

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

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

Step 2: Address the issue with the department chair.

Step 3: Address the issue with the Principal.

Step 4: Address the issue with the Pastor (elementary schools only).

Step 5: 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 6: 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 and Spring each 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.

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.

PLAYGROUND SUPERVISORS/RULES

PK-6 students have recess. Students are expected to follow the universal playground rules. Playground expectations are not limited to this list, and the administration retains the right to amend and add to the playground rules. If changes are made, parents will be notified as soon as possible. All Students **MUST** be appropriately dressed for all weather conditions (hats, gloves, coats, etc.). The playground rules are for each student's safety. No climbing on top of the equipment (poles, ripcord runner, tubes, bike rack, benches)

1. Students must slide down the slide and go up the stairs. No blocking slide at bottom. Students may only go down the slide in the sitting position.
2. Trees, shrubs, and landscape items are not to be touched.
3. Students may not go beyond the designated areas. If a ball goes outside of the designated area students are to inform an adult on recess duty.
4. Students must ask permission to use the restroom.
5. We encourage play at recess; however, excessive roughness will not be tolerated.
6. Playground equipment must be used appropriately (no flipping or hanging upside down).
7. Chalk may only be used on the parking lot, sidewalks.
8. All students are to stop, look, and listen when they hear a whistle.
9. When the siren is sounded or whistle is blown, students are to immediately line up.
10. Students are to follow any rules posted about the playground.

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 or vomiting, the child is to remain home for 24 hours after the fever and vomiting subsides without the use of fever reducers.**

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 students 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

Most Precious Blood Catholic School enforces a dress code for students in order that all students come appropriately attired for school. Students are expected to dress in a manner that indicates they are engaged in social, academic, and spiritual business. The Most Precious Blood dress code is written to focus on uniformity and enforceability.

Modesty, chastity, humility, unity, obedience, self-discipline, respect for just authority, respect for the inner gifts of our neighbor - not outward appearance, etc. all of these virtues, though not completely developed in a student by a dress code, are aided by a dress code. Dress code also contributes to the building of an overall positive school atmosphere. All students - Clothes must be modest in fit and style.

The virtue of modesty is founded on the truth that every human person was created in the image and likeness of God and has inherent dignity. As children of God, we have been empowered in freedom to uphold and respect that dignity in ourselves and others. We are called to a purity of heart that is to be expressed in all of our behavior and relationships, including by choosing clothing that is appropriate for each occasion.

Should changes or clarifications to the Most Precious Blood Uniform and Dress Code be needed, parents and students will be informed. All students are obligated to follow this dress code from the first day through the last day of the school year unless otherwise stipulated by the principal. Dress code for all Most Precious Blood students is as follows:

BOTH GIRLS AND BOYS:

Physical Education: All students in grades K-8 are required to wear an approved Most Precious Blood PE uniform consisting of a Precious Blood shirt ordered from the spirit shop and red or black shorts from AR Specialty. Shorts must follow the school's uniform guidelines. No running shorts or biker shorts.

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 school-colored sweatpants during the winter months. Approved colors are red, black, navy, and grey.

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 Athletic shirts. The jeans may not have holes and should not be jeggings style. Jean shorts may be worn on Spirit Days during the first quarter and after Spring Break. If clothing is deemed inappropriate, cause a distraction to the learning environment, are too tight or short, the parent / guardian will be called to bring new clothing. Students will have to wait in the school office for new clothing to arrive.

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 the first quarter and after Spring Break dress shorts may be worn. No high heels. Dress up days are held on designated days stated on the school calendar. If clothing is deemed inappropriate, cause distraction to the learning environment, are too tight or short, the parent / guardian will be called to bring new clothing. Students will have to wait in the school office for new clothing to arrive.

SPECIAL OUTFIT DAY: Students may wear jeans. Inappropriate messages printed on T-shirts are unacceptable. If clothing is deemed inappropriate, cause distraction to the learning environment, are too tight

or short, the parent / guardian will be called to bring new clothing. Students will have to wait in the school office for new clothing to arrive.

HAIR: Hair must be the student's natural color. No headbands with ears or ornamentation or artificial accessories. Students cannot wear hats or bandanas during the school day unless otherwise specified. Hair cannot have tinsel in it.

TATTOOS: No visible temporary or permanent tattoos are allowed. Students are not to mark with pen or pencil on their body.

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. Hoops no bigger than a dime.

