

# Westside Catholic School

## Parent & Student Handbook



**2021-2022**

**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.*

## **GENERAL INFORMATION**

### **PHILOSOPHY**

Recognizing that the parents are the primary educators of their children, the purpose of Westside Catholic School is to carry out the educational mission of the Church, to proclaim the Christian message, to provide opportunities for building and experiencing community, and to be of service to the total human community. Students have opportunities to develop their personal faith in this Catholic educational community through their participation in liturgies, prayer services, and daily experiences in the classroom. Westside Catholic provides an environment which promotes the spiritual, emotional, physical, mental, and social growth of our students.

### **ACCREDITATION**

Westside Catholic School is accredited through the State of Indiana Department of Education and AdvancEd.

### **HISTORY & ORGANIZATION**

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 with Sacred Heart as the Primary Building; St. Agnes, the Intermediate; and St. Boniface, 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; Grades 5-8 being located at the St. Boniface Campus. In the fall of 2004, a new restructuring took place. Currently, the Sacred Heart Campus houses the Preschool/Pre-K. Grades K-5 are located at the St. Agnes Campus and Grades 6-8 are located at the St. Boniface Campus.

### **CATHOLIC HERITAGE**

Westside Catholic School is a Catholic school. All students attending Westside Catholic are expected to attend and participate in all religious services. Participation in liturgy may include funeral masses. The academic environment serves as an extension and integration of the strong Catholic heritage offered to our students. The religion program at Westside Catholic is central to our school's curriculum. As stated in our philosophy, our goal is to lead students to a fuller Christian lifestyle. In addition to the basic religious instructional program, the school offers the opportunity to attend liturgies, prayer and penance services and participate in service projects.

Sacramental preparation is received in the school as well as the home parishes. The reception of the Sacraments takes place in the parish church. Second grade students are prepared for First Eucharist. Preparation for the sacrament of Confirmation is done at the home parishes and is open for students at the high school level. Reconciliation occurs at different ages according to parish preference. It is the firm belief of Westside Catholic that without regular Sunday worship and parent involvement, the effectiveness of the Religion program is greatly diminished.

### **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 may get to bed early on school nights, arrive at school on time and be picked up on time at the end of the day, dress according to the school dress code, and complete class assignments on time.
- To actively participate in school activities such as PTO, Parent Meetings, Conferences and Fund-raising activities.
- To notify the school office when a student is absent or tardy.
- To meet all financial obligations to the school.
- To inform school of any situation regarding the student's well-being, safety, and health.
- To complete, read and respond to school notes, newsletters and communication sent home from school to show interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat students, staff and teachers with respect and courtesy.

## SCHOOL HOURS

*Jr. High Campus  
(St. Boniface)*

Students are allowed to enter the building at 7:00 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 7:25 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.

*Preschool  
(St. Agnes)*

Preschool and Pre-Kindergarten starts at 8:00 a.m.  
Dismissal time is 11:00 a.m.  
Before and afterschool care services are available from 6:45 a.m. to 5:30 p.m.

## ATTENDANCE/ABSENCES

When a student is absent from school, a parent/guardian **MUST call the office by 9:00 a.m.** A voicemail message may be left at any time. If the office does not receive a call by 9:00 a.m., a parent will be contacted. This policy is for the protection of Westside Catholic students.

### Excused Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy. **Notification via telephone, written note or email MUST be provided by the parent/guardian or a written doctor's excuse brought to the office.** These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Court related issues
- Military Connected Families (e.g. absences related to deployment and return)

### Unexcused Absences

Unexcused absences are any absence not covered under the definition of excused or exempt. ALL absences will be considered unexcused unless notification is provided by the parent/guardian or a written doctor's excuse is provided.

### Habitual Absence

Under I.C. 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40." Should an absence for any reason other than illness seem imperative, parents are requested to consult with the school office to give a reason for the absence. Continued unexplained absences from school are a violation of Indiana School Attendance Law. **After a student has been absent ten times a semester, they are considered truant and Child Protective Services will be notified.**

A student's absence from school interferes with his/her academic progress. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family vacations during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. All missed assignments must be made up by the number of days absent. All assignments not turned in within that time frame will result in the student receiving a zero for any unreturned assignments. Tests missed due to illness will be made up after the student returns as outlined by the teacher.

