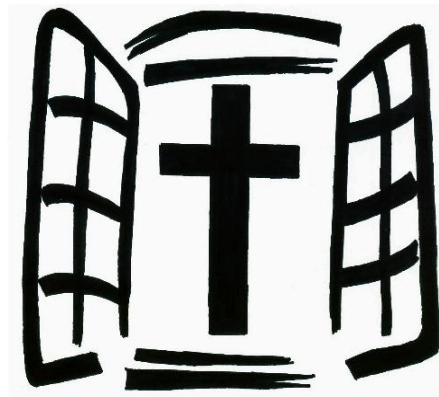


***Washington Catholic  
Middle & High School***

***Student & Family  
Honor Code***

*All Are*



*Welcome*

***2011-2012***

***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

## MISSION STATEMENT

Washington Catholic Schools strive to create a caring, stimulating and safe 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.*

# Washington Catholic Middle & High School Directory 2011–2012

## *Administration/Office*

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Mr. Ed Lundy	Maintenance
Mrs. Angie Smith	Cafeteria Manager
Mrs. Cynthia McCarty	Cafeteria

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## WASHINGTON CATHOLIC SCHOOLS



2011-2012 School Calendar		August	February
		S M T W T F S	S M T W T F S
Aug 12	Teacher Meetings	- 2 3 4 5 6	1 2 3 4
Aug 15	Classes Begin	7 8 9 10 11 12 13	5 6 7 8 9 10 11
		14 15 16 17 18 19 20	12 13 14 15 16 17 18
		21 22 23 24 25 26 28	19 20 21 22 23 24 25
Sept 5	Labor Day - No School	28 29 30 31	26 27 28 29
Oct 14	Fall Break - No School	September	March
		S M T W T F S	S M T W T F S
Nov 23-Nov 25	Thanksgiving Break - No School	- 1 2 3	1 2 3
		4 5 6 7 8 9 10	4 5 6 7 8 9 10
Dec 21	End of First Semester	11 12 13 14 15 16 17	11 12 13 14 15 16 17
Dec 22-Jan 2	Christmas Vacation - No School	18 19 20 21 22 23 24	18 19 20 21 22 23 24
		25 26 27 28 29 30	25 26 27 28 29 30 31
Jan 3	Begin Second Semester	October	April
		S M T W T F S	S M T W T F S
Feb 20	President's Day - No School	- 1	1 2 3 4 5 6 7
Mar 28-Mar 30	Spring Vacation - No School	2 3 4 5 6 7 8	8 9 10 11 12 13 14
		9 10 11 12 13 14 15	15 16 17 18 19 20 21
May 23	8th Grade Graduation	16 17 18 19 20 21 22	22 23 24 25 26 27 28
May 23	Classes End	23 24 25 26 27 28 29	29 30
May 24	Teachers Record Day	30 31	
May 25	High School Baccalaureate/Graduation	November	May
		S M T W T F S	S M T W T F S
		- 1 2 3 4 5	1 2 3 4 5
		6 7 8 9 10 11 12	6 7 8 9 10 11 12
March 9	1st Snow Day	13 14 15 16 17 18 19	13 14 15 16 17 18 19
March 23	2nd Snow Day	20 21 22 23 24 25 26	20 21 22 23 24 25 26
April 9	3rd Snow Day	27 28 29 30	27 28 29 30 31
May 4	4th Snow Day		
May 24	5th Snow Day		
May 25	5th Snow Day		
		December	June
		S M T W T F S	S M T W T F S
		- 1 2 3	1 2
		4 5 6 7 8 9 10	3 4 5 6 7 8 9
		11 12 13 14 15 16 17	10 11 12 13 14 15 16
		18 19 20 21 22 23 24	17 18 19 20 21 22 23
		25 26 27 28 29 30 31	24 25 26 27 28 29 30
		January	July
		S M T W T F S	S M T W T F S
		- 1 2 3 4 5 6 7	1 2
		8 9 10 11 12 13 14	3 4 5 6 7 8 9
		15 16 17 18 19 20 21	10 11 12 13 14 15 16
		22 23 24 25 26 27 28	17 18 19 20 21 22 23
		29 30 31	24 25 26 27 28 29 30
			31
	This Calendar contains 180 student instructional days.		

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)-254-8746  
<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 2011-2012 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 2011-2012 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

Mr. Andrew Wibbeler  
Dean of Students

### ***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 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.

### ***Catholic Diocese of Evansville Code of Christian Conduct 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.

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 requirement, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

## **Philosophy**

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.

## **Academics**

### **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.

### **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). Classes taken at Washington High School during summer school will not be used to determine class rank. 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.

### **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.

### **Course List and Subject Index Points**

(\*Denotes shared–time class/ please see counselor or dean of students for complete shared time list)

#### **Level 4 Classes:**

Advanced Biology (VU cr)	Advanced Chemistry	Chemistry
Economics	French III, IV *	Government
Pre–Calculus	Spanish III, IV	Theology
VU Comp I, II (VU cr)	American History I, II (VU cr)	Physics *
Calculus I, II	Advanced Commercial Design	

#### **Level 3 Classes:**

Algebra I, II	Biology	Earth Space Science
English 9, 10, 11, 12	French I, II *	IPC
Music Appr. /History	Music Theory	Psychology
Spanish I, II	Speech	Sociology
U.S. History	World History	Fiber Art I, II
2–D Art	3–D Art	Geometry
Student Publications	Mass Media	Visual Design
Commercial Design	Business Foundations*	

#### **Level 2 Classes:**

Advanced PE	Band/Chorus	Health
Marketing Field Experience	Pre–Algebra	Marketing Foundations*
Career Orientation*		

#### **Level 1 Classes:**

Cadet Teaching	PE	
----------------	----	--

**Drop/Add**

The “drop and add” policy of WCHS shall allow students to drop or add a class within the first two weeks of the semester by securing approval of their parents, the guidance counselor, and the Principal. No student will be placed into a class if the student has not met or passed the prerequisites without the consent/approval of the teacher, the Principal and the parent. If a student receives an F as a final semester grade in a required class, the student will be required to retake the class in order to graduate from high school in the state of Indiana and pass the class with a grade of D- or higher. If a student receives a D or F as a final semester grade in a class that is not required according to the state of Indiana, the student will have the option of retaking the class with the approval from the guidance counselor and Principal. In the case of a student retaking a class, the better of the two semester grades will stand and the lower grade will be dropped from the student’s transcript. Any student, who receives a C or better as a final grade in any class, will not be allowed to retake the class.

