

PARENT/STUDENT HANDBOOK

2023-2024

Westside Catholic School

Saint Agnes Campus
Preschool-4th Grade
1620 Glendale Ave
Evansville, IN 47712
812-423-9115

Saint Boniface Campus
5th - 8th Grade
2031 W. Michigan St.
Evansville, IN 47712
812-422-1014

Dear Parents and Students,

Welcome to Westside Catholic School. In choosing Westside Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

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

The faculty and staff of Westside Catholic 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,

Sister Catherine O.P
Principal St. Agnes Preschool - 4th Grade

Jessica Zavala
Principal St. Boniface 5th grade - 8th grade

Westside Catholic School

Westside Catholic School is a preschool through 8th grade Catholic school in the Diocese of Evansville. The curriculum stresses academic achievement within a Catholic community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Westside Catholic School, we are attempting to "teach as Jesus did."

History

Westside Catholic was formed in 1974 from the three established parochial schools of Sacred Heart, St. Agnes and St. Boniface because of declining enrollment and the need to expand programs. After several years of much foresight and extensive planning, the result became Westside Catholic School with Sacred Heart as the Primary Building; St. Agnes as the Intermediate; and St. Boniface as the Junior High. In the fall of 1996, another restructuring resulted in merging Sacred Heart Preschool as part of Westside Catholic. This organization was the Sacred Heart Campus with grades Pre-K and Kindergarten; The St. Agnes Campus with grades 1-4; and grades 5-8 being located at the St. Boniface Campus. In the fall of 2004, a new restructuring took place where Sacred Heart became the sole location for our preschool and pre-k, while our kindergarten moved over to St. Agnes. As we move towards our goal of becoming one campus, at St. Agnes we currently have preschool-4th grade and 5th-8th grade are at St. Boniface.

Mission Statement

Westside Catholic is dedicated to instilling the Catholic tradition as its first priority. The community of the Westside Catholic School system assists learners to develop academically, socially, morally, spiritually and physically in a safe and caring environment. Thus, all are empowered to perform effectively as citizens in their communities.

School Hours

Jr. High Campus (St. Boniface)

Students are allowed to enter the building at 6:50 a.m. and will be monitored in the cafeteria. **Students are to have been to their lockers, seated in homeroom and ready for school to start by 7:30 a.m.** Anyone not in homeroom by 7:30 a.m. will be counted tardy. Dismissal time is 2:30 p.m.

Elementary Campus (St. Agnes)

Students are allowed to enter the building at 7:00 a.m. and will be monitored in the gym. **Students are to be seated in homeroom and ready for school to start by 7:30 a.m.** Anyone not in homeroom and ready for class by 7:40 a.m. will be counted tardy. Dismissal time is 2:20 p.m.

Absence/Tardy

When a student is absent from school, a parent must call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of our students and is aligned with the state statutes of the state of Indiana.

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

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

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

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

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:30 PM – 3:00 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.

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

CHRONIC ABSENTEEISM

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

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified.
- If the student reaches 18 absences, for any reason, a representative from the Superintendent's Office for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- **A student who is considered to have Chronic Absenteeism and sustains any further illness, is required to provide a note from a physician or other qualified professional**

to verify the illness.

- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

HABITUAL TRUANCY

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

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

CHRONIC TARDINESS

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

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, a representative from the Superintendent's Office for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Absence During the School Day

Students needing medical appointments during school hours require a written note by the parent. Any student who arrives late or who leaves early because of appointments or illnesses must be signed in or out in the office by a parent/guardian. If a student returns from a doctor's appointment or absence with a doctor's statement, the absence or tardy is considered excused. A student that does not bring a doctor's statement after an absence or tardy, it is considered an unexcused absence or tardy. Students out of the building in excess of two hours a day will be considered one half day absent.

Accreditation

Westside Catholic School is accredited through Cognia® and the Indiana Department of Education.