### Extra-Curricular

If a student is absent from school or goes home during the school day, they are not eligible to play in any extra-curricular activity that afternoon or evening.

## ABSENCES 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.

## **TARDIES**

Daily punctuality is necessary to avoid classroom disruption, maximize student learning, and is a basic principle of responsibility and common courtesy. Students coming and going throughout the day take away from valuable teaching time and often interrupts the focus of the students in the classroom.

- Tardy is considered arriving to school late (up to 2 hours of the beginning of the school day).
- A student will be considered tardy when he/she is not in his/her assigned class when the tardy bell rings at the beginning of the school day and for the start of each class.
- Students who arrive after the Tardy Bell are required to sign in at the office upon arrival.
- Students are allowed three unexcused tardies during the same grading period. On the fourth tardy, the student will serve a 45 minute detention.
- Excused tardies are considered when: the bus does not arriving on time, a doctor's appointments with documentation, or up to the discretion of the Principal.
- A new tardy count begins after each grading period. Any student in excess of this policy will be subject to additional actions at the discretion of the Principal or designee, such as loss of a field trip, spirit/free dress, or dance privileges.

## **MEDICATION**

The following regulations will govern the practice of administering medication to all students at Westside Catholic School:

- 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.
- All medication must be sent to school in the original prescription bottle or packaging and must have the following label requirements:

*Child's name      Name of child's doctor      Date      Frequency      Dosage*

## **ILLNESS**

Any child with the following symptoms will be sent home immediately:

- Fever - May return after being fever free for 24 hrs.
- Vomiting or Diarrhea - May return when symptoms have ceased.
- Pink Eye (Conjunctivitis) - May return 24 hours after treatment with antibiotic eye drops.
- Head Lice - May return after treatment and hair is nit free.

## **EMERGENCIES**

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.

## **WELLNESS POLICY**

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture recently verified that all school, including private school, which participate in the National School Lunch Act or the Child Nutrition Act, must develop a School Wellness Plan. Each school in the Diocese of Evansville will engage students, parents, teachers, food service staff, and health professionals in developing, implementing, monitoring, and reviewing school nutrition and

physical education policies. To achieve these goals, schools have set campus nutrition guidelines, and determine nutrition education and physical activity opportunities. Copies of the plan can be found in the school office.

## LUNCH PROGRAM

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 \$3.35.**

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 ACCOUNTS

Lunch money is to be turned in on Monday mornings. 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 Sycamore 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	\$2.85	Milk	55¢
Adult Meals	\$3.35	Juice	55¢
Extras	55¢ - \$1.10	Water	55¢
Ice Cream	75¢ (Fridays)		

## ADMISSION INFORMATION

### NON-DISCRIMINATION POLICY

Westside Catholic admits students of any race, color, national or ethnic origin to all the rights, privileges, responsibilities, programs, and activities generally accorded or made available to all students at the school.

### ENROLLMENT AND REGISTRATION

Students applying for Kindergarten must be five years old by August 1<sup>st</sup> 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 1<sup>st</sup> of the enrolling year. Returning the application form by May 1<sup>st</sup> 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 1<sup>st</sup> 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

## **CLASS SIZES**

If enrollment exceeds these numbers, adjustments will be made as needed to meet individual classroom needs. Any such adjustments will be an administrative decision. Exceptions to the Admissions Policy may be made by recommendations of the principal or pastors and are to be approved by the School Board of Education.

Preschool maximum range of 10-12 per classroom  
Pre-Kindergarten maximum range of 12-14 per classroom  
Kindergarten -Second Grade maximum range of 20-22 per classroom  
Third Grade - Eighth Grade maximum range of 22-24 per classroom

## **PRESCHOOL AND PRE-K ADDENDUM**

Preschool and Pre-Kindergarten will adhere to the Order of Enrollment as stated above. Enrollment in the Preschool (3 year olds) program will hold your position in the Pre-Kindergarten (4 year olds) program for the following year.