**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 be mailed to every parent/guardian for the first semester of the school year. Midterms will only be mailed to parents/guardians that do not have internet access during the second semester of the school year.

**Promotion and Retention**

Class advancement for students in grades six through eight will be determined from an evaluation of their progress by school personnel. Students who have mastered their learning experiences will be promoted to the next grade. Parent involvement in promotion and retention is important and vital, but the final decision will rest with school personnel.

**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. All report cards will be mailed home for the first year implementation of the Harmony on-line grading system.

**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.

### 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.**

### Student Transfers

In the case of a family's desire to transfer from one school to another, the Principal of the receiving school shall explain the expectations for communication between the two schools.

Consideration must be given to the reason(s) expressed for the requested transfer. Other factors to be considered may include the following:

1. Whether the student has behaviors that negatively impact his or her academics and/or the learning/social environment.
2. Whether reasonable efforts to manage the student or correct the behavior at the sending school have failed; and/or
3. Whether the student's parents have provided their full cooperation and support of the sending school's efforts concerning their child.

Any of these factors shall be sufficient reason to deny a student transfer. The transfer of a middle school student will be considered at the end of a nine-week grading period or at the end of the semester. The transfer of a high school student will be considered at the end of the semester only due to transfer of class credits. Students who are not in good standing at their present (sending) school will not be considered for admission in the Washington Catholic Schools. This includes students who are suspended, awaiting a due-process hearing, or expelled. Students will be considered for enrollment once they have regained good standing in their present school.

It is the belief of Washington Catholic Middle/High School that continuity of education is important for all students whenever possible. Students grow both academically and spiritually as they continue their education in our Catholic school. The school realizes that families may transfer their children to local public schools and then realize that a Catholic education is in the best interest of the family. Therefore, Washington Catholic Middle/High School will accept students' reentry into the school once during the sixth through twelfth grade. Students who leave the school a second time to enter a local public school will be denied reentry. Exceptions to this policy will be considered for families who have moved from the local area and are returning (or who have other extenuating circumstances).

### **Admissions Order**

1. Our Lady of Hope active parishioners who have children currently attending Washington Catholic Schools. Active parishioners demonstrate a commitment to parish life by weekend Mass attendance and by contribution of time, talent, and financial support.
2. Our Lady of Hope active parishioners who want to enroll a child for the first time.
3. Parishioners of Catholic parishes who do not have a school, who have children currently attending Washington Catholic Schools.
4. Siblings of Non-Catholic students currently enrolled.
5. Parishioners of Catholic parishes who do not have a school, who are enrolling their first child.
6. Non-Catholic families.

### **Lottery Procedures**

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.

### **Non-Discrimination Policy**

Washington Catholic Schools realize that student bodies with varying backgrounds (racial, ethnic, socio-economic, 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.

### **Assemblies**

Dignified conduct at assemblies demands attention and courtesy from the entire student body, moderate applause when applause is in order, and the avoidance of all boisterous conduct. Respect and attention for those conducting the assembly are expected. Students are to sit in the space assigned. Students are subject to discipline if not in their proper seats and/or not exhibiting proper behavior.

### **Athletics**

#### **Athletes**

The athlete's responsibility in displaying good sportsmanship is second only to that of the

coach. Because athletes are admired and respected, they carry a great deal of influence over the actions and behavior of spectators. Therefore, athletes should:

- Live up to the high standards of sportsmanship established by their coaches.
- Help fellow athletes and fans maintain these standards
- Know the rules and strategies for the game.
- Remember that, as Washington Catholic athletes, they are representing not only themselves, but also their Church, school, faculty, and community.
- Practice self-control in adversity or success and treat opponents with respect.
- Respect the officials, accepting their decisions without undue emotion.
- Display positive public action at all times --- shaking hands with opponents, showing concern for injured athletes, and asking fans to display good sportsmanship.
- Follow all rules communicated in the Washington Catholic Athletic Handbook.

Any athlete who breaks the above code is subject to athletic and/or school disciplinary procedures.

### **Fans**

The spectators at a contest also have an important role in displaying good sportsmanship. The habits and reactions reflect directly upon the reputation of the school and community.

Fans should:

- Show respect for the opponent in every possible way.
- Positively support their team and coaches in every manner possible including the content of cheers and pep signs.
- Maintain self-control at all times.
- Know and understand the rules and concepts of the game.
- Recognize and acknowledge good performance by athletes on either team.
- Give support to those participating in and/or conducting the event.

Any spectator who breaks the above code will be asked by the administration or athletic directors to leave the event and may be barred from attending future events.

### **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 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 or Dean of Students and/or Board of Review for possible detention, suspension, probation, or expulsion, depending on the individual case.

**Please see Athletic Handbook for more information!**

***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*

## 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. The learning that takes place in the classroom cannot be made up by simply doing written assignments that were missed during the absence. 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.

## Absences

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 will 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 third (3) absence and again after the 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.**

#### **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.**

#### **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.

### **Before/After School Activities**

Students are encouraged to arrive at school no earlier than 7:50 A.M. No student is to be in any part of the building after 4 p.m. without permission, unless appropriately supervised by an adult or coach. MS students are to go their lockers and then directly to the gym each morning and need to have permission to leave the gym before the 8 A.M. bell. 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. Vending machines are off limits to all students before, during, and after school. High school students are only allowed to use the vending machines during lunch (11:56 – 12:36).

