PARENT-STUDENT HANDBOOK 2026-2027

Saint Wendel Catholic School

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http://www.saintwendelschool.org

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SAINT WENDEL CATHOLIC SCHOOL

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Mrs. Hallie Scheu, PRINCIPAL

2024 National Blue Ribbon School

Dear Saint Wendel Catholic School Parents and Students,

Welcome to Saint Wendel Catholic School! We are thrilled to have you as part of our school community for the 2026–2027 academic year. By choosing Saint Wendel, you affirm your commitment to the mission of Catholic education—one that nurtures both academic excellence and spiritual growth rooted in the teachings of the Catholic Church.

Enclosed you will find the Parent/Student Handbook, which outlines the policies and procedures that guide our school. We kindly ask that you review this document carefully and return the signed agreement form, indicating your commitment to upholding the values and expectations of our school throughout the year.

Our dedicated faculty and staff are honored to partner with you in this journey. Together, we will create a nurturing environment where faith flourishes, curiosity is encouraged, and each child is supported in reaching their full potential.

Let us continue to pray that God, who has begun this good work in us, will bring it to fulfillment.

God bless you,

Mrs. Hallie Scheu

Mrs. Hallie Scheu
Principal

Vision Statement of Saint Wendel Catholic School

"Saint Wendel Catholic School strives, as a school community, to meet the academic needs of its students, to help students develop Christian attitudes and values, and to provide opportunities for students to become productive members of society through service."

Mission Statement

We Learn. We Serve. We are Christlike.

Saint Wendel Catholic School

Saint Wendel Catholic School on the campus of Saint Wendel Catholic Church in Wadesville, Indiana is a PreSchool through 8th grade Catholic Elementary and Middle School under the Diocese of Evansville Catholic and the Catholic Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint Wendel, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Indiana Academic Standards: College & Career Ready Standards, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a wide variety of audio-visual and technology tools and a multi-text approach to the content areas.

HISTORY

Saint Wendel Catholic School has existed for more than 150 years, and the mission of the school has always been twofold: to provide a rigorous academic program for our students and to transmit the doctrine of the

Catholic Faith to the new generation of the faithful. These two missions have been connected to our present vision statement which simply is: *We Learn, We Serve, and We Are Christlike*.

One of the highest tributes which a school can receive is for an outside organization to objectively examine a school and find praise. This happened in the fall of 2015 when an accreditation team from AdvancEd visited Saint Wendel School, examined its accreditation documents, and interviewed 50 school stakeholders (students, staff, parents, community members). The findings of the committee were positive, and Saint Wendel School was described as a "treasure in southern Indiana". Also, the Indiana Department of Education has ranked our school in its "A" category and was given a "4 Star" score which shows that we work hard to insure continuous student achievement.

Accreditation

Saint Wendel School is accredited by the Indiana Department of Education, and Cognia. It is an Evansville Area Reading Council Honor School. The School has received an "Exemplary" rating and a grade of "A" from the Indiana Department of Education and been named a "4 Star School." Saint Wendel also holds the distinction of a "Family Friendly School."

Philosophy

Saint Wendel Catholic School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Evansville.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or gender. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Saint Wendel School Council

The Saint Wendel School Council is a committee of six lay parishioners. Each member serves a three-year term, with two members leaving the council each year. At each August meeting the council elects three officers: president, vice-president, and secretary. Serving as ex-officio members of the council are the pastor and the principal of the school.

Six major areas of responsibility for the Saint Wendel School Council are: writing policies, reviewing the budget, monitoring curriculum and instruction, selecting and assessing the principal, developing school/community relations, and setting goals. The School Council conducts regular monthly meetings from August through May. These meetings are open to all parents and parish members.

Admission Information

Nondiscriminatory Policy: Saint Wendel Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Saint Wendel School:

1. Children of active parishioners who already have siblings in the SWS K-8 program.
2. Children of active parishioners who do not have children attending SWS.
3. Families who are not parishioners but have had children attending the SWS Pre K/PreSchool program.
4. Families who are not parishioners.

Children entering PreSchool must be three (3) years and Pre-K must be four (4) years of age by August 1st.

Children entering Kindergarten must be five (5) years of age by August 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

Requirements include:

*Verification of active parish affiliation/stewardship
+Use of weekly envelopes or automatic deposit
*Health Records
*Immunization Records (see following requirements)
*Birth Certificate (copy of original)
*Baptismal Certificate (Catholic applicants only)
*Report Cards
*Record of IEP

In order to ensure quality of instruction at Saint Wendel Catholic School, up to 22 students will be accepted for each grade level.

This decision to accept more than 22 students into a classroom will be made by a consultation with the classroom teacher, the principal, and the School Council.

The present student/teacher ratio at Saint Wendel Catholic School is 15:1. For large classes in the primary grades the decision may be made to employ an instructional assistant to assist with instruction.

All students entering the PreSchool, PreK, or Kindergarten programs MUST be “potty trained”.

Public Health and Safety

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by

government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

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 period 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. 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.

Documentation of Immunization

Children entering Saint Wendel School must comply with the state immunization requirements. Parents must show that either their child has been immunized or that parental or medical objection to immunization has been filed.

An immunization history may be documented either:

a. by a physician's certificate including the number and dates of doses administered, OR
b. by records forwarded from another school corporation including the number and dates of doses administered Children with a history of receiving less than the minimum required immunizations have a period of thirty calendar days in which to begin their series or resume series already begun.
c. They may remain in school at the end of this 30-day period by documenting that they have either:
    a. completed all requirements,
    b. entered upon a specific schedule of immunization approved by a physician or the local health department, OR
    c. qualified for a religious, medical, or other exemption from immunization.