Enrollment in the Preschool/Pre-Kindergarten program does not automatically assure enrollment in Westside Catholic Kindergarten. Westside Catholic School will adhere to the Order of Enrollment as stated above when enrolling for Kindergarten – Grade 8.

## **INTER-SCHOOL TRANSFERS**

If a student desires to transfer from another school during the school year, an enrollment application must be filled out in its entirety. The principal of the prior or sending school must send a written release for that student to the principal of the receiving school and all tuition and fees must be current year to be able to register for the following school year. All transfers from any school, diocesan or public, are probationary during the first year. Probationary periods provide an opportunity to determine if Westside Catholic is able to accommodate the needs of the student and if the student can meet Westside Catholic expectations.

## **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.

## **IMMUNIZATIONS**

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.

## **PHYSICAL EXAMINATION**

Written documentation of a physical examination by a physician or nurse practitioner is required for students entering Westside Catholic for the first time, students enrolling in kindergarten and students entering the 6<sup>th</sup> grade. Tests for tuberculosis are recommended. Participation in extra-curricular athletic activities will be prohibited unless written documentation is on file in the school office.

## **DIVORCE/CUSTODY**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **TUITION**

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.

## **INDIANA SCHOOL CHOICE**

Indiana is committed to providing all children access to quality educational opportunities. Indiana's Choice Scholarship Program, commonly referred to as the voucher program, (authorized under IC20-51-1 and IC20-51-4) provides scholarships to eligible Indiana students to offset tuition costs at participating schools. Students must satisfy both household income requirements and student eligibility criteria to qualify. Westside Catholic School and interested parents work together to enroll students and to submit Choice Scholarship applications to the Indiana Department of Education.

# **EXTRA-CURRICULAR ACTIVITIES**

## **ATHLETIC AND ACADEMIC TEAM FEES**

The Westside Catholic Booster Club pays all expenses relating to sport and academic teams. There is a \$65 uniform deposit fee required when you sign up for a sport. Athletes are not allowed to participate in practices or games/meets until this deposit is paid. This deposit will be shredded by the Athletic Director at the end of the season when the uniform is returned.

## **ELIGIBILITY**

*This section of the handbook is in compliance with the General Eligibility Rules as stated in the Diocesan Athletic Guidelines for Elementary Feeder Schools.*

Any Westside Catholic student participating in any extra-curricular activity must be working up to potential, keeping grades stable, trying their best and keeping up their homework. The student must also maintain or display appropriate behavior while at school and while participating in the extra-curricular activity.

Students and parents/guardians will be given fair warning if grades are not up to potential and/or if behavior is not displayed in an appropriate manner.

Student athletes must not be failing any classes. If a student is failing any class at the time report cards are issued, the student will automatically be suspended from play for 15 school days from the day report cards are issued (student may practice with team). *Snow days WILL COUNT toward the 15 day suspension.*

On the 15th school day following report cards, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue to be suspended from play and the right to practice will also be suspended for three more weeks.

After another 15 school days, the grades will be reviewed again. If grades are up to standard, the student is returned to eligibility. If the grades are still inadequate, the student will be removed from the school team until the student receives a report card that is up to the minimum standards. Students who are academically ineligible at the end of the school year will be closely monitored at the beginning of the next school year.

For those periods when assessments are made, these guidelines will be followed:

- Student athletes may not be failing any classes. If a student is failing any class at the time, an assessment is made,

and the student will automatically be suspended from play for 15 school days from the assessment date (student may practice with the team). The same 15-day review process will be followed as conducted following routine report cards assessments--as described above.

- If a student is not performing up to standard (but grades are passing), a warning letter will be sent home indicating the student may continue to practice and participate in extra-curricular events, but the student must bring up their grade(s) before the next review. If after 15 days improvement is shown, the student continues to be eligible for extra-curricular events. If after 15 days improvement is not shown, the student will not be permitted to practice or play with the team for three weeks. If after the second 15-day period the grade situation has improved, the student will be reinstated to the team. If the grade problem is not corrected, the student will be removed from the team until grades improve.

If there is a problem with grades or behavior, the administration will notify the activity sponsor for all non-athletic events. For team sports, the administration will contact the athletic director and coaches. If there is a problem with behavior from a sponsor or coach's standpoint, he/she should notify the athletic director and administrator.

