



# **PARENT/STUDENT HANDBOOK**

***2023-2024***

***Washington Catholic  
Middle/High School***

201 NE 2nd Street      Washington, Indiana 47501  
Phone: 812-254-2050      FAX: 812-254-8745

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***Washington, Indiana 47501***  
***Phone: 812-254-2050***  
***FAX: 812-254-8745***  
***<https://www.wccardinals.org/>***

Dear Parents and Students,

Welcome to Washington Catholic Middle/High School. In choosing Washington Catholic Middle/High School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Washington Catholic Middle/High School for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Washington Catholic Middle/High School during the 2023-2024 school year.

The faculty and staff of Washington Catholic Middle/High School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. Karie Craney  
Principal

## *Washington Catholic Middle/High School*

Washington Catholic Middle/High School is a fifth through twelfth grade Catholic school in the Diocese of Evansville. The curriculum stresses academic achievement within a Catholic community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Washington Catholic Middle/High School, we are attempting to "teach as Jesus did."

### *History*

Continuous Catholic education in Washington has existed since 1837. The Sisters of Providence, Sisters of St. Benedict, Ursuline Sisters, Brothers of the Sacred Heart, and Holy Cross Brothers from Notre Dame left indelible marks on our schools. The demand for excellence and a sense of pride stressed by members of these orders and by hundreds of dedicated lay teachers is a testament to our rich tradition.

In 1837, Father Simon LaLumiere recognized the great need for Catholic education in Washington, where he hoped to grow and strengthen the faith in the community. The early school began in the tiny basement of St. Simon church. The Holy Cross Brothers from Notre Dame taught students, but the crowded and damp conditions and the lack of funds led to the downfall of the school.

Catholic education remained a focal point of the parish. On September 26, 1857, the Sisters of Providence from St. Mary-Of-The-Woods answered the call and arrived to lay the foundation of the present Catholic school system in Washington.

Saint Mother Theodore Geurin had dreamed of building a school in Washington long before the sisters were invited to open a school in the city. As Mother Superior, she had a vision of the enormous potential of a school in Washington because of the growing Catholic population in the community. The Sisters of Providence founded and operated a school that would become St. Simon Academy. Over the next hundred years, the school grew tremendously and the facility had to be expanded. The girls were taught by the Sisters and the boys were taught by the Brothers of the Sacred Heart.

When the present Catholic high school building was completed in 1914, the boys moved into the new facility and the girls remained at St. Simon. In 1933, the Great Depression made it impossible to pay the Brothers so the school had to close. The girls eventually moved to the new school and it became a co-educational school in 1940.

Saint Mother Theodore Guerin was recently named the patron saint of the Washington Catholic school system. To honor her work and that of the Sisters of Providence, a life-sized statue of Mother Guerin was casted in Italy. The statue was dedicated and placed on a five-foot granite pedestal at the corner of Hebron and Second Street, the site of the original school built in 1857.

### **Mission Statement**

Washington Catholic schools provide a solid foundation in the Catholic faith, foster academic excellence, and educate children to be successful leaders who serve their community.

### **Washington Catholic School Council**

The Washington Catholic School Council is a committee of five lay parishioners. Each member serves a three-year term, with two members leaving the commission each year. At each August meeting the board elects three officers: president, vice-president, and secretary. Serving as ex-officio members of the board are the pastor and the principals of the school.

Six major areas of responsibility for the Washington Catholic School Council are: writing policies, reviewing the budget, developing school/community relations, and setting goals.

The School Council conducts regular meetings on the third Wednesday of the following months: July, September, October, January and April at 5:30 PM in the CCC Lab of the Middle/High School. These meetings are open to all parents and parish members.

### **Absence/Tardy**

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of our students and is aligned with the state statutes of the state of Indiana.

Students should be fever free for 24 hours without the use of fever reducing medication before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

### CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) equals 18 days of absences, regardless of whether they are excused or unexcused.

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, a representative from the Superintendent's Office for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- **A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional to verify the illness.**
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

### HABITUAL TRUANCY

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, the parent/guardian will be notified.
- If the student reaches 10 unexcused absences, a representative from the Superintendent's Office for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The state of Indiana mandates 162 days of student attendance.

### CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, a representative from the Superintendent's Office for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.

- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

### **Academic Information**

#### ***Curriculum***

The Diocesan curriculum guidelines, consistent with the Indiana Department of Indiana guidelines, are followed for the teaching of all secular subject areas. Our school offers students opportunities for growth in the following major subjects:

- Religion
- Mathematics
- Language Arts
- Social Studies
- Health and Safety Education
- Science
- Physical Education
- Fine Arts
- Technology
- Career Awareness
- Foreign Language

#### ***Academic Probation***

Any student who fails to make academic progress may be subject to a Board of Review at the end of any marking period. New students at Washington Catholic will undergo an “Academic Review” at the end of each marking period during their first year of enrollment. Such “Academic Review” will be undertaken by the Principal with the assistance of the Board of Discipline for those students who fail to achieve at a satisfactory level. A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student’s academic progress will be assessed.

## ***Services for Students with Exceptionalities***

Washington Catholic Middle/High School welcomes the opportunity to serve students with exceptional needs.

1. Schools will make reasonable accommodations to meet the needs of all students unless the accommodations will cause undue hardship. Local public schools may be helpful in providing needed resources to our students.
2. Once a student is identified as potentially in need of specialized services, a referral is made by the principal to the Local Educational Agency (LEA) to initiate the process for evaluation. This evaluation is to follow standards established by the state and federal guidelines.
3. If eligible for services an Individualized Service Plan (ISP) plan will be developed for the student with assistance and support from persons representing the LEA.
4. If a student has a disability which substantially limits one or more of a person's life activities, has a record of such impairment, or is regarded as having such impairment, the school will develop a plan with the parents to provide reasonable accommodations that do not fundamentally alter the school program or impose undue financial burden on the school.
5. A student may be excluded from the school and or programs if he or she creates a substantial risk of injury to himself, herself, or others.

## **Accreditation**

Washington Catholic Middle/High School is accredited through Cognia® and the Indiana Department of Education.

## **Admission Information**

### ***Nondiscriminatory Policy***

The schools of the Catholic Diocese of Evansville shall be open to qualified students of any sex, race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made generally available by such schools. Schools do not discriminate in the administration of their educational policies, scholarship programs, athletics, and other school-administered programs.

Admission preference is given to Catholic students; however, students of another faith community will be admitted so long as adequate room and facilities are available. Students of another faith community will be required to assume their full portion of the costs of their education recognizing that the costs to Catholic students are generally subsidized by their parishes.

As opening become available, the following priorities will be used to accept students to Washington Catholic:

1. Children of active parishioners who already have siblings attending Washington Catholic
2. Children of active parishioners who do not have children attending Washington Catholic
3. Families who are not parishioners but have had children attending Washington Catholic
4. Families who are not parishioners



### **Requirements**

- Verification of active parish affiliation/stewardship
- Health Records
- Immunization Records
- Birth Certificate (copy of original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards
- Record of IEP/ILP

### **Financial Obligations**

Notice of withdrawal of a student should be made by the parent or guardian in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

In the event a student voluntarily withdraws during the school year, a parent/guardian may apply for a partial refund of tuition. To apply for a refund, a parent/guardian must complete a Student Withdrawal Form available in the Main Office.