Financial Obligations

All students and potential students are required to register, and their parents are asked to pay the registration fees, technology fee and safety fee for the upcoming school year unless covered by school choice. The supply and material fee is $225.00 per student. The supply fee funds book rental and student supplies. This fee is paid when you register for the school year. The technology fee is $110.00 per student. The technology fee funds the costs of maintaining the school's technology network and hardware repair. All pre-registration fees for PreSchool through 8th grade are nonrefundable. For the 2026-2027 school year all K-8 households (families who have a student in the Kindergarten through 8th grade program are assessed a $200 School Safety and Service Fee since that was not covered by school choice. They paid it for the entire year and is per family not per student.

Only those students for whom the full (nonrefundable) fees have been paid will be considered for enrollment and be permitted to attend school when the next school year begins.

Tuition for Saint Wendel is $7,125.00 per student.

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

School Choice

Saint Wendel Catholic School participates in the School Choice voucher and scholarship program for students in grades Kindergarten through eighth. Eligibility for these programs are income based. For more information, please contact the principal.

School Hours

Grades K through 8: 7:30 AM – 2:30 PM. Students not in their homeroom at 7:30 AM are considered tardy.

The school doors are opened for K-8 students at 7:00 AM. Students arriving at that time will go directly to their classrooms. Early bird drop off is at 6:45 AM in the PreSchool/PreK lobby. Any family interested in early morning drop off will need to register and will be charged $20.00 a month per family. At 7:00 AM PreSchool through 8th grade students will be sent to their homerooms. Morning Prayer and announcements start at 7:30 AM. Prayer and afternoon announcements begin at 2:25 PM each day. Dismissal immediately follows. Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

Aftercare Information

Saint Wendel Catholic School offers an After School/Extended Care Program. Our Aftercare program is offered for students in Kindergarten through 8th grade. Students not picked up by the end pick up (approximately 2:35 PM) will be sent immediately to the Extended Care Program. Parents are charged the daily per child rate of $7.00 for using this program in grades K-8. All families who use aftercare in PreSchool/PreK and K-8 will need to send in $20.00 for two key fobs. Key fobs are the way you will access school after school hours. Each person responsible for pick up will need a key fob. Key fobs may be requested and changed through Mrs. Travers in the main office. If aftercare balances get over $70 in the negative families will not be allowed to attend aftercare.

Absence Procedures

1. Students who arrive after the tardy bell should report to the office to sign-in and receive a tardy slip. A detention will be issued after the 5th tardy and again, after the 10th tardy and all other subsequent tardies per quarter. Additionally, upon receipt of the 15th tardy in a school year, a letter will be sent to the parent regarding the excessive tardies. Upon the 18th tardy, the Associate Superintendent will be notified and an Attendance Truancy and Violation Notification Hearing will be held in accordance with Indiana Compulsory Attendance 20-20-8-8.

2. If a student is not in attendance, a parent/guardian must call the school office by 8:00 AM each day the student is absent. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint Wendel students. Students must be fever free and non-contagious for 24 hours 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.

3. If a student signs in after 9:30 AM or signs out on or before 12:30 PM, the student will be considered absent for one-half day.

4. In the event of an absence due to illness, arrangements must be made with teachers regarding tests and homework. Homework should be picked up in the school office by the parent between 1:30 PM. - 3:00 P.M., unless other arrangements have been made.

5. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon the return to school.

6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office, the homeroom teacher, and any other teacher whose class will be missed. Students must make arrangements with their teachers regarding tests, class work and homework.

7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Funeral attendance is an exception; other exceptions must be approved by the principal.

8. The parents must sign out students leaving school during the day (appointment, illness, etc.) in the office. If they return during the school day, they must sign back in at the office.

**In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable.

In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

Vacation Policy

Saint Wendel Catholic School strongly encourages parents to refrain from taking family vacations while school is in session. 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. It is very difficult for a student to miss school and still keep up with studies. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered UNEXCUSED according to state law.

If a child is absent for an extended period of time, the child is expected to have class work to make up within 5 days upon returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. Teachers are not required to give make-up tests or assignments for absences due to vacations or other unexcused absences ahead of time. No assignment will be given in anticipation of the vacation. If a student/family desires the needed homework it can be accessed on the Powerschool website. Missed tests must be made up at a time

that meets the discretion of the individual teachers.

Attendance Definition of Excused Absences

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

Illness or appointment verified by a note from a physician or other qualified professional
Child sent home from school due to illness
Absence related a family funeral
Absence related to deployment and return for military connected families
Absence related Court Orders

Attendance Definition of Unexcused Absences

An unexcused absence is defined as any absence not covered under the definition of excused absences.

Attendance Definition of Chronic Absenteeism

A student is considered to have Chronic Absenteeism when he/she has been absent from school for 10% or more of a school year for any reason. A school year consists of 180 days, thus 10% is 18 days of absences, regardless of whether they are excused or unexcused. When a student has reached 15 absences, for any reason, the parent/guardian will be notified.

If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/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.

Attendance Definition of Habitual Truancy

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

When a student has reached 8 unexcused absences, the parent/guardian will be notified.

If the student reaches 10 unexcused absences, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.

A student considered 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.

Attendance Definition of Chronic Tardiness

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

When a student has reached 15 tardies, the parent/guardian will be notified.

If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent/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.

Illness at School

If a student becomes ill during the school day, a faculty or staff member will contact the parent/guardian. Anyone picking up a child during the school day should do so through the school office.