## ***CURRICULUM***

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

### **PROMOTION**

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

### **STUDENT RECORDS**

Records are used to insure one's just and legal privilege of obtaining an education. They must be maintained in a manner that protects the individual's rights and privacy.

The responsibility for development, maintenance, and security of the student's records falls to the combined efforts of students, parents, and designated school employees. The Office of Catholic Education of the Diocese of Evansville in compliance with the "Family Education Rights and Privacy Act of 1987" (Federal P.L. 93-380) has established a policy regarding Student-Records for the Catholic Schools of the Diocese.

## **STUDENT RECORD PROCEDURES**

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.

## **BEHAVIOR GUIDELINES**

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.

## **CLASSROOM GUIDELINES**

Teachers have individual guidelines and are responsible for implementing them in order to maintain a strong, safe, learning environment. A student may be issued an automatic detention or receive a detention upon receiving three classroom and/or school rule minor infractions.

## **HOMEWORK GUIDELINES**

In order to strongly encourage good study habits, each teacher keeps a record of student's missing work per subject area. When a student in grades 4-8 has a total of four missing assignments in a grading period, a detention will be issued. Teachers in grades K-3 determine when the number of missing assignments will result in a detention. We ask the parents to actively monitor each week's packet slips to determine late/missing assignments.

## **DETENTION GUIDELINES**

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 3-8. They are to be served on Tuesdays only 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.

## **PROBATION**

Probationary periods provide an opportunity to determine if Westside Catholic is able to accommodate the needs of the student and if the student can meet Westside Catholic expectations. When the discipline plan as written is not effective in altering an individual student's behavior, a contract may be written specific to that student. Probation may be a stipulation of that contract.

Probation is imposed on a student because he/she has forfeited the confidence of the school community. The student is required to restore this confidence through his/her future behavior. The length, the restrictions, and the details of each

probation are determined by the Principal. Disciplinary probation usually entails exclusion from all extra-curricular activities and the loss of privileges. Academic Probation requires making up lost school time and improving low levels of academic achievement.

## **SUSPENSION AND EXPULSION**

Decisions concerning suspension and expulsion are a very serious matter and will be made through a consultation of teachers and the principal. The principal and pastor make the final decision in all serious disciplinary situations. Such decisions will be made in accordance with due process procedures. Students whose parents have violated the agreement as stated in this handbook may also be excluded from Westside Catholic School.

The Following types of student behavior may constitute grounds for immediate suspension or expulsion:

- Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct
- Damaging or stealing school property or the property of others
- Threatening/intimidating any student for the purpose of obtaining money or anything else of value
- Threatening or doing physical harm to a fellow student or to a school employee
- Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, inhalant, alcoholic beverage, or intoxicant of any kind
- Knowingly possessing, handling, or transmitting any object that might be considered a weapon
- Engaging in any unlawful activity that interferes with the school process
- Insubordinate conduct
- Violation of school attendance policies
- Sexual harassment
- Violating the Diocesan Code of Christian Conduct or Crisis/Confrontation Policy

If a student is suspended from the classroom, immediate verbal communication must be given to the principal. The reason(s) for such action should be submitted in writing to the principal, prior to the close of the school day. The Principal will confer with both the student and the teacher(s) about the reason for suspension. The principal will notify the parents/guardians of the student's suspension. The Principal will then confer with both the student and the teacher prior to the student being reinstated.

## **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.

## **POSITIVE REINFORCEMENT**

At Westside Catholic School, we believe that when we assertively recognize appropriate behavior we will provide the students with a positive consequence for their actions. The students will learn that the consequences for their appropriate behavior are responses that meet their wants and needs. Positive reinforcements may be verbal, non-verbal or rewards. Through combining positive consequences for appropriate behavior and negative consequences for problem behavior, we can clearly establish the parameters of the behavior we want and do not want. We will be in a position to motivate the students to make the choices which enhance learning in school.

## SUCLUSION AND RESTRAINT

Westside Catholic School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restrain Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. Parents can access a full copy of our school's plan in the school office.