The school's pastor is responsible for authorizing all Student Withdrawal refund requests. Parents/Guardians who wish to appeal the Pastor's decision must submit their appeal in writing to the Chairman of the Catholic Community of Washington Finance Council within 30 days of being informed of the Pastor's decision.

*There will be no refund if a student is forced to withdraw or is expelled from Washington Catholic Schools.*

### **School Choice**

Washington Catholic participates in the School Choice voucher and scholarship program for students in grades Kindergarten through twelfth. Eligibility for these programs are income based. For more information, please contact Teresa Joyce at the parish office.

### **Delinquent Tuition and Fees**

Student records, schedules, report cards, and graduation caps and gowns will not be released for any students that have delinquent tuition and fees. All questions should be directed to the Business Manager in the Parish Office.

### **Allergy Policy**

Washington Catholic recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Washington Catholic Schools will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### ***Within the Classrooms***

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school secretary will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **Ambulance**

If a student suffers a medical emergency precipitating the need for a 911 call to be made, the parent/guardian will be responsible for any/all expenses involved. The parent/guardian will also be called immediately so that proper directives can be given by the parent/guardian to the emergency personnel.

### **Athletics and Extracurricular Activities**

#### ***Athletic Fan Code of Conduct***

Washington Catholic High School, in association with the Indiana High School Athletic Association promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator (student or adult) of Washington Catholic High School we want you to be an example of positive encouragement while supporting our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

#### **Washington Catholic Encourages:**

- Enthusiastic support of your team
- Good sportsmanship
- Family friendly atmosphere
- Commitment to safety
- Welcoming attitude to all fans and visitors

While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, Washington Catholic administrators may apply further consequences to a

student ejected from a contest due to the student violating the Student Handbook.

### **Good Sportsmanship Policy**

Washington Catholic Middle/High School expects good sportsmanship to be exhibited by all who attend any school function. A true sportsman exhibits fairness, courteous behavior and graceful acceptance of the results. Sportsmanship has also been defined as the quality of responsible behavior which is characterized by a spirit of benevolence and genuine concern for an opponent. A good sport exercises the fair play ethic in every facet of life --- business, commerce, law, education, and all other human interactions.

### **Behavior at Athletic Events**

Washington Catholic Middle/High School students will be seated for athletic events in the area assigned by school officials. High school students may sit in the pep block. All students are to remain seated during the event. Students may only visit the snack bar and restrooms before the game, during half time and between games. At away events, Washington Catholic Middle/High School students will be seated in the section assigned by the host school and its officials.

The following behaviors are specifically forbidden at athletic events, both the home and away:

- Behaving in such a way during the introduction of players from the opposing team that would be (or appear to be) rude or discourteous.
- Displaying signs, banners, buttons, badges, T-shirts or the like except as approved by the school and its officials.
- Cheers that are in bad taste, suggestive, or otherwise offensive. The school officials at Washington Catholic Middle/High School reserve the right to make the final decision about the appropriateness of cheers and chants used by the Washington Catholic Middle/High School cheering section.
- Inattentive or rude behavior during the playing of the National Anthem including the refusal to remove hats.
- Rude or crude speech or gestures.

Students who violate the rules of good conduct at athletic events will be subject to the school's disciplinary action and may be removed from future events.

The following penalties may be imposed on any Washington Catholic Middle/High School student who is removed from an athletic contest by a school official, athletic department representative, or law enforcement official at home or away athletic events:

- Indefinite suspension from attendance at Washington Catholic Middle/High School athletic events, both home and away.
- Exclusion from Washington Catholic Middle/High School pep assemblies or pep rallies and celebrations.
- Immediate removal from office by offenders who are class officers, club officers, athletic team members, band or choral members, or other participants in extracurricular organizations.
- Referral to the Principal and/or Board of Review for possible detention, suspension, probation, or expulsion, depending on the individual case.

**WC Cardinal Fight Song:**  
***Cheer for the Red, White, Black of Washington***  
***Cheer for the Cardinals Ever Brave and True***  
***And to the School They're Always Faithful***  
***Just Like the Student Body, They do Love their Alma Mater***  
***Work With Them and Always Will***  
***For that's the Motto that Always Pulls Us Through***  
***Cheer for the Red, White, Black of Washington***  
***Oh Washington, We Cheer for You!***  
***C-A C-A C-A-R-D***  
***I-N I-N I-N-A-L***  
***C-A-R-D-I-N-A-L C-A-R-D-I-N-A-L***  
***Victory, Cardinals, Fight, Fight Fight***

### **Co-Curricular and Extracurricular Activities**

Students applying for leadership positions must be in good standing in academics, attendance, and discipline. Failing grades, excessive absences, and/or five detentions are examples of unacceptable levels and warrant the student's removal from any leadership position.

### **Extracurricular Activities**

In order to participate in any school sponsored activity that day, a student must be in school before the start of 4<sup>th</sup> period unless prior approval has been obtained from the office for a **pre-approved** absence. In order to simply attend any school sponsored event that day, a student must be in school by the end of lunch.

### **Extracurricular/Athletic Eligibility (HS)**

To be eligible scholastically to participate in any extracurricular or athletic activity, students must have received a passing grade in 70% of their classes in the previous grading period. A student may regain eligibility by meeting the above requirements at the end of a nine-week grading period. Semester grades take precedence over nine-week grades. Students participating in athletics must also meet all other IHSAA rules and regulations.

### **Extracurricular/Athletic Eligibility (MS)**

To be eligible scholastically, students must pass 70% of their classes. A student may regain eligibility meeting the above requirements by midterm of the next grading period. Semester grades take precedence over nine-week grades.

### **Before and After School Care**

Grades 5 through 12: 8:005 AM – 3:05 PM. Students not in their homeroom at 8:05 AM are considered tardy.

At Washington Catholic Schools, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are open for students at 7:45 AM. Students should go to their lockers, put backpacks away and get needed classroom materials for homeroom/1st period depending on the day. Students should also get breakfast from the commons and take care of any restroom needs prior to reporting to the classroom by 8:05 AM.

Prayer and morning announcements begin at 8:05 AM each day. Dismissal each day begins at 2:50 PM with 5th grade, 2:55 PM with 6th grade, 3:00 PM with bus riders and all remaining 7th through 12th graders at 3:05 PM. Please check the school calendar and weekly newsletter for delayed start dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who arrive prior to 7:45 AM or who are not picked up by 3:30 PM will receive:

1. a phone call reminding you to not drop off your child early or to pick up your students on time
2. a registered letter reminding you that dropping your child off at school prior to 7:45 AM or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

Students not picked up by the end of the school day (approximately 3:20 PM) will be sent immediately to the school office to make a phone call to secure arrangements for pick up.

