



St. Mary Catholic Schools  
*Grades P3-12*

# St. Mary Catholic High School

Member of SMCS (St. Mary Catholic Schools)  
[www.sm Catholicschools.org](http://www.sm Catholicschools.org)

**1050 Zephyr Drive  
Neenah, WI 54956-1389**

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St. Mary  
Catholic High School  
*Est. 1928*

*Be it known to all who enter  
that Christ is the reason for this school*

**Student and Parent Handbook  
2018-2019**  
*Reviewed/Revised— 07/18/2018*



**SMCS Mission Statement**

St. Mary Catholic Schools,  
in partnership with family, church and community,  
provides a quality Catholic education  
focused on faith, academics and service  
to influence a rapidly changing world.

**Vision Statement**

St. Mary Catholic High School will be the  
educational leader in promoting and fostering  
student spiritual, academic, and social growth.

**Commitment to Faith**

Faith and worship opportunities are vital to the mission of  
St. Mary Catholic High School. To foster this goal we  
celebrate monthly all-school liturgies, chapel  
visits, prayer services, Eucharistic Adoration,  
Reconciliation and daily prayer.

Service is an integral part of our Catholic education.  
We offer one service morning each  
year, as well as an ongoing relationship with several  
service organizations.

**School Song**

St. Mary Catholic we're true to you,  
Our alma mater to you is true.  
All our loyalty and love,  
we ask God's blessing from above.  
Send out a cheer and raise voices high.  
Thunder a loud cheer up to the sky.  
From our path we'll never waiver;  
for you we'll carry on.

**School Colors**

Columbia Blue with Gold & Navy Trim

**Team Mascot**

Zephyr Train





## Daily Schedules

\*\*\* Warning Bell 7:45 a.m. \*\*\*

Daily Schedule	
1 <sup>st</sup> Hour	7:50 – 8:36
2 <sup>nd</sup> Hour	8:39 - 9:30
3 <sup>rd</sup> Hour	9:33 – 10:19
4 <sup>th</sup> Hour	10:22 – 11:08
Lunch A / Activities	11:08 – 11:32
Lunch B / Activities	11:32 – 11:56
5 <sup>th</sup> Hour	11:59 – 12:45
6 <sup>th</sup> Hour	12:48 – 1:34
7 <sup>th</sup> Hour	1:37 – 2:23
8 <sup>th</sup> Hour	2:26 – 3:12

Mass & Mentor Schedule Liturgy Schedule	
1 <sup>st</sup> Hour	7:50 – 8:28
2 <sup>nd</sup> Hour	8:31 – 9:14
3 <sup>rd</sup> Hour	9:17 – 9:55
4 <sup>th</sup> Hour	9:58 – 10:36
Liturgy	10:39 – 11:39
Lunch A / Activities	11:39 – 12:04
Lunch B / Activities	12:04 – 12:28
5 <sup>th</sup> Hour	12:31 – 1:09
6 <sup>th</sup> Hour	1:12 – 1:50
7 <sup>th</sup> Hour	1:53 – 2:31
8 <sup>th</sup> Hour	2:34 – 3:12

Early Release Schedule	
1 <sup>st</sup> Hour	7:50 – 8:15
2 <sup>nd</sup> Hour	8:18 – 8:48
3 <sup>rd</sup> Hour	8:51 – 9:16
4 <sup>th</sup> Hour	9:19 – 9:44
5 <sup>th</sup> Hour	9:47 – 10:12
6 <sup>th</sup> Hour	10:15 – 10:40
7 <sup>th</sup> Hour	10:43 – 11:08
8 <sup>th</sup> Hour	11:11 – 11:36



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## I. Academic Information

### **ACADEMIC LETTERS OF EXCELLENCE**

The SMCHS Academic Letter is designated to support the recognition of student academic achievement. The criteria for awarding the academic letter are as follows:

- three semesters of 3.75 GPA or above
- four semesters of 3.50 GPA or above
- six semesters of 3.00 GPA or above

After receiving an academic letter, a student may receive an academic medal if he or she maintains a GPA of 3.5 or above for five consecutive semesters.

