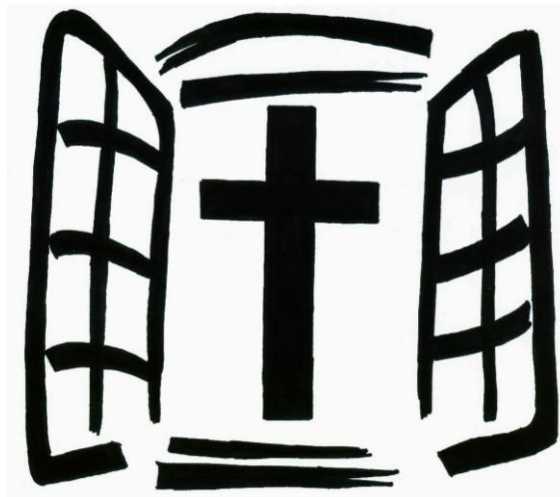


# Washington Catholic Elementary School

Student/Family Handbook  
and Honor Code

*All Are*



*Welcome*

**2011- 2012**

A Tradition of Excellence in Catholic Education  
Education for Life – Faith for Living

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# Welcome

Within the context of our growing and evolving Christian community, our educational philosophy and our mission as a school, the administration and faculty see as a primary responsibility cooperative and consistent effort 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 Handbook & 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 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. 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.

# Mission Statement

Washington Catholic Schools strive to create a caring, stimulating and safe learning environment to insure that all students have the opportunity to achieve their fullest spiritual, moral and academic potential. We, as a part of the parish community, seek to provide a Catholic foundation of personal development and educational opportunities enabling our students to grow and conduct themselves in a manner that reflects credit upon themselves, their parents, our school and the Church.

## Motto

*Be it known to all who enter here that Christ is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students.*

## Code of Christian Conduct Covering Students, Parents and Guardians

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

It shall be an expressed condition of enrollment that the students behave in a manner, both on and off campus, that is consistent with Catholic principles. 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 expressed condition of enrollment that the parents/guardians of students 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 principals include, but are not limited to the following;

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting academic, moral and behavioral expectations of this school.
2. Students and parents/guardians may respectfully express their concerns about school operations and/or personnel. They must, however, do so in a manner that is not 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.

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.

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.

# Admissions Policy

Families making application to Washington Catholic Schools will meet with the principal to discuss the application process. In all cases, the principal will also meet with the students prior to acceptance. In some cases, the school may require an evaluation or assessment for the purpose of appropriate grade placement. Washington Catholic Schools will make every effort to meet the learning needs of all students, whenever possible.

## KINDERGARTEN ENROLLMENT

Students are accepted into kindergarten based on chronological age and readiness. The child is to be 5 years of age on or before August 1st. Our school recognizes that students who are age eligible may not be developmentally ready for kindergarten. In order to make decisions in the best interest of the child, a parent, pre-school teacher or prospective kindergarten teacher may request additional evaluations. The purposes of the screening program are to provide an opportunity for discussion regarding readiness levels required in the kindergarten environment, and to help provide the best possible educational program for the child's development.

## ADMISSIONS PROCESS

The admissions process is overseen by the full administration. All new students seeking admission to Washington Catholic Schools are evaluated on the basis of current report cards, standardized test scores, as well as behavioral and attendance records from prior school.

Requirements include:

- A birth certificate
- A baptismal certificate (Catholic applicants only)
- Verification of active parish affiliation/stewardship
- Health records (including immunization records)
- Name and address of previous school
- Academic credentials (including report cards and standardized test results)
- Behavioral and attendance records from prior school (including IEP records)
- Financial ability to meet obligations
- The administration reserves the right to require any type of testing of individual prior to admission. The parents will be responsible for any fees that may be incurred.

Once the above requirements have been fulfilled then the Washington Catholic Schools administration will make their determination for admission.

**Important Admissions Disclaimer: All financial decisions are determined by the Chief Operating Officer, David Carie, not the administration of the Washington Catholic Schools.**

**Washington Catholic Schools**

## Procedures for Conducting the Lottery

Enrollment for each grade level is determined by building capacity and individual class sizes.