### **Bullying and Cyberbullying**

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

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

Bullying, as defined by the Catholic Schools Office, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the school principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

### **Cell Phones**

Cell phone use is not permitted during school hours. Cell phones should be kept in student vehicles or turned off and locked in lockers. Cell phones are not allowed in the classroom during school hours (8:00 AM to 3:15 PM). Students may have cell phones at lunch in the commons. All confiscated cell phones will be handled as follows: First Offense – Student will receive a warning and be asked to put cell phone away; Second Offense – After School Detention and cell phone will be turned into the office until the end of the day, when student may pick up phone prior to exiting school; Third Offense – Two after school detentions and the cell phone will be turned into the school office and must be picked up by a parent. Repeated cell phone offenses may result in the student being required to turn their phone into the office every morning for the remainder of the school year.

Students are not to have any electronic games, beepers, radios, laser pointers, CD players, MP 3 players, iPods or other such devices in school. All such items will be confiscated from the student. First offense – the student will serve two lunch detentions and can pick up the equipment at the end of the school day. Second offense – the student will serve an after school detention and a parent must pick up the equipment. Third offense – the student will serve an in-school suspension; the student may have the equipment back at the end of the school year.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

### **Cheating**

Cheating of any type will not be tolerated. To take and use another person's work, test answers, files, assignments, writings, etc. and submit it as one's own work is a violation. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating may also be unable to participate in sports/extra-curricular competition. Parents will be notified immediately. On any repeated offense, not only will the student face a teacher's disciplinary action and parent notification, he/she will meet with the Board of Review with the possibility of further consequences. Teachers will further explain their individual policies to all students.

### **Child Abuse Laws**

Washington Catholic Schools abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### **Class Funds**

1. Class funds are generated through fund raising activities such as car washes, bake sales, and bingo concessions. All fundraisers require administrative permission to determine an agreed upon timeline for sales.
2. In order to spend class funds, permission must be received from the class sponsor, administration, and school board. Large expenditures require the class sponsor and administration. School officials must purchase all supplies necessary. Reimbursements will not be given out.
3. At the end of the senior year, the class account must be cleared of all money. Class reunions are the responsibility of class members.

### **Class/Grade Level Activity and Event Planning Responsibilities by Grade**

The school considers it an honor for any student to be chosen as a class officer and consequently expects each class to select such students as will best represent the class and bring honor to the school

**Junior Class** Junior class officers are responsible for the prom while their parents are responsible for the post-prom.

**Sophomore Class** The sophomore class sponsor and officers are responsible for the cleanup of prom. Any sophomore who served at prom itself is exempt from prom clean up. Any sophomore not participating in cleanup is ineligible to attend prom the following year. .

**8th Grade** The 8<sup>th</sup> Grade class is responsible for fundraising money for their class trip that will take place in the Spring. All fundraisers must be approved by the administration.

**7th Grade** The 7<sup>th</sup> Grade class is responsible for hosting and chaperoning a dance for middle school students. Dances must be approved by the administration. A school representative or designee appointed by the Principal must be present at all middle school dances.

### **Class Rank (HS)**

Honor points will be computed and class rank determined at the end of each semester. In senior year, the Valedictorian/Salutatorian will be determined at the end of the 7<sup>th</sup> Semester (Christmas). Permission for summer school will be granted for students making up failed classes or for those wishing to take a class not offered at WCHS.

Since the grading system at WC is 4 - 3 - 2 - 1 - 0, the subject index point is multiplied by the grade. For example, a B+ (3.5) in calculus (4) would earn 14 points; a B+ in health (2) would earn 7 points.

Class rank will be determined by accumulated honor points. In order to buffer inequities of scheduling which may impact class rank, a 1% rule will be implemented. The top 7-point classes will be counted. More simply stated, any student, who attains 99% of the highest number of honor points will be treated as having the same rank.

### **Code of Christian Conduct**

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their student.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to; all school-sponsored programs and events (e.g., extended care, athletics, and field trips. Etc).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.



### **College Visits (HS) (2 per year)**

Students may begin visiting colleges in the junior year. Visits which include an appointment with the admissions office at the institution or are arranged through the high school office are considered excused absences. Also, visits to an institution on a specified high school visit day are excused. Students using a college visit day must notify the high school office at least 48 hours in advance of the trip and complete a trip form from the high school office with each teacher's initials and parent signature prior to the visit. Students taking advantage of a college visit day MUST provide documentation to the school office the next school day following such visits. Documentation will consist of the program from the high school visit day or a note from the admissions counselor with whom you visit. This policy lifts restrictions concerning the number of college days a student may attend yet at the same time enhances the quality of such visits. A student *may* be denied college visitation days if attendance and/or grades are not satisfactory. **College visits should not be scheduled during the last week of the grading period.**

### **Courses and Credits (HS)**

To graduate and receive a diploma from Washington Catholic High School, a student must have attended high school for eight semesters as a full time student, met all standards established by the Indiana State Board of Education, and obtained one Theology credit for each semester enrolled at Washington Catholic High School.

### **Crisis/Confrontation Policy**

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our schools are of paramount importance. School authorities, therefore, must often make judgments which are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law or in violation of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;

5. A student knowingly possesses handles, conceals, or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
  - a. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  - b. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and to impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public.

The failure or refusal of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

### **Crisis Plan**

Washington Catholic Schools has a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

### **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### **Academic Honors Diploma**

To be eligible for an academic honors diploma, a student must have a grade point average of "B" (3.00 GPA) or above. A student must maintain a "C" (2.00 GPA) or above in each course to obtain an academic honors diploma.

Theology	4 years	8 credits
*English	4 years	8 credits

Mathematics	4 years	8 credits
Science	3 years	6 credits
**Language	3 - 4 years	6 - 8 credits
U.S. History	1 year	2 credits
World History	1 year	2 credits
Fine Arts	1 year	2 credits
Gov't/Econ	1 year	2 credits
Health/Safety	1 year	1 credit
Physical Education	1 year	1 credit
Electives		6 credits

For the Core 40 with Academic Honors Diploma students must:

- Complete all requirements for Core 40 (listed below).
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - Complete AP courses (4 credits) and corresponding AP exams
  - Complete IB (Higher Level) courses (4 credits) and corresponding IB exams.
  - Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
  - Score a 26 or higher composite on the ACT
  - Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)
  - Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credit course(s) from the Core Transfer Library (3 transferable college credits).

\*\*The foreign language requirement can be met by taking either two years each of two languages or three years of one language.

If Algebra I is taken in the 8th/eighth grade, the number of math credits required is reduced to six. This allows additional elective selection. Mathematics credits must include Algebra II and at least one upper level mathematics class, such as calculus or advanced math concepts.

A student can earn ½ a credit per semester for taking Choir during resource.

All students are required to take a math course their junior year and senior year of high school.

Algebra I, if taken the 8<sup>th</sup> grade year, is the first grade on the high school transcript and will be used to calculate class rank.

A student may retake a class to raise the grade in that class.