Admission Information

Nondiscriminatory Policy

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

Students applying for Kindergarten must be five years old by August 1st of the year of entrance. Complete Enrollment Application packets will be reviewed and processed for admission annually. Westside Catholic School will notify the person completing the application packet upon acceptance of their child. All tuition and fees must be paid in full for the current year to be able to register for the following school year. If you need assistance with this application process, please call the school offices. Enrollment will be held for the current Westside Catholic families and St. Boniface parishioners until May 1st of the enrolling year. Returning the application form by May 1st is necessary to assure your place will be held. After this date, remaining openings will be filled with additional students. These families will be notified by June 1st of the enrolling year if there is an opening for their child (ren). All applications will be numbered as they are received in the school office. Westside Catholic School will adhere to the following Order of Enrollment:

1. Active and contributing St. Boniface parishioners with siblings in school
2. Active and contributing St. Boniface parishioners
3. Active and contributing parishioners within the Westside Deanery with siblings in school
4. Active and contributing parishioners within the Westside Deanery
5. Non-Catholic families with siblings in school
6. Non-Catholic families

Financial Obligations

Tuition is combined with the Book & Supply Fees per student are set by the Westside Catholic School Board. All fees may be paid in full at the beginning of the school year or may be paid in 10 equal payments (August – May). If you opt to use the 10 equal payments plan, statements will be sent out on the 1st of each month with payments being considered past due after the 15th. If an account is over 60 days past due, the child/children may not be allowed to continue at Westside Catholic School. All tuition and fees must be paid in full for the current year by May 15. Payment must be current to register for the next school year.

Bullying and Cyberbullying

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

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and

volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation or bullying.

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

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

CELL PHONES AND ELECTRONIC DEVICES

Cell phones are allowed at school but must be turned off and remain in the students backpack or stored out of sight while on school property. iPads, iPods, or other electronic gaming devices are not allowed at school. The school is not responsible for any technology brought to school. Students in violation of this policy will have their cell phone or electronic device confiscated and held for a determined length of time. A parent/guardian will be required to come to the school office to pick up from the Administration.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extracurricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

Child Abuse Laws

Westside Catholic 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.

Code of Christian Conduct

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

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

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

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

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

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

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

Crisis/Confrontation Policy

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

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess

information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by word or example, any other person to engage in conduct in violation of the law or in violation of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted or been under the influence of any controlled substance, alcoholic beverage or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses handles, conceals, or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
 - a. has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
 - b. has possessed, handled, concealed or transmitted any object that could be used as an instrument of destruction on school property or at any school function.

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

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

Crisis Plan

Westside Catholic School has a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an

emergency, circumstances permitting, the building will be evacuated and students will be moved to secure designated locations.

Custodial Rights

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

Discipline

We encourage the growth and development of responsible young adults. We, the students of Westside Catholic, believe in "RESPECT yourself, RESPECT others and RESPECT our school."

SCHOOL DISCIPLINE PLAN

In order to guarantee all the students in the school the excellent learning climate they deserve, Westside Catholic uses the following Discipline Plan.

1. The rules are clearly defined for the student.
2. The consequences for a student choosing to break the rules are outlined.
3. Proper behavior is fostered by acknowledging students who demonstrate appropriate behavior.

Detention

A parent notice will be sent home when a detention has been issued. Parents are expected to discuss the problem with their child, then sign and return the form within two school days. *If detention notices are returned more than two days late, an additional detention will be issued.*

Detentions are issued for students in Grades 5-8. They are to be served on Tuesdays and Thursdays from 2:30-3:15 p.m.

All detention times will be supervised and served at the building in which the student attends. When notification of detention is given, a conference may be requested by the school or parents.

Suspension and Expulsion

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

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes
2. Damaging or stealing school property
3. Damaging or stealing the property of another
4. Threatening or intimidating any student
5. Doing harm to a fellow student
6. Threatening or doing physical harm to a school employee
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind
8. Knowingly possessing, handling, or transmitting any object that might be considered a weapon
9. Engaging in any unlawful activity that interferes with the school process
10. Insubordinate conduct
11. Violation of school attendance policies
12. Sexual harassment

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

Suspension

Suspension is defined as the temporary expulsion from the school community. In-School Suspensions are given by the administration and will be responsible for notifying parents of the length and the reason for suspension. An “Out of School” Suspension may be issued at the discretion of the Principal. The student will receive an “F” for all school work missed and will not be allowed to make it up.