So that the school knows whom to contact when a parent/guardian cannot be reached, the information on your emergency card must be kept up to date at all times.

Dismissal Guidelines

Dismissal should take place in an orderly fashion with respect for the rights of each person and the safety of all. Faculty members are assigned to oversee the dismissal process**.**

Car Rides

Parents who pick up their children after school should participate in the 'car line' procedure. Parents should not park and walk up to the pick up space to get their student.

Walkers

Walkers must have their parents'/guardians' permission to walk home. When walking on the road, walkers are expected to follow safety regulations.

Bicycle Riders

Bicycle riders must have written permission from their parents/guardians in order to ride their bikes to/from school. Bicycle riders will be allowed to leave once the majority of cars and buses have left after dismissal. Observance of the safety regulations of the road is important for each child's safety.

Early Dismissal

Occasionally, weather conditions make it necessary for buses to pick the children up early from school. When this occurs, we usually receive very little advance notice. For this reason we have the School Messenger Communication System which notifies parents of emergency situations. Please keep your phone numbers in the office up to date so that you can be reached.

Inclement Weather Closings

Saint Wendel Catholic School makes its own decision regarding weather-related closings or delays due to the location of our school. Decisions will be made after reviewing what surrounding districts (EVSC, MSD of North Posey and Evansville Catholic) communicate and the nature of the closure. As early as possible (before 6:15 a.m.), Saint Wendel will announce its decision and, if closing or delayed, the final determination will be communicated via email, via text (for families that have signed up for our text alert system), homeroom apps/messaging, via Facebook, and Twitter. Saint Wendel Catholic School will make every effort to open the school on time if it is deemed safe for families and employees. Any family feeling that conditions are too treacherous to transport students to school should not feel obligated to do so and shall then notify the school of their decision. The school will work with families that have special situations.

Allergy Policy

Saint Wendel School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saint Wendel School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Within the Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

- All teachers and substitutes will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Uniforms and Dress Code

The school dress code is designed to promote neatness, modesty, discipline, a sense of school identity, and to provide an atmosphere of learning, free of emphasis on clothing and to provide an atmosphere conducive to an effective Christian Learning Environment. Students are expected to dress appropriately for each occasion and to observe the ordinary rules of neatness and cleanliness in dress. The school reserves the right to call or send home any student whose dress is deemed inappropriate for school. Please be aware that many retail outlets advertise uniform apparel; however, the clothing must follow the Saint Wendel dress code. The enforcement of the dress code is the joint responsibility of the parents, students, teachers, and administrator. Parents must see that their children leave home following the dress code policy.

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be written a dress code violation and the parent will be called to bring the proper clothing. Since the following guidelines are subject to some interpretation, the school reserves the right to determine what meets the guidelines when there is a question of acceptance or appropriateness.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND STAFF.

General Dress Code Reminders

-Solid color means all one color on the entire item. No contrasting color or stripes on body, sleeves, or collar.
-All parts of the uniform are to be neat, clean, and fit appropriately.
-Shirts should be long enough to tuck in.
-Neither coats nor (non-dress code) sweatshirts are to be worn in the classroom. Screen Print sweatshirts are not part of the uniform.
-Label all clothing with the child's name.
-A plain white, short sleeve t-shirt may be worn under Polos.
-Dress code is to be followed at all times during the school day, field trips or any school function.
-"Hoodies" are not part of the school uniform and will be asked to be removed indoors.
-Students are to arrive at school clean. That includes clean bodies, fingernails, teeth, and hair. As students mature, they should be aware of body odors and should use deodorant. All clothing and shoes should be clean and well kept.
-At no time during the school year should students wear any political attire to school.

Hair

Hair should be kept clean and properly styled and worn in a style that does not obstruct the view of the face. Hairstyles bordering on the extreme will not be permitted. Boys' hair may not touch the collar in the back, should not be over the eyes, and should not be below the ears on the side. Hairstyles bordering on the extreme (multiple colors, racing stripes, bleaching for the purpose of creating extreme differences in color, shade, or tone between the student's natural and original hair color and the colored or bleached color, shade, or tone; mullets, spikes, braids, beads, shaved, Mohawk, etc.) will not be permitted. Girls are allowed to wear simple headbands to keep the hair out of their eyes- no headbands with ear or horns should be worn to school. Administration reserves the right to determine what is extreme.

Watches/Earrings/Jewelry/Make-Up

No make-up is allowed. Girls are allowed to wear fingernail polish, but it must not be distracting. Jewelry must be minimal and never call attention to the wearer. A student may wear: a medical or religious bracelet, watch, one (1) ring, a religious medal or cross on a chain. Girls' jewelry is limited to appropriate small, pierced earrings (post type, no dangling earrings or hoops) in lower ear, religious necklaces and watches. Boys' jewelry is limited to religious necklaces and watches. No earrings for boys. Hair accessories must be small, understated, and not distracting to the learning environment. No brand names or logos will be allowed on the hair accessory. Smart watches, fit bits or any other electronic devices are not allowed for students to wear while at school.

Socks/Shoes

As part of the uniform, students should wear solid colored socks in the colors of red, navy, white, black, or brown. Girls should not wear leggings. Tights may be worn. School socks may be crew length or ankle socks.

Due to recess and PE, it is important for all students to have acceptable shoes. Tennis shoes are recommended as the type of shoe to wear to school. No sandals of any type may be worn unless a temporary medical reason exists. Light up shoes should not be worn in any grade. Hey Dudes are not appropriate shoes for school on PE days. Boots are not allowed as part of the school uniform but could be worn on Free Dress Days.