### **Backpacks/Purses**

No backpacks and purses are allowed in classrooms or media center. 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 day.

### **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 contains defamatory comments regarding the school, the faculty, other students or the parish.

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

Harassment and bullying can be defined as overt, repeated acts or gestures including verbal or written communications transmitted in any form including the internet, physical acts committed or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. Such behavior cannot be tolerated in a Christian community. Incidences should be reported to a teacher or school administrator. All complaints will be investigated. Students guilty of these infractions (seriously or in jest or online) face detention, suspension and/or expulsion. All students are expected to embrace the following school beliefs and consider them as rules:

We will not bully others.

We will help students who are bullied.

We will include students who are left out.

When we know someone is being bullied, we will tell an adult at school and at home.

### **Cell Phones**

Cell phone use is not permitted during school hours. Cell phones should be kept in student vehicles or turned off and locked in lockers. Cell phones are not allowed in the

classroom or hallways during school hours (8:00 AM to 3:15 PM), this includes lunch times. All confiscated cell phones will be handled as follows: First Offense – After School Detention and cell phone will be held for 24 hours unless a parent comes to pick up the cell phone; Second Offense – Two (2) After School Detentions and cell phone may only be picked up by a parent; Third Offense – Referral to the Board of Review.

## **Cheating**

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.

## **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.

## **Class Funds**

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

Each class has five (5) student officers chosen by their classmates through nomination and election. These officers include president, vice-president, secretary, treasurer, and chaplain. The president conducts all class meetings with the help of the vice-president. The secretary is responsible for taking notes at all class meetings and for all class correspondence. The treasurer is responsible for accounting for all class moneys with the aid of the faculty advisor. The chaplain is responsible for recruiting students to participate in school masses.

Class officer elections will be conducted as follows: (1) After a slate of nominees is prepared, a preliminary run-off election will be held. (2) The candidate with the most votes

wins that particular office. Class officers serve as liaison between the school and their classmates in all matters pertaining to the class as a unit. They conduct all business for the class under the faculty sponsor appointed by the Principal.

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

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 the prom the next year. 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.

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.

The 7<sup>th</sup> Grade class is responsible for hosting and chaperoning dance for the 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.

### **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.**

### **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.

## 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 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 one day a week through the Diocese of Evansville. 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. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Off Campus – 5<sup>th</sup> Grade Playground
2. Our Lady of Hope Catholic Church

## Daily Schedule – Subject to Change

8:05–8:53	Per 1	11:56–12:36	Lunch
8:57–9:45	Per 2	12:36–1:25	Per 5
9:49–10:37	Per 3	1:29–2:17	Per 6
10:41–11:29	Per 4	2:21–3:10	Per 7
11:33–11:56	Resource		

## Mass Schedule (Thursdays)

8:05–8:53	Per 1	11:56–12:36	Lunch
8:57–9:30	Per 2	12:36–1:25	Per 5
9:40–10:40	Mass	1:29–2:17	Per 6
10:50–11:20	Per 3	2:21–3:10	Per 7
11:24–11:56	Per 4		

## Convocation Schedule

8:05–8:53	Per 1	11:56–12:36	Lunch
8:57–9:45	Per 2	12:36–1:05	Convocation
9:49–10:37	Per 3	1:09–1:47	Per 5
10:41–11:29	Per 4	1:51–2:29	Per 6
11:33–11:56	Resource	2:33–3:10	Per 7

## Delay Schedule

### One Hour

9:05–9:56	Per 1	12:15–12:59	Lunch
10:00–10:43	Per 2	12:59–1:40	Per 5
10:47–11:30	Per 3	1:44–2:27	Per 6
11:34–12:15	Per 4	2:31–3:10	Per 7

### Two Hour

10:05–10:44	Per 1	12:40–1:23	Lunch
10:48–11:23	Per 2	1:23–1:56	Per 5
11:27–12:02	Per 3	2:00–2:35	Per 6
12:06–12:40	Per 4	2:39–3:10	Per 7

## Dances

No high school students may attend middle school dances and students who are in the eighth grade or younger are not permitted at high school dances.

## 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. 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).

\*Including HEW 101; Journalism may count as an elective but not as a partial fulfillment of the Academic Honors Diploma's English requirement.

\*\*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 course, such as calculus or advanced math concepts.

A student can earn  $\frac{1}{2}$  a credit per semester for taking Band or Choir during resource.

**All students are required to take a math course their junior year.**

**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.**

**\*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.**

### General Diploma

Theology	4 years	8 credits
English	4 years	8 credits
*Mathematics	2 years	4 credits
*Science	2 years	4 credits
*Social Studies	2 years	4 credits
Physical Education	1 year	2 credit
Health/Safety	1 year	1 credit
Career Academic Sequence		6 credits
Flex Credit		5 credits
Electives		6 credits

To earn 5 Flex Credits a student must complete one of the following:

- Additional courses to extend the career academic sequence
- Courses involving workplace learning, which may include the following courses:
  - Career Exploration internship
  - Professional career internship
  - Business cooperative experience
  - Cooperative family and consumer sciences
  - Industrial cooperative education
  - Interdisciplinary cooperative education
  - Marketing field experience
- High school/college dual credit courses
- Additional courses in:
  - Language Arts
  - Social Studies
  - Mathematics
  - Science
  - World Languages
  - Fine Arts

\*Must take Algebra I and another math class.

\*Must take Biology I and another science class.

\*Must take US History, Government, and another 1 credit social studies class.

## **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 Dean of Students. The Dean of Students 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 Dean of Students, 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, Dean of Students, 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/extra-curricular 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.**

### **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 Dean of Students.

### **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 either 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. MS/HS parents must sign and return the detention form. HS students will remain on detention until all forms have been signed and returned by a parent

### **Lunch Detention (HS)**

If a student is eating in the cafeteria, he or she must sign-up in the office for a lunch by 9:15 am. A student may eat a lunch brought from home, but may not eat fast food. Students must report to the detention supervisor at the high school office within 4

minutes of the lunch bell. 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 supervisor. Upon return to the high school, students will go to the Mr. King's room. There should be NO TALKING during this time. Students are not dismissed from lunch detention until the Mr. King dismisses them. Students should follow all other directions as given by the Mr. King. 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. Fast food or restaurant food may not be eaten during lunch detention. 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-3 days ISS. Fourth skip-Board of Discipline Conference.