GIRLS:

PANTS: Pants may be black, navy blue or khaki in color. Pants must have a School Uniform label and be plain dress slacks with no patch pockets - "Dockers" style (No Cargo, Flare, or Skinny pants). Dress corduroy pants may be worn. Pants must fit and be worn at the waist. Pants with belt loops are worn with belts for grades 3-8. Belts are not required for grades K-2.

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 black, navy blue or khaki 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 black, navy blue or khaki dress shorts with no patch pockets (No "Cargo Shorts") until Thanksgiving Break and after spring break. Shorts must have a School Uniform Label. If shorts have belt loops, a belt must be worn for grades 3-8. Belts are not required for grades K-2. The length of shorts/skorts shall be such that it is no shorter than 4 inches above the back crease of the knee.

SKIRTS and JUMPERS:

Can be worn from the first day of school until Thanksgiving break; End of Spring Break through the end of the school year. If a student wants to wear a skirt or jumper between Thanksgiving and Spring Break, they must wear tights/leggings under them. The leggings are to be plain in color – red, white, navy blue, and black.

SHIRTS: Colors include: red, grey, black, navy blue or white

Polo Style - Polo's need to have a PB logo embroidered. See order form for details. Shirts with a uniform label may be purchased and brought to AR Specialty to have a PB logo embroidered.

All shirts and blouses must be tucked in at all times. When wearing an undershirt it must be solid white or black long or short sleeve t-shirt style. Long sleeve white or black turtlenecks shirts may be worn.

SWEATERS: Navy, black, grey, red, or white cardigan or sweater vests may be worn. Sweaters should be solid colors (no patterns) and worn over the regulation uniform polo. No sweaters with hoods are allowed.

SWEATSHIRTS: Official Most Precious Blood School crewnecks may be worn with a collared uniform shirt underneath it. Hooded sweatshirts are not school uniform.

SHOES: : Flat heeled, leather, tie, loafer, and gym/tennis shoes are acceptable. Heel height of girls' shoes should be no more than one (1) inch high. [To check heel height, set the shoe on a flat surface and measure the heel from the surface to the heel of the shoe. If it is higher than one inch, save it for wearing out of school.]. Due to safety concerns, no flip flops, Croc's, or strapless sandals are permitted. **Boots are to be worn outside only.** Teachers will provide students time to change into their snow boots before lunch/recess. No Ugg Boots or similar boots permitted.

SOCKS: Socks must be worn. Knee high, bobby socks, tights or leggings must be solid white, black, grey, khaki, or

navy blue and be able to be seen above the shoes. Leggings must be ankle length. A small brand logo on a solid colored sock is permissible; example a small black Nike swoosh on a solid white sock.

MAKE UP, JEWELRY: Girls may wear the following: chap stick or clear lip-gloss. Nail polish of a single color is permitted. No fake nails. These are not permitted: Girls may not wear make-up. Girls may wear small pins, medals, rings, simple necklaces or earrings for pierced ears. Excessive / distractive jewelry is not allowed. Earrings no bigger than a quarter. Any girl in violation of the make-up guidelines will be told to wash off the make-up and will receive a dress code violation.

GROOMING: Girls are expected to come to school clean. Hair spray and perfume are to be used at home and not brought to school. Girls should avoid excessive hairstyles. Excessive hairstyles (determined by the principal or school representative) may not be worn.

BOYS:

PANTS: Pants may be black, navy blue or khaki 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 for grades 3-8. Belts are not required for grades K-2.

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.

SHORTS: Students may wear plain black, navy blue or khaki dress shorts with no patch pockets (No "Cargo Shorts") until Thanksgiving Break and after spring break. Shorts must have a School Uniform Label. If shorts have belt loops, a belt must be worn for grades 3-8. Belts are not required for grades K-2. The length of shorts shall be such that it is no shorter than 4 inches above the back crease of the knee.

SHIRTS: Colors include: red, grey, navy, white or black.

Polo Style - Polo's need to have a PB logo embroidered. See order form for details. Shirts with a uniform label may be purchased and brought to AR Specialty to have a PB logo embroidered.

All shirts and blouses must be tucked in at all times. When wearing an undershirt, it must be solid white or black, long or short sleeve t-shirt style.

SWEATERS: Navy, black, grey, red, or white, cardigan or sweater vests may be worn. Sweaters should be solid colors (no patterns) and are worn over the regulation polo. 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: Flat heeled, leather, tie, loafer style, gym/tennis shoes. No flip flops, Croc's, or strapless sandals are permitted. **Boots are to be worn outside only.** Teachers will provide students time to change into their snow boots before lunch/recess. No Ugg Boots or similar boots permitted.