Blouses/Polo Shirts/Dress Shirts/Sweatshirts/Sweaters/Fleece

Dress polo shirts/blouses can have either long sleeves or short sleeves. Solid red, white, navy, or black polo shirts may be worn. Solid red, navy, white, or black turtlenecks may be worn. Solid polos, dress shirts, or turtlenecks should not include writing or logos. The official embroidered Saint Wendel Sweatshirt, in the colors of navy, red, or black, or Saint Wendel Fleece, may be worn over the white shirt, blouse, polo shirt, or turtleneck. Sweaters in the solid colors of white, navy, red, or black may be worn over the white shirt, blouse, polo shirt, or turtleneck. Saint Wendel fleece may be worn throughout the school day. Any kind of sweatshirt or sweater with hood attached is not considered part of Saint Wendel School uniform.

Pants/Shorts/Skorts/Jumpers/Skirts/Belts

Navy or khaki (tan) uniform pants or shorts may be worn. Shorts must have cuffs or hem. Pants should not have flares. Pants must have belt loops and be worn with a belt. Jumpers in the colors of plaid, navy, or khaki may be worn. Navy or khaki shorts may be worn. Belts, worn as part of the school uniform, should be in the solid colors of navy, black, or brown. All uniform bottoms should be correctly fitted to the student. All uniform shorts must fall above the knee and not below, be bermuda length, and free of decoration or jean styling. All uniform bottoms must fit modestly and appropriately. Shorts should be an appropriate length and a final decision is at the principal's discretion. Very short shorts are not appropriate and will not be acceptable. **Skirts/Shorts should be no shorter than three inches above the knee.** Tights may be worn with skirts/jumpers and must be white, navy, or black. Hip huggers or Capri pants are NOT acceptable as uniform pants.

Jackets/Coats/Hoodies

Jackets/coats/hoodies are NOT to be worn during class time unless a faculty member/administrator has given permission**.** Jackets and sweatshirts may be worn outside and to and from church but not during Mass nor during class time. Students will be expected to keep those items at their seats during Mass and in their lockers or on their coat hangers during the school day.

Spirit Day Clothing

At least once a month, students are given the opportunity to wear "Spirit Day" clothing. This is the "spirit wear" clothing which is sold, yearly, by the Saint Wendel Catholic School. Uniform pants/shorts/skorts, or skirts must be worn with the "spirit wear". Jeans are NOT to be worn on Spirit Days. Saint Wendel School hoodies can be worn as part of spirit day clothing.

Free Dress Clothing

At least once a month, students are given the opportunity to wear "free dress' '. Dress is to be Catholic School appropriate. Sloppy clothes, styles that do not adequately cover the body or have advertising on the seat of the pants are never appropriate attire. Jeans can be worn on "free dress' ', along with other casual clothing. Free

Dress does NOT include the following: mini-skirts, short shorts, arm gloves, tops with bare midriffs, tank tops, sundresses, net shirts, and torn or frayed jeans. Leggings and jeggings are not permitted in grades 4th through 8th. Accessories worn on Free Dress Days must also follow the accessories guidelines for regular dress days. On $1.00 Free Dress day if students do not turn in their money in the morning they will have to change using clothes in the clothes closet. The principal of Saint Wendel School will make decisions concerning when "free dress" of a student is inappropriate. Students should remember to dress "modestly" and in "good taste".

Good Rule: If you think you shouldn't wear it, you shouldn't.

Attire for PE/Fitness Class

All students in Grades K-8 must wear Velcro or tie sneakers. If a student does not have appropriate sneakers, the student will not be able to participate in that class. Students in Grades 4-8 should bring their PE uniform that was purchased at the beginning of the year to wear during class. Dressing out is part of the participation grade.

Dress Code Violations

Failure to follow the uniform policy will result in violations and detentions. On certain occasions, the student will not be permitted to attend class until the dress code infraction is corrected. Since this handbook cannot make provisions for the continual changing of fads in dress, the school administration reserves the right to decide what is acceptable and appropriate. Students in Grades 5-8 are subject to receive a demerit when in violation of dress code regulations. Students in K-4 are subject to receive a "dress code violation sheet" when in violation of dress code regulations.

Within the School Day

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 and no calls will be made after 7:30am. Arrangements for after-school visits with friends should be made at home.

Student Medication

If you wish your child to receive medication while at school, you must complete a "Student Medication Permit" form. If the medication is a prescription drug, both the parent or guardian and physician must sign. If the medication is non-prescription, only the parent or guardian needs to sign. Student medication permit forms may be obtained from the school office. 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 and must have on its label the following information:

a. Child's name
b. Name of doctor prescribing the child's medication
c. Frequency
d. Dose

e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

a. Child's name
b. Frequency
c. Dose
d. Date

Office Records

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

Cafeteria

A hot lunch is available each full day of school. Snacks and other a la carte items may be purchased in the cafeteria. Money for meals can be paid weekly, monthly or yearly. Those who wish to bring their own lunch may purchase milk, juice, or water in the cafeteria. Money for beverages can also be paid for each Monday morning.

The student lunch price for the 2026-2027 school year is $3.75. Here is an additional list of items-student paid student reduced lunch - $.40; adults lunch - $4.80; extra entree - $2.75; extra frt/veg - $.80; milk - $.65.

Parents are encouraged to eat lunch with their children. If you would like to have lunch with your child, please call the office in the morning, so we may notify the cafeteria. Adult lunches are $4.80. We ask that no fast food be brought in for lunch because that goes against our wellness policy.

