

# ***Washington Catholic Middle & High School***

## ***Student & Family Honor Code***



***2020–2021***

***A Tradition of Excellence in Catholic Education  
Education for Life, Faith for Living***

***The Catholic Community of Washington***

***Our Lady of Hope Church  
Washington Catholic Schools***

## **Our Mission**

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

## **Our Vision**

Our vision, as Washington Catholic Schools to inspire a passion for learning, educate students to face the future, strengthened by their faith, prepared and confident in their abilities to achieve their goals and become responsible and productive citizens who remain committed to their Catholic beliefs

## **Our Purpose**

To provide students of all socio-economic backgrounds a quality education rooted in the Catholic faith will equip them to handle the challenges of an ever-changing society and will develop them as a whole person.

**Washington Catholic Middle/High School  
Our Lady of Hope Catholic Church  
201 NE 2<sup>nd</sup> Street  
Washington, Indiana 47501  
(812)-254-2050**

Fax: (812)-254-8745  
<http://www.wccardinals.org>

Dear Parents and Students,

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

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 Student/Family Honor Code reflects the policies of Washington Catholic Middle/High School for the 2020–2021 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 2020–2021 school year.

The faculty and staff of your 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

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# General Information

## Welcome to Washington Catholic Middle/High School!

This handbook contains important information about the policies and procedures of our school. It is provided for students, parents, and staff to assist everyone in carrying out their responsibilities in fulfilling our mission. As active members of the school community, students, parents and staff members are responsible to read this handbook and be familiar with the contents. Students and parents are encouraged to contact an administrator if there are any questions about the information in this handbook. The school reserves the right to amend this handbook at any time. Notification about these changes will be sent to parents and students through School Messenger and the revised handbook will be posted on the school website.

Washington Catholic Schools exist to provide quality primary and secondary secondary education while promoting the development of religious values, talents and social skills. These high standards of education are achieved by working with parents to develop a Christian view of reality through the presentation of the values, morality of the Gospel, and the exercise of the Christian life. Utilizing the unique gifts and talents of its faculty and staff, Washington Catholic School strives to educate students to their highest human potential.

The primary responsibility of the administration and faculty is to assist parents in their roles as the primary teachers of the Gospel values. As active members of this community, both students and parents are responsible to familiarize themselves with the *Student & Family Honor Code*, which includes the Code of Christian Conduct covering students and parents/guardians. Enrollment at Washington Catholic indicates acceptance of the rules, regulations and disciplinary procedures stated herein, and willingness to comply with them without reservation.

Washington Catholic is accredited by the Indiana Department of Education, as well as, AdvancED and is a member of the Indiana Nonpublic Education Association. The State Board of Education sets the policies regarding the standards expected in accredited schools, including teacher training and licensing, textbook adoption, curriculum, graduation requirements, length of instruction time, ISTEP, instructional media, and school building facilities.

Washington Catholic does not discriminate on the basis of gender, ethnicity, or age. Students of other religious faiths are welcome to attend WC. The contributions and questions of students from various belief systems and their exposure to Catholicism and its traditions benefit everyone involved.

Non-Catholic students are expected to attend school masses and show reverence and respect, but are not required to fully participate in the liturgy. Non-Catholic students are expected to attend the church of their choice on the weekend. **Catholic students and their families are expected to attend Mass every weekend.** If anyone feels that he/she has been the victim of discrimination, he/she should contact the principal or pastor.

# Washington Catholic Middle & High School Directory 2020–2021

## ***Administration/Office***

Father Paul Ferguson	Pastor	<a href="mailto:pferguson@evdio.org">pferguson@evdio.org</a>
Mrs. Linda Ketzner	President	<a href="mailto:lketzner@evdio.org">lketzner@evdio.org</a>
Mrs. Karie Craney	Principal	<a href="mailto:kcraney@evdio.org">kcraney@evdio.org</a>
Ms. Rebecca Birchler	Director of Student Services	<a href="mailto:rbichler@evdio.org">rbichler@evdio.org</a>
Mr. John Howell	Athletic Director	<a href="mailto:jhowell@evdio.org">jhowell@evdio.org</a>
Mrs. Mary Jo Sellers	Office Manager	<a href="mailto:msellers@evdio.org">msellers@evdio.org</a>
Ms. Karmen Hunter	Cafeteria Manager	<a href="mailto:khunter@evdio.org">khunter@evdio.org</a>
Mr. Josh Wichman	Technology Coordinator	<a href="mailto:jwichman@evdio.org">jwichman@evdio.org</a>
Ms. Abby Betz	Youth First Counselor	<a href="mailto:ABetz@youthfirstinc.org">ABetz@youthfirstinc.org</a>
Mr. Bryan Engleman	Guidance Counselor	<a href="mailto:bengleman@evdio.org">bengleman@evdio.org</a>