SOCKS: Socks must be worn. A small brand logo on a solid colored sock is permissible; example a small black Nike swoosh on a solid white sock.

JEWELRY: Boys may wear no earrings or other distracting jewelry. Simple chains are permitted or a religious necklace.

GROOMING: Boys are expected to come to school clean. 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. Boys' hair length should be off the collar and above the eyebrows. Excessive hairstyles (determined by the principal or school representative) may not be worn. Mullets must end above the collar. No nail polish or fake nails.

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. 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.**

FUNDRAISING

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 president and principal in writing. Meetings will be posted in ParentSquare. Parents can request to come and present an issue to the school board. Email mpbschoolboard@preciousblood.org. Please provide at least a weeks notice.

DISCIPLINE

8th Grade and Discipline

Most Precious Blood has high expectations for virtuous behavior from our students, which increase as they age. We therefore expect our 8th graders to be models of virtue - courtesy, magnanimity, industriousness, respect, and responsibility as examples. Should an 8th grade student have repeated violation of the Handbook, in addition to the disciplinary policies named in this Handbook, he/she is eligible to miss any 8th grade tradition/celebration at the discretion of the administration and 8th grade teachers together. These may include, but are not limited to, a field trip, field day, or even graduation itself, though in this case the diploma would still be awarded privately.

Discipline Guidelines

Students are expected to be honorable, charitable and responsible. Disciplinary actions are corrective measures taken by a faculty member or administrator as responses to inappropriate behaviors. They are intended to provide an appropriate reaction based on the seriousness of the offense with the intent to have the student realize his/her mistake, understand the school's concern, and take appropriate actions to change the inappropriate behavior.

Serious Disciplinary Violations: Majors

Disciplinary referral slips will be given to students for the following Major violations:

1. Deliberate disobedience, defiance or disrespect toward any person in authority, such as teachers, teacher assistants, parents, patrols, office staff, cafeteria and maintenance personnel, etc.
2. Serious and/or habitual disruptive behavior, such as inappropriately speaking out, excessive talking during class, causing deliberate distractions, and inappropriate behavior on parish property.
3. Physical or verbal abuse, including intimidation or bullying of students or staff.
4. Bringing unauthorized dangerous items to school, such as knives, weapons, firecrackers, matches, lighters, cigarettes, vaping, controlled substances, etc.
5. Damage to parish/personal property, such as textbooks, equipment, furnishings, facilities, materials, etc.
6. Stealing, lying, cheating
7. Truancy, skipping class, or unauthorized leaving of school.
8. Other - this includes any other incident (i.e. playground, etc.) that requires parent notification.

Disciplinary referral slips will also include extreme violations, as outlined under Suspension/Expulsion in this handbook.

Less Serious Discipline Violations: Minors

The disciplinary referral slips will also list minor violations, which require parental notification. These violations may include but not limited to:

1. Leaving the classroom without permission.
2. Inappropriate language.
3. Unauthorized candy/gum/food.
4. Unauthorized toys or electronic devices (i.e. computer games, smart watches etc.).
5. Inappropriate behavior in the hallways, restroom, classroom, Church, cafeteria, playground, etc.
6. Miscellaneous (includes any other incident which requires a referral).

After receiving three referral slips for minor violations a student will be issued a slip for a major violation.

Procedures for Issuing Majors and Minors

1. The adult issuing a disciplinary referral slip will provide the students' homeroom teacher with all three copies. The homeroom teacher is then responsible for assigning the appropriate consequence, noting it on the referral form and distributing one copy to the student and one copy to the office.

2. When a student is issued a disciplinary referral slip, a copy will be sent home to the student's parent/ is to be signed and returned the next school day. The student's homeroom teacher will then keep the form on file.

Consequences for each minor or major violation referral can include one or more of the following depending on the egregiousness of the infraction at the discretion of administration and staff.