After receiving an academic letter AND an academic medal, a student may receive an academic plaque if he or she maintains a GPA of 3.50 or above for seven consecutive semesters. Awards are received at the academic awards ceremony in the spring.

### **ASSISTANCE FOR STUDENTS**

If a student experiences academic difficulty (indicated by his or her online reports, midterm progress reports, quarter grades and/or semester grades), assistance may be facilitated by:

- communicating via phone conferences, written contacts, or email messages between the student's teacher(s), the learning specialist, and administration and/or guidance counselor regarding student progress;
- setting up meetings with the learning specialist, guidance counselor, administration, teacher(s), the student and the parent(s);
- monitoring the weekly homework and grades recorded online;
- collaboratively developing individual learning contracts to support the student's academic success; and/or
- the student being assigned or finding a peer tutor.

The guidance counselor, administration and/or learning specialist, teachers, the student and parent(s) will determine together strategies that will enhance the student's learning process.

To be eligible to participate in co-curricular activities, students must maintain a minimum of a 2.0 grade point average (GPA) and have not earned an "F" or an "I" at any grade checkpoints. (See Section 9. regarding academic eligibility in the SMCHS Co-Curricular Code of Conduct).

### **COURSE SELECTION AND COURSE LOAD**

After freshmen and new upper-class students/families are registered at SMCHS, course selections will take place. All returning and pre-registered incoming freshmen and upper-class students select their courses in early spring. Any other incoming students select their courses after they are registered at SMCS/SMCHS. All students and their families need to meet annually with the guidance counselor to develop a year-by-year course educational plan at guidance conferences. All course selections require parental approval. All students are required to have a minimum of 3.5 credits per semester, unless excused by the administration.

### **DROPPING OR ADDING CLASSES**

A student may drop and/or add a class only within the **first five days** of each course. Permission for dropping and/or adding a class must be obtained from the student's parent(s), teachers involved in the change, the guidance counselor and the administration before the change is finalized. Special considerations may be made if the withdrawal is teacher-initiated and approved by the administration. Students and parents need to request a schedule change well before new classes begin.

### **EARLY GRADUATION REQUESTS**

Under special circumstances, graduation may be granted at the end of seven semesters. This procedure requires that the student and the parent(s) who wish to request early graduation submit to the administration a written letter of intent before May 1 of the student's junior year (SMCS Policy # 6010.1).



**FINAL EXAM INFORMATION—Plan Ahead!**

Students will not be excused for appointments or family vacations during final exam days. Students are required to be in school only during the time of their scheduled exams. Under extenuating circumstances, special permission may be granted to take a final exam early with approval by the administration.

**HONOR ROLL**

GPA needed for honor roll listings are as follows:

- Highest Honors 4.00
- Higher Honors 3.75-3.99
- High Honors 3.50-3.74
- Honors 3.00-3.49

**LAUDE RECOGNITION**

St. Mary Catholic High School honors graduating seniors with diploma recognition based upon a laude system. Students graduating with the following cumulative GPA for the first seven semesters of their high school career (including transfer credits) receive this honor.

- Summa Cum Laude 3.9 – 4.0
- Magna Cum Laude 3.75 - 3.89
- Cum Laude 3.5 – 3.74

**REPORT CARDS AND GRADING STRUCTURE**

Report cards are distributed at the end of each quarter. Only semester grades are recorded on the permanent record.

Grade point averages are calculated on a 4.0 scale at the end of each semester, and are cumulative.

Grade	Credit	Percentage	Grade Point
A	.5	95-100	4.00
A-	.5	94-93	3.67
B+	.5	92-91	3.33
B	.5	90-87	3.00
B-	.5	86-85	2.67
C+	.5	84-83	2.33
C	.5	82-79	2.00
C-	.5	78-77	1.67
D+	.5	76-75	1.33
D	.5	74-72	1.00
D-	.5	71-70	0.67
F	.0	Below 70	0.00
P*	.5	N/A	N/A
W**	.0	N/A	N/A
R***	.0	N/A	N/A

\*P class passed; credit given, no grade point value

\*\*W withdrew from class, no credit nor grade point value given

\*\*\*R class retaken, credit and grade point value given (value not calculated for valedictorian/salutatorian)

**RETAKEING A FAILED CLASS**

If an SMCHS student fails a required course, he or she must retake and pass it, though not necessarily at SMCHS in order to meet graduation requirements. The transcript will indicate a retaken class (which is not calculated into the cumulative GPA). The class will be re-listed on the transcript with the new grade, which *will* be calculated into the cumulative GPA. The new grade **may not** be used to determine a valedictorian or salutatorian.