Core 40

Theology	4 years	8 credits
English	4 years	8 credits
*Mathematics	3-4 years	6-8 credits
*Science	3 years	6 credits
*Social Studies	3 years	6 credits
Physical Education	1 year	2 credit

Health/Safety	1 year	1 credit
Directed Electives		
World Languages		
Fine Arts		
Career/Technical		5 credits
Electives		6 credits

- \*Must include Algebra I, Algebra II, and Geometry
- \*Must include Biology, Integrated Physics-Chemistry, and another Core 40 Science class
- \*Must include World History, US History, Government, and Economics
- \*Must take a math course during the junior year and senior year.
- \*Completion of Core 40 becomes an Indiana requirement. To graduate with less than Core 40 a formal opt-out must be completed. Students who opt-out of Core 40 must complete General Diploma Requirements. The General Assembly passed a law in 2005 that makes Core 40 (or documented equivalent) a minimum requirement for admission to Indiana four-year public universities effective Fall 2011.

### **Discipline**

Being a Catholic educational institution, Washington Catholic Middle/High School operates under contractual law. Thus, students who attend Washington Catholic Middle/High School are expected to follow the rules and procedures that are expressed in the Student Honor Code or the requests made by the faculty and administration. Students who do not do this will not be allowed to attend Washington Catholic Middle/High School. Our school is a community of learning. As part of the Catholic Church, we strive to teach the proper behavior of Christian citizens. We believe that the foundation of proper behavior comes from the teachings of the Church and the teachings of the home. *Because of the uniqueness of being a Catholic educational institution, students are not guaranteed constitutional due process rights, as are students who attend public schools.* The administration and faculty guarantee that all students will be treated by the dictates of Christian thought and teachings. Pursuant to existing binding agreements between the Washington Catholic Middle/High School and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement any offense involving possession or use of any illegal substances or alcoholic beverage by any student which occurs at any school function or anywhere on school property.

### **Disciplinary Procedures**

Each student has the responsibility to know and to follow the rules and procedures of our school community. In the case of misconduct, each faculty and staff person has the right and the responsibility to deal with a situation as it presents itself. Blatant disrespect and disobedience will never be tolerated and will be referred to the School Administration. The School Administration has the responsibility of handling normal disciplinary problems and referrals. Each severe disciplinary problem is referred to the Principal and the Board of Review.

### **Board of Discipline**

The Board of Discipline is an advisory committee, which makes decisions regarding students that have committed major violations of school and/or community regulations. The administration notifies the student, the parents, and others involved of the time and place of the hearing. The administration appoints the committee each school year; it consists of the guidance

counselor, one faculty member, and the Principal. The committee conducts hearings on major violations of school regulations or conducts an appeal hearing for students seeking reinstatement of lost credit(s) due to excessive absences. **At any time the Principal or a member of the discipline committee sees the need to meet about a student then with the approval of the Principal there will be a meeting about the student. Guardians will be notified of the meeting and in most cases asked to attend.** At the hearing, each person will have the opportunity to present information or ask questions. The committee may recommend academic/athletic/extracurricular probation, in-school or out-of-school suspension, or expulsion. The Principal makes the final decision; all involved will be informed of the decision. In the case of expulsion, students and parents may appeal to the Diocese of Evansville Superintendent of Schools.

### **Disciplinary Probation**

Disciplinary probation is imposed on a student because he/she has forfeited the confidence of the school community. The student is required to restore the confidence through his/her future behavior. The Administration and/or Board of Discipline will determine the length, the restrictions, and the details of the probation. Disciplinary Probation usually entails exclusion from ALL EXTRACURRICULAR ACTIVITIES and loss of privileges at school. While on probation, students are only allowed on school property from 7:45 AM to 3:30 PM on school days. **The grounds for disciplinary consequences apply to student conduct: a) during school activities on or off campus, b) on school property at any time, c) while traveling to and from school or school activity.**

### **Consequences for Inappropriate Behavior**

Sometimes a student's behavior is inappropriate and needs correction. The following disciplinary actions are designed to correct or deter misbehavior as outlined in the school rules. The actions taken by faculty or staff are listed in order of severity. The school also reserves the right to discipline students who, while off of school grounds or out of school, exhibit behavior and actions that reflect negatively on the school. The entire disciplinary program is under the direction of the Principal and the Board of Discipline.

### **Reminder/Warning**

A reminder of a rule or procedure may be given to a student in order to allow the student to make the necessary correction of misbehavior. Reminders and/or warnings are not required and should be viewed as an opportunity to be utilized.

### **Detention**

Detentions at Washington Catholic MS/HS are classified as lunch and/or after-school. To issue a detention, a faculty member confronts the student's misbehavior, listens to the student, and notifies the student that a lunch or after-school detention will be served. If the action is severe, it may warrant multiple detentions for the same offense. Faculty will follow up problem behavior with communication with the student's parents/guardians. All disciplines are located in the Discipline section of the student profile in Powerschool.

### **Lunch Detention**

The teacher completes the detention information in PowerSchool. Students will walk to the cafeteria to get lunch with the supervising teacher. Students will sit in the CCC Lab or teacher

classroom during lunch with a supervising teacher. There should be NO TALKING during lunch detention. Students on official lunch detention are not allowed to have food brought to them. They must either use the school cafeteria or bring a sack lunch. Failure to comply with these rules will result in more serious consequences.

For students who miss their lunch detention, the following are the consequences: First skip-added day of lunch detention. Second skip-1 day ISS. Third skip-Board of Discipline Conference.

### **After-School Detention**

The teacher completes the detention information in PowerSchool. The School Administrator completes the detention by reviewing the detention, recording it, and informs the student of the time to serve. The School Administrator, in consultation with the teacher, may modify the disciplinary penalty. Parents/guardians are to sign all detention forms. Detention forms are to be returned signed the next day to the school office. The issuing and reception of a detention means that the student is required to serve **45 minutes after school**, from 3:15 PM to 4:00 PM.

- Detention will be served as assigned, and will begin five (5) minutes after the end of the last period of the day.
- The student will be given a one day notice to make arrangements.
- Students serving detention must be dressed in accordance with WC's dress code.
- Teachers may not take students from the detention room without the permission of the Principal.
- If students do not have anything to study, the detention proctor may give assignments.
- A student may petition the Principal to reschedule a detention date due to undue hardship. Written documentation of such hardship must be provided to the Principal no later than lunch the day the detention was originally scheduled. If an excuse is granted the student will serve on the next scheduled date.
- Students not serving detention on the day assigned (termed a skip) will receive an extra hour of detention.
- A second skip of detention will result in the student serving an automatic in-school suspension.
- After a student accumulates five (5) detentions, he/she will meet with the Board of Discipline.

### **Dismissal from Class**

Any student who disrupts class will be dismissed from class and sent to the office. The student must sign in upon entering the office and wait to see the School Administrator. If the School Administrator is not available, the student should sit quietly until the end of the period. The student is to see the School Administrator before returning to that class the next day. The teacher will notify parents (and Principal) each time a student is dismissed from class and issue an after-school detention. On the third offense, the student may be suspended from the class for the remainder of the semester with loss of credit by the School Administrator.