## ***Faculty/Staff***

Ms. Heidi Graber	Art	<a href="mailto:hgraber@evdio.org">hgraber@evdio.org</a>
Mrs. Ashley Crane	Religion/Resource	<a href="mailto:acrane@evdio.org">acrane@evdio.org</a>
Mr. John Howell	PE/Health	<a href="mailto:jhowell@evdio.org">jhowell@evdio.org</a>
Mrs. Amy Cummins	6 <sup>th</sup> Grade	<a href="mailto:acummins@evdio.org">acummins@evdio.org</a>
Ms. Kasey LaGrange	Spanish/English	<a href="mailto:klagrange@evdio.org">klagrange@evdio.org</a>
Ms. Annie Engleman	Math	<a href="mailto:aengleman@evdio.org">aengleman@evdio.org</a>
Mr. Brant Stevens	PE/Health	<a href="mailto:bstevens@evdio.org">bstevens@evdio.org</a>
Ms. Laura Litwiler	Math	<a href="mailto:llitwiler@evdio.org">llitwiler@evdio.org</a>
Ms. Andrea Wilz	Social Studies	<a href="mailto:awilz@evdio.org">awilz@evdio.org</a>
Mrs. Caryn Brummett	5 <sup>th</sup> Grade	<a href="mailto:cbrummett@evdio.org">cbrummett@evdio.org</a>
Mr. Ryan Hoyt	Science	<a href="mailto:rhoyt@evdio.org">rhoyt@evdio.org</a>
Mr. Sam Mattingly	Theology	<a href="mailto:smattingly@evdio.org">smattingly@evdio.org</a>

## ***Support/Staff***

Mr. Ed Lundy	Maintenance
Mr. George	Maintenance

## **Philosophy of Education**

The educational program of each student, though similar because of a common nature, nevertheless differs according to the individual's needs, personality, and achievement. The following general goals give an indication of what Washington Catholic strives to accomplish with reference to students.

### **SPIRITUAL AND MORAL DEVELOPMENT OF EACH STUDENT**

Washington Catholic Middle/High School seeks to:

- provide regular opportunities for the exercise of those duties and privileges which are appropriate to Christian beliefs.
- encourage the development and growth of a community of people who are bound together by a common goal.
- display an attitude of acceptance and respect of each individual because of his dignity as a person and a child of God.
- foster respect for obedience to authority and, at the same time, development of self-discipline and self-control.
- aid the student to see and understand his/her responsibilities to others through prayer and service.
- help the student realize that religion is involved in every part of living.
- provide regular instruction in the doctrines of the Roman Catholic Church.
- make each student aware of the principles and values of a moral life as contained in Catholic doctrine.
- witness commitment to Christian values and principles in day-to-day life

### **INTELLECTUAL AND CULTURAL DEVELOPMENT OF EACH CHILD**

Washington Catholic Middle/High School seeks to:

- develop the common knowledge and skills in language arts, social studies, mathematics, and sciences.
- develop an appreciation for music, art, and literature.
- allow students to explore and freely express their creative potential.
- promote each student's independence and responsibility for intellectual development.
- inform students about the cultural and Christian heritage with which he/she has been endowed.
- cultivate the natural virtues of courtesy and refinement of speech & manners.
- instill a proper understanding of the value and necessity of work.
- provide for parent and student periodic evaluation of each student's progress in relationship to the student's own ability.

## **Washington Catholic Schools Code of Behavior**

We believe that membership in our school community is a special privilege. But to create a climate in which real community can take root and grow, we need a code of behavior, a disciplined structure of rules and procedures, that will help us to work and interact together.

Here at Washington Catholic Schools, our code of behavior is rooted in our identity as a Catholic Middle/High School – a center of learning for those who believe in:

- The sustaining presence of God the Father

- The redeeming presence of Jesus the Son
- The energizing presence of the Holy Spirit

We accept, therefore, the moral values and responsibilities that challenge us as Christian men and women, as faculty and students.

We agree to recognize each person's dignity and to treat all with respect, courtesy, and Christian concern.

We agree to cooperate with teachers to create an environment of order that makes learning possible.

We agree to care for our learning equipment, our building, our school grounds, and  
We strive to mesh our individual goals with the goals of our school community.

Beyond these minimum expectations, all are encouraged to maximize their opportunities for friendship, learning, involvement, and spiritual growth.

**Basic Expectations:**

- o Attend class regularly and on time.
- o Participate in class and complete assignments, projects, and other class work.
- o Accept direction from faculty and staff as communicated verbally and in writing.
- o Be courteous and respectful toward teachers, staff, and classmates.
- o Maintain self-discipline; e.g., silence when silence is expected.
- o Display the highest standard of personal integrity at all times.
- o Maintain ethical behavior – respect the rights of others.
- o Respond cooperatively to directives given by school faculty and staff members.