### **After-School Detention**

The teacher completes the detention information on Harmony. The Dean of Students completes the detention by reviewing the detention, recording it, and informs the student of the time to serve. The Dean of Students 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 Dean of Students. 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 to WC's dress code.
- Teachers may not take students from the detention room without the permission of the Principal or Dean of Students.
- If students do not have anything to study, the detention proctor may give assignments.
- A student may petition the Principal or Dean of Students to reschedule a detention date due to undue hardship. Written documentation of such hardship must be provided to the Principal or Dean 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 Dean of Students. If the Dean is not available, the student should sit quietly until the end of the period. The student is to see the Dean 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 Dean of Students.

### **Saturday School**

Saturday School can be assigned to those students who accumulate excessive tardies, are truant or miss classes for unauthorized reasons, repeatedly miss homework assignments or have other disciplinary violations. Saturday school is assigned monthly & runs from 8:30 AM through 10:45 AM. Students must follow regular dress code and are to bring school work or other academic reading materials and stay alert and focused during this time. Failure to comply with these rules or missing Saturday School will result in additional disciplinary action.

### **Behavioral Plan**

A student who accumulates 3 lunch detentions during a nine-week grading period will serve an after-school detention. A student who accumulates a total of 5 lunch detentions during that same nine-week grading period will be issued Saturday School. Students who accumulate additional lunch detentions will meet with the Board of Review.

### **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 Dean of Students or 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 Dean of Students with written reasons given to the Dean prior to the close of the school day. The teacher will notify the student's parents. The Dean 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.

**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 or Dean of Student's 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 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. Parents are notified and assume student responsibility.

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.

### **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.”

### **Dress Code Violations**

1<sup>st</sup> offense – Documented Warning and Parents notified. 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 – In-School Suspension 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 and Dean of Students.**

1. Students are expected to keep themselves neat, clean and **modest** at all times. Any form of dress/hairstyle considered contrary to good hygiene or distracting/disruptive in appearance or detrimental to the purpose or conduct of the school will not be permitted. This includes, but is not limited to Mohawks, non-natural hair color (ex. purple or green), and hair that covers the eyes. **Hi-lites in your hair must be natural hair colors. No pink, blue, purple, green, fire-engine red, etc. hair or hi-lites allowed.**

2. Certain sweatshirts/T-shirts are allowed. T-shirts may have designs which express the manufacturer or theme, but may not reference alcohol, tobacco, drugs, slogans, vulgar or suggestive language, rock groups/bands/artists, promotes violence, or contains derogatory comments towards any person or groups of people is inappropriate. All other shirts must have collars and sleeves and adhere to T-shirt guidelines. A turtleneck will be considered a collar. Females may wear plain T-shirts under a jumper, blouse or V-neck sweater and may also wear U-neckline tops. **Female tops boarding on immodest will not be allowed.** Males may wear plain T-shirts under a V-neck sweater. Sports jersey must have a t-shirt underneath them.

3. **All shirts/tops must be 4” below the waist.** Students are not allowed to wearing any clothing from another school at any time, including physical education class. Tank/tube/halter tops, muscle shirts, spaghetti straps, bare midriffs and sleeveless apparel

are not allowed.

4. Pants and jeans must not drag on the ground, be excessively tight, too low, and/or too baggy. Holes, ripped/torn, unhemmed, silt, as well as tattered and worn areas are not allowed on any article of clothing. All pants must be worn at the natural waist. Students may not have writing across the backside of their pants. Leggings may not be worn by themselves.

5. Shorts, skirts, skorts & dresses may not be more than three inches off the floor when kneeling. Leggings may be worn under skirts and dresses. The Dean of Students will determine when students may wear or shorts. Cutoffs, sweatpants, and/or sweatpants capris, confederate flag clothing, as well as oversized clothing are not allowed.

6. The following are not allowed: Facial hair including but not limited to mustaches, goatees, sideburns below mid-ear and beards. Wallet chains and hats are not allowed. No visible body piercings or tattoos are allowed (except in the ears).

7. All clothing/footwear should be safe.

### Mass Day Dress

In order to show reverence, students will dress up on days that they will attend Mass. High school males must wear a tie with buttoned dress shirt tucked into *dress* slacks with a belt. Only plain, solid white T-shirts may be worn underneath dress shirts. High school males must wear dress shoes. Middle school males must wear dress slacks with polo's, oxfords and/or sweaters and a belt. Middle and high school males must wear shirts tucked in all day. High school and middle school females may wear a dress, skirt/blouse, skort/blouse, or dress slacks/blouse. Middle and High school females must wear dress shoes. Flip flops are not allowed. The key is a dressed-up appearance. Jeans of any color do not constitute dress slacks. No shorts of any kind are allowed on mass day.

### Drug, Alcohol and Tobacco Policy

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

#### Drugs & Alcohol

I. **Trafficking** – Buying, selling, or distributing any illegal drug or alcohol on/off school property. Any student, who provides illegal drugs, look alike drugs, alcohol, tobacco, non-authorized prescription drugs to another student will be subject to

expulsion and may be reported to the proper authorities.

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

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

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

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

### Tobacco

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

### **Electronic Equipment**

Students are not to have any electronic games, beepers, radios, laser pointers, CD players, MP 3 players, iPods or other such distractive 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.

### Extracurricular Activities

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

### Extracurricular/Athletic Eligibility (HS)

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

### Extracurricular/Athletic Eligibility (MS)

To be eligible scholastically, students must maintain an overall "C" average. A student may regain eligibility meeting the above requirements by midterm of the next grading period. Semester grades take precedence over nine-week grades.