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

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

## 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 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**

- 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). Jeans and athletic pants may be worn (no pajama pants or yoga pants). Tops worn with leggings must completely cover one's seat.
- 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.

## **PARENT INFORMATION**

### **PARENT 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](http://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!

## **PUBLISH STUDENT WORK INFORMATION**

If you do not wish to have information about your child released either through media sources or the local and area news sources, the DENIAL TO PUBLISH STUDENT INFORMATION OR STUDENT WORK form must be completed and returned to the school office.

## **FIELD TRIPS**

Field trips are designed to correlate with teaching units and to achieve curricular goals. It is not necessary for all grades to have the same number of field trips. A written official permission slip, signed by the parent/guardian is required before a child will be permitted to attend a field trip. Verbal permission cannot be accepted. 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.

Teachers will send out a request as parents are needed for certain field trips. Please let your child's teacher know if you are interested in chaperoning. Parents/guardians chaperoning a field trip must not have younger siblings along as the purpose is to secure the safety of the student body with extra adult supervision. **All chaperone must have be current with their Youth Protection renewals.**

## **BIRTHDAYS**

Westside Catholic School understands that a child's birthday is a very important as "God danced they day they were born." Students in grades K-5 are recognized by their teachers and classmates as being the "special birthday student." All students and staff celebrating a birthday are recognized during morning announcements. Students may bring in a small, non-food item to share with their class (pencil, eraser, toy...). Due to special dietary needs and allergies among our students, we ask that parents do not send in food, or treat bags containing food items.

## **CLASS PARTIES**

All classroom parties, food, and drinks must be approved by the Principal and the teacher involved. Treats must follow the guidelines established by the Wellness program as mandated by the Indiana Department of Education.

## **BIRTHDAY/PARTY INVITATIONS AND 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.

## **TELEPHONE**

Permission to use the phone must be obtained from the teacher or secretary. The office phone is a business phone and students will be permitted to use it only in case of emergency. Forgotten homework, forgotten athletic equipment, etc. do not constitute an emergency. Arrangements for after school visits with friends should be made prior to the school day.

## **CLOSING OF SCHOOL AND DELAYED OPENINGS**

Westside Catholic can also be closed due to inclement weather. School can be delayed one or two hours due to inclement weather. When this occurs, Westside Catholic will follow the same procedure as Evansville-Vanderburgh Schools. If schools are closed because of inclement weather, the closing will be announced via SchoolReach, local radio and television stations.

## **ARRIVAL AND DISMISSAL PROCEDURES BY CAR**

*Early Childhood Campus (SACRED HEART)* – Use the Franklin Street entrance and exit onto Mt. Vernon Avenue. Please park behind the church to walk your child to and from school.

*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 10<sup>th</sup> 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.

### **SAFETY PATROL**

Patrol members are 6th graders who are commissioned and trained by the Evansville police force at the Jr. High Campus. The Evansville Police Department supplies a crossing guard at Early Childhood Campus.

### **WESTSIDE CATHOLIC SCHOOL BOARD**

The designated parish leader of Westside Catholic School shall be the Chairman of the Board. The Principal is an ex-officio, 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.

## FEEDER SCHOOL DANCE DIRECTIVES FOR GRADES 7 & 8

School dances for 7<sup>th</sup> & 8<sup>th</sup> grade students can provide opportunities for students to learn important social skills. However, it is critically important that student behavior is always exemplary of Christian values, and that activities are age appropriate. The following directives have been established to encourage proper supervision and consistency in enforcement of behavior regulations.