## **Catholic Diocese of Evansville Code of Christian Conduct** ***For Students, Parents & Guardians***

The student's 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 child.

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

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

1. Parents/guardians are expected to work courteously & cooperatively with the school to assist the student in meeting academic, moral and behavioral expectations of this school. (Washington Catholic Schools interpret this as expecting Catholic parents and students to attend Sunday Mass on a regular basis)
2. Students & parents/guardians may respectfully express their concerns about school operations and/or 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, field trips, etc.).

The school reserves the right to determine in its discretion, which actions fall short of meeting the Catholic principles of this school. Failure to follow these principles will normally result in a verbal/written warning to the student and/or parent/guardian and normally will first result in student disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or supervision 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 when conduct is of such a severe magnitude as to warrant immediate action without a warning and/or without an immediate step short of withdrawal.

### **Crisis/Confrontation Policy**

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic 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 has occurred, is underway or may occur absent intervention:

- A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
- 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;
- 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 volatile of the law or volatile of the Code of Christian Conduct;
- 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 any school function;
- 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;
- A student knows, but fails to disclose to school authorities that another student either:
  1. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  2. 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 of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

## **Student Admission Policy**

Washington Catholic Schools is open to students of any sex, race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made generally available by the school. Washington Catholic 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 other faith communities will be admitted so long as adequate room and facilities are available. Students of other faith communities 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.

Enrollment procedures can be found on our website ([wccardinals.org](http://wccardinals.org)).

## **Tuition and Withdrawal/Refund Policy**

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

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

## **Delinquent Tuition and Fees**

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

# Student Life

## **Spiritual Life**

A Catholic high school is not merely an academic institution in which religion is taught. It is an environment in which our faith permeates all that we are and all that we do. There are essential marks of a Catholic school that are identified by the Holy See and described in *The Holy See's Teaching on Catholic Schools*, by Archbishop J. Michael Miller, C.S.B. These five elements that direct our mission include the following:

- Inspired by a Supernatural Vision;
- Founded on a Christian anthropology;
- Animated by Communion and Community;
- Imbued with a Catholic Worldview throughout its curriculum;
- Sustained by Gospel witness.

Our Catholic identity influences all of our policies and procedures, but Memorial's faith formation opportunities specifically include the following components.

## Prayer and Worship

Washington Catholic Schools strives to build a faith community that loves God above all and loves neighbor as self. We strive to reverence the dignity of all members of our community, recognizing the presence of Christ within ourselves and within others. Building a community of faith involves all of us in all aspects of our responsibilities. It is a process of growth that calls for persistent effort and patience. There are three key and overlapping dimensions in the process of building this faith community.

### *1. Teaching Theology*

- Students learn about God within the framework of the Catholic Tradition. Students are required to have 8 credits in religion.

### *2. Nurturing Spirituality*

- Washington Catholic Schools offers many opportunities for spiritual development, growing in one's relationship with God:

- \* Morning Prayer each day

- \* Weekly Mass

- \* All-school Mass to celebrate holy days

- \* Penance Services – Advent and Lent

- \* Prayer services for special occasions and special liturgical seasons

- \* Environment that offers symbolic reminders of liturgical seasons and special events

- \* Spiritual counseling

- \* Integration of faith and learning through the curriculum

Each school day begins with prayer over the school intercom system. All teachers integrate prayer into their classroom operations and diverse prayer experiences are provided for the students. The meal prayer is encouraged in all classes before lunches.

## Theology Courses

Academic requirements include eight credits in theology. Descriptions of these courses can be found in the [Course Description Guide](#). Integration of faith and learning across the curriculum is an ongoing process.

## Service

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.

# Academics

## Classroom Conduct

Students are to be *in their seats* in the classroom when the final bell rings. Conduct in the halls, classrooms, and at all school functions should reflect that of young Christian adults. The teacher in each classroom is to be shown respect and his/her class rules observed. The teacher's desk and chair are off limits to students. Students are expected to show all those in authority positions, as well as each other, proper courtesy and respect. Substitute teachers are recognized the same as the classroom teacher. Students are expected to afford them the same courtesy and cooperation as the regular teacher.

## 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

## 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. **No assignments will be given in anticipation of the vacation. There is no exception to this policy. Final exams will not be administered earlier than their regularly scheduled times.**

## 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. Students may also receive missed assignments from their teacher when they return to school.

When a student is absent from school, a teacher will turn in the assignment for the day into the homework basket in the office.