### **Suspension**

Suspension is temporary exclusion from the school community. Suspensions may last from one (1) to five (5) days. Teachers may suspend a student from class for one day. All other suspensions are given by the Principal, who is responsible for notifying parents of the length and reason for suspension. Occasionally an in-school suspension program is set up to deal with special disciplinary and/or attendance problems. Suspensions at Washington Catholic High

School are classified as from classroom, in-school, or out-of-school suspension.

**From the classroom:** If a student is suspended from the classroom by a teacher, immediate verbal communication must be given to the School Administrator with written reasons given to the School Administrator prior to the close of the school day. The teacher will notify the student's parents. The Principal will confer with both the student and the teacher prior to the student's being reinstated after the initial one-day suspension. Upon the second occurrence, the student will go before the Board of Review, which will make recommendations to the Principal regarding the student's being allowed to stay in the class. Repeated suspensions from the classroom may require a conference with the parent(s)/guardian(s).

**In-School Suspension:** In-School suspension may be given for, but not limited to, the following serious infractions:

- Repeated cheating, detentions, tardies
- Repeated absences from school, individual classes, or conferences
- Repeated minor offenses
- Refusal to obey school rules and standards or school authorities or
- advocating that others do the same
- Use of obscene gestures and abusive and/or vulgar language
- Leaving school, class, or class assigned areas without permission from authorized school personnel
- Disrespect for teachers or other school personnel
- Any infraction deemed by the Principal or Dean of Students to be serious enough to warrant in-school suspension

Under the Principal direction, the student will complete work, homework, and tests during the suspension. **Students are not allowed to participate or attend extracurricular events or practices on the day of the suspension.**

**Out-of-School Suspension:** Some acts are considered serious enough to warrant immediate suspension. Suspension from school for a period of up to five (5) school days may be imposed for any of the following acts:

- Throwing/propelling any object which might harm another person or distract a class or activity
- Setting off a false fire alarm
- Sexual acts, petting, necking, inappropriate physical contact
- Solicitation of funds for any purpose without approval from the principal
- Refusing to identify oneself or giving false identification to any WCHS employee and/or failing to justify one's presence, that is, by giving evidence that he has permission from a school staff member to be where he/she is
- Participating in a fight at school or during a school sponsored activity
- Repetition of infractions for which a student has already received an in-school suspension. This may result in out-of-school suspension or expulsion.
- Any infraction deemed by the Principal or Dean of Students to be serious enough to warrant out-of-school suspension

The principal, after consultation with the teacher(s), shall notify the student of the specific reason for which disciplinary action is being instituted. Prior to the suspension, there will always be a hearing at which the student will have the right to present to the principal/designee any relevant

information. If the student is to be suspended, the principal will notify the parent(s) as soon as possible using (S-1) Notice of Student Suspension, of the reason for the suspension and the steps necessary to reinstate the student. A student will not be asked to leave the school building until the parent(s) appears or authorizes his/her dismissal. The principal shall meet with the parent(s) or guardian(s), student, and the faculty member(s) involved to discuss the problem, and if possible, plan the steps required for return of the student to the school.

Suspension while investigation takes place (S-2) Notice of Suspension from School Attendance Pending Further Proceedings shall be limited to five (5) days. The duration of the suspension after such investigation shall be determined by the principal following a joint conference with the teacher(s) and parent(s) or guardian(s). The school will make every effort to provide continuance of instruction during suspension. The principal shall keep a record of the suspension including reason, duration, date, conditions, and referrals. A copy shall be given to the parent(s) or guardian(s). If the misconduct is serious, reference to the suspension may be placed in the student's permanent records. Documentation of disciplinary actions (incidents and major disciplinary actions) are kept in the school's files until the student graduates or is transferred to another school.

The student is suspended from all school-related activities for the duration of the suspension. If the student receives out-of-school suspension, he/she is not allowed on school property nor can he/she participate in extracurricular activities for the duration of the suspension.

Removal from leadership positions such as National Honor Society, class and club officer positions and team captains may also be considered; the student may be declared ineligible for office for the following school year.

Work missed during an out-of-school suspension will not be made up and the student will receive a zero (0) for the days suspended in each class.

### **Expulsion**

Expulsion is the permanent exclusion from the school community. A student may be expelled from school attendance and/or recommended for expulsion for the remainder of the semester or year. A student may be expelled for the following reasons:

Notwithstanding more specific school rules, the following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from schools:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
2. Damaging or stealing school property
3. Damaging or stealing the property of another
4. Threatening or intimidating any student
5. Doing harm to a fellow student
6. Threatening or doing physical harm to a school employee



7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon
9. Engaging in any unlawful activity that interferes with the school process
10. Insubordinate conduct
11. Violation of school attendance policies
12. Sexual harassment

**THE ABOVE MENTIONED APPLIES TO CONDUCT BOTH IN (DURING) AND OUT OF SCHOOL.**

### **Exclusion**

A student may be excluded from school for the following reasons;

- If he/she has a dangerous communicable disease which poses a substantial threat to the health or safety of the school community.
- If the student's immediate removal is necessary to keep or restore or to protect other persons or school property
- If the student appears mentally or physically unfit for school purposes.

### **Drugs and Alcohol/Smoking and Vaping**

Smoking or vaping of any type is not allowed on campus.

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. The possession and/or use of illegal or non-prescribed drugs, alcohol, or weapons are strictly forbidden at any time anywhere on the school premises. Violation of this rule is considered a serious offense and may be grounds for expulsion.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement any offense involving possession or use of any illegal substance or alcoholic beverage by any student which occurs at any function or anywhere on school property.

We have an obligation to take a strong position in opposition to possession and/or use of drugs on or near school property or at/or near school functions/events. All students are subject to the Washington Catholic Code of Conduct. Athletes are subject to the IHSAA By Laws and Articles of Incorporation, and the Washington Catholic Middle/High School Athletic Code of Conduct. If a student is found to be in violation of the drug, alcohol or tobacco policies by a school official or any law enforcement official, the following consequences will apply.

## Students

### Drugs & Alcohol

**I. Trafficking** - Buying, selling, or distributing any illegal drug or alcohol on/off school property. Any student, who provides illegal drugs, look alike drugs, alcohol, tobacco, electronic cigarettes (vapor), non-authorized prescription drugs to another student will be subject to expulsion and may be reported to the proper authorities.

- **First Offense:** Suspension pending the completion of a drug education program and the recommendation of a health professional or expulsion depending on the severity of the violation. If the student is allowed to return to school, drug screening may be required at the request of the building Principal and at the student's expense.

**II. Use:** Use or possession of alcohol or other illegal drugs, look alike drugs, including tobacco products (electronic cigarettes/Vapor) or the improper use of prescription drugs is never permitted on or near school property or at/near school functions/events. Students who have consumed, ingested, or are in possession of alcohol, tobacco, electronic cigarettes (Vapor) or other drugs on or near school property or at/near school function/events will face the following consequences:

Suspected students may be required by the building Principal to submit to drug screening at their own expense.