- Lunch and/or Recess Detention
- After School Detention from 2:15-3:15 in the office
- conference with student, parent/guardian, and teacher(s)
- In-School-Suspension
- Out-of-School (OSS),
- Conference with principal, teacher(s), parent/guardian & student prior to readmission to classes.
- Expulsionary hearing

Detention

A detention may be used as a consequence for misbehavior or academic irresponsibility. A teacher or principal may assign after-school detention. Students will be notified at least one day in advance. They will be issued a detention slip stating the reason for the detention, the date and time for the detention, and to which classroom to report for the detention. This form will be sent home with the child for a parent's/guardian's signature. Pupils who for a good reason (such as a previously scheduled doctor's appointment) cannot stay for the scheduled detention must bring a written note from a parent/guardian. Sports practices, games, club meetings, etc. are not acceptable reasons for deferring a detention. Failure to serve the detention on the assigned day without a written parental excuse to the person assigning the detention will result in the detention being doubled. Repeated detentions are cause for suspension or other disciplinary action to be decided by the principal. During the detention the child will be given some type of work - physical or academic work. The detention period will not be a time for visiting, playing, or doing homework. Detentions will normally be held once a week on Thursdays from 2:15-3:15 pm. Parents will be required to provide transportation for their child immediately at the end of the detention. Students can be picked up at the main school door.

Diocesan Pornography Policy ([view whole letter here](#))

"Policy P1010 of the Diocesan Educational Policies reserves to me, at any time, to add, rescind or modify existing school policy at any time. I have determined it necessary to do so now. Effective immediately, it shall be the policy of this Diocese, for all of our schools, both elementary schools and high schools that:

1. Knowingly or intentionally sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, messages or pictures of individuals under the age of 18 through the use of written material, the internet, digital or "PDA" device, cellular telephone or through the use of an artificial intelligence medium will be deemed a violation of the Diocesan Educational Policies.
2. A violation in #1 above shall be deemed to occur whether the impermissible conduct occurs on school grounds or is found to have occurred off campus.
3. A principal having belief that a violation of #1 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement.
4. A principal having belief that a violation of #1 has occurred shall immediately report such violation, together with any findings, to the Superintendent of Schools who, in turn, shall report such incident to the Vicar General who will relay the information to the Bishop.
5. The Bishop may then choose to seek the advice of the Diocesan Review Board, a consultative board which assists the Bishop regarding claims of sexual abuse. If a determination and finding is made that a knowing or intentional violation of #1 has occurred, the student shall be expelled from school with no right of re-entry. If a determination is made that the facts do not support a knowing or intentional violation of #1, the Bishop, in consultation with

the school principal and pastor (as applicable), shall determine the consequence, if any, as provided in the Diocesan Education Policies.

6. The determination of expulsion or other discipline pursuant to #5 above shall be final and not subject to any appeal.

I have directed our Diocesan legal counsel to make the above policy statement available to the county prosecutors in St. Joseph and Allen counties to let them know of the seriousness our Diocese is treating this issue. Legal counsel will also request attention be given to any police investigative report filed with the prosecutor's office involving a potential violation within our schools of Indiana's criminal statutes involving obscenity, pornography, revenge pornography and sexting."

cc: Diocesan School Board Members

Diocesan Review Board Members Superintendent, Catholic Schools Office

Sincerely yours in Christ,

+ Kevin C. Glondes

Most Reverend Kevin C. Rhoades Bishop of Fort Wayne-South Bend

Academic Honesty Policy:

At Most Precious Blood Catholic School, students are expected to show honesty and integrity in all of their work. Each student should complete their own assignments and be responsible for their own learning. This includes tests, homework, class projects, essays, compositions, research papers, and all other schoolwork. All work submitted should be a true reflection of the student's effort and ability.

What is Cheating?

Cheating is when a student tries to get an unfair advantage by being dishonest. It involves doing something that goes against the rules or takes credit for work that isn't theirs.

The following are examples of Cheating:

- Copying someone else's work or letting someone copy yours.
- Sharing answers or helping others cheat unless the teacher says it's okay.
- Using Artificial Intelligence (AI) tools, like chatbots or other software, to do your work without the teacher's permission.
- Opening extra tabs, windows, or using chat features on your device during a test.
- Taking credit for work that you didn't do yourself.

Students should be prepared to share with the teacher the resources they used to generate their work (for example, written passages, essays, Google slides, projects, and the like). If/when students use other resources to generate their work, they are expected to credit the sources used, regardless of the format of the work done. In other words, sources should be cited not just for formal essays, but also for written responses to questions, Google slides, projects, posters, etc.

AI (Artificial Intelligence) Acceptable Use Policy

The Diocese of Fort Wayne-South Bend is developing a Diocesan-wide AI policy which will be shared with students and families once available. In the interim, Most Precious Blood adopts the following Artificial Intelligence (AI) Acceptable Use Policy:

AI is a powerful tool that can help students learn and grow. However, it must be used responsibly, ethically, and in line with our Christian values. AI is not meant to replace your work that requires original thinking.