## 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.

## Honor Roll

The honor roll is published in the local newspapers following each grading period.

First Honors	3.75 – 4.0 GPA
Second Honors	3.5 – 3.74 GPA
Third Honors	3.0 – 3.49 GPA

## Diplomas

### Academic Honors

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  $\frac{1}{2}$  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.**

## **Report Cards**

All grade reports or report cards will be distributed following both the midterm of a 9-week class and at the end of the nine weeks/semester or as soon thereafter as shared-time grades are received and posted. Report cards will be emailed to parents/guardians through the Powerschool online grading system. Report cards will only be mailed home to parents/guardians that do not have internet access.

## **Midterms**

Midterms will be calculated at the middle point of each quarter. Midterms are not final grades but are a calculation of a student's grade at the half-way point of quarter. Midterms are given to help parents/guardians know what a student needs to do to improve their grades prior to the end of the quarter and report cards. Midterms will only be available to parent/guardian each quarter through Powerschool.

## **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.

## **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.

## **Academic Integrity**

Cheating of any type will not be tolerated. To take and use another person's work, test answers, discs, files, assignments, writings, etc. and submit it as one's own work is a violation. Students involved in cheating or plagiarizing will receive no credit (0) for the work, as well as an after-school detention, and/or in-school suspension. 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.

## **Academic Board of Review**

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.

### **Buckley Amendment**

Washington Catholic Schools adheres to the Buckley Amendment (Family Educational Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. 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.

### **Non-Discrimination Policy**

Washington Catholic Schools realize that student bodies with varying backgrounds (racial, ethnic, socioeconomic, and geographic) provide a full educational experience for all students. Thus, Washington Catholic Schools admit students of any color, racial or ethnic origin or faith to all rights, privileges, programs, and activities generally made available to students at the school.

Although we try to serve the needs of all types of learners, we may not have the necessary resources to accommodate certain learning disabilities and difficulties.

Washington Catholic Schools do not offer special education classes, but reasonable accommodations will be made for students who can be largely mainstreamed into general education classes. The Daviess-Martin Special Education Co-op provides limited consulting services for qualified Washington Catholic students with learning disabilities

# 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.

# Attendance

## The State of Indiana mandates 180 days of school attendance.

The Washington Catholic Middle/High School faculty and administration believe daily activities that take place in the classroom are a vital part of the learning process. Absences from school are strongly discouraged. Absences disrupt the fluidity of learning that occurs in the classroom as a result of the teacher's thoughtful planning and hinders formative assessment of student mastery. *Therefore, to earn credit in a course, the student is obligated to: 1. Fulfill course requirements established by the teacher and school administration. 2. Conform to the attendance policy stated below.*

## Tardiness

Any student who arrives to any class after the bell is considered tardy. Students who are tardy to school or class will receive the following consequences. This series of consequences "re-starts" at the beginning of each 9-week grading period. The first tardy will result in a warning. Tardy 2 – 1 lunch detention each. Tardy 3 – 2 lunch detentions. Tardy 4 – 1 after school detention. Tardy 5 – 2 after school detentions. Tardy 6 – Saturday School. **Parents can only call and excuse two first period tardies per 9 weeks.**

## 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, the Associate Superintendent 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 Reporting

On the day of a student absence, a parent or guardian must inform the school by phone (812)-254-2050 before 8 AM. Calls are not required when absences are prearranged. If a student is absent and no parent or guardian has called the school, the absence will be considered unverified. The School Secretary will attempt to contact a parent or guardian if no phone call is received. In the event that the School Secretary cannot reach a parent or guardian for verification, the student will be considered truant. After any student absences, a note from the parent or guardian verifying the student's absence must be submitted to the School Secretary on the first day back in school prior to attending first period. When a student is absent, 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.

## Class Absence

A student who is not present at school for whatever reason is considered absent. Verified doctor and dental appointments do count as absences. Students who miss more than 15 minutes of a class are considered absent from class and shall be recorded as such by the classroom teacher. Any student who

misses more than 6 days (excused or unexcused) of a class in a 9-week period may receive a grade of F/64%, if a student's grade is lower than a 64% that grade will be issued and the student will not receive credit for that class. Parents will be notified following the student's fifth (5) absence. These absences may be all day absences or single class absences. After 6 absences in a 9-week period, a doctor's note must be brought to the office. The student must actually BE SEEN by the doctor. All parent verified absences shall be counted toward the six (6) absence limit except the following: serving as a page in the general assembly, serving as a verified election worker, college visits (only allowed 2 and must be preapproved), funeral of immediate family member, hospitalization, and documented court appearances. **Excessive absence (40) days or the equivalent of 40 days including tardies can be cause for a student to be retained in the current grade for another year in grades 6-8.**