Free or reduced lunches are available to those whose income falls within state guidelines. Public notices of the free lunch program are distributed at the beginning of each school year. Forms are also available upon request from the school office.

Delinquent Lunch Accounts

The policy is "if a child's lunch account has a negative balance of $50.00 or more, he or she will not be allowed to purchase extra entree, snacks or any items for morning milk/break. Notification through Titan is completed until the account reaches over $50.00. Saint Wendel reserves the right to offer an alternate lunch for students with negative balances.

Wellness Plan

Per the Catholic Schools of the Diocese of Evansville, Saint Wendel has implemented a policy for the health and wellness of all students. Each school will form a School Wellness Committee to develop, implement, monitor, review, and revise school nutrition and physical fitness policies. Saint Wendel has formed such a committee. A copy of the Saint Wendel School Wellness Plan can be found in the principal's office and on the school website. We encourage all families to read and become familiar with the healthy snack list on the website and sent out in the back to school materials. Students should not chew gum while at school.

Counselor

A certified counselor serves the needs of students and parents through class and individual consultation provided by Youth First. More information about our school counselor can be found by calling the office. Parents must give permission for students to see/talk with the counselor.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Found. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.** Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Home-School Communication

In order to ensure that all communication from school reaches home in a timely manner, Saint Wendel School uses a Weekly Newsletter. All newsletters and important information like the lunch menu and school calendar can be found on the school website. Official school-wide emergency communications are sent using the School Messenger phone system.

School Safety

Saint Wendel 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.

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. Any student who 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 face detention, suspension, and/or expulsion.

Visitors

School visitors (volunteers, parents, etc.) must come to 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.

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.

Crisis Plan

Saint Wendel School has implemented a “emergency 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 one of two secure designated locations:

1. Saint Wendel Church
2. Off Campus – Knights Home

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Return to the building when a signal is given.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and put hands over head;
4. Return to the classroom when a signal is given.

Diocese of Evansville and Saint Wendel Seclusion and Restraint Statement

Saint Wendel 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 Restraint 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.

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 or 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.

Parents can access a full copy of our school's plan by request in the school office.

Child Abuse Laws

Saint Wendel School abides by the Child Abuse laws of the State of Indiana and the policy of Report and Inform implemented by the Diocese of Evansville. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

Drugs and Alcohol

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

The possession and/or use of illegal or non-prescribed drugs, alcohol, or weapons are strictly forbidden at any time anywhere on the school premises. Violation of this rule is considered a serious offense and may be grounds for expulsion.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of it's discipline process, to report to law enforcement any offense involving possession or use of any illegal substance or alcoholic beverage by any student which occurs at any function or anywhere on school property.

Search Policies

Student Searches: The principal and teachers may search students and their personal belongings if they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules.

Locker Searches: School lockers are the property of the school. The school principal may search student lockers at any time. The principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

Academic Information

Curriculum

Saint Wendel School strives for excellence in its academic program. Subject areas of concentration are: religion, language arts, math, science, social studies, fine arts, computer literacy, physical education and health. All textbooks used are state and Diocesan approved. All 8th grade students take algebra and it may be used as high school credit. The algebra grade if they decide to use the high school credit is given by the high school on their grading scale.

In the most recent ILEARN data from the Diocesan Catholic Schools Office, Saint Wendel School exceeded the Diocesan averages for all academic area subtests.

The Diocesan curriculum guidelines, consistent with the State of Indiana standards, are followed for the teaching of all secular subject areas.

Grading Scale

A = 94 – 100

B = 86 – 93

C = 76 – 85

D = 70 – 75

F = 69 or below

Academic Integrity and Grading during Extended Learning

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind of assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

Honor Roll

In order to give appropriate weight/value to all subjects taught, a point system is used to determine which students are eligible for honor roll (Grades 5-8). For a student to receive High Honors the student must have earned ALL A's in every subject. For a student to receive Honor the student must have earned All A's and no more than 2 B's in any subject. For a student to receive Honor Mention the student must have earned All A's and B's. Any student who earned a C in any subject is not eligible for Honor Roll.

Homework

It is the philosophy of Saint Wendel School that homework increases the effectiveness of the academic program. It is a reinforcement of the day's learning experiences. The amount of time required to do homework varies with the individual child. Also the amount of time spent on homework should increase as student's progress through higher grade levels. If a parent feels that the amount of homework may be inappropriate, he/she is encouraged to contact the teacher. Students (grades 3-8) are expected to have their agenda books at all times.

Detentions will be given to students in grades third-eight each time they have accumulated five missing or incomplete assignments in a given quarter. Parents will be notified at least one day prior to the day when the detention is to be served.

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 with a missing assignment will receive an assignment deficiency. When a student receives their third missing assignment they will be issued a demerit. With the sixth missing assignment they will be issued a detention.

Philosophy of Discipline

At Saint Wendel School it is believed that discipline is essential to an education of high academic standards. A student's behavior must be such that it creates an atmosphere that is conducive to learning. When the process of learning is impeded by a student's behavior, disciplinary action becomes necessary.
Providing this type of discipline takes the cooperative effort of parents, teachers, and administration. If a discipline problem arises involving your child, it is best to speak FIRST to your child's teacher. If after discussing the matter with the teacher you feel that further action is necessary, contact the school principal.