- Students may not claim AI-generated content as their own work.
- In certain situations, AI may be used as a learning tool or a study aid. AI may be used by a student when it is an embedded feature of a software they may use for research or writing. The use of spelling and vocabulary supported by AI is permitted.

- AI may not be used to write a paper or section of a paper, or substitute in any way for the student's original work or assignment. You cannot use AI to write or do your homework or projects for you. If you do, it's considered cheating and students will face disciplinary consequences.
- AI has also been used to create fake or inappropriate images, like fake pictures of students or images that are against Christian values (e.g., inappropriate or nudity). If you use AI to make or share such images, you could face serious consequences, including suspension or immediate expulsion at the discretion of the administration.

WHAT HAPPENS IF YOU CHEAT:

1st Offense:

- The student will receive a zero on that graded assignment, quiz, test, project, paper, etc. and will be asked to redo the assignment for up to 50% of the grade.
- The teacher will notify the parents.
- The student will receive a Major Referral and one after school detention on Thursday from 2:15-3:15 pm where they can work on redoing the assignment.
- The student will meet with the principal and pastor to discuss the violation.

2nd Offense:

- The student will receive a zero on that graded assignment, quiz, test, project, paper, etc. and will be asked to redo the assignment for up to 50% of the grade.
- The teacher will notify the parents.
- The student will receive a Major Referral and one day of ISS where they can work on redoing the assignment.
- In each case, the student and their parents will meet with the principal and pastor to discuss the violation.

3rd Offense:

- The student will receive a zero on that graded assignment, quiz, test, project, paper, etc.
- The teacher will notify the parents.
- The student will receive a Major Referral and 2 days of OSS where they can work on redoing the assignment.
- In each case, the student and their parents will meet with the principal and pastor to discuss the violation.

4th Offense:

- The student will receive a zero on that graded assignment, quiz, test, project, paper, etc.
- The teacher will notify the parents.
- The student will receive a Major Referral and will have an expulsion hearing with the principal, pastor, and parent.

Allowing others to copy work:

If your child allows someone to copy their work, whether it be a test, homework, writing assignment, etc., then they will receive a punishment at the discretion of the teacher and administration.

CELL PHONES

Cellular phones, and other electronic devices are to remain turned off in a book bag/locker, and are not permitted to be used during school hours. Students cannot have their cell phone out until they are back in their cars at the end of the day. Students should not be walking in the hallways or waiting and have their cell phones out. **Smart Watches are not permitted at school; they must remain at home.**

First Offense: Student will have their cell phone confiscated and held in the office. The student can pick it up at dismissal.

Second Offense: Student will have their phone confiscated and parent must come and pick up.

Third Offense: Meeting with parents will occur and student will have their phone confiscated every morning and returned at the end of the school day.

SOCIAL MEDIA

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.

BULLYING: DEFINITION, COMPLAINT, INVESTIGATIVE PROCEDURES

Most Precious Blood School follows the definition of bullying defined by Indiana Law: Indiana law defines bullying as overt, repeated acts or gestures, including:

1. verbal or written communications transmitted
2. physical acts committed; or
3. any other behaviors committed

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student.

Bullying may include but is not limited to:

- **verbal** (name calling, mocking, making fun of others, rumors, threatening, intimidating, etc.)
- **social** (excluding others, alienation, etc.)
- **physical** (poking, grabbing, pushing, shoving, kicking, tripping, taking property, destroying property, etc.)
- **sexual harassment/racial** (both physical and verbal)
- **cyber bullying** (any of the above transmitted by cell phone, internet, or social networks)

Inappropriate behavior, defined as possible bullying or otherwise, is subject to a written warning as listed on the referral form. Three written warnings that fall under the definition of bullying, as listed in the handbook, will result in consequences and intervention to prevent further incidences. Major and minor referrals given for behaviors defined as bullying will be immediately subject to consequences and interventions.

The following steps are to be followed when filing a complaint about a student's behavior as it pertains to bullying or possible bullying. (Form is at end of handbook)

Student filing a complaint:

- Student finds trusted staff member.
- Staff member fills out bullying complaint form with the student.
- Staff member decides whether further action is needed.
- Staff member proceeds through investigation process OR documents on complaint form why action was not needed.
- Form is filed in office.

Staff member filing a complaint:

See above

Parent filing a complaint:

- Parent brings concern to appropriate teacher.
- Teacher provides parent with complaint form. Parent completes form.
- Teacher determines whether future action is needed.
- Teacher proceeds through investigation process OR documents on complaint form why action was not needed.
- Form is filed in office.