No student will be permitted to repeat any course more than once without prior approval of the administration. Students considering repeating a course must obtain guidance and/or instructor approval prior to enrolling in the course (Policy # 6010.2).

### **STUDENT/PARENT/TEACHER CONFERENCES**

Student/parent/teacher conferences are held one time each semester (twice a year). The purpose of conferences is to be proactive with regard to each student's academic performance. Any time a student, parent and/or teacher feel it is necessary to discuss the student's academic progress, individual conferences may be arranged.

### **TRANSFER STUDENTS**

All students transferring into SMCHS must have an entrance conference with the administration before the registration process can be finalized. New students must provide an official copy of their transcript before course selections may be determined. Course selection for transfer students and freshmen occur as needed. Appointments must be made with the guidance office directly for class selections. (722-7796 Ext. 156).

### **VALEDICTORIAN/SALUTATORIAN**

The class rank selection process will be used for determining Valedictorian and Salutatorian. A student must attend SMCHS for at least three semesters to be eligible to be the Valedictorian or Salutatorian. Class rank is determined by using the following criteria in descending order:

- Highest cumulative GPA
- Greatest number of credits earned in advanced, AP, CAPP, honor level courses, or college courses
- Greatest number of overall credits earned after seven semesters
- Highest composite ACT score taken by the December national test date of his/her senior year
- Selection by a committee of administration and faculty, who will make the final decision

The only circumstance under which a student may be eliminated as the Valedictorian or Salutatorian is for a serious decline in grades in the eighth semester (below 3.0) or a serious breach of conduct. Under such circumstances, the SMCS/SMCHS Board of Education will consider each case individually.

## **II. Student Behavior**

### **PHILOSOPHY**

St. Mary Catholic strives to build a community of learning excellence. In order to build a community of learning excellence, SMCHS has expectations for student behavior, which are as follows:

- Respecting the rights of peers to learn and to be and feel safe
- Respecting the rights of teachers, staff, volunteers and any adult to teach and direct students
- Respecting the rights of the school property, resources, tradition and good reputation

As active and engaged members of the St. Mary Catholic High School community, we are all expected to act with integrity. Actions, behaviors and decisions, both inside and outside the classroom, should reflect and support the school's Five Pillars of Honor. These Pillars of Honor are: **Faith, Honesty, Respect, Responsibility and Trust.** Acting in accordance with these values and expected student behavior, students will increase the likelihood of experiencing personal success in the classroom and in life.





**HONOR CARD**

In an effort to recognize positive student behaviors while at the same time helping to guide students through accountability for their actions, SMCHS has implemented an honor card system. Each student is awarded a gold honor card at the beginning of each semester. This card allows certain privileges to the cardholder. If a student fails to meet behavioral expectations, it is recorded on his/her honor card and consequences are assigned as indicated. Each semester a few students may have infractions that fill the gold honor card, and they are then issued a blue card which then compromises some privileges. Students who keep their gold honor card all semester are recognized for maintaining this honor status.