### **Prearranged 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. **Families taking their children from school for two (2) or more days in situations other than emergencies must notify the School Secretary, in writing, at least 5 school days in advance.** The student will be issued a form for each teacher to initial and a parent's signature which has to be returned to the office prior to the days missed. **Teachers are not required to give assignments in anticipation of the vacation.** Days missed during such absences will count toward the six (6) class session limit as stated in the attendance policy. **Parents are discouraged from arranging student vacations during school time. NO FINAL EXAMS WILL BE GIVEN EARLY. STUDENTS WILL COMPLETE FINAL EXAMS ONCE THEY RETURN TO SCHOOL.**

### **Appointments**

Students who have an appointment and must leave school are required to bring in a written note from a parent or guardian to the school office prior to first period. **Students MUST sign out when leaving the building.** When students return to school, they must report to the school office and sign in to receive an admit slip to class. Students having a doctor or dentist appointment must provide written verification from that office. Parents are strongly urged NOT TO ask to take their student(s) out of the building for reasons other than those that are absolutely necessary (e.g. doctor or dentist appointments) and if at all possible, to not schedule any appointments on the days just prior to the end of each grading period or semester.

### **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.**

## **Vacations**

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. Families taking their children from school for two (2) or more days in situations other than emergencies must notify the School Secretary, in writing, at least **5 school days in advance**. The student will be issued a form for each teacher to initial and a parent's signature which has to be returned to the office prior to the days missed. **Teachers are not required to give assignments in anticipation of the vacation.** Days missed during such absences will count toward the six (6) class session limit as stated in the attendance policy. **Parents are discouraged from arranging student vacations during school time. NO FINAL EXAMS WILL BE GIVEN EARLY. STUDENTS WILL COMPLETE FINAL EXAMS ONCE THEY RETURN TO SCHOOL.**

## **Truancy**

Students may leave the school grounds for shared-time classes at Washington High School and for lunch. Leaving school grounds for any other reason requires signing out of the office with parental **and** school permission.

Truancy is ***an absence without both parental and school knowledge and consent***. When the school does not receive a phone call on a day of absence, the school assumes the student is truant. A student will not be allowed to make up work for truancy. In addition, truancy entails disciplinary consequences. On the first offense, the student's parents will be notified of the truancy and the student will serve one (1) to three (3) days of in-school suspension. On the second offense, the student's parents will be notified and the student will face the Board of Discipline for assignment of appropriate disciplinary consequences. For the third offense, expulsion proceedings will be initiated in which Public Law 218 will be invoked to remove the student from school with loss of all credits for the semester and the Bureau of Motor Vehicles will be notified where applicable.

## **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%) is 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, the Associate Superintendent 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, the Associate Superintendent 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.

## **Appealing Loss of Credit Due to Absences**

A student may appeal to the Board of Review when loss of credit has occurred. The student and parent(s)/guardian(s) should provide any written documentation, medical slips, etc. which would serve as evidence to the committee to explain the excessive absences. He/she should be prepared to explain why an extension of the attendance limit should be considered. The student and parent(s)/guardian(s) will be notified of the Board's decision. The administration reserves the right to treat absences on a case by case basis for extenuating circumstances. A student who does not attend this scheduled board hearing automatically forfeits his or her right to an appeal. The decision of the board of review is FINAL. **The Board of Review may require students to "make-up" lost class time in order to regain credit.**

# **Student Responsibility and Behavior**

## **Dress and Appearance of Students**

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/grey, or mixture of those colors, polo shirt. Students are allowed to wear a solid red/white/black/grey long sleeve shirt under their polo shirt. Students can wear a red/white/black/grey, 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/grey or a mixture of these colors. Hooded sweatshirts will be allowed during the school day as long as they are red/white/black/grey 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 7:30 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/grey, or mixture of those colors, polo shirt.
- Students are allowed to wear a solid red/white/black/grey long sleeve shirt under their polo shirt.
- Students can wear a red/white/black/grey, 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/grey 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 6–12) 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/grey 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 student will be asked to become compliant with the dress code.

3<sup>rd</sup> offense – After School detention and student 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.

## Field Trips

Field trips are a privilege and not a right. 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. Field trips are recognized as regular school days. **No field trips will be scheduled during the last week of each semester so as to not interfere with finals.** To help defray the cost of transportation on field trips arranged by classroom teachers, students may be charged a fee to help cover the cost of transportation. All monies collected for a field trip are non-refundable.

All school rules apply when students are on a field trip. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration. Failure to comply with the rules will result in

the same penalties as if the student were at school. Administrators or teachers may institute additional rules or procedures to ensure safety and promote the academic or psychosocial objectives of the trip.