### Family Educational Rights and Privacy Act

Washington Catholic will provide parents and students access to records directly related to the student by permitting parents and students to challenge these records on the grounds that they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, by complying with federal guidelines before releasing personally identifiable information about students contained in education records, and, when appropriate, by notifying parents and students of these rights. Parents who object to the release of any of the information must write to the Principal requesting their student not be included in any appropriate listing. The written request must be submitted within 15 days of the beginning of the school year.

### Fee Schedule: Tuition for the 2011–2012 school year:

1 Student	\$2,385.00
2 Students	\$4,300.00
3 Students	\$4,895.00
4 Students and above	\$4,895.00
Book fee	\$180.00
½ day kindergarten	reduce fee by \$350.00
Non-Catholic	\$500 one student – \$850.00 for 2 or more
Foreign Student	\$6,500.00
No Fundraising Option	\$4,000.00

## 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 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. Failure to comply with rules will result in the same penalties as if the student were at school. 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 pre-school or school-age siblings on the field trip. All chaperones must be 25 years of age or older. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.**

## 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. Visitors must ring the main door on NE 2<sup>nd</sup> Street to gain entrance into the school during school hours.**

## Food and Drink

There is NO eating or drinking anywhere in the school building or gym during school hours. Soft drinks and snacks may be consumed only by high school students in the immediate area of the machines at lunch time. Middle school students may not use

vending machines before, during, or after school. Middle school students may only use vending machines after school with permission from a faculty member if the student must stay after school for practice or tutoring. Due to health concerns, no open food or drink is to be kept in lockers. If litter becomes a problem, snack and drink machines will be turned off. 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.

### **Fund-Raisers From Outside School**

Students must get explicit permission from the administration to sell any item that is not school-related.

### **Funerals**

Students will not be excused for the funeral of any person other than a close relative unless a parent/guardian makes that request to the school office at least 24 hours in advance.

### **General 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

### **Grade Point Average (HS)**

Add together all grade points you have accumulated. Add up the total credits possible. Divide total grade points by total credits to get GPA.

### **Grade Point Average (MS)**

To figure grade point average, add together all accumulated grade points. Accumulated grade points are calculated by adding the point value of each letter grade (A= 4 points, B= 3 points, C= 2 points, D= 1 point) for each class; (+ will count as .5). Divide the accumulated grade points by the total number class credits (subjects) to obtain the Grade Point Average (Music, Choir, Band, and Computers are omitted from figuring GPA).

## **Gum**

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students' chewing gum during the course of the school day.

## **Hall Passes**

Any student who is out of the classroom during class time must have a hall pass or student planner signed by the teacher. Only passes found inside the student planner or red passes given from the office are permitted. Any student who is out of the classroom without a hall pass may be assigned lunch or after school detention.

## **Harmony**

Washington Catholic Middle/High School is proud to provide Harmony our new on-line grading system to parents for the 2011-2012 school year. Parents/guardians will be provided usernames and passwords to access their child's grades, attendance, and discipline records twenty-four hours a day from any computer during the first week of school. Teachers are required to update grades in each of their classes once a week. Grades will be ever-changing with the Harmony grading system. Each time a teacher updates assignments the grade will change. Midterms will be the grade calculation in the class as the mid-way point of the quarter, but could change by the time the parent receives the midterm report and a teacher updates assignments. Any grade represented by an "I" means that a student is missing work in the class. Please have the student contact the teacher to determine what assignments, quizzes, or tests are missing and need to be completed. Midterm reports will be sent the first semester to all parents/guardians. Washington Catholic Middle/High School will only send midterm reports second semester to parents/guardians that do not have computer access.

## **Health Services**

The county health nurse provides various health screenings to in grades 6-12.

## **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.

#### **Homework Thursday (Middle School)**

Students will be given a Homework Thursday slip on Tuesdays during resource if they have accumulated any missing work. Students will have until the end of the school day on Wednesday to complete all missing work, turn the missing work into the teacher, have the teacher initial the homework slip, and turn in the homework slip to the Dean of Students. Any student who has not completed any outstanding missing assignments will be assigned to participate in the Homework Thursday Study Program which takes place each Thursday after-school until 4:00 P.M. Students assigned to attend Homework Thursday will need to have their parents sign the Homework Thursday Notification. A student who has an unexcused absence from Homework Thursday will be assigned 3 lunch detentions. On the second offense, a student will be assigned 3 lunch detentions as well as Saturday School. On the third offense, a student will meet with the Board of Review. If a student completes all of their missing assignments but fails to turn in the homework slip with each teacher's initials, the student will serve a lunch detention.

#### **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

#### **Honor Roll, Awards, Ceremony Requirements (MS):**

To be eligible for the honor roll, a student must have a combination of A's and B's with only one C+. Any grade lower than a C+ will exclude the student from the honor roll. Middle School students will be excluded from the honor roll if they receive an "S" or a "U" in conduct in any class. Grade ribbons are given out at the end of each grading

period. Conduct ribbons are given out at the end of each semester. In order to receive a conduct ribbon, students must make all “E’s” and not more than six “S’s” in conduct per semester. An “S-“ or a “U” excludes a student from receiving a conduct ribbon.

**BUG BOARD– (Bring Up Grades Board):** Students that raise their GPA’s at least .2 will receive an improved grade ribbon and have their pictures placed on the BUG BOARD. An S–or U in conduct excludes students from the BUG Board.

### **Illness During School**

The office will contact the parent/guardian of any student who can not 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.

### **Immunizations**

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.

### **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.

### **Littering**

Any student caught littering will spend 1–3 night(s) after school picking up the trash and/or serve 1–3 lunch detentions according to the seriousness of the offense.

### **Lockers**

Lockers are 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 official 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.