If the number of applications received and approved for admission does not exceed the number of available seats in a grade, all applicants who submitted completed and approved applications for that grade will be accepted in that grade.

If the number of completed and approved for admission applications exceeds the openings available, a lottery will be held for any grade level(s) in which excess completed and approved applications have been received. The lottery will determine which students will be admitted.

1. Once completed applications are received by the school, applicants' names will be printed on blank cards suitable for a drawing. All cards will be the same size and weight.
2. A letter from the principal will acknowledge receipt of the application.
3. All lottery cards will be placed in a suitable container for the drawing, and appropriate security measures will be taken.
4. Cards will be drawn by a neutral party selected by the Washington Catholic School Board.
5. As each card is drawn, the applicants' names will be placed on a Master Roster.
6. Students will be placed in available openings in their corresponding grade levels.
7. Names of remaining applicants will be put on a waiting list in the order their names were drawn. Students on the waiting list will be offered placement as openings occur.

## Attendance

**Parents should call the office before 8:15 a.m. at 812-254-3845 when their children are ill to let the school know that they are home and to make arrangements to pick up missed work.** A note should accompany the student when they return to school explaining the absence. Students may make up work missed from an excused absence. (These include illness or death in the immediate family.)

Other absences may be excused only if approved by the teacher and principal 6 days in advance of the absence. Any work missed must be turned in upon the student's return to school.

Once a student accumulates 7 absences (per semester) a conference with the principal is necessary. After 10 absences a doctor's statement is required.

A student will be considered unexcused if he is absent for reasons that do not come under excused absences. Students must make up the work missed.

A child is considered tardy after 8:10 a.m. Tardiness is disruptive to the child, the teacher and the rest of the students. Excessive tardiness (10 days) will result in a conference with the principal.

Parents should try to schedule doctor and dentist appointments after school if possible. Otherwise,

notify the office at least one day before the appointment.

If a parent sends a relative or friend to pick up a student, please send a note to the teacher. The person may be asked to show identification. No student will be allowed to leave with an unidentified person.

## Behavior Program

We, the faculty and staff, believe all students can behave appropriately during the school day and all school sponsored events. We wish to establish an atmosphere where students develop long term positive and productive behavior habits. In order to do this we must provide them with clear and explicit expectations and consequences. We need to encourage them to become more responsible for themselves by allowing them to make choices and decisions based upon known rules and consequences and accept the consequences of those actions. We strive to create an environment, which fosters mutual respect and cooperation among students and adults.

*Consequences for noncompliance may include one or a combination of the following:*

- \* Warning
- \* Call parents
- \* Meeting with parents
- \* Behavior improvement plan
- \* Meeting with principal
- \* In-School/Out of School Suspension
- \* Expulsion
- \* Time out with a short student-teacher conference

## Amendments to Behavior Policy

Washington Catholic students will be held accountable for their behavior at school, on field trips or during extra-curricular events during the school day or after school hours. Washington Catholic faculty and staff will always strive to provide an environment that is both safe for students and conducive to good learning. The following is a conduct list that is considered unacceptable as described in the Diocesan Policy Handbook.

**UNACCEPTABLE CONDUCT:** "...the following are examples of student conduct which is unacceptable wherever it appears." Such behavior, knowingly or intentionally, may constitute grounds for expulsion of a student from Washington Catholic or diocesan schools:

1. Using violence, force, noise, coercion, threats, intimidation or other comparable conduct and thereby interfering with school purposes.
2. Damaging or stealing school property.
3. Damaging or stealing the property of another.
4. Threatening or intimidating any student for the purpose of obtaining money or anything else of value.
5. Threatening or doing harm to a fellow student or a school employee.
6. Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind.
7. Knowingly possessing, handling or transmitting any object that might be considered a weapon.
8. Engaging in any unlawful activity that interferes with the school process.

9. Insubordinate conduct.
10. Violation of school attendance policies.
11. Sexual harassment.

## **Bullying Plan**

### **Objectives of Plan:**

- All staff personnel should have an understanding of bullying.
- All parents should have an understanding of bullying and school consequences for violation of our policy.
- Bullying will not be tolerated at Washington Catholic Schools.
- Washington Catholic Schools will take all reports of bullying very seriously and will support our students and parents when bullying is reported.