The investigation process of a possible bullying situation is as follows:

- Teacher conferences with all involved parties.
- Teacher documents information regarding situation on the complaint form.
- Teacher determines consequences according to the handbook (see “Referrals”)
- Teacher communicates incident to administration.
- Teacher notifies parents of targeted student that their child was reportedly harmed (if applicable).
- Teacher informs parents of student accused of inappropriate behavior of the situation and action taken (if applicable).
- Teacher files appropriate forms with the office.

In the event that a student is accused of bullying the appropriate consequences will follow as stated in the handbook (see “Referrals”). The student may also require interventions to work on the self-discipline skills found lacking in the given situation.

In addition, a follow-up with the students involved must take place within 2 weeks of the incident. The following procedure should take place:

- All students involved are referred to counselor for a follow-up meeting.
- Counselor meets with students and completes follow-up form.

Any student with three documented offenses of possible bullying, as defined by the hand book (see “Referrals”) is subject to the following:

- Current handbook policy is followed for consequence
- Repeated sessions with a counselor required until counselor determines that issues are resolved
- Parents waiving the option to see our school counselor must immediately schedule a meeting with a professional counselor they have chosen, sign document stating that our school counselor can discuss the situation with the professional counselor they have chosen, and have their professional counselor provide a letter on letter head stating they have seen the student with the dates.
- Failure to cooperate in the above mentioned interventions may result in expulsion.

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.
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.
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.
 - A. 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.
11. 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.

12. SMOKING by students in the school building or on school/church property is prohibited at all times. Parents will be informed of all offenses.
13. No public display of affection will be allowed by the students.

SUSPENSION OR EXPULSION OF STUDENTS (P4520)

I. The grounds for suspension or expulsion below apply to student conduct which occurs:

- A. On school grounds;
 - B. Off school grounds at a school activity, function, or event;
 - C. Traveling to or from school or a school activity, function, or event; or
 - D. At any other time when the principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or Diocese.
- II. The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in P4530.
- A. Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
 - B. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
 - C. Causing or attempting to cause damage to property belonging to any other person, student, school employee or the school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
 - D. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of school officials, could cause physical injury to any person.
 - E. Threatening or intimidating any individual for whatever purpose.
 - F. Violation of the diocese's Gun-Free School Policy, or possession of or control over a knife or other cutting type of device not used for school sanctioned purposes.
 - G. Possessing, using, transmitting, or being under influence of any controlled substance, including lawfully prescribed medications taken in a 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 and/or educational function.
 - I. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
 - J. Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or education function.
 - K. Violating or repeatedly violating any rules that are, in the opinion of the school officials, necessary to carrying out school purposes and/or educational function.
 - L. Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
 - M. Engaging in any unlawful activity on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or educational function.

DISCIPLINARY REVIEW FOR STUDENTS (P4530)

Disciplinary Review for Students (Suspension or Expulsion)

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

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

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

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 SUSPENSION (amount of days at discretion of administration) 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, vaping, 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 of parents/guardians/custodians to participate in diocesan or school discipline proceedings concerning their students improper behavior, if the behavior of the student has been repeatedly disruptive in the school, may be considered education neglect and the child may be considered a "child in need of services" in accordance with I.C. 31-34-1-7, and, in that case, the matter shall be referred by the building level administrator to 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.

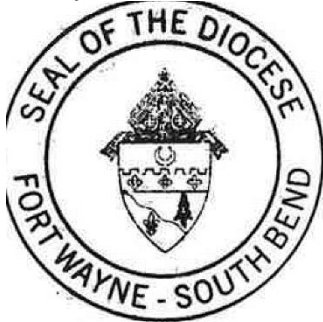
POLICIES FOR DIOCESAN PARISHES, SCHOOLS, AND INSTITUTIONS

Given the cultural challenges we face, it is necessary that we have clear policies for our parishes and schools regarding conduct related to sexual identity and sexuality. It is important that our Catholic school educators, parish staffs, catechists, youth ministers, and parents who enroll their children and young people in our Catholic schools, religious education programs, and parish youth ministries are knowledgeable of these policies based on the anthropological teachings of the Catholic Church summarized above in this document. These policies are established as binding for diocesan institutions, including all diocesan offices, parishes, and schools in the Diocese of Fort Wayne-South Bend.