### Lunch (HS)

Washington Catholic High School has an open campus lunch arrangement. Students may eat at the school cafeteria, bring their own lunch, buy snacks from the machines in the commons, or patronize local eating establishments. *Open campus lunch can be suspended or revoked by the principal or Dean of Students for sufficient reason.* The school cafeteria is located in the Patrician Room of the elementary school. Those students wishing to eat 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. Regular price is \$2.50

### Lunch (MS)

Washington Catholic Middle School has a closed campus policy. All students are expected to eat in the school cafeteria. **Students are not allowed to leave school for lunch for any reason.** Parents are invited to eat with their children in the cafeteria at anytime. Students are encouraged to pay by check. Students will pay for their lunch (paid or charge) in the morning. Students should place lunch checks in an envelope and place it in the grade appropriate container in the middle school gym. A student who has accumulated 10 charges and wishes to eat in the cafeteria must either pay for the lunch or may eat an alternate lunch of a Peanut Butter Sandwich and Milk at a cost of \$1 (State Guidelines). 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.**

## Media Center Policies and Procedures

The Media Center's function is to be a quiet and controlled place for study & research. Every student that makes use of the library must understand that its use is a "privilege" and not a "right".

The following rules apply:

The Media Center is to be used under the librarians' supervision. Book bags, backpacks and brief cases are not permitted and should be left in lockers. Food, drinks, mints or gum are not permitted. Necessary books and supplies should be brought to the library. Restrooms should be used during passing time. Students are required to have passes from teachers with departure/admittance time and reason for use. Students are not to use the library for social gatherings and should not disturb other students.

Students must ask the librarian for permission before using computers and then sign in on the provided sheet. Only students whom have returned signed Diocesan Internet permission slips may use the Internet. Phone permission from parent is not allowed. Internet is to be used for educational purpose only. Students may not e-mail, use chat rooms, instant message, blogs, play games, download music or change settings. Students may not bring music C.D.'s for use on library computers. The computer at the librarian's desk is for librarian's use only. Any student with overdue library materials or fines may not use the internet or check out items until materials are returned and fines are paid. Library overdue notices will be in daily announcements and posted outside the library door. Books and magazines may circulate for 2 weeks. Reference materials do not circulate. Only the librarian or another adult in charge may get old magazine copies from the "stacks". You may renew often unless book is in demand. You do not need to have book with you to renew. Each overdue book or magazine will have a charge of 25 cents per day. Detentions will be issued if overdue materials & fines aren't returned after 13 days past due date. Remember that it is the student's responsibility to know when library materials are due. If library is closed, return library materials, fines, or a note to renew your books to secretary. Any student not returning overdue books or magazines by the end of the semester will be charged for their replacements.

The media center has many Accelerated Reader books. They will have a colored label on the spine. These should not be confused with A.R. labels which publishers put on the spine. The media center does not have AR quizzes for these books. It's your responsibility to make sure your book does have a test.

## Medical Appointments

Regular medical appointments should be scheduled after school hours and during vacations if possible. A written note from a parent/guardian must be presented to the office at least one day in advance of the appointment during school time. **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.** Any student gone from school more than two hours will be counted absent a half day and/or truant. Students must present the office with an official doctor's excuse immediately upon returning to

school. Parents are strongly urged NOT TO ask to take their students out of the building for reasons other than those that are absolutely necessary (doctor or dentist appointments) and if at all possible, to not schedule any appointments on the days just prior to the end of the grading period or semester.

### **Medication and Health Issues**

Prescription medication and/or over the counter medication, including cough drops must be kept in the school office. The school will only dispense medication, including aspirin, with written permission from a parent/guardian. No medication past expiration date will be administered. All medication must be labeled with the student's name. When students become ill or injured they must report to the office so that the parent/guardian may be called for advisement. Students with diabetes or other health related issues that require monitoring and/or medical attention outside the classroom shall keep medications and/or materials in the office; exceptions will be determined by the principal on a case by case basis. All medication must be stored in the ORIGINAL container with the student's name, dosage, and directions clearly printed on the label. Students must report to the office to use such materials or take prescribed medications under the supervision of school personnel. Students are not to be released to the commons area or vending machines where there is no supervision.

### **Office Records**

Parents/guardians are requested to notify the School Office in writing of any change 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.

### **Office Visits**

Students are to conduct business in the office before school, between classes, during lunch, or after school. No student will be excused if late to class due to conducting business in the office. Loitering is not permitted during school office hours. Students will not be allowed to use the phone unless it is for an emergency as determined by the office personnel.

### **Pages/Election Workers**

Days missed as a result of serving as a page in an assembly or as a verified election worker do not count against a student. Students must turn in a completed request form to the office secretary at least one week in advance of being out of school.

### **Parking/Driving**

Students must register and complete the WCHS Vehicle Registration form in the office. Students are not to block school buses or vans. The parking lot located to the north of the school is reserved for Washington Catholic faculty and staff only. Any student observed breaking parking or driving rules during school hours, especially coming from or going to

school, shared time, or lunch, will face disciplinary action, including loss of parking/driving privileges. Students parking in the teacher lot or blocking entrances will be towed.

### **Passing Time**

Students are given four minutes between classes to go to lockers & restrooms. Students are expected to conduct themselves in a quiet, orderly manner during passing.

### **Pregnancy**

The Principal and Pastor, in cooperation with the pregnant student or expectant father and her/his parent(s)/guardian(s) will determine whether a plan satisfactory to all parties can be developed to allow the student(s) to remain in school.

After a review of the case, the Principal will suggest a plan considering the needs of the student and the school's expectations for the student. The plan proposed by the Principal will be presented in writing at a conference including the Principal, the students, and the student's parent(s) or guardian(s). Subsequent meetings may be held if appropriate.

It is highly recommended that the students seek and obtain counseling from some non-school agency (e.g. Catholic Charities, Mental Health Assn., etc.) which includes the student's family. Such counseling may be a part of the school's requirement for the student's remaining in school. The school's plan for the students may include a counseling program for the students (and family), consistent school attendance and performance in class, and limitation of the student's extracurricular activities. The Principal will monitor the school/student plan during the prescribed time to note and discuss the student's health and adjustment within the school.