1. Entrance to the dance will be by **official diocesan picture identification cards only** (dated with the current school year). **THERE WILL BE NO EXCEPTIONS TO THIS RULE.** There will be a \$5 replacement fee for any lost student identification card.
2. Admission to all dances will be \$5 per student. Time of dances: 7:00–9:00 p.m. Drinks and snacks may be sold by the host school.
3. Dress for dances should be modest, neat, clean, safe, and reflective of Christian values. The principal of the host school has the authority to determine acceptable dress, but the following guidelines have been established:
  - a. No shorts, skirts or leggings may be worn; jeans, khakis and capris pants only.
  - b. No over-size baggy or cargo pants are permitted.
  - c. Shirts must have standard short sleeves or longer (sleeveless, tank tops, bare midriffs, bare backs, and halter-tops are prohibited). Shirts may not advertise or promote beer, alcohol, tobacco products, or violence; nor reflect an offensive or degrading image.
  - d. Underwear must not be showing or be worn as outerwear.
  - e. Shoes must be worn and should be safe for dancing. No flip-flops permitted.
  - f. All clothing must follow school alternate dress guidelines.
4. Chaperones must include the principal or principal designee and staff. Parents may also be used as chaperones. A suggested ratio is one chaperone 1 per 20 students.
5. School staff and chaperones will establish rules for individual schools as necessary. The following minimal rules will be included:
  - a. No public display of affection or inappropriate dancing such as “grinding” or “twerking”.
  - b. Coats, hats, and gloves are NOT to be worn during the dance.
  - c. Bags (gym bags, backpacks, overnight bags, purses, etc.) are to be checked at the door and claimed at the end of the evening.
  - d. No glow items of any sort (bracelets, necklaces, mouth sticks) allowed.
6. **ALL STUDENTS WHO DO NOT HAVE THE PROPER DIOCESAN IDENTIFICATION CARD OR NOT DRESSED IN APPROPRIATE ATTIRE WILL NOT BE ADMITTED TO THE DANCE.** Parents will be called to pick up a student who violates these directives. Parents must be sure that they have provided their son or daughter with a phone number where they can be reached during the dance. It is recommended that you make sure your student is admitted when you drop them off before you leave.
7. All students, parents, and staff members must realize that dance privileges may be suspended at any time for individuals or schools that fail to cooperate with these set directives.
8. Dances are only open to those students enrolled in Grades 7 and 8 in the Catholic Diocesan schools. Host schools may invite their own parish religious education students, photo I.D.'s will be required. Eastside dances will only include eastside students and westside dances will only include westside students, as the numbers of students in attendance cannot exceed fire code regulations.
9. Each school will be allowed one invitational dance per school year. Invitational means the dances are open to the other Catholic elementary school students on the east or west side of town. There will be a central calendar kept in the Catholic Schools Office. No dances are to be held during Lent.

## EXTRA-CURRICULAR ACTIVITIES

### ATHLETIC AND ACADEMIC TEAM FEES

The Westside Catholic Booster Club pays all expenses relating to sport and academic teams. There is a \$65 uniform deposit fee required when you sign up for a sport. Athletes are not allowed to participate in practices or games/meets until this deposit is paid. This deposit will be shredded by the Athletic Director at the end of the season when the uniform is returned.

## **ELIGIBILITY**

*This section of the handbook is in compliance with the General Eligibility Rules as stated in the Diocesan Athletic Guidelines for Elementary Feeder Schools.*

Any Westside Catholic student participating in any extra-curricular activity must be working up to potential, keeping grades stable, trying their best and keeping up their homework. The student must also maintain or display appropriate behavior while at school and while participating in the extra-curricular activity. Students and parents/guardians will be given fair warning if grades are not up to potential and/or if behavior is not displayed in an appropriate manner.

Student athletes must not be failing any classes. If a student is failing any class at the time report cards are issued, the student will automatically be suspended from play for 15 school days from the day report cards are issued (student may practice with team). On the 15th school day following report cards, the grade situation will be reviewed by the school administrator. At that time, the student will be reinstated to the team if the grade problem is corrected. If grades are not up to standard, the student will continue to be suspended from play and the right to practice will also be suspended for three more weeks.

After another 15 school days, the grades will be reviewed again and if grades are up to standard, the student is returned to eligibility. If the grades are still inadequate, the student will be removed from the school team until the student receives a report card that is up to the minimum standards. Students who are academically ineligible at the end of the school year will be closely monitored at the beginning of the next school year.

If a student is not performing up to standard (but grades are passing), a warning letter may be sent home indicating the student may continue to practice and participate in extra-curricular events, but the student must bring up their grade(s) before the next review. If after 15 days improvement is shown, the student continues to be eligible for extra-curricular events. If after 15 days improvement is not shown, the student will not be permitted to practice or play with the team for three weeks. If after the second 15-day period the grade situation has improved, the student will be reinstated to the team. If the grade problem is not corrected, the student will be removed from the team until grades improve.