**Bullying** - Is the repeated exposure of a student by a person(s) who over time are negative to one or more students. Bullying implies an imbalance in power or strength. Bullying can be physical, hitting, kicking, shoving or spitting. Non-verbal - Threatening gestures, exclusion, cyber, Internet, text messaging via cell phones, Instant Message.

### **WC embraces the following rules against bullying:**

- We will not bully others.
- We help students who are bullied.
- We will include students who are easily left out.
- When we know somebody is being bullied, we will tell an adult at school & at home.

## **Cafeteria**

A well-balanced nutritious meal is served each day at school. Students are encouraged to participate in this school lunch program. **The cost per day is \$2.50 for lunch and \$1.00 for breakfast.** A menu for the month is sent home with your child at the beginning of each month. **WE ASK THAT YOU PAY FOR LUNCHES AHEAD OF TIME SO AS TO HELP WITH THE BOOK KEEPING.**

Students are welcome to bring their lunches from home. The cost of extra milk each day is \$.50. We strongly discourage candy and soft drinks being sent in the lunches from home. **PLEASE REFRAIN FROM DELIVERING FAST FOOD LUNCHES TO YOUR STUDENT AT LUNCHTIME.** No glass bottles or breakables are to be included in the lunches as it is a safety concern. You are welcome to join your student for lunch. Please call ahead to order adult lunches.

Free or reduced lunch guidelines will be sent home the first week. We urge you to fill out the forms and return them. If you are eligible, you will be notified approximately a week after the forms have been returned. Until that time all students must pay for lunches. Lunch is served from 11:00-12:00 and breakfast is served from 7:45-8:00.

### **The cafeteria would like to have the following policy known:**

- \*\*No meal charges past 5 days.
- \*\*No sharing of food.
- \*\***No soda drinks or fast food in cafeteria during lunch**

## **Child Abuse Laws**

WCES 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 Protection Services.

## **Citizenship**

It is the responsibility of each student to display qualities of good citizenship. Special emphasis is given to honesty, respect and courtesy. Respect for home, school, church and country are essential. Students are expected to develop good work habits and to be responsible for learning the materials assigned to them.

## **Classroom Rules**

Teachers review the classroom rules and expectations with the students on the first day of school. Please do not allow students to bring toys from home as they may be lost or damaged.

## **Counselor**

A counselor from Catholic Charities is available to students. The principal will send parents/guardians the forms to initiate the counseling process.

## **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 violative of the law or violative 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:
  - Has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  - 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 has his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure or refusal of a student or parent to comply with such requirement, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

# Crisis Plan

WCES has a crisis booklet in each room in the building. It outlines procedures for fire drills, tornado drills, earthquake drills, and lockdowns.

## Dress Code

The Washington Catholic Elementary staff wants to ensure that your child learns to the best of his/her ability. We feel that the dress of each child should not detract from the learning environment. Therefore, the following dress code will be enforced.

1. Students are expected to keep themselves neat, clean, and modest at all times. Any form of dress or hairstyle considered contrary to good hygiene or considered distracting or disruptive in appearance or detrimental to the purpose or conduct of the school will not be permitted.
2. Certain sweatshirts and T-shirts are allowed. These may contain only legitimate manufacturer's logo, legitimate name of a university or sport team or the name of Washington Catholic.
3. **SHIRTS AND TOPS MUST COVER THE MIDRIFF AT ALL TIMES.** This includes raising the arms, bending over and sitting.
4. Pants/jeans must not drag the ground and must be worn at the natural waist. Belts are encouraged especially if the garment is designed to be worn with a belt.
5. Shorts, skorts, skirts and dresses must be no more than three inches above the knee. Clothing should not have holes.
6. The following are not allowed: bare midriffs, tank tops, tube tops, halter tops, spaghetti straps (unless worn over a plain T-shirt), sleeveless shirts, blouse or dress, camouflage clothing, sweat pants and oversized/enlarged clothing. **At no time should any part of any undergarment be visible.**
7. Strapless sandals or other footwear not securely fastened to the feet are not appropriate. Stealth shoes are not allowed (shoes with roller blades). High-heeled shoes are greatly discouraged especially if the shoes put the wearer in danger of injury. Any foot wear worn at school must be safe.
8. Visible tattoos, piercing other than in the ear or jewelry that presents a danger (spiked bracelets or rings, sharp objects, "dog collars", dangling or over-sized ear rings, etc.) are not permitted.
9. **Makeup is not allowed.**
10. On Mass days all students should wear plain red polo shirts or polo shirts with a Washington Catholic logo.
11. Any teacher or member of the administration may make interpretations of dress and appearance.
12. Any violation of the dress code shall result in a verbal warning to the student and the parents shall be notified. Further violations will require a conference with classroom teacher and/or principal.

## Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. A field trip is a privilege and not a right.
3. All grades do not have the same number of field trips.
4. Field trips are permissible for all grades when advanced planning, location and the experience insure a successful learning opportunity.
5. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
6. A written official permission slip, signed by the parent/guardian, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
7. A permission slip is included in this book.
8. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
9. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
10. Parents may refuse to permit their child from participating in a field trip by stating so in a written letter. Students who do not attend a field trip will remain at home with the parent/guardian and will be marked absent for the day.

## Grading System

Report cards are sent home with the students the Wednesday after the grading period ends on Friday. These cards must be signed and returned to the classroom teacher. Midway through the nine-week grading period and on other occasions when the teachers desire, students whose work is unsatisfactory, will receive notification in writing or by phone. If you do not receive any communication concerning grades, you may conclude that your student's work is a least minimally satisfactory at that point in the grading period. Students and their parents cannot safely conclude that the student will receive a passing grade at the end of the nine weeks just because he/she has not received a poor work notice. Every attempt will be made by the teacher to reach a parent before a failing grade is received. Student records and transcripts are managed and transferred in accordance with the requirements and intent of the Family Educational Rights and Privacy Act in effect since June 17, 1976.

## Grading Scale

A 93-100      B 84-92      C 83-74      D 73-64      F 63 or under

## Homework Policy

Homework is a very important part of schoolwork. It serves to reinforce the lessons. It should be

neatly completed and handed in on time. Failure to complete and hand in homework will result in a consequence and/or a lower grade. Parents will be notified if there is a problem. Some teachers use a homework folder or journal and some require a parent's signature.

When parents call the office to inform the school of their child's illness, they should also make arrangements to pick up missed work. The best time to pick up homework is at the end of the day! If you have any questions concerning your child's homework, please contact the teacher.

## Home – School Communication

In order to insure that all communication from school reaches home in a timely manner, WCES uses a Thursday folder system. Official brown envelopes containing all correspondence are sent home on Thursdays and should be returned the following day.

Official school-wide communication is also sent through School Reach phone/email system.

## Illness or Accidental Injury

If students are injured or become ill in school, they should report immediately to the teacher in charge, or to the secretary's office. **Students should not leave without being signed out by a parent or guardian in the office.** If it becomes necessary, the principal, or designee will take the student to the nearest medical facility after first trying to notify the parents or guardians. Due to state laws, the school will not be dispensing medication of any kind except under the following conditions: If your child has been instructed by a medical doctor to take medication during the school day, please send it along with a copy of the doctor's instructions to the school. We will try to comply with the doctor's instructions. If you want your child to take a nonprescription medicine, please send a note with specific instructions. We must have a note of instruction for each day.

If your child has been sick, please **DO NOT** send him/her back to school until he/she has been without symptoms or a fever for at least twenty-four hours (without medication).

## Immunizations

Effective August 1, 1980, Public Law 150, Acts of 1980, amends Indiana Code 20-8,1-7-10 to require immunization of all students enrolled in a school. All students must be immunized. State law requires that students furnish written proof of immunization by the first day of school.

# **Internet Policy**

Each student must sign the internet use policy. A copy is available in the office.

## **Kindergarten**

Kindergarten hours are from 8:05 a.m. to 2:55 p.m. Please do your best to observe class times when bringing or picking up your child. Adult supervision is NOT available before 7:50 AM. Any child who attains the age of 5 on or before August 1 of the school year may be admitted to the kindergarten program of Washington Catholic Schools.