1. **Designations and Pronouns:** Any parochial, organizational, or institutional documentation that requires the designation of a person's sex is to reflect that person's God-given sexual identity, that is, his or her biological sex. No persons may designate a "preferred pronoun" in speech or in writing when related to ministry activities of any kind; nor are diocesan institutions to permit such a designation. Only pronouns that accurately reflect a person's God-given sexual identity shall be used when addressing or referring to that person.
2. **Bathrooms and Locker Rooms:** All persons must use the bathroom or locker room that matches their sexual identity, that is, his or her biological sex. Individual-use bathrooms are permitted in diocesan institutions and are to be available to all members of the respective communities.
3. **Attire:** Appropriate modesty in dress is expected in a manner consistent with the cultivation of the virtue of chastity. Where a dress code or school uniform exists, all persons are to follow the dress code or uniform that accords with their God-given sexual identity.
4. **Single-Sex Programs and Activities:** Participation in institutional programs and activities (whether curricular or extracurricular, athletics, camps, retreats, etc.) that are designated as single-sex must be consistent with the person's God-given sexual identity. Some programs and activities may be open to participation by persons of both sexes.
5. **Single-sex Accommodations:** Participants in overnight events or programs sponsored or approved by diocesan institutions may only reside in single-sex rooms or accommodations consistent with their God-given sexual identity. The only exception is, of course, accommodations used by persons whom the Church considers validly married and family members.
6. **Conduct:** Chaste conduct is expected and required in our diocesan institutions and at all events and programs sponsored by our diocesan institutions, including at parish or school dances and social activities. Public advocacy for, or celebration of, sexual behavior or ideologies contrary to the teachings of the Catholic Church are prohibited. Active, hostile, and public defiance of these teachings is prohibited since it is harmful to the institution's Catholic identity and mission.
7. **Treatments for Gender Incongruence:** Compassion and sensitivity is expected and required in our diocesan institutions towards those who struggle with gender incongruence or dysphoria. Just as "Catholic health care services must not perform interventions, whether surgical or chemical, that aim to transform the characteristics of a human body into those of the opposite sex or take part in the development of such procedures," so our diocesan institutions are not permitted to cooperate in such interventions, including the taking of puberty blockers, on diocesan property. While we strongly support efforts to alleviate the suffering of those who struggle with their sexual identity, we cannot support interventions which, we believe ultimately harm them. We support pastoral and counseling services to alleviate their suffering and assist them in accepting the God-given gift of their sexual identity.
8. **Protecting the Vulnerable:** All who teach, serve, and minister to young people in our diocese are expected to uphold the teachings of the Church regarding sexual identity, sexuality, and marriage, to affirm their God-given dignity and worth, and to treat them with the love and compassion of Christ.

Ministers have a special responsibility to assist those who are hurting or struggling, including those dealing with confusion about their sexual identity or with same-sex attraction. Ministers must not tolerate any ridiculing, bullying, or hostile speech or behavior directed against them.

This document has been approved and the above policies promulgated as diocesan law by the undersigned Bishop of Fort Wayne-South Bend, Kevin Carl Rhoades, on September 12, 2024, the Memorial of The Most Holy Name of Mary.



+ Kevin C. Rhoades

[Gender Incongruence and Same-Sex Attraction Document](#) – Click for more information

ENVIRONMENTAL POLICIES

GUN-FREE SCHOOLS (P4560)

Students are prohibited from facilitating in any way the delivery of a firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device, or deadly weapon 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. The term of expulsion shall be established by the principal after consultation with the Superintendent of Schools.

HARASSMENT (P4580)

Harassment shall not be tolerated in the Catholic schools.

CHILD ABUSE REPORTING (P3610)

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 (P5430)

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

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.

Surveys, Analyses, Examinations (P4610)

"Parents/guardians of diocesan students have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third party survey should be made in writing to the school principal."

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,. Students are 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 7:30 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. Visitors bringing in items will be asked to leave them on a table inside the Spring Street Door. Staff will deliver it to the students' classroom.

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 background 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. Students will have weekly grade checks. If a student has an 'F' they are ineligible to play for the week. If they can show the following Monday that their grade has increase above an 'F' they will be allowed to participate
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.

STUDENT/PARENT HANDBOOK CONSIDERATION

General Statement – Public Health and Safety

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

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

Academic Integrity and Grading during Extended Learning

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

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

Tuition

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

Preschool will have flexibility to cancel or adjust payments if we are not able to be in person for an extended period of time.

Attendance

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken.

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SPECIAL NOTE

Any update, revision, letter, or memo pertaining to school policy that comes from the principal/pastor 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.