Discipline Program

A good discipline program consists of three components: 1) Rules, 2) Demerits, and 3) Penalties.
Rules are the guidelines that make a system work. Chief among these rules is our handbook. Other guidelines include classroom rules, notes in parent newsletters, and instructions given by the teachers.
It is the right and responsibility of the principal to make written RULES and regulations and establish written standards governing student conduct. The principal may take any action which is necessary and reasonable to carry out, or to prevent an interference with carrying out, any educational function.

Violations of the rules constitute a verbal warning:

- disregarding the teachers instructions

· excessive talking or disruption of class
· gum chewing/eating candy during the school day without staff permission
· excessive hallway noise
· use of cell phone, IPOD, or devices with headphones during class time.

Electronic readers, such as "nooks" are only allowed during class time by Grades 7& 8 and can be used when given permission.

After a warning, violation of conduct rules, within a 9-week period, will be the issuance of a DEMERIT. *Demerits are* a method of communication. It will notify parents that some infraction of a given rule has taken place. For each missing assignment the student will be issued an assignment deficiency. On the third missing assignment the student will be issued a demerit.

DEMERITS will be automatically given for

· disrespect/rudeness to staff, students or visitors
· profanity

Three or more DEMERITS earned in a 9-week period will result in a detention. PENALTIES may take on one of three forms: detention, suspension, or expulsion.

DETENTIONS WILL BE AUTOMATICALLY GIVEN FOR:

· cheating/plagiarism
· vandalism
· any type of bullying behavior (physical aggression/verbal threats and harassment toward students or staff

(See Bullying Statement below)

A DETENTION is a penalty that requires a student to spend extra time at school either during the week or on the weekend. The time and date of the detention will be determined by the principal and confirmed with the student's parents.. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.** The principal and/or homeroom teacher will contact parents, either by phone or email, when a student receives a demerit or detention. The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Bullying Statement

"ANTI-BULLYING STATEMENT: The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Bullying is prohibited in all 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 CSO, 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. Forms for reporting alleged bullying are appended to this manual and may be obtained from the school principal's office. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible."

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. 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.

SUSPENSION…is the loss of normal rights for a short period of time. Any student accumulating nine (9) demerit slips in one quarter will be subject to either an "in-school" or "out of school" suspension depending on the seriousness of offenses committed by the student and the kind of suspension will be decided upon by the principal.

EXPULSION…is the dismissal of a student from the school for disciplinary reasons. Decisions concerning expulsion will be communicated by the principal to the pastor, the president of the Saint Wendel Education Commission, and to the Diocesan Director of Schools

Catholic Diocese of Evansville Code of Christian Conduct Covering Students and Parents/Guardians of Saint Wendel Catholic School

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 express condition of enrollment that the students behave 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 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. The 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 operation 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, 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.

Catholic Diocese of Evansville Crisis/Confrontation Policy

A. A student has voluntarily participated in or assisted in any conduct which, although not itself illegal, encourages, invites or entices, by work or example, any other person to engage in conduct volatile of the law or volatile of the Code of Christian Conduct;
B. 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;
C. 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;

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.

School Property & Textbooks

Students are asked to help keep the school building and grounds in good condition. In so doing loyalty for and pride in the parish school will be instilled in each of the students - a pride and loyalty that will carry over into the future when they will be the ones who will support and maintain the school.

1. If equipment or furniture is marred or destroyed through carelessness, the child will be expected to make good the expense entailed.
2. Textbooks are used on a rental plan. We ask that parental supervision be exercised to ensure that good care is taken of all textbooks.
3. Students are expected to pay for books that are lost or damaged.
4. The school telephone is a business phone. Students may not call home when books, homework, gym clothing, lunches, etc. are forgotten. Students may call home only concerning health issues

Technology Disciplinary Procedures

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. Use of the Internet in school by a student for other than school or educational purpose is misuse. Other examples of misuse include:

· exposing others to stalking or harassment, or danger of any kind;

· 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
· any interferences or disruption of school purpose or school activities.

Any violations of the policies of Saint Wendel School concerning the use of the Internet as set forth in the Internet Acceptable Use Policy may result in disciplinary actions, including;

· loss of computer privileges and Internet access for a specific length of time to be determined by the school;
· detention or suspension; and/or
· expulsion from school.

Technology Concerns

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

Cell Phones: If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should turn the cell phone to the off position for the day. Students will be asked to turn their phones in at the beginning of the day to their homeroom teacher. At no time during the day should a cell phone be in his/his physical possession.

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

Texting: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

Catholic Diocese of Evansville Saint Wendel Catholic School Internet Acceptable use Policy
Statement of Goals and Objectives

Internet services provide access to electronic mail (e-mail), public shareware of all types, and massive databases at universities, government agencies and private industries. Internet access promotes excellence through resource sharing, innovation, and communication.

The internet also contains material that is objectionable. Faculty members at Saint Wendel Catholic School in the Catholic Diocese of Evansville understand this and have taken precautions to control student access to objectionable material by instructing and supervising students on the proper use of the Internet and electronic mail. Still, on a global network it is impossible to control all materials that are objectionable or inappropriate. An industrious user may gain access to sites that are supposed to be filtered. Families should be aware that some material accessible via the Internet may be illegal, defamatory, inaccurate, sexually explicit, or otherwise offensive to some people. In addition, it is possible to purchase goods and services via the Internet which could result in unwanted financial obligations for a student's parents or guardian.