## **Lost and Found**

A lost and found box is maintained in the school office. If an item is lost or misplaced please check with the school secretary. Many items such as clothing, watches, toys, etc. have been sent to St. Vincent de Paul because no one claimed them.

## **Length of School Day Grades 1-5**

Supervisors are not available until 7:45 AM. Please do not bring your child to school until then unless your child is eating breakfast (which begins at 7:45) at school. All other students are accepted into the building at that time. Upon morning arrival, students should enter through the main doors and report to the cafeteria with an AR book to read. To assure the safety of the students, they are not to play on the playground prior to school; there is no supervision available before school. School is dismissed at 2:55 PM for kindergarten students and bus riders and 3:00 PM for all others.

## **Non-Discrimination**

Washington Catholic Elementary School does not discriminate on the basis of color, sex, age or location of national origin. Students of other religious faiths are welcome to attend WCES.

## **Nutrition, Wellness, and Fitness Policy**

WCES follows the Diocese of Evansville guidelines for nutrition, wellness, and fitness.

## **No Nit Policy**

Any student found to have lice will need to remain out of school until the child is free from lice/nits (eggs).

## Office Records

Parents/Guardians are requested to notify the School Office in writing of any changes of address, home telephone numbers, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## Parent Guidelines

Parents should feel free to assist in their child's classroom as long as this has been arranged with the classroom teacher ahead of time. However, parents are discouraged from bringing younger siblings with them. Please make other arrangements for smaller brothers and sisters. These little ones may interfere with the students' attention to work and their obeying classroom rules.

Parents should avoid parking in front of the school during recess time from 11:00 A.M. to 12:00 P.M.

Please drop off lunches or other items for your child in the office and we will see that they are delivered at an appropriate time. We discourage your dropping in to the classroom with homework or lunch boxes. Short interruptions can interfere with a well-planned lesson.

We ask that you **DO NOT SEND balloons, flowers, or gifts** to your child for birthdays or special occasions during school hours. It can seem unfair and disruptive to the other children and can cause problems in transporting home.

Please check with the classroom teacher beforehand should you wish to provide a birthday treat in honor of your child's "special" day. With the new Wellness Guidelines in place, another choice for treats might need to be considered such as fruit or vegetables and dip.

Teachers may plan classroom parties on special holidays. If you want to help with the party by providing refreshments, please discuss this with the classroom teacher. **Do not send refreshments to school for a party without first contacting the teacher!**

Conferences with teachers should be scheduled. Teachers are busy before school and at dismissal time. Attempting to confer at these times is extremely disruptive.

So that we can better ensure the safety of your child, **it is of the utmost importance that you and your child know what the child needs to do at dismissal time.** If a change from the daily routine is needed, please send a note with the student to the teacher explaining the changes. If a change is needed later in the school day, call the school office. Your attention to this matter will save all of us much frustration and worry.

# Parents Involved in Education – PIE

The Washington Catholic PIE Organization works to support and enhance the educational ministry of the school. Fundraising, parent education and building community are goals of the organization. Meetings will be held quarterly and parents will be notified in the brown envelopes.

## Parent Teacher Communication

Communication between home and school is a must. It needs to go hand in hand for your child to receive the best possible education. If you have any questions about your child's education, contact the homeroom teacher. If you feel your needs have not been met, you will need to call Mrs. Heltzel to set an appointment to meet and discuss concerns.

## Participation Conduct

1. Students are **INELIGIBLE** to participate in extracurricular activities until the next nine-week grading period if they fail ANY subject. Ineligibility begins on report card days. Grades will be re-evaluated at mid-term.
2. The use of profanity during games, practices or on school property at any time is strictly prohibited.  
Good conduct is expected at all times.

## Personal Property

We strongly discourage students from bringing personal property to school. W.C.E.S. will not be held responsible for the loss or damage of personal property. Any cell phone brought to school may not be used during school hours and must be kept in off mode in backpack.

## Playground Expectations

### Outside Recess

Our playground expectations are very simply to ensure the safety of the children. We want our students to play in a fair and safe manner, respect one another, respect and obey all adults, respect the equipment and to line up properly and promptly when it is time.