In addition, any student who breaks school rules while on a field trip will not be allowed to participate in any other field trips during the rest of the academic year. The principal and field trip sponsor reserve the right to remove a student from an upcoming field trip due to low grades or discipline.

Students must have permission slips signed by parents and teachers at least one week in advance of the trip. Students may be banned from attending a trip if permission slips are not signed and turned in on time. Students may never participate in a field trip without the completed form. Verbal permission cannot be accepted. A fax does not take the place of an original signature. A telephone call will not be accepted in lieu of the proper field trip permission slip.

Students attending field trips/overnight trips should travel on school approved transportation with the entire group. Students should remain with the group for the entire duration of the trip. Students will not be released to leave the trip early with the exception of emergencies. No male student is allowed in the sleeping quarters of a female student or vice versa at any time during the trip. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip. All chaperones must be 25 years of age or older.

### **Bullying/Cyber bullying/Harassment**

The Diocese of Evansville and the Catholic Schools Office (CSO) believe that each Catholic school in the Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all Catholic schools in the Diocese of Evansville. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings 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 CSO, bullying is defined as 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 students while on school grounds or at a school sponsored activity where acts against 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. Forms for reporting alleged bullying are appended to this manual and may be obtained from

the school principal's office. 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. The full policy is available on the school's website ([www.wccardinals.org](http://www.wccardinals.org)).

## Discipline

### Philosophy

Being a private 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 private 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 make 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 (Including Lunch and After-School 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 discipline is located in the Discipline section of the student profile in Powerschool.

- **Lunch Detention**

The teacher completes the detention information in PowerSchool. Students will sit at separate tables in the cafeteria. Students may not talk to any other students in the lunchroom. Students will return to the High School with the supervising teachers. There should be NO TALKING during lunch detention. Students on official lunch detention are not allowed to use the school food/drink machines or 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's 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 (Including from Classroom, In-School and Out-of-School)**

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:

- Suspected or known gang affiliation, including the use of signals, written codes, language, distinct apparel, etc.
- Setting any fire in or on school property at any time
- Extortion, gambling, theft, hazing or severe bullying
- Possession of a weapon: Any type of weapon is absolutely forbidden. It is sometimes difficult to define exactly what a weapon is; therefore, the administration reserves the right to make those determinations. Any student possessing or using a weapon will be suspended immediately
- Engaging in indecent exposure or voluntary or consensual sexually-related contact with another
- Sexual harassment of anyone, including sexually-related statements, gestures, or physical contact
- Violation of school attendance policies
- Engaging in the buying, selling, or distribution of any illegal drug/alcohol on/off school property
- Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
- Damaging or stealing school or other property
- A violation, or repeated violation, of any rules adopted that necessitates separation from the 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.

**Consequences of Digital Behavior At or Away From School**

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

# Health and Safety

## **Immunizations and Screenings**

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 6-12.

## **Illness During School**

The office will contact the parent/guardian of any student who cannot remain in school due to illness. The student must sign-out in the office. Sick students will not be allowed to remain in the office or drive themselves home without parental consent. If a student gets ill during lunch, he/she must return to school & follow the procedure above. Failure to follow this procedure will result in detention & may result in an in-school suspension.

## **Concussion Policy**

The effects of concussion on a student's return-to-school experience are unique to each student. In most cases, a concussion will not significantly limit a student's participation in school; however, in some cases, a concussion can affect multiple aspects of a student's ability to participate, learn, and perform well in school. Therefore, supporting a student recovering from a concussion requires a collaborative approach among school professionals, health care providers, and parents. Students may need both academic and physical limitations in place while recovering from a concussion.

A student with a concussion should be seen by a health care professional experienced in evaluating for a concussion. The health care professional can make decisions about a student's readiness to return to school based on the number, type and severity of symptoms experienced by the student. Once a healthcare professional has given permission for the student to return to the classroom, school professionals can help monitor the student. Any academic accommodations to be set in place must be documented from the health care professional. With proper permission, school professionals can confer on their observations and share those observations with the family and other professionals involved in the student's recovery.

Upon returning to school, the student and parent are required to meet with the Principal or Director of Student Services to document restrictions and communicate any needed academic accommodations for the student to the teachers of record. Washington Catholic Schools reserve the right to define what activities a student is allowed to participate in and/or school events to be attended while under the care of a healthcare professional for a concussion.

## **Child Abuse Laws**

Washington Catholic Middle/High School 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.

## **Diocese of Evansville Seclusion and Restraint Statement**

The Diocese of Evansville believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this statement is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. The full plan is available on the school's website ([www.wccardinals.org](http://www.wccardinals.org)).