Expulsion

Expulsion is the permanent dismissal of a student from the school for disciplinary reasons. Due to the gravity of the consequences of expulsion, it is essential that the school principal consult with the Director of Schools prior to initiation of expulsion proceedings. The expulsion of a student from a diocesan school is such a serious penalty that it should be invoked rarely and only as a last resort.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Emergency Drills

Westside Catholic School will follow all state guidelines regarding emergency drills.

Emergency Forms

Emergency Information for each student is kept on file in the school office where the child is attending school. In the event of an accident or student illness, the principal, teacher or secretary will contact the parent. If the parent cannot be reached, the person listed on the Emergency Card will be called. When your home or emergency contact information changes please notify the school office so that we may update our records.

Field Trips

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips. Example 8th graders may attend more field trips due to the needs of the grade.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Westside Catholic School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

14. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
15. All chaperones must be 25 years of age or older.

Birthday Party Invitations/Gifts

Invitations for home parties or birthday parties MUST be sent via U.S. Postal Mail.

Please do not send them to school for the student or teacher to pass out to the class. Students should not exchange gifts with individuals at school as this gesture only creates hurt feelings.

Harassment

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

Home-School Communication

All parent information will be via email on a bi-weekly basis on Fridays. Parents will be notified through School Messenger when the link is ready on our school website: www.westsidecatholic.org. Information may also be sent home with your child or emailed to you periodically through the week - it is important to check your child's folders each evening for students of all ages!

Homework

In order to strongly encourage good study habits, each teacher keeps a record of student's missing work per subject area. Students in grades 5- 8 will have one week to complete any work. After that week the assignment will be labeled late and the student will receive a zero on the assignment. When a student in grades 5-8 has a total of three missing assignments in a grading period, a detention will be issued. Teachers in grades K-4 determine when the number of missing assignments will result in a detention. We ask the parents to actively monitor each week the students PowerSchool account to determine late/missing assignments.

Homework due to Vacations/Planned Absences

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

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

Immunizations

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system. Immunizations for measles (rubella), mumps, diphtheria, tetanus, pertussis (whooping cough) rubella (German measles) Hepatitis B and chickenpox are required by Indiana State Law. When a child enrolls in Westside Catholic for the first time at any level, the parents/guardians must show written proof of immunizations or have on file a current religious or medical exemption. The immunization waiver for a medical exemption requires that a student be diagnosed by a physician with a medical condition which precludes receiving certain vaccines. The immunization waiver for a religious exemption requires a signed letter from a parent/guardian concerning religious objections. Both waivers must be updated yearly. No child shall be permitted to attend school beyond the first day of school without furnishing written proof of immunizations.

Internet Acceptable Use Policy

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

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

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

Student Agreement

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

2. Acceptable Use. Students' use of the school's Internet and e-mail will be for educational purposes only and in support of educational research and the educational goals and

missions of Westside Catholic School as defined by the teacher in charge. Students agree to not “surf” the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.

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

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

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

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

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

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

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

Parent Agreement

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

Items Brought To School

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

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause.

Lunch Program

Westside Catholic School participates in the National School Lunch Program and offers a nutritionally balanced lunch daily. The school lunch program exists for the sole purpose of providing every child with a well-balanced meal. Parents are welcome to eat lunch with their children in the cafeteria. As a courtesy and to make sure enough food is prepared, notify the school office by 9:00 a.m. to make a reservation. **Adult meals are \$4.60.**

The Federal Lunch Program PROHIBITS SOFT DRINKS. Soft drinks may not be brought to school or served during lunch. **Parents should not bring/send lunches from fast food restaurants** (McDonald's, Subway, etc.) in order to maintain a healthy lunch program.

Lunch money is to be turned to the office. The money must be in a sealed envelope marked "Lunch Money" with the student's first and last name and grade. Please do not combine money for other things such as tuition, field trips, after school care, etc. in the same envelope. If you have more than one child in school you may combine your deposit into one check with one envelope.