1. Washington Catholic Elementary School will provide recess equipment for the students.
2. Students need a written note from home to stay inside during recess.
3. Students will not be sent inside for disciplinary reasons unless absolutely necessary.
4. The teacher/aide on duty is in charge. The teachers/aides have the responsibility to discipline all students in every grade. Students should show respect toward anyone in authority.

5. Since physical activity is so important, students will go outside daily unless the temperature is below 32 degrees or the wind chill is excessive. We ask students to dress appropriately for the weather each day.
6. Food, gum or drinks are not allowed on the playground
7. To keep students safe, they should line up when the bell rings and wait to walk with the teacher/aide into the building.
8. For safety reasons students should not play or dig in the pea gravel and mulch on the playgrounds.
9. Students should respect the landscaping.

### **Inside Recess**

1. Students will be provided with games and activities that are appropriate for play in the classrooms.
2. The teacher/aide on duty is in charge. The teachers/aides have the responsibility to discipline all students in every grade. Students should show respect toward anyone in authority.
3. Students are asked not to use the computers during this time as they cannot be monitored appropriately.
4. Students are asked not to use the whiteboards/chalkboards without teacher permission.
5. Students should use indoor voices and refrain from running or pushing.

## **General Playground Rules**

The following should not be brought to school:

- Footballs of any kind
- Hard balls (includes tennis, hand, golf, regulation footballs, baseballs). Use playground or "Nerf" balls.
- Electronic equipment
- Toys without teacher's approval
- Pets

Indoor rules- No students are:

- To play with balls
- To play at/near teachers' desk
- To write on chalk boards
- To run or race
- To use computers

Noise must be kept to a reasonable limit.

Fighting will not be tolerated.

## Religious Instruction

Religious instruction is the primary purpose for the existence of WCES. Therefore, religion is taught during regular class periods. Classroom prayers are a part of each day's schedule. All students attend Mass on Friday and All-School Masses. As a part of their training, students are involved in Mass preparation. This is done with the help of the religion teachers and priests. It means a great deal to the students when a parent attends the Mass in which they are participating. This encourages the children to take a more active role in the Church.

## School Bus

Riding the school bus is a privilege extended to students. This privilege can be taken away for disruptive or unsatisfactory behavior. All children being transported are under the authority of the bus driver and must obey his/her request. Any questions or problems on the bus must be handled through Mr. Puckett at 254-5536. To assure student safety, a note must be sent to the teacher if other arrangements are to be made. Please do not park in front of the school from 2:45 until 3:20 daily.

(According to Public School Law 115-185, adopted August 4, 1977, the administration may suspend, at his/her discretion, passengers for inappropriate, unsafe, and unacceptable behavior.)

## Special Learning Services

In addition to regular classroom learning, WCES receives special learning services in speech, reading, math, learning disabilities and counseling. Personnel specifically trained in these areas conduct these programs. If you feel that your child may need to be evaluated in one of these areas, please contact your child's classroom teacher or the office.

## Technology

Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

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

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

**Texting** – Students should at no time be involved in texting during the course of the school day.

## Telephone

The telephone is for school business; therefore, students are allowed to make *emergency* calls only. Social arrangements to stay overnight or to go home with other students must be made prior to school. Students are encouraged to accept responsibility for remembering whether they are riding the bus, being picked up and to remember to bring needed supplies and items to school rather than use the phone to ask Mom or Dad to bring forgotten items. *Phone calls for forgotten homework will not be allowed.* If a student is going home with another student, a note must be sent to school that day **with the child.**

## Title IX

Washington Catholic Schools adhere to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## Vacations

Trips are absences, which are planned at least a week in advance. Parents may request permission for a trip by submitting to the principal in writing two weeks prior to the trip the reasons why the trip is unavoidable. The student must notify his/her teacher of the intended trip. Arrangements for assignments, quizzes or tests must be made before leaving on the trip. Failure to follow these procedures can have academic and/or disciplinary consequences. Vacation days count as absences. All make-up work is due on the day that the student returns unless special arrangements have been made with the teachers.