## **Counseling**

WC provides counseling through the guidance program or use of other qualified school personnel to facilitate a guidance program. Students are responsible for making up work missed due to counseling sessions or small groups and should make an effort to schedule sessions so that the same class is not missed repeatedly. Counseling is also provided by a social worker two days a week through Youth First, Inc. The school also has a list of counseling providers. Psychometric testing is provided through the Washington Co-Op. Students are encouraged to work with the guidance department to prepare for post-secondary education.

## **Crisis Plan**

Washington Catholic has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe.

## **Fire, Tornado and Intruder Alert Drills/Conduct**

Monthly fire drills and regularly scheduled tornado drills are provided throughout the school year. Students are expected to move quickly & quietly to designated areas and return to the classroom in a similar manner. Intruder alert drills are implemented on a regular basis. All school entrances are locked during school hours.

# Operational Procedures

## Before/After School Activities

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 purchase a 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.

## Food and Drink

There is NO eating or drinking anywhere in the school building or gym during school hours, other than grab-and-go breakfast served each morning. Due to health concerns, no open food or drink is to be kept in lockers. Teachers who wish to allow food and drink consumption in their classroom for special occasions may request a waiver from the principal. Students may not take food/drink from one class to another. Failure to support these rules will result in detention.

## Class Funds

1. Class funds are generated through fund raising activities such as car washes, bake sales, and bingo concessions. All fundraisers require administrative and PTO permission and 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, administration, and school board.
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

<b>Junior Class</b>	Junior class officers are responsible for the prom while their parents are responsible for the post-prom.
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- 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 and school board.
- 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 and school board. A school representative or designee appointed by the Principal must be present at all middle school dances. The 7<sup>th</sup> Grade class is also responsible for hosting a reception for the 8<sup>th</sup> Grade class after graduation. Parents will need to set-up, decorate, and work the reception as well as provide punch and cookies for the reception. The school will order a cake for the 8<sup>th</sup> Grade class that will need to be picked up and taken to the reception by a 7<sup>th</sup> grade parent.

### **Cell Phones and Non-School Issued Electronic Equipment**

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 in to 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.

### **Backpacks/Purses**

No backpacks and purses are allowed in classrooms or media center without express permission from the Administration. They may be used to transport items to and from school only. All bags must be stored in the student's locker or office during the school. Administration may work with parents, teachers, and staff on a case-by-case basis to determine if a student's class schedule or particular academic/health needs warrant carrying a backpack.

## Insurance

It is to be understood and acknowledged by parent(s) that neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's or guardian's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

## Lockers

Lockers are the property of Washington Catholic and assigned at the beginning of the school year. Washington Catholic is **not** responsible for theft. Each student was assigned a school-owned combination lock for each locker prior to starting school to protect their personal items. 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. Students will be responsible for replacement of any lost lock (\$5.00).

## Locker Searches

Lockers may be inspected periodically either by the Principal, other authorized school officials or law enforcement officers. Any objectionable materials will be removed and the student will serve detention. Students with poorly kept/maintained lockers may be assessed a detention and/or charged for any damages. Any locker malfunction should be reported to the office. No student should go to his/her locker during class time. Lockers will be inspected at year's end. Students will be responsible for significant damage. **Students are REQUIRED to keep the school approved laminated locker tag on the outside of his or her locker.**

## Lost and Found

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.**

## Cafeteria

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 first period during attendance and pay at the cafeteria. **Forms for those who qualify for free/reduced lunch may be obtained through the office.**

Students are not allowed to drink **soft drinks** for lunch. Snack machines and soft drink machines are off limits to middle school students during the day. Students must be quiet while entering/exiting the cafeteria. Students are expected to be well-mannered while eating and to clean up their litter. 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.**

## **Closed Campus Until further Notice**

**For the safety of all Washington Catholic students and staff, open campus is suspended until further notice. All students will remain on campus and eat in the school cafeteria or other designated location at the assigned time.**

Washington Catholic School has always had a closed campus policy for middle school students and will now enforce a closed campus policy for all high school students as well. This means all students are expected to eat in the school cafeteria. Students are not allowed to leave school for lunch for any reason.

## **Lunch Accounts**

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, he or she will be asked to return the a la carte items to the cafeteria personnel. Examples of a la carte items include bottled drinks, cookies, chips, etc. Low balance notifications are emailed out weekly. Parents can monitor cafeteria balances by logging into their Power School/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 envelope in the grade appropriate container in the middle school gym.
2. Add money online by logging into the PowerSchool account.

For students, lunch is \$3.00, breakfast is \$1.70, and extra milk is \$.50. Breakfast will be available to purchase grab-and-go and eat in 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 breakfast, lunch, or any combination of 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 Karmen Hunter, 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.