- **First Offense:** Suspension as determined by the school Principal. Required conference with the student, parents, and Principal or Dean of Students. Requirement of professional assessment or intervention at the student's expense.
- **Second Offense:** Professional assessment required. All recommendations must be followed. Suspension as determined by the building Principal. Possible expulsion depending on severity.

## Student

### Tobacco/Electronic Cigarettes/Vapor Cigarettes

- **First Offense:** Any student possessing or using tobacco products on or off campus may be required to attend and pay for tobacco education class and will serve a one (1) to two (2) days in or out of school suspension.
- **Second Offense:** The student will serve three (3) days of in or out of school suspension.
- **Third Offense:** The student will be called before the Board of Review which will review the student's case and make recommendations to the principal. The Board may recommend further suspension or expulsion.

## Athletes

- **First Offense:** The student athlete shall be suspended for a minimum of 20% of the scheduled games for that sport for that school year (penalties must be served consecutively). All numbers of 0.5 or above will be rounded up to include the next game. Ex. 20% of 28 games would be 5.6 games. The player would miss 6 games. The school will offer to arrange and pay for the student to complete a school approved substance abuse program.
- **Second Offense:** The student athlete will be suspended from the team for 365 consecutive days from the date of suspension. The student must complete a

- school approved substance abuse program at the student's expense.
- **Third Offense:** The student athlete will be denied athletic participation for the remainder of his/her school career.

### **Emergency Drills**

Washington Catholic Schools will follow all state guidelines regarding emergency drills. State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to the classroom when a signal is given.

### **Emergency Forms**

Each year parents/guardians must complete a current Emergency Form. This form will include the names of three individuals who are authorized to pick up students at dismissal or due to an emergency. In addition to the custodial parents, students will only be released to the individuals named on this form. Parents are to update this form with current contact information should phone numbers, names, etc. change during the year.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. 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.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to

bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.

10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. St. Catholic School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **Grading Scale**

A	100-97	B-	86-84	D+	73-71
A-	96-93	C+	83-81	D	70-68
B+	92-90	C	80-77	D-	67-65
B	89-87	C-	76-74	F	64 & Below

### **Harassment**

Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Home-School Communication**

In order to ensure that all communication from school reaches home in a timely manner, Washington Catholic Middle/High School will email a Weekly Newsletter on Fridays. All newsletters and important information like the lunch menu and school calendar can be found on the school website ([www.wccardinals.org](http://www.wccardinals.org)). Parents can also stay up to date with information through our many social media platforms - Washington Catholic Schools Facebook Page,

Washington Catholic PTO Facebook Page, as well as our many Team Reach Accounts. All emergency communications are sent using the School Messenger phone system.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

We ask all parents for support in our diligent effort to see that students complete assigned work. Students must complete assigned class work if they hope to earn quality grades.

### **Homework due to Vacations/Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

### **Homework Policy Due to Illness**

A parent may call the school office to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 – 3:30 PM. For short absences, students can make arrangements with classmates regarding assignments and/or check Google Classroom. Students may also receive missed assignments from their teacher when they return to school.

### **Incompletes and Make-up Work**

It is the student's responsibility on the first day back to school to contact the teacher to make arrangements to make up quizzes, tests, and other work. The classroom teacher must agree to any extension. Students may petition the Board of Review for extra time to complete work due to illness or other extenuating circumstances.

### **Immunizations**

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system. Under new Indiana law, middle and high school students must now show proof of vaccinations for tetanus, diphtheria, pertussis (Tdap) and meningococcal (meningitis) as well as two vaccines

for chickenpox. Students may be excluded from school if proof of immunization is not given. According to state law, parents may obtain a waiver for religious reasons. The County Department of Health provides free and low cost immunizations to students. The county health nurse provides various health screenings for students in grades 5-12.

### **Internet Acceptable Use Policy**

We are pleased to bring Internet access and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by devices of any kind (including but not limited to cell phones, computers, tablets, smart watches, and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

### **Student Agreement**

1. Personal Responsibility. Students will accept personal responsibility for their misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, bullying, inappropriate sexual content or intentionally wasting limited resources.

2. Acceptable Use. Students' use of the school's Internet and e-mail will be for educational purposes only and in support of educational research and the educational goals and missions of St. Catholic School as defined by the teacher in charge. Students agree to not "surf" the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.

3. Network Etiquette. Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and realize that they are a representative of their school community. Students will never use swear words, vulgarities, other inappropriate language, or any language that could be perceived as bullying.

4. Privacy. Students will not reveal their full name, usernames, passwords, home address or their personal or family phone numbers or those of any member of their school community to anyone over the Internet at any time.

5. Expectation of Privacy. Students understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. Students will not send or publish anything that they do not want others to see or read.

6. Security. Under no circumstances will students order any material over the Internet. Students will not download and/or attach files from any user or users they are not familiar with. Students will not attempt to gain unauthorized access to resources or files.

7. Copyright. Students understand that to copy another person's work on the Internet and call it their own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, students will ask permission when possible and credit the author accordingly.

8. Chat/Messaging. Students will not use chat or messaging programs or services unless it is part of a class activity which is supervised by their teacher. When posting messages for an activity, students agree to not post anonymous messages or post messages using a false name or the name of another person.

Use of the Internet and e-mail at our school is a privilege and not a right. Students understand and will abide by the above Internet Use Agreement. Students further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of their Internet use or access privileges may be revoked and school disciplinary action may be taken.

### **Parent Agreement**

The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

### **Items Brought To School**

Washington Catholic Schools is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to, all electronic devices. We reserve the right to search any items brought to school.

### **Library**

Washington Catholic Schools maintains a school library for PreK to 12 in the middle/high school building.

### **Lockers**

Each student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times.

**The school reserves the right to inspect lockers at any time.** Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door. Students in Grades 5 – 8 are issued a school-owned combination lock to use to protect their personal items during the evening and on the weekends. Locks are built in Grades 9-12 lockers. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of Washington Catholic Schools. A \$10.00 fine is charged for any missing or lost locks.

### **Lost and Left**

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found Basket. Items placed in the Lost and Found Basket remain in there for 30 days. After 30 days, items are donated to St. Vincent DePaul.

**Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.**

### **Lunch Program**

Washington Catholic Schools participate in the National School Lunch Program and offer a nutritionally balanced lunch daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.** Parents should refrain from bringing forgotten lunches to school. This creates a disruption to the learning process as class time is lost when a student is called out of class. Any student forgetting a sack lunch, will be provided a lunch. Reimbursement for the lunch must be made the next day. The school cafeteria is located in the Patrician Room of the elementary school. Those students wishing to purchase lunch in the cafeteria must sign up in the homeroom during attendance and pay at the cafeteria. **Forms for those who qualify for free/reduced lunch may be obtained through the office.** Any lunch accounts in arrears will not be issued a quarterly report card.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. Students must ask to leave the cafeteria for any reason. Students are expected to WALK to the cafeteria with their class and lunch duty teacher. They may not cross the street until a teacher directs them.