The faculty and staff at Saint Wendel School believe that the advantages Internet access holds for students exceed its disadvantages. However, parents and guardians are primarily responsible for setting and conveying the standards their children should follow when using the Internet or any information source. These standards should conform to the Christian principles of the school, as set forth in the student handbook and as instructed by the school faculty and administration. These standards also apply with respect to student-created materials placed on the Internet or other electronic media whether the materials were created at or sent from the

school, home, or elsewhere, AND ESPECIALLY to the extent that they include displays of harassment, threats, or disrespect(as discussed below) or endanger students or school personnel in any manner.

Students are required to conform their behavior to the Christian principles of the school at all times, whether on or off campus. Failure to do so may result in disciplinary action. While on-line, students are to use the same good behavior that is expected of them in the classroom. If a student violates any of the terms and conditions described below, his or her Internet access will be terminated and future access could be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This also includes communications originating in or outside of the school by mobile devices such as cellular telephones, Black Berry's, Pocket PC, Sidekicks, pagers and other similar devices (including wi-fi/wireless communications)which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abusive internet communications include, for example, posting or dissemination of written material graphics, photographs or other representations which communicate, depict, promote or encourage:

- Use of any illegal or controlled substance, including alcoholic beverages,
- Violence of threats of violence, intimidation or injury to the property or person of another, or
- Lewd, offensive, sexually suggestive or other inappropriate behavior on web pages or web sites, on Bulletin Board Systems(BBS), in e-mail communications or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or World Wide Web electronic media. At a minimum, the same standards apply to these media as would apply to written correspondence, publications, speech, or any other form of dissemination, communication, or display of information or images by students.

Users of school-based computers should not expect that stored files are private. Electronic messages and files stored on school-based computers should be treated as school lockers. Materials created by or otherwise placed on the Internet by students via any means through the use of school computer equipment or in the course and scope of acceptable academic use are the property of the school not student. This lack of privacy shall not affect the requirement that students respect the privacy and property of other students with respect to electronic media, just as with any other privacy or property issues.
Faculty and administrative personnel may review all stored files, e-mail communications and other postings to maintain system integrity, to ensure that users are acting responsibly and to enforce the rules of the school. Please read the Terms and Conditions carefully. By reading and signing the following Internet Use Policy Contract, students and parents or guardians are acknowledging that they are aware of their rights and responsibilities as users of the Internet in the school.

Terms and Conditions

1. ***Acceptable Use:*** The purpose of the Internet in the school is to support education. The use of school accounts must be consistent with the educational objectives and Christian principles of the Catholic Diocese of Evansville as set forth in the Code of Christian Conduct. These rules and policies apply equally to the use, creation, modification, or access to, web pages, web sites, e-mail and attachments, Bulletin Board System (BBS) postings, and all other manner in which information or images may be placed or viewed via the Internet.

   a. Internet accounts shall be used only by the authorized owner of the account. No attempt to gain unauthorized access to other persons' accounts is permitted. Similarly, no attempts to gain access to or to alter, delete, or damage the materials created or placed on the Internet by others is permitted.

b. Attempts to gain access to restricted sites, servers, files, databases, etc. are prohibited. Unauthorized access to other systems (i.e. hacking) is prohibited.

c. Use of Internet games, MUDs (Multi User Dungeons) and IRCs (Internet Relay Chats) is not allowed. Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.

d. Transmission of any communication or materials depicting, promoting or encouraging
(i) the use of illegal or controlled substances, including alcoholic beverages;
(ii) violence or threats of violence, harassment, intimidation or injury to the property or person of another;
(iii) lewd, sexually suggestive or other inappropriate behavior is prohibited.

e. Personal addresses, phone numbers, and financial information shall not be included in network communication, including web sites. Names, photographs or depictions or other personal or family information from which a student may be positively located or identified, also shall not be included in any network communication.

f. Passwords must be kept private and should be changed frequently.

g. Internet use for commercial purposes, financial gain, personal business, product advertisement, or political lobbying is prohibited.

1. ***Privileges:*** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school will determine what inappropriate use by a student is and the school's decision shall be final. A student's account may be closed when necessary or access to the Internet may be denied, revoked or suspended.

2. ***Network Etiquette:*** Students are expected to abide by the generally accepted rules of network etiquette at all times. Such rules include.

h. Be polite. Do not be abusive in your messages to others.

i. Use appropriate language.

j. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

k. Do not use the Internet in such a way that would disrupt the use of the Internet by other users.

l. Understand that e-mail is not guaranteed to be private. People who operate the system have access to all e-mail. Communications, including messages or photographs depicting, suggesting or supporting illegal activities may be reported to the police.

3. ***Security:*** Security is a high priority on computer networks. If a student identifies a security problem, he or she must notify a school faculty member immediately. Students may not use the Internet to discuss or send information regarding security problems or how to gain unauthorized access to sites, servers, files, etc. Any student identified as a security risk will be denied access to the Internet, and may be subject to disciplinary action.

4. ***Vandalism:*** Vandalism will result in cancellation of internet privileges. Vandalism may be any attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, uploading or downloading of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission. Students and parents will be responsible for any financial damages resulting from breaches of security or vandalism. Any student found to have committed vandalism will be subject to disciplinary action.

5. ***Copyright:*** It is the intent of Saint Wendel School to adhere to copyright laws protecting electronic media. However, all materials placed on the Internet by students in the course and scope of acceptable use as set forth herein is the property of the school, and not of the student**.**

The procedures listed below represent an effort to operate legally and ethically with respect to the property of other:

m. The ethical and practical problems caused by software piracy will be taught. The legal and ethical use of software will be modeled by faculty members.

n. Illegal copies of copyrighted programs will not be made or knowingly used by students or faculty. The definition of illegal copies includes making or using any copies of a program by persons other than the software licensee except copying pursuant to a valid licensing agreement.

o. Neither students nor faculty shall copy software when the software is being used from a diskette or hard drive.

p. Violating copyrights or otherwise using another person=s property without prior approval by that person or proper citation is not allowed. Similarly, transmitting any material in violation of any local, state, or federal statute, rule, regulation, code, ordinance or other authority is prohibited. This includes the plagiarizing of material, infringement upon copyrighted materials, threatening or obscene material, or material protected as trade secrets.