# St. Mary Catholic High School Honor Card

STUDENT NAME: \_\_\_\_\_ MENTOR: \_\_\_\_\_

DATE: \_\_\_\_\_  
 CODE: \_\_\_\_\_  
 INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_  
 CODE: \_\_\_\_\_  
 INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_  
 CODE: \_\_\_\_\_  
 INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_  
 CODE: \_\_\_\_\_  
 INITIALS: \_\_\_\_\_

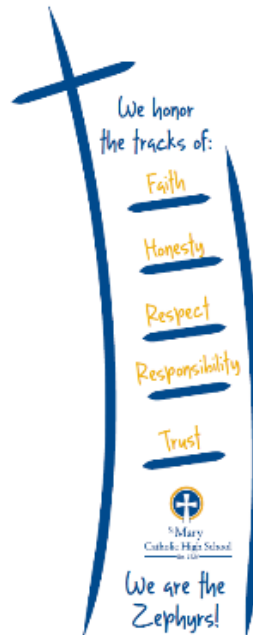
DATE: \_\_\_\_\_  
 CODE: \_\_\_\_\_  
 INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_  
 CODE: \_\_\_\_\_  
 INITIALS: \_\_\_\_\_

## Violations

1. Tardiness for Class
2. Dress Code Violation
3. Use of Offensive Language
4. Improper Use of Technology
5. Failure to Produce/Submit or Tampering with Honor Card
6. Being Unprepared for Class
7. Other
8. Disrespectful Conduct / Insubordination = Detention with Teacher
9. Behavior Warranting Dismissal from Class = Detention with Teacher
10. Liturgy Attire Violation = School Detention

**THREE VIOLATIONS IN ANY ONE AREA WILL MERIT ONE SCHOOL DETENTION.  
 REPEATED VIOLATIONS MAY WARRANT A SATURDAY MORNING DETENTION.**





### **CHEATING/DISHONESTY**

SMCHS upholds the core values of honesty and trust, and students should be honest in all interactions. If a student is found or caught cheating or being dishonest, the consequences are as follows, but may not be limited to:

- 1<sup>st</sup> offense: two detentions
- 2<sup>nd</sup> offense: suspension for 1-3 days
- 3<sup>rd</sup> offense: recommendation for expulsion

### **DETENTIONS**

A detention is the enforced delay of a student before or after school. Detentions usually last thirty minutes, and are used as a legitimate consequence of student misconduct, misbehavior or violation of a classroom rule or procedure.

### **Classroom Misbehavior/Violations**

Teachers and students have a right and a responsibility to create and maintain a classroom environment that supports and enhances student learning. At the beginning of each course, classroom expectations will be communicated clearly by the teacher and understood thoroughly by students. Classroom rules shall not contradict school rules. Detention may be required of a student for misbehaviors/violations that occur during class.

Teacher-initiated detentions may be administered before or after school, or during the lunch period if the teacher so chooses. Teacher-initiated detentions are supported and encouraged by the administration as a means of enforcing classroom respect, discipline, rules and procedures.

### **Beyond Classroom Violations**

The following behaviors and others, as determined by the administration, may result in school detentions:

- Unexcused tardiness
- Dress code violations
- Disorderly conduct in hallways, gym, lunchroom, etc.
- Minor violations of any school rules
- Minor defacing or damaging of school property
- Inappropriate or disrespectful language toward others
- Disobedience and/or disrespect of teachers/staff/adults
- Teasing, bullying, disrespectful treatment of peers
- Minor incidents of fighting (verbal or physical)
- Dishonesty or stealing
- Eating or drinking in non-designated area or during class

Detention must be served no later than the school day immediately following the issuance of that detention. Detention takes precedence over any co-curricular activity, personal appointment and employment obligation. Special arrangements must be made by the student with the administration prior to detention time arrives if a conflict occurs. The administration will inform the detention moderator of any detention changes. Consequences for missing a detention may include:

- A detention in addition to the one missed by the student
- Loss of privileges
- Possible suspension

### **HAZING/HARASSMENT**

Hazing and harassment at any age can be extremely harmful, and are particularly troubling at the high school level because the developmental stages of adolescence create a situation in which students are more vulnerable to peer pressure. St. Mary Catholic takes these issues very seriously, and as such has distinct policies related to hazing and harassment, which are enumerated in the code of conduct (see **Section 11 of the SMCHS Co-Curricular Code of Conduct**).



### **PLAGIARISM**

Any time a student hands in class work that is not his/her own, that student has plagiarized. At SMCHS, the penalty for plagiarism is a zero on the test, quiz, assignment, work sheet or research project (see *SMCHS Communications Manual*, p. 2).