Lunch accounts should not be in the "red." Money **MUST BE DEPOSITED** into their lunch account to get started and is deducted from the balance as they purchase food items each day just like a debit account. Our Titan program will keep track of when and what they are eating, as well as the balance in their lunch account. We strongly discourage meal charges, but we understand that there may be an occasional exception. **All accounts MUST HAVE A POSITIVE BALANCE. Any account with a negative balance over \$50.00 per student/\$100 per family will not be allowed any extras until the account is made current.**

LUNCH PRICES

Students meals \$3.15

Milk \$0.55

Adult Meals \$4.60

Juice \$0.35

Extras \$0.55 - \$1.80

Water \$0.55

Ice Cream \$0.80

Medication

- No prescription or non-prescription medication will be given to any student at any time unless there is an Authorization for Medication Form on file at the school. These would include aspirins, cough drops, and all other over-the counter remedies.
- Non-Prescription medication must be in the original package and kept in the office. This includes cough drops which may be left on the teacher's desk. Chap sticks are to be kept in student's backpacks or school bags.
- Students may not keep their own medication at school. This includes any pill or capsule - Tylenol, aspirin, prescriptions, etc.
- No medication will be given at any time unless there is written authorization on file at school.
- If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy:
Child's name Name of child's doctor Date Frequency Dosage

Ambulance

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

Preliminary Records

Preliminary records are required for ALL new students MUST include a birth certificate, a baptismal certificate (if applicable), a completed physical examination form and an immunization form in accordance with the State of Indiana requirements. Students entering Kindergarten and Gr. 6 must present a completed physical examination form and provide proof of immunization history. Students entering Westside Catholic for the first time should receive the necessary forms at the time of registration.

Parents As Partners

As partners in the educational process at Westside Catholic School, we ask parents:

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

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

- Takes prescribed medications.

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

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

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

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

To meet all financial obligations to the school;

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

To complete and return to school any requested information promptly;

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

To support the religious and educational goals of the school;

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

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

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

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

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

Parent's Role in Education

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

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the

example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

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

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

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

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

WESTSIDE CATHOLIC SCHOOL BOARD

The designated parish leader of Westside Catholic School shall be the Chairman of the Board. The Principal is an ex-officer, non-voting member of the Board. All Board members shall serve for a term of three years. All terms of office for Board members shall begin and end with the election of officers at the May meeting. Vacancies shall be filled by the appropriate parish leader for the remainder of the term vacated.

P.T.O.

The purpose of the Parent-Teacher Organization is to work for the welfare of the children in Westside Catholic School. Our goal is to create a greater appreciation of Catholic education by promoting, sponsoring and carrying out fundraising activities. We provide funding for a classroom field trip for each grade level.

The Westside Catholic P.T.O. consists of parents, guardians, and teachers of Westside Catholic School students. No dues are required but each family is asked to volunteer a minimum of eight hours of their time per year.

BOOSTER CLUB

The purpose of the Booster Club is to fund athletic programs, extra-curricular programs, purchase playground equipment and any funding that may help the school, including any necessary entry fees and such expenses within the athletic program. Membership is made of interested people from Westside Catholic.

Promotion Policy

Promotion to the next level at Westside Catholic is based on a student's daily performance, test results, successful completion of all subject areas and recommendations of the teachers. The school administration may recommend the repetition of a grade level when a student will be better placed academically, physically, mentally, or emotionally.

HONOR ROLL (Grades 6 – 8)

Honor of Distinction - All A's or A-'s in Core Classes, No Detentions and/or 2 Conduct Marks

High Honors - All A or A- and only 2 B+, B, or B- in Core Classes, Up to 1 Detention and/or 6 Conduct Marks

Honorable Mention - All A, A-, B+, B, B-, and only 1 C+, C, or C- in Core Classes, Up to 2 Detention and/or 6 Conduct Marks

Report Cards/Progress Reports

REPORT CARDS

Report cards are issued four times each year. Parent-Teacher Conferences are also offered after the first quarter. Parents are to frequently monitor student progress through our on-line academic grading program. Feel free to contact your child's teacher at any time of the school year about academic progress.