Acknowledgement of Receipt of PB Student/Parent Handbook

I have received and read the Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Signed form due to the office by September 1.

Most Precious Blood School – Bullying Reporting Form

This form is to be completed in the presence of a teacher or other designated school employee.

Completed by: _____

Date Completed: _____ I am a *Student* *Parent* *Staff* *Teacher*

Most Precious Blood School follows Indiana law in defining bullying. Indiana law defines bullying as overt, repeated acts or gestures, including:

- 1. Verbal or written communications transmitted**
- 2. Physical acts committed; or**
- 3. Any other behaviors committed**

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student.

I am concerned with this person being a bully (student A). Name: _____

Who is this person's teacher, or what grade are they in? _____

I am concerned with this person being bullied (student B). Name: _____

Who is this person's teacher, or what grade are they in? _____

Date incident occurred: _____

Place incident occurred: _____

Time of occurrence: _____

Teacher/Staff on duty at time of occurrence: _____

What happened? _____

_____ over

Most Precious Blood School – Bullying Reporting Form

How did the problem start? _____

What was the action to be considered bullying? _____

What was the response by student B? _____

How long has this problem been going on? _____

Office Use Only:

Date Received in Counselor's Office or by Homeroom Teacher: _____

Person Receiving Complaint: _____

Complaint Reviewed by: _____

Action Taken: _____

Leave this form in person to your homeroom teacher/ child's homeroom teacher.

***Complaints without identification may not receive action,
as we may not have the means for proper follow up.***



2025-2026

**Consent for In-
School Services
by School Social Worker**

As the parent/guardian of _____, a student at Most Precious Blood Catholic School, I consent to my student meeting with Mrs. Bentley, BSW for supportive counseling. I understand that the services provided by the school social worker are recommended to help my child with issues that are affecting his/her school performance. These services will occur at school, during school hours.

I understand the importance of confidentiality in the counseling relationship and understand that the information that is shared by the student and parent will be kept confidential. If a student indicates that he/she is in danger of being harmed or is being harmed, danger of being neglected or is being neglected, or has knowledge of someone else being harmed or neglected, the social worker is obligated by law to report such information to the proper authorities.

Parent/guardian signature

Date

Student signature

Date

Most Precious Blood Technology Accountability Form

Student Chromebook/Chrome tablet Use Agreement

Student Name: _____

Grade: _____

Teacher: _____

To support and enhance student learning, our school provides Chromebooks as educational tools. These devices must be used with care, responsibility, and respect. By signing this form, both the student and their parent/guardian agree to the expectations below and understand the consequences of misuse.

Student Expectations

While using a school-issued Chromebook, I agree to:

- 1. Use the Chromebook for educational purposes only.**
I will not play games, visit unrelated websites, or use the device to distract myself or others during class or while doing homework.
- 2. Take care of the Chromebook.**
I will keep my Chromebook in its case, keep it clean, and avoid eating or drinking near it. I will store it safely and bring it to school fully charged each day.
- 3. Avoid damaging the Chromebook.**
I will not purposely harm the device, write or draw on it, insert foreign objects into ports, or attempt to disassemble it. This includes removing keyboard buttons, drawing on devices, or participating in viral “durability” trends. I will also avoid downloading unapproved software or files that could introduce viruses or allow hackers access to my device.
- 4. Practice appropriate online behavior.**
I will not visit inappropriate websites, use offensive or unchristian language, or attempt to bypass school internet filters. I will not engage in online bullying, harassment, or contact with strangers.
- 5. Do my own work.**
I will not use the internet to cheat on tests or assignments. I will not copy and paste answers from other websites. All of my work will be my own, and not directly taken from elsewhere.

Consequences for Misuse

Failure to follow these guidelines may result in the following:

- A warning or meeting with a teacher or administrator.
 - Temporary loss of Chromebook privileges (work will be completed with paper and pencil).
 - Fines for damage due to neglect or intentional misuse
 - Parent/guardian notification and a possible meeting with school staff.
-

Student Acknowledgment

I understand that the Chromebook is a school tool meant to help me learn. I will use it responsibly and follow all rules listed above.

Student Signature: _____

Date: _____

Parent/Guardian Agreement

I have read and discussed the Chromebook expectations with my child. I understand that failure to follow these rules may result in restricted use or fines. I support the school's efforts to teach responsible technology use.

Parent/Guardian Name (Printed): _____

Signature: _____

Date: _____

Please return this signed form to your teacher by September 1, 2025.