### **SERIOUS DISCIPLINARY ACTION**

The administration deals decisively with violations that seriously affect the safety and/or good order of SMCHS. Actions that warrant consequences such as in-school or out-of-school suspension or expulsion\* may include, but are not limited to:

- Possessing a dangerous weapon on campus or at a school-sponsored activity
- Belonging to a gang or engaging in criminal, gang-like activity
- Having serious criminal charges reported to the school by authorities, engaging in any act that is grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or ordinary circumstances surrounding hunting/fishing violations)
- Engaging in serious insubordination, or verbal or physical abuse of a faculty/staff member or any adult on the school premises
- Using, selling or possessing chemicals, drugs, tobacco, alcohol, steroids or chemical paraphernalia on campus or at a school-sponsored activity
- Physically assaulting another student
- Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross insubordination (talking back or refusing to cooperate with authorities)
- Stealing or vandalism of school or others' property
- Serious hazing or harassment, including sexual harassment, of anyone (this includes group conduct)
- Representing oneself or others unlawfully or inappropriately on the internet (on blog sites, instant messaging, on-line profiles and/or social networking sites, etc.)
- Igniting fused or incendiary devices (fireworks, stink bombs, etc.)
- Engaging in misconduct (during or outside the school day) that is seriously detrimental to the reputation of SMCHS
- Engaging in any situation or problem not specifically covered herein that may be viewed by the administration as seriously threatening

**In all cases where expulsion is being considered, the SMCS/SMCHS policies and the Green Bay Diocesan policies must be followed before expulsion is finalized. The process is as follows:**

1. First Violation  
The administration meets with the student. After investigation, the parent(s) will be asked to attend a conference with the student and administration at which consequences and plans to prevent a repeat violation will be determined. If the violation is serious enough, a suspension or expulsion may occur at this level.\*
2. Second Violation  
The administration meets with the student. After investigation, the parent(s) will be asked to attend a conference with the student and administration, at which a consequence of a one- to three-day suspension (in-school or out-of-school) may be imposed. The student will be required to submit a written plan as to how behaviors will be rectified in the future. If the violation is serious enough, expulsion may occur at this level.\*
3. Third Violation  
The administration meets with the student. After investigation, the parent(s) will be asked to attend a conference with the student and administration, at which extended suspension of no more than five days, expulsion or dismissal may be imposed.\*  
**\*Parent(s) are always involved in this process.**



### **SOCIAL MEDIA**

Students must remember that they are representatives of St. Mary Catholic High School, whether interacting with others in person or online. St. Mary Catholic takes this responsibility very seriously, and as such has distinct guidelines related to social media, which are enumerated in the code of conduct (see **Section 10 of the SMCHS Co-Curricular Code of Conduct**).

### **THEFT**

Stealing from another student, teacher, administrator, or staff member is a serious violation of Catholic values. In addition to it being a moral issue, it is a legal matter and law enforcement may be contacted if necessary.

### **THREATS**

Students are expected to show respect to other students, teachers, administration and staff members. Every individual at SMCHS has a right to feel safe and secure. That safety may not be threatened in any way. Threats of physical harm (verbal, written, through computer use, with weapons, etc.) are a serious issue and will be dealt with accordingly. Law enforcement may be contacted if necessary.

### **WEAPONS**

Possession of weapons is serious and is not tolerated. No one shall possess or use a dangerous weapon or look-alike weapon in the school, on school grounds, or at school-sponsored events. According to state law, any person who knowingly possesses or goes on school premises with a dangerous weapon is guilty of a misdemeanor or a felony, depending on the seriousness of the offense. Weapons will not be tolerated at SMCHS.

### **DRESS CODE**

As a Catholic educational system, St. Mary Catholic Schools reserves the right to determine a norm of appearance for students. Proper conduct and appropriate dress reflect the virtues of modesty and self-respect and are essential to maintaining a positive atmosphere for learning. Students are expected to demonstrate an understanding of the differences in dressing for a social / recreational activity, for a day at