# Addendum to Handbook: Policy Changes Due to COVID-19

## **Right to Amend**

Due to the ever-evolving circumstances surrounding the COVID-19 global pandemic, Washington Catholic Schools reserves the right to make necessary changes to the aforementioned policies, procedures, and protocols for the safety and wellbeing of all students and staff. Guided by the Catholic Diocese of Evansville, Washington Catholic School Administration has collaborated with the local health department and local school administrations to develop policies and procedures in keeping with guidance provided by the Indiana State Department of Health and Indiana Department of Education.

Procedures and Protocols developed to address the COVID-19 pandemic are subject to change and Washington Catholic Schools reserves the right to adjust protocols and procedures as necessary in concordance with local and state directives. Changes to the COVID-19 protocols and procedures will be communicated to students and families and made available on our school website ([wccardinals.org](http://wccardinals.org)).

## **Right to Extend**

Timing of changes to Washington Catholic protocols is at the behest of the principal, who will act according to directives provided by the Catholic Diocese of Evansville, Our Lady of Hope Catholic Church, and the local health department. A full return to the standard regulations and protocols as outlined in this handbook may not always align with the governor's outlined stages of reopening and returning to life before COVID-19.

## **Additional Resources – Links and Forms**

<https://www.fns.usda.gov/school-meals/applying-free-and-reduced-price-school-meals>

# DIOCESE OF EVANSVILLE/WASHINGTON CATHOLIC SCHOOLS

## INTERNET USE POLICY AND AGREEMENT

We are pleased to bring Internet access to Washington Catholic High School and Middle School. We 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 mobile devices of any kind (including but not limited to cellular telephones, BlackBerrys, Pocket PCs, Sidekicks, pagers 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.

### **Terms of Agreement AGREEMENT** **CATHOLIC DIOCESE OF EVANSVILLE**

1. **Personal Responsibility.** I will accept personal responsibility for my 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, inappropriate sexual content or intentionally wasting limited resources.

2. **Acceptable Use.** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Washington Catholic as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.

3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.

4. **Privacy.** I will not reveal my home address or my personal or family phone

numbers or those of any member of my school community to anyone over the Internet at any time.

5. **Electronic Mail (“e-mail”).** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach files from any user or users I am not familiar with.

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

**STUDENT AGREEMENT**

Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken. I agree to all terms of the student agreement as it is stated above.

**Student’s Name:**

-----  
(Printed Name)

-----  
(Signature)

-----  
(Date)

**PARENT AGREEMENT**

As the parent/guardian of \_\_\_\_\_, I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to the attached Agreement while supervised at school.

**Parent or Guardian:**

-----  
(Printed Name)

-----  
(Signature)

-----  
(Date)

# Student & Family Honor Code Disclaimer Form 2020–2021

It is the responsibility of the student and parents/guardians to read the Student & Family Honor Code. Parents may receive a copy of the Student & Family Honor Code by providing the school with a written request.

By signing this document, you acknowledge that you have read, understand and agree to fully comply with all of the policies in the Student & Family Honor Code. If you have any questions about any of the policies contained in the handbook, you should direct them to the Principal **BEFORE** signing this form. **Please return this form to the school office.**

Signed \_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Parent/Guardian Signature

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

## High School Directory Information

Federal legislation requires secondary schools to provide students' names, addresses, and telephone listings to military recruiters if requested. If you wish your child's name to be taken from any such list, please complete the following:

My child's name should be omitted from any directory list provided to the military.

-----  
(Student Name)

-----  
(Parent Printed Name)

-----  
(Parent Signature)

-----  
(Date)

## Photo Release Permission

Throughout the course of the school year, your child has the possibility of being photographed or videotaped at Washington Catholic Middle/High School or at its functions. The photos or video footage are at times used for educational or informational purposes regarding the programs at Washington Catholic. It is possible that the photos or video footage may be used in school publications, the local newspaper or The Message, on TV news programs, and on the school website. Please note that pictures used on the school website will not identify the student by name. Please check all the following according to the permission that you grant to Washington Catholic Middle/High School in regards to photo releases.

----- Washington Catholic Middle/High School HAS our permission to use photos/video of our child on the school internet website at any time provided that our child is not identified by name.

----- Washington Catholic Middle/High School HAS our permission to use photos/video of our child in Washington Catholic publications or school brochures.

-----  
(Student Name)

-----  
(Parent Printed Name)

-----  
(Parent Signature)

-----  
(Date)

## Student PSAT Scores

State mandate requires secondary schools to list students' PSAT scores on high school transcripts. If you wish your child's PSAT score to be omitted from the high school transcript please sign and return this form to the high school office at the beginning of the school year.

My child's PSAT score should be omitted from his/her high school transcript.

**Student Name:**

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**Parent Signature:**

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**Date:**

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