### **Prom**

Students must sign-up in the office in advance to be eligible to attend prom. Dress is expected to be modest. This interpretation is at the discretion of school faculty. If there are questions about how appropriate clothing is for the occasion, ask the Dean of Students IN ADVANCE. Males must wear a suit and tie or tux. Females should wear a dress that shows no midriff or cleavage. Dresses may not be backless. Students not dressed appropriately will not be admitted. Students may be required to participate in breathalyzers during this evening. Any student or date who attends prom must be in the ninth grade or above and under the age of 21 on the date of prom. Guest request forms for students who do not attend WC must be filed with the Dean of Students in time to be verified. All school rules apply to this event. (The above rules also apply to the cotillion.) The junior class is expected to host the prom including setting up, obtaining a DJ and photographer and decorating. The sophomore class is expected to clean up after the prom. Junior class parents are expected to host the post prom. All funds collected or spent for these events must be turned into the Parish office.

### **Public Displays of Affection**

Washington Catholic will not tolerate students showing affection towards one another that

would be reasonably considered inappropriate during school hours. Examples of affection are: holding hands, hugging, kissing, holding one another, etc. First offense – verbal warning. Second offense – lunch detention and parents will be notified. Third offense – after school detention. Fourth offense – In-school suspension. Fifth offense – Board of Review.

### School Activities

Social and recreational programs are encouraged to foster school and class spirit. In order to participate in any school sponsored activity that day, a student must be in school before the end of **fourth period** unless prior approval has been obtained from the office. Failure to comply will result in a detention. Students may **attend, but not participate** in school sponsored events (such as sporting events) if they arrive to school by the end of lunch on the day of the event.

Most social functions of the school should end by 11 p.m. All activities and entertainment of a dramatic, music, or other nature must maintain a standard of harmony with our Christian values. Any damaged, vandalized or lost equipment will be charged to the club/organization hosting the function.

During the evenings on which the school sponsors social events, loitering in the hallways, driving around the campus, walking out of doors with the intent of returning are not allowed. Students may not be admitted to school social events after the first hour of the activity has passed. Deviations from this rule must be pre-arranged between the student and the principal, who will then notify chaperones and/or sponsor. A sign-in/sign-out sheet may be used at social activities when deemed appropriate and/or necessary. Students who leave the building are not readmitted and must leave the area immediately. Chaperones for a particular function are to be approved by the Principal or Dean of Students at least one week in advance and are to be given a copy of the rules and regulations.

### School Board Members

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

### School Bus/Van

Students are expected to stay seated at all times and remain quiet while traveling to and from events. In the vans, all occupants are required to wear seatbelts at all times during transit. Before leaving the vehicle, students will police the interior. If upon inspection, vehicles are found damaged or littered, the group responsible will be assessed a fee as determined by the athletic director for the damage and cost of cleaning.

### School Contact

When a parent has a question involving the operation or programs of the school, he/she should contact the office or person responsible for the area. Where a question involves

and individual student or class, the classroom teacher is the first person to contact. Parents are encouraged to make inquiries and visits when necessary to their children's school. However, to facilitate a visit, the parent/guardian should contact the school administration.

### **School Closings and Delays**

When foul weather causes a cancellation or delay of school, an announcement will be made through School Reach and on the following radio and television stations: WAMW (107.9 & 95.9), WWBL (106.5), WFIE (Channel 14), and WTHI (Channel 10). Washington Catholic Schools follow the Washington Community Schools on cancellations, delays, and early dismissals. Please do not call the school.

### **School Computers**

Parents and students must sign an Internet Policy Agreement to use the school computers. Students using school computers are not to be in MySpace, Facebook, or other chat rooms. Students violating the Internet Policy Agreement will lose computer privileges.

### **Laptops/I pads**

Students may only use school issued laptops during school hours. These laptops may be searched at any time.

### **School K-9 Drug Program**

In order to provide a safe drug-free environment and to utilize a safe and effective method of determining the presence of illegal drugs on the school campus, Washington Catholic Middle/High School participates in the K-9 drug program. A K-9 team from the Washington Police or Sherriff's Department will make a random search and alert school authorities, who will then make a manual search. Any suspected controlled substances found will be turned over to the police for testing. Any detected violations of school rules will be handled using school policies found in the handbook. Any detected violation of laws will be handled by, and at the discretion of investigating law enforcement officers. The school will assure that there is no interaction between students and the K-9 teams during the search.

### **School Mass**

All students are expected to participate in school Masses, reconciliation, prayer services or other religious activities done during school hours. Students should dress appropriately for these activities (See **Mass Day Dress** above). On days that require students to dress up, students are expected to remain dressed up for the entire school day.-Clothes are expected to be clean and neatly pressed. Students may NOT wear sweatshirts or other clothing on top of dress clothes. Students are expected to act respectfully during these various services. Students will sit in assigned areas.

### **School Pest Control Policy**

All applications of pesticides will be made in strict compliance to Diocesan policy, instructions and applicable State & Federal laws. When possible, pesticide applications will be made during non-instructional times or during vacation periods. Pesticide applications are prohibited when students are in or near the treated area. Should parents wish to receive advanced notice of pesticide application, they should contact the school principal. Verbal or written notice will be given no later than two days prior to application. ***No notice will be given if the application is made when students are not present.*** In the event of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible ***after*** such application.

### **Shared Time Rules and Regulations**

Shared-time students are expected to obey all of Washington High School's rules and regulations as outlined in the WHS handbook. Students should obey all parking regulations and not park in the school's lot or neighboring church or apartment parking lots. Any time Washington Catholic is not in session but WHS is, shared-time students must attend WHS classes regardless of WC plans or schedule. Students with questions should contact the WCHS school office.

Parents of students who will be absent from WHS must phone the office (254-3860) before 8:10 a.m. on the day of the absence. To be admitted to school, the student must present WHS's office with a separate note signed by a parent/guardian on the day the student returns to school. To be admitted to class, the student must obtain an admit slip from the office prior to going to first period class.