## Visitors/Guests

In order to protect our children, upon entering the building, **ALL PARENTS AND VISITORS MUST report, notify and sign in with the office personnel upon arrival.** Each visitor and guest must wear an identifying name tag. Students may bring friends who are not enrolled at WCES to school for a visit allowing that **previous arrangements are made with the principal.** Guests are expected to follow the same rules of WC students

## Washington Catholic School Board Members

Father Gordon Mann from the church of Our Lady of Hope serves as the Chairman of the Board. The School Board for the 2011-2012 school year are: Carrie Baker, Doug Campton, Darrell Deem, Cheryl May, Kara McCarthy, and Jeff Williams.

## **Weather Emergencies**

If it should be necessary to close the school because of weather conditions, an announcement will be made over local radio and television stations and a message will be sent to the home phone, cell phone, and email account listed on a student's file via the School Reach system.

## **Tuition Fees for 2010-2011**

1 Student - \$ 2385.00

2 Students - \$ 4300.00

3 Students or more - \$ 4895.00

Book fees - \$ 180.00 per student

Non-Catholic - \$500.00 for one student - \$850.00 for two or more

Foreign Student - \$ 6500.00

Non Fundraising Option - \$4,000.00 per student

### **\*\*Right to Amend**

WCES reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Thursday folder or through email communication.



# WASHINGTON CATHOLIC SCHOOLS



## 2011-2012 School Calendar

Aug 12	Teacher Meetings
<b>Aug 15</b>	<b>Classes Begin</b>
<b>Sept 5</b>	<b>Labor Day - No School</b>
<b>Oct 14</b>	<b>Fall Break - No School</b>
<b>Nov 23-Nov 25</b>	<b>Thanksgiving Break - No School</b>
Dec 21	End of First Semester
<b>Dec 22-Jan 2</b>	<b>Christmas Vacation - No School</b>
<b>Jan 3</b>	<b>Begin Second Semester</b>
<b>Feb 20</b>	<b>President's Day - No School</b>
<b>Mar 26-Mar 30</b>	<b>Spring Vacation - No School</b>
May 22	Baccalaureate
May 23	8th Grade Graduation
May 23	Classes End
May 24	Teachers Record Day
May 25 or 26	High School Graduation - TBA
<b>Snow Days Prioritized</b>	
March 9	1st Snow Day
March 23	2nd Snow Day
April 9	3rd Snow Day
May 4	4th Snow Day
May 24	5th Snow Day
May 25	6th Snow Day
<b>Grading Periods</b>	
1st	October 13
Midterm	September 13
2nd	December 21
Midterm	November 15
3rd	March 7
Midterm	February 2
4th	May 23
Midterm	April 19

This Calendar contains 180 student instructional days.

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	28
28	29	30	31			

February						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

September						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

March						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**PARENT REQUEST FOR CHILD'S PARTICIPATION  
IN EXTRACURRICULAR ACTIVITY**

Catholic Diocese of Evansville

Washington Catholic Elementary Church/School

<hr/> <b>Youth Name</b>	<hr/> <b>Date(s) of Event</b>
<hr/> <b>Estimated Departure Time</b>	<hr/> <b>Estimated Return Time</b>
<hr/> <b>Cost of trip</b>	<hr/> <b>Method of Transportation</b>
<hr/> <b>Dress for trip</b>	<hr/> <b>Grades Attending</b>

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**Description of Activity or Event (Including Educational Purpose)**

I, the parent of the above-named child, hereby request that he/she be permitted to attend and participate in the above-described activity or event ("event"). I give my approval for my child's participation in the event and agree to assume all risks and hazards incidental to the conduct of the event including transportation to and from the event. I do further hereby waive, release, absolve, indemnify and hold harmless the Bishop of the Catholic Diocese of Evansville, OUR LADE OF HOPE Parish, FR. GORDON MANN, Pastor, and any of their respective affiliates, successors, agents, employees, members, and representatives, adult sponsors, and other volunteers involved with the event including transportation associated therewith from any and all claims, including claims of personal injury to my child or property damage, under any theory of law (including negligence, but not reckless or intentional conduct) in any way resulting from or arising in connection with the event and/or transportation to and from the event.

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**Date**

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**Custodial Parent's Signature**

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**Date**

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**Guardian's Signature**