Washington Catholic Schools has a policy that requires students to pay for items classified as "a la carte" by using positive student account balances or cash. If a student does not have a positive account balance or cash, a student will not be allowed to purchase "a la carte" items. Low balance notifications are emailed out weekly and handed to students at school. Parents can monitor cafeteria balances by logging into their Titan lunch account. All cafeteria accounts are expected to maintain a positive balance.

Parents can fund their child's account balance in the following manner:

1. Send checks in an envelope and students may place a check in an envelope to be brought to the school office.
2. Add money online by logging into the Titan account.



For students, lunch is \$3.50, **breakfast is free for all students**, and extra milk is \$.50. Breakfast will be available to grab-and-go and eat in the Homeroom for students in grades 5-12.

### **Lunch account Balance policies**

A family will be allowed to accumulate no more than \$25.00 worth of lunch charges.

Parents/guardians will be sent a friendly reminder email when their cafeteria balance drops below \$5.00. Should parents/guardians accrue a balance of \$25.00, money must be sent the following school day or the students must be sent to school with a sack lunch. Please contact Becky Culbertson, Cafeteria Manager, if you have questions or need to make special arrangements.

Students that leave school, either by transfer or graduation, will be sent a letter by mail if they have a positive lunch account balance in excess of \$5.00. Letters will not be sent for balances lower than \$5.00, but students are encouraged to make arrangements to pick up positive balance funds by contacting the cafeteria manager. Unless arrangements are made, positive balances of less than \$5.00 will be donated to a Lunch Fund to provide assistance to families with short-term needs.

### **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy.

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the school office with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

### **Office Records**

Parents/Guardians are requested to notify the school office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. In addition, parents/guardians should notify the school office of any transportation changes.

### **Parents As Partners**

As partners in the educational process at Washington Catholic Schools, 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 nutritional sack lunch every day.
- Takes prescribed medications.

To actively participate in school activities such as Parent-Teacher Conferences;

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

To notify the school with a written note when the student has been absent or tardy; (these notes are kept for one year)

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 support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

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

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on any social media.

In an e-learning environment, the daily support of a parent/guardian is critical to providing students with continued quality education through e-learning. Specific guidelines will be provided to parents/guardians with detailed information regarding the e-learning schedule.

### **Parent's Role in Education**

We, at Washington Catholic Schools, 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 models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Washington Catholic Schools involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

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

Once you have chosen to enter into a partnership with us at Washington Catholic Schools, we trust you will be loyal to this commitment. During these formative years (Pre-K to 12), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents 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 all 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 them to be.

### **Parent Teacher Conferences**

Parent-teacher conferences are an excellent means of communication between parents and teachers concerning a child's progress. Formal parent-teacher conferences are held immediately after the first grading period. You are encouraged to ask the teacher for a conference at any time to discuss any matter pertaining to the welfare of your child or his/her progress. A teacher may be contacted at school until 10 minutes after the closing of each school day. Please call for an appointment with a teacher if you wish to see her/him.

### **Pesticide Use in School**

[Information from the Office of the Indiana State Chemist](#)

If you want to be notified 48 hours prior to application, please provide contact information to the school office in writing. In emergency situations, the school will notify the contact person within 12 hours.

### **Promotion Policy/Retention/Transfer Policy**

Advancement to the next grade in Washington Catholic Schools is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Washington Catholic Schools.

### **Report Cards/Progress Reports**

**Report Cards** are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. Report Cards will be emailed through PowerSchool to all families. Please make sure that the school always has a current email address on file.

**Progress Reports** will be given mid-way between each nine-week grading period. Progress Reports are a brief glimpse at a student's grades and will change as soon as new grades are entered into the gradebook. Progress reports will be emailed through PowerSchool to all families. Please make sure that the school always has a current email address on file.

### **Returning to School After Dismissal**

Students are encouraged to arrive at school no earlier than 7:45 A.M. No student is to be in any part of the building after 3:15 p.m. without permission, unless appropriately supervised by an adult or coach. Upon arrival all students should stop at their lockers and immediately report to their first period classroom with materials. Students may stop and get a free grab-and-go breakfast that may be consumed in their 1st period classroom during Homeroom. After school, students are expected to leave the building within a reasonable amount of time and may not stay in school unless a staff person supervises them. Parents are asked to pick up their children after dismissal and notify the office if they will be late.

Students are not permitted to return to the school building after the 3:05 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 3:00 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible. Students participating in extracurricular activities should only arrive 15 minutes prior to practice. No student athletes should be in the school without a coach.

### **Sacramental Program**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Washington Catholic Schools. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2 and Confirmation in Grade 11. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### **School Closure**

If it is necessary to close the school, an announcement will be made via a message sent to the contacts of the student via SchoolMessenger, ALL Washington Catholic Schools Facebook Page, as well as, local TV and Radio Stations. Washington Catholic Schools will follow the decision of their local school public school corporation regarding school closures/delays due to weather.

### **School Office Hours**

**Grades 5 through 12: 8:05 AM – 3:05 PM.** Students not in their homeroom at 8:05 AM are considered tardy.

The school doors are opened for 5-12 students at 7:45 AM. Students arriving at that time will go directly to their classrooms. Morning Prayer,pledge and announcements start at 8:05 AM. Dismissal starts at 2:50 PM for Grades K to 5, bus riders at 2:55 PM, 6th graders at 3:00 PM, and everyone else at 3:05 PM. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

The school office is staffed 7 AM to 4 PM Monday through Friday.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, computer, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Search**

The school reserves the right to search anything brought on school property. This includes backpacks, book bags, cell phones and other electronic devices.

**Student Searches:** The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting

the search will turn up evidence that the student has violated or is violating either the law or school rules.

**Locker Searches:** School lockers are the property of the school. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

### **Service Projects**

All Christians are called to service. “Whoever wishes to be first among you will be the slave of all. For the Son of Man did not come to be served but to serve and to give His life as a ransom for many” (Mark 10:44-45).

It is by this principle teaching of Jesus that Washington Catholic Schools regard Christian service as an integral component of the educational process at every grade level and enables the student to develop a Christian worldview and exercise a Christian lifestyle of faith. Therefore, a graduation requirement is that students complete service hours each school year. A portion of these must be through their parish or church. Theology and homeroom teachers will assist in this process, and many diverse opportunities will be provided.

### **Social Media**

Engagement in online social media such as, but not limited to Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent’s blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent’s social media page may result in the children of the parent being separated from school.

No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official Washington Catholic Schools Facebook®, Twitter®, or Instagram® page are the ones created and monitored by the school/parish. A parent who chooses to create such an account may result in the children of the parent being separate from school.

### **Student Directory**

Within the first month of the school year, each family receives a Student Directory listing students’ and parents’ names, addresses, home telephone numbers, and e-mail addresses. Parents may choose to exclude any personal contact information from the Student Directory.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

### **Student Records**

Washington Catholic Schools adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students’

official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

### **Surveillance Cameras**

Washington Catholic Schools recognizes that attempting to maintain the safety and security of students, staff, and visitors to our school is implemented with a multifaceted approach. To the extent that modern technology provides tools to maintain safety and security, the use of video surveillance cameras may be in place in the school and on school property. Cameras will not be permitted in areas where there is a reasonable expectation of privacy.