GRADING SCALE

The grading scale is now consistent with the grading scale across the Diocese of Evansville. High expectations are still precedence with emphasis on the percentage score, not just the letter grade. Criteria for Academic Achievement:

A 94% - 100%	A- 92% - 93%	B+ 90% - 91%	B 86% - 89%
B- 84% - 85%	C+ 82% - 83%	C 77% - 81%	C- 75% - 76%
D+ 73% - 74%	D 69% - 72%	F 0% - 68%	

School Closure

If it is necessary to close the school, an announcement will be made via a message sent to the contacts of the student via SchoolMessenger. Westside Catholic School will follow the decision of their local school public school corporation regarding school closures/delays due to weather.

ARRIVAL AND DISMISSAL PROCEDURES BY CAR

Elementary Campus (ST. AGNES) – In the morning, enter at the south end of the parking lot and drive around to the main entrance to drop off your child, please do not park. If you need to park and enter the building with your children, please park in a designated parking spot facing north. In the afternoon, park your car in the carpool line and wait in your car for dismissal. Pull up far enough toward the church so we can load three cars at a time and dismiss as safely and promptly as possible.

Jr. High Campus (ST. BONIFACE) – Enter from the 10th Avenue entrance and exit onto Virginia Street. Be mindful of the 10th Avenue entrance as this is in the direct path of where buses are loading and unloading. If you are visiting school, please park on the north side of the building.

SHUTTLE BUS INFORMATION

The shuttle bus provides transportation between the elementary and jr. high campus buildings. Information concerning both the shuttle and public school buses is sent to parents before school begins. Westside Catholic students are expected to follow the safety rules provided below on ALL buses - county, shuttle or when riding a bus for a field trip.

BUS RULES OF APPROPRIATE BEHAVIOR

1. Be ready and waiting when the bus arrives.
2. Go to your seat immediately and remain seated. No moving around from one seat to another or saving of seats.
3. Seat selection may be determined by the bus driver at any time.
4. Do not have your arms or head or any item outside the window at any time. There will be NO spitting.
5. Hands, feet and book bags are to be kept out of the aisle.
6. No screaming, yelling, fighting, tripping or abusive language on the school bus.
7. No food, gum, or liquid is to be consumed on the bus or brought on board other than lunch.
8. No large or breakable items are to be brought on board the bus which cannot fit under the seat or comfortably on the student's lap.
9. The students should board and leave the bus in an orderly manner at all times.

The driver may discipline a student for not exhibiting appropriate behavior. The driver will consult with the Principal and/or designee will determine the consequences, which may include a verbal warning, a call home, or detention.

For serious offenses, bus privileges may be revoked under the discretion of the Principal.

Search

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

Smoking and Vaping

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

Social Media

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

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

Student Records

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

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students' official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

As the administrative official of the school, the Principal is responsible for the collection, maintenance, and dissemination of information regarding the students enrolled. Student records must be kept and maintained in order to ensure the rights and privacy of students and their parents. Parental Request "To Inspect and Review Student Records" is used for parents to make a written request to review their child's records. This request form then becomes a part of the student's record. (Parents may make a written request other than on the form provided. The Principal should make the requested materials available for inspection within ten (10) days of the request, if possible, but in no event later than forty-five (45) days of such request.

Surveillance Cameras (if applicable)

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

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

Telephone

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

Testing

Westside Catholic School participates in Indiana state summative assessments, as well as the ACRE Test (Assessment of Catechesis Religious Education).

UNIFORM DRESS CODE

The purpose of the school dress code is to promote neatness, discipline, a sense of school Catholic identity, and to provide an atmosphere of learning free emphasis on clothing. The enforcement of the dress code is a joint responsibility of the parents, students, teachers, and principal. The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness.

Uniforms may be purchased through Artex Uniforms in Evansville or they may be purchased from the uniform sections in stores (or on-line) from such stores as Lands End at Sears, JC Penney, Old Navy, etc. Be mindful of the approved dress code as stated below before purchasing. A lot of uniform sections DO NOT follow these guidelines. If you don't think it meets these guidelines, don't buy it.

Girls

- Navy, khaki or designated plaid uniform pants, shorts, skorts, skirts or jumpers
- No brand names visible, no extra pockets, zippers or loops, no outside stitching, no flared bottoms or capri length permitted. Pants must fit properly and be worn at the natural waistline.
- Navy, red or white long or short sleeved polo shirt or turtleneck
- Must be solid color and no brand names visible. A solid white uniform blouse may be worn. All shirts must be tucked in at all times.