6. ***Personal Responsibility:*** The student will accept personal responsibility for his or her use of the Internet. Prohibited uses include any communication, photograph or other depiction which communicates, promotes or encourages:

q. Pornography, lewd or sexually suggestive behavior,

r. Unethical or illegal solicitation,

s. Racism, sexism or other perspectives intended to insult or harass others,

t. Inappropriate language,

u. Trespassing in others folders, work, or files,

v. Intentionally wasting limited resources,

w. Interfering with the use of the Internet or other educational activities of other students,

x. Posting, communication or dissemination of personal information, full names, or images of other students in such a manner that any other student may be positively identified from such posting, communication or dissemination by any person other than a student, faculty member, or administrative personnel of this school.

y. The Saint Wendel School and the Catholic Diocese of Evansville has a Zero Tolerance policy with regard to threats or harassment through the Internet. Threats are expressions of intent to do harm which causes an individual to be fearful.

Harassment is any form of unwelcome behavior that offends or humiliates another person. Threats and/or harassment will subject a student to disciplinary action.

7. ***Warranties/Damages:*** St. Wendel School and the Catholic Diocese of Evansville make no warranties of any kind, whether express or implied, for Internet or computer services they provide. Neither the school nor the Catholic Diocese of Evansville will be responsible for any damages the student suffers while on the system. These damages include loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, error, or omissions, and/or monetary loss from the input, posting, or dissemination of personal information, including financial information, on the Internet. Use of any information

obtained via the Internet is at your own risk. The school and the Catholic Diocese of Evansville can not be held responsible for the accuracy or quality of information obtained through its services.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Eligibility for Extracurricular Activities

Saint Wendel students may participate in optional extracurricular activities such as sports, speech team, drama club, academic teams, school dances, etc. There are certain standards, however, that must be maintained in order to remain eligible to participate in such programs. The standards and resulting penalties include the following:

As far as grades: The student must not be failing any classes. Grades will be reviewed as report cards are issued on a nine week cycle. Upon release of a report card not meeting minimum standards, the student will be suspended from play or other extracurricular activity for 2 weeks from the day reports cards go home. After 2 weeks the situation will be reviewed by the school principal. At that time, the student will be reinstated to the team or extracurricular activity if the grade problem is corrected. If grades are not up to standard, the student will continue activity suspension. After the second 2 weeks of activity suspension, the grades will be reviewed again. If grades are up to minimum, the student will be returned to eligibility. If the grades are still inadequate, the student will be removed from the school team and denied practice and play until the student receives a report card that is up to minimum standards.

As far as serving a detention: A detention warrants the same suspension period as stated above. This is for students serving detention for conduct reasons (3 demerits within a nine week period) and students serving detention for receiving five assignment deficiencies within a nine week period. The probationary period, as outlined above, begins on the day when the third demerit of fifth assignment deficiency is issued. Students who are ineligible for extracurricular activities at the end of the school year will be able to participate in extracurricular activities at the beginning of the next school year, but the situation will be closely monitored by school administration.

Exceptions to the above policies can be granted at the discretion of the school administrator for appropriate reasons.

Students may be disqualified from participation in extracurricular activities based upon behavioral reasons established by Saint Wendel School.

Student Leadership Council

The Student Leadership Council is a service organization. Its purposes are:

1. Working in a cooperative manner with faculty and students.
2. Promoting leadership skills for the students.
3. Encouraging good citizenship behaviors.
4. Organizing worthwhile and fun activities for the school.

5. Assisting the faculty in promoting positive school spirit.
6. Fostering community involvement.

All student leadership council members must follow the guidelines as follows:

1. Once elected to the student council, students must demonstrate responsibility and always represent the school to the best of their ability. They must carry a grade point average of at least a "C" each quarter and receive no detentions or suspensions. Dismissal from the student council will result if any of these provisions are not met.
2. Members must be serious about their duties and attend scheduled meetings. If a member is unable to attend a meeting, he/she must give notice to a sponsor in advance of the meeting. Two unexcused absences from the required meetings will result in dismissal from the student council.

By-Laws

1. All decisions will be approved by the administration.
2. Grades 1-4 may submit ideas to council members.
3. An alternate representative shall be chosen from each class to assume the duty of his/her classmate, should this be necessary.

Parent/Teacher Conferences

Parent-teacher conferences are an excellent means of communication between parents and teachers concerning a child's progress. Formal parent-teacher conferences are held immediately after the first grading period. You are encouraged to ask the teacher for a conference at any time to discuss any matter pertaining to the welfare of your child or his/her progress. There are also optional spring parent-teacher conferences that can be requested by either the teacher or parent. A teacher may be contacted at school until 10 minutes after the closing of each school day. Please call for an appointment with a teacher if you wish to see her/him.

Right to Amend

Saint Wendel Catholic School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents via the Weekly Newsletter or through e-mail communication.

Parent/Student Signature Page

I have read the 2026-2027 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name_____

_____ _____
Parent signature Date

_____ _____
Parent signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

SIGNED FORM DUE TO MRS. TRAVERS AUGUST 5, 2026.