Only authorized personnel, as determined by the one responsible for the property will be involved in, or have access to, surveillance camera images and data.

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note 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 a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

### **Testing**

Washington Catholic Schools participates in Indiana state summative assessments (iLearn, PSAT/NMSQT, SAT, WIDA etc.), as well as the ARK Test (Assessment of Religious Knowledge).

### **Uniforms and Dress Code**

The purpose of a dress code is to promote neatness, discipline, safety, and an atmosphere of learning. Also it is our belief that students should present an image that reflects a sense of pride in themselves, their families, and their school. Our graduates will enter careers and professions where what they wear will not be their choice. We feel that we have an obligation to help our students understand and accept those expectations as part of being an adult.

Our goal is to maintain a modest, wholesome mode of dress, reflective of a Christian atmosphere. Since the STUDENT HANDBOOK cannot make provisions for the continual changing clothing styles, the teacher/school administration reserves the right to decide what is acceptable and appropriate dress for school and school functions. By signing the Student Handbook, students and parents acknowledge their understanding of the dress code. School personnel should be able to concentrate on the teaching/learning process and **not** serve as "Dress Police."

**5th Grade Dress Code on Mondays, Tuesdays, Wednesdays, and (Thursdays, when not having mass)**

All 5<sup>th</sup> grade students are expected to wear a red/white/black/gray, or mixture of those colors, polo shirt. Students are allowed to wear a solid red/white/black/gray long sleeve shirt under their polo shirt. Students can wear a red/white/black/gray, or mixture of these colors zip-up jacket (example: team jacket),  $\frac{3}{4}$  zip pullover, sweater, cardigan, or sweatshirt over their polo shirt. Game Day shirts may be worn more once a week in place of a polo shirt on Monday, Tuesday or Wednesday. Game day shirts are not to be worn on Mass Day. Students are allowed to wear jackets or coats to class as long as they are red/white/black/gray or a mixture of these colors. Hooded sweatshirts will be allowed during the school day as long as they are red/white/black/gray or a mixture of these colors. Any student who violates the rule of wearing a hood on the sweatshirt in class or the library two times during the school year will lose the privilege of wearing a hooded sweatshirt. Students are allowed to wear blue jeans, shorts, khaki pants, khaki Bermuda shorts, khaki capris, or khaki skirts. Any student who violates the shorts/skirts rule of no more than 3 inches above the knee two times will lose the privilege of wearing shorts/skirts and will be expected to wear khaki pants/capris on these days.

### **6-12th Grade Dress Code on Mondays, Tuesdays, Wednesdays**

The dress code is in effect from 7:45 a.m. until the end of the regular school day. The Mon-Wed dress code also applies to any Thursday when there is no Mass scheduled. Mon-Wed Dress Code is as follows:

- All middle/high school students are expected to wear khaki pants, khaki Bermuda shorts, khaki capris, or khaki skirts. Shorts and skirts must be no more than 3 inches above the knee. Any student who violates the khaki shorts/skirts rule of no more than 3 inches above the knee two times will lose the privilege of wearing shorts/skirts and will be expected to wear khaki pants/capris on these days.
- All middle/high school students are expected to wear a red/white/black/gray, or mixture of those colors, a polo shirt.
- Students are allowed to wear a solid red/white/black/gray long sleeve shirt under their polo shirt.
- Students can wear a red/white/black/gray, or mixture of these colors zip-up jacket (example: team jacket),  $\frac{3}{4}$  zip pullover, sweater, cardigan, coat, or sweatshirt over their polo shirt.
- Hooded sweatshirts will be allowed during the school day as long as they are red/white/black/gray or a mixture of these colors. Any student who violates the rule of wearing a hood on the sweatshirt in class or the library two times during the school year will lose the privilege of wearing a hooded sweatshirt.
- Game Day shirts may be worn more than once a week in place of a polo shirt on Monday, Tuesday or Wednesday. Game day shirts are not to be worn on Mass Day.

The following items are prohibited for all students:

1. Shirts or sweaters tied around the waist
2. Clothing that advertises other schools may not be worn at any time, including gym class.
3. Tank/tube/halter tops, muscle shirts, spaghetti straps, bare midriffs and sleeveless apparel are not allowed
4. Tight fitting jeans, leggings, spandex, etc.
5. Torn, ripped, cut, split, frayed, or worn-out clothing or footwear



6. Visible body piercing jewelry except for earrings on females
7. Wallet chains
8. Visible tattoos
9. Distracting hair styles (i.e. mohawks or unnatural hair dye colors)
10. Facial hair including but not limited to mustaches, goatees, sideburns below mid-ear and beards

### **Mass Day Dress**

In order to show reverence, students will dress up on days they attend Mass. All students (Grades 5-12) are required to wear a red polo shirt and khaki pants. Male students must wear their polo shirt tucked into their khaki pants. Students are allowed to wear a solid red/white/black/white long sleeve shirt under their red polo shirt. Students have the option of wearing a red/white/black/gray zip-up jacket (example: team jackets),  $\frac{3}{4}$  zip pullover, cardigan, or sweater over their red polo while in school, but during mass students are expected to take off any article of clothing covering their red polo. There shall be no article of clothing worn over the red polo shirt during mass. Flip-flops, khaki shorts, khaki skirts, and/or khaki capris are not allowed on mass days.

### **Dress Code Violations**

1<sup>st</sup> offense – Documented Warning and Parents notified. The student will be asked to become compliant with the dress code.

2<sup>nd</sup> offense –Lunch Detention and students will be asked to become compliant with the dress code.

3<sup>rd</sup> offense – After School detention and students will be asked to become compliant with the dress code.

4<sup>th</sup> offense – Loss of Free Dress for the remainder of the grading period and student will be asked to become compliant with the dress code

5<sup>th</sup> offense – A student will meet with the Board of Review, which will determine the next consequence or even recommend possible expulsion.

Students taking an inordinate amount of time to go home and become compliant with the dress code may be assigned additional consequences.

**Good Rule – If you think you shouldn't wear it, you shouldn't!**

All dress code regulations and guidelines are subject to the discretion of the Principal. Punishment for dress code violations will not start over at semester.

### **Visitors**

Upon arrival, all school visitors (volunteers, parents, etc.) must check in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters 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. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### **Volunteers**

All volunteers must complete a background check and Safe Environment training through the CMG Connect program.

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

### **Withdrawal of Students**

Parents withdrawing their child/children from Washington Catholic Schools must notify the school office by completing the Withdrawal from School Form.

### **Right to Amend**

Washington Catholic Schools reserves the right to amend this Handbook.

Any issue not covered in this Parent/Student Handbook will be addressed on an individual basis.

***Washington Catholic Middle High School Student & Parent Signature Page***

I have read the 2023/2024 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature                      Date

\_\_\_\_\_  
Parent (Legal Guardian) signature                      Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

\_\_\_\_\_  
Student signature    Date

**\*Parents and students must both sign.**