Boys

- Navy or khaki uniform pants or shorts
- No brand names visible, no extra pockets, zippers or loops, no outside stitching, no cargo pants permitted. Pants and shorts must fit properly and be worn at the natural waistline.
- Navy, red or white long or short sleeve polo shirt or turtleneck
- Must be solid color and no brand names visible. All shirts must be tucked in at all times

Belts

- *Navy, black or brown - Belts must be solid in color and not have accessories or embellishments. A dress belt must be worn with pants and shorts that have belt loops at all times.*

Sweaters

- *Navy or red cardigan, v-neck or crew neck*
- *No hoods, no zippers or extra trims or designs. Uniform polo shirt, blouse, or turtleneck must be worn underneath and collars must be visible.*

Fleece Jackets

- Black or Navy fleece zipper jackets with the gold WCS logo may be worn (Artex or Southwest Grafix) Uniform polo shirt, blouse, or turtleneck must be worn underneath and collars must be visible.

Socks

- Navy, red, white, black, gray or tan ONLY
- Socks must be worn at all times and should be visible. Trim colors are acceptable but must also be navy, red, white, black, gray or tan if visible. Girls may also wear solid navy, red or white tights.

Shoes

- Casual or athletic only - Shoestrings must be tied. Trendy styles such as boots, CROC's, sandals, clogs, and platform shoes are NOT allowed, toes and heels must always be covered.

Hair

- Hair should be kept clean and properly styled. Hairstyles bordering on the extreme (multiple colors, braids, beads, shaved, mohawks) will not be permitted. Boy's hair may not touch the collar in the back, should not be over the eyes, and should not be below the ear on the sides.

Jewelry and Accessories

- Jewelry may include a watch, bracelet, necklace, ring, and religious metal. Girls may wear one small pair of earrings. No dangles or large hoops.

We consider proper dress and grooming to be a part of the learning process. Proper grooming and styling of hair is required. Styles considered inappropriate for a school are not permitted. These guidelines are subject to some interpretation. The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness.

DRESS CODE VIOLATIONS

Students who receive four dress code violations in one grading period will lose their “Free” Dress privilege the following month. A dress code violation notice will be issued for students not in proper dress attire.

SPIRIT WEAR TOPS Friday of each week is Spirit Wear Day

- Friday of each week is “Spirit Wear Day,” to promote our school pride and Catholic heritage. Students may wear any Westside Catholic School or Mater Dei H.S. shirt, T-shirt, or sweatshirt.
- Students may also wear a shirt with the Catholic Diocese logo depicting the school year theme from the current or any previous year.
- Students are to follow the uniform dress code for all other guidelines for dress items: pants, shorts, socks, shoes, etc. (NO jeans or sweatpants).
- Students may wear a regular uniform shirt on Fridays if they choose not to wear a spirit wear top or sweatshirt to school

FREE DRESS First Friday of each month

- Free dress will be scheduled the first Friday of each month. Periodically throughout the school year, a free dress day may be designated as a reward or incentive.
- All clothing must be appropriately modest and reflective of Christian values. There should be no wording across the seat of the pants.
- Shirts must have standard short sleeves or longer (no sleeveless or tank tops).
- St. Agnes Campus: Jeans and athletic pants may be worn (no pajama pants or yoga pants). Tops worn with leggings must completely cover one’s seat.
- St. Boniface Campus: Jeans or uniform bottoms must be worn.
- The regular uniform policy regarding shoes should be followed with the exception that boots may be worn. Gym shoes and socks must be brought to school for gym class.

Visitors

Upon arrival, all school visitors (volunteers, parents, etc.) must check in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of

departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

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

Volunteers

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

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

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

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

Withdrawal of Students

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

Right to Amend

Westside Catholic School reserves the right to amend this Handbook.

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

Parent Signature Page

I have read the 2022/2023 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent (Legal Guardian) signature Date

Parent (Legal Guardian) signature Date

Student signature Date

Student signature Date

Student signature Date

Student signature Date

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