If there is a problem with grades or behavior, the administration will notify the activity sponsor for all non-athletic events. For team sports, the administration will contact the athletic director and coaches. If there is a problem with behavior from a sponsor or coach's standpoint, he/she should notify the athletic director and administrator.

*Snow days WILL COUNT toward the 15 day suspension.*

## **SAFE AND DISCIPLINE ENVIRONMENT**

### **BULLYING STATEMENT**

Bullying is prohibited at Westside Catholic School. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying, like other disruptive or violent behaviors, destroys, undermines, and deprives the student of a safe and caring learning environment. These behaviors are actions that are contrary to the teachings of Jesus Christ. The Westside Catholic School Bullying Policy may be found in the school office. (IC 20-33-8-13.5)

Bullying is an intentional act of aggression causing embarrassment, pain, or discomfort to another person. It is a consistent pattern of disrespect of one or more students by another. It is an abuse of power which can take many forms: physical (hitting, kicking, shoving, spitting), verbal (taunting, teasing, degrading social or sexual comments, rumor spreading), non-verbal (threatening gestures, exclusion, Internet, text messaging via cell phones, Instant Message). Bullying may constitute grounds for detention, suspension, or expulsion.

### **SEXUAL HARASSMENT BY STUDENTS**

Sexual harassment by students is unacceptable conduct which may constitute grounds for expulsion. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or language or conduct of a sexual nature. This behavior will be considered harassment when such activity is sufficiently severe, persistent or pervasive so as to limit a person's ability to participate in or benefit from school programs or so as to create a hostile or abusive educational environment.

Any person who has a complaint of sexual harassment by a student must bring that complaint to the attention of the school principal. Forms for reporting alleged sexual harassment may be obtained from the school principal's office. All such complaints will be promptly investigated. Every effort will be made to maintain the privacy of the charging person

and the person or persons accused. School officials will keep documentation of all allegations and investigations of student sexual harassment confidential and take appropriate corrective action including disciplinary measures if justified to remedy violations of this policy.

Any person who knowingly makes a false report of sexual harassment by a student shall be subject to disciplinary action.

## **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 child. It shall be an expressed condition of enrollment that the student behaves in a manner, both on and off campus, which 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 expressed 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:

- 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.
- Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
- 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 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 (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, athletics, 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 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'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:

- 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 in violation of the law or in violation 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 at 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:
  - (i) has threatened or made plans to engage in conduct that would intentionally present a risk of physical harm to any person or persons; or
  - (ii) 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.

#### **DIocese OF EVANSVILLE AND WESTSIDE CATHOLIC REPORT AND INFORM POLICY**

The Diocese of Evansville has in place a policy that requires that any allegation of child abuse must be reported to civil authorities. If an allegation involves the sexual abuse of a minor by diocesan personnel, the Victim Assistance Coordinator must also be informed. Sexual misconduct violates human dignity and the mission of the church. The spiritual well-being of all victims, their families, and others in the community is of particular concern to the church.

#### **YOUTH PROTECTION AND BACKGROUND CHECKS**

**All employees and all volunteers who have regular contact with youth will be required to submit to background checks. Renewal of the Youth Protection policy will be expected each year by our Youth Protection Coordinator.**

The bishop, all diocesan central office staff, priests, deacons, principals, and other church leaders have been among the first to submit to a criminal history check. The vision for our diocese is one wherein:

- ◆ youth are recognized and valued by all as true gifts from God
- ◆ education and training to recognize the signs of violation of children and young people is provided to all paid staff members, those volunteers engaged in ministry to and for children, and parents
- ◆ education is provided for children about the potential for abuse, especially sexual abuse, and ways to respond should they be victims of it
- ◆ all paid staff and those volunteers who have regular contact with children are evaluated to determine their suitability for association with children and young people
- ◆ paid staff and volunteers accept responsibility to report immediately any suspected acts of abuse of children and young people in their charge to appropriate civil and church authorities without concern for retribution from the accused or employers/institution in whose name they minister
- ◆ all who are willing to engage in ministry to children and young people as representative of the Catholic Diocese of Evansville are also willing to agree to background checks and educational programs designed to stem this heinous crime against children and young people
- ◆ the Catholic Diocese of Evansville will expend resources, both in personnel and finances, necessary to fulfill this vision and to maintain such programs appropriate to accomplish this vision
- ◆ the primary components of a framework to accomplish this task include the items listed below:
  - Diocesan Policies, Best Practices for Adults working with Children and Young People
  - Directives for Supervisors engaged in ministry to Children and Young People
  - Curriculum and Resources for Education on Personal Safety for Children, Young People, and Families and Ministers
  - Criminal background checks on all paid staff and those volunteers who have regular contact with children or youth, for which the parish/institution pays the fee.

#### **CHILD ABUSE LAWS**

Westside Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect **MUST** be reported to Child Protective Services.

#### **LOCKER SEARCHES**

Students who are issued a locker will be allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time.

#### **TITLE IX**

Westside Catholic School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be

excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

## **INSURANCE**

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

## **SCHOOL PEST CONTROL POLICY**

All applications of pesticides will be made in strict compliance with diocesan policy, label instructions, and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances, they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional time or during vacation periods and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice will be given to you no later than two days before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application, (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

## **NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act (AHERA) of 1987, required the compilation of all asbestos containing building materials (ACBM), within public and private schools (K-12 grades). This compilation was designed to identify, not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations along with other pertinent information were to be assembled into an Asbestos Management Plan for each school building.

AHERA also requires that asbestos materials identified in the Management Plan be checked every six months by trained school maintenance personnel and that these materials are re-inspected by accredited asbestos inspectors every three years to ensure that the materials are maintained in a safe condition. The six month surveillance and the three year re-inspections must continue for as long as asbestos remains in the building.

The Evansville Catholic Diocese has complied with the AHERA by developing Asbestos Management Plans for each of the Diocesan Schools, including Westside Catholic School. The asbestos materials have been routinely monitored and the second triennial re-inspections have been completed.

The Asbestos Management Plan for Westside Catholic School is available for your review. The Plan is located in the Principal's office. The Management Plans for all of the Catholic Diocese of Evansville Schools are available for your viewing in the Administration Office at 4200 N. Kentucky Ave., Evansville, Indiana. The Management Plan may be copied at a nominal fee of five cents per page, during regular school hours by notifying the school in advance to prevent scheduling difficulties.

If you have any questions concerning the AHERA Program in Westside Catholic School, please contact the office or Principal.

## **RIGHT TO AMEND HANDBOOK**

The Administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

## ***TECHNOLOGY***

### **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.

## **INTERNET ACCEPTABLE USE POLICY**

We are pleased to provide Internet access to Westside Catholic School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teacher 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, iPads, BlackBerry's, 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 - Use of the Internet and e-mail at our school is a privilege and not a right. I understand and will abide by the state below 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.

- **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.
- **Acceptable Use:** My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Resurrection School 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.
- **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.
- **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.
- **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.
- **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 that I am not familiar.
- **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.

## **DISCIPLINARY PROCEDURES**

The purpose of providing Internet access to students is to facilitate communications in support of research and education. To remain eligible as users, a student's use of the Internet must be in support of and consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville. Access is a privilege, not a right. Access entails responsibility.

Misuse of the Internet will not be tolerated. If a student's use of the Internet is not done for school work, then it is misuse. Examples of misuse, in addition to those discussed elsewhere herein, include without limitation:

- exposing others to stalking or harassment, or endangering them in any way
- exposing the school to liability for harm done to others
- exposing others to inappropriate material
- contracting computer viruses
- plagiarism, copyright and trade secret violations
- damage to computers or computer programs

- anything that constitutes a substantial disruption while at school or that presents a reasonable forecast of substantial interference with school purposes

Violations of the policies and procedures of Westside Catholic School, Diocese of Evansville concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary actions, including, but not limited to, the following: The student's loss of computer privileges and Internet access for a specific length of time to be determined by faculty and/or administration; the student's detention or suspension; the student's expulsion.