Shared-time students are allowed ten (10) minutes travel time between schools. In other words, students may be released from WCHS ten minutes before WHS classes begin and are expected back in WCHS classes ten minutes after WHS classes end. In addition, shared-time students must keep quiet while leaving for and returning from WHS so as not to disturb WC classes. Failure to follow this regulation will result in disciplinary action. Shared-time students who loiter in the hallways will lose their passing time.

### **Spray Items**

Students should not bring hairspray, colognes or scented spray items to school.

### **Skate Boards/Roller Blades**

Skateboards/roller blades/ heelies/ etc. are not allowed at school.

### **Student Clubs and Organizations**

Club work and club activities are encouraged by the school. In each instance of club work, the procedure for organization begins with a statement of interest filed in the school office, then the designation of a faculty sponsor who thereafter is charged with the responsibility of keeping the principal informed as to the progress and development of the club with guidelines.

A complete roster of club members is to be distributed by the moderator to the various offices and to all teachers. All club meetings and activities are cleared by the Principal. If a club wishes to have a fund-raising activity, the officers should submit a proposal in writing to the Principal well in advance of the proposed starting date for the project. Clubs currently offered at WC include Beta Club, March For Life, Art Club, and Key Club.

### **Student Residency**

A student attending Washington Catholic Middle/High School must live with a blood line relative such as a parent, grandparent, aunt or uncle or approved legal guardian (ex: foster family, exchange family, appointed family). Students may *not* live independently or cohabit with a person of the opposite sex. Failure to comply with this standard is cause for immediate dismissal from Washington Catholic Middle/High School.

### **Student Searches**

The Principal or designee may search students and their personal belongings if there is reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules. This includes alerts by law enforcement officials during drug-dog searches.

### **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 and 3 – 1 lunch detention each. Tardy 4 – 1 after school detention and 1 lunch detention for each. Tardy 5 – 2 lunch detentions and 1 after school detention. Tardy 6 – Board of Review meeting with consequences including possible suspension.

### **Theology Policy Statement (HS)**

Since theology and religious study are at the core of every discipline in the Catholic school, it is necessary for students at Washington Catholic High School to complete eight semesters of Theology with passing grades in order to graduate. An exception will be made for students entering after the start of Grade 9. In addition to the individual and particular requirements of the different courses, the school requires **twelve** hours of volunteer service **per semester. There are to be 4 hours for school, 4 hours for community, and 4 hours for church.**

This service requirement is based on the example of Jesus, who stated that He came among us “not to be served but to serve”. (Matthew 20:26). WCHS believes that service to others is an integral part of the educational program of the school and that all students will find it rewarding and helpful in their growth of Christian values. The required hours must be divided between service to church, school and community.

Students should notice that not all of their service requirement can or will be met by

service done in conjunction with school. These required hours must be diversified and performed in several ways in various times and places. A list of service examples in each category will be sent home at the beginning of each school year.

It is the individual student's responsibility to provide the high school secretary with written documentation of the service performed. The secretary may stipulate how these six hours are to be conducted and recorded in their respective courses. Missing service hours may result in a drop in grade, an incomplete grade, or potential failure. Satisfactory grades in theology are a prerequisite for extracurricular activities and graduation. Extracurricular activities are defined from time to time by administration and include, but are not limited to, athletics, clubs, and band. A student receiving a failing grade in theology for any reporting period within the school year will be denied participation in extracurricular activities for the ensuing reporting period. **It is the policy of WCHS that graduation from the system is contingent upon successfully passing theology every semester while in attendance and completing all service requirements.**

### Theology Statement (MS)

For the same reasons stated above, WCMS requires **six hours** of volunteer service **per semester; these hours must be divided by 2 hours for church, 2 hours for school, and 2 hours for community.** Students should notice that not all of their service requirement can or will be met by service done in conjunction with school.

These hours must be diversified, performed in several ways in various times and places.

It is the student's responsibility to provide the school secretary with written documentation of the service performed. The secretary may stipulate how these hours are to be conducted and recorded in their respective courses. Missing service hours may result in a drop of grade, incomplete or potential failure of Theology.

### Telephone

Messages will be taken in the school office only in case of real necessity. Students may use school phones in case of emergency circumstances, as determined by the school secretary.

### 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 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.

### **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.**

### **Vandalism and Property Damage**

Students who destroy or vandalize school property or the personal property of others will be required to pay for losses or damages. If students willfully destroy property, expulsion may follow. This includes electronic vandalism such as willful destruction, malicious changes, or deleting of files, programs, and setups.

### **Visitors**

All visitors, including parents, are to report to the office upon entering the school building, sign in and secure a visitor badge. Visitors should sign out before leaving the building. Arrangements for visiting classrooms during class time should be made two days in advance so that the principal may notify teachers.

### **Wellness Policy**

In the interest of promoting healthier habits in students, the US Department of Agriculture recently verified that all schools, including private schools, which participate in the National School Lunch Act or the Child Nutrition Act, must have in place a School Wellness Plan. Copies of the plan can be found in the school office.

### **WC Publications Picture Policy**

The official school photographer must take a head and shoulders, color, vertical, wallet sized portrait of each senior for use in the yearbook and senior composite. Only pictures taken by the official photographer may be used in the yearbook and composite. School dress code must be met in these pictures. You do not have to purchase any picture

(although they are available from the photographer for purchase), and there is no sitting fee. The school will set up a time and date for all seniors to have their picture taken. Seniors must also turn in a color baby picture, no larger and 4" X 6". This will not be returned so parents might want to make a copy to keep at home. This should be turned in by the end of the first week of school.

**\*\*Right to Amend**

Washington Catholic Middle/High School reserves the right to amend this Honor Code. Notice of amendments will be sent to parents via School Reach.

## 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.

### STUDENT 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.

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.

**STUDENT AGREEMENT**

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)

**Washington Catholic Schools**  
**Student & Family Honor Code**  
**Disclaimer Form**  
**2011-2012**

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 or Dean of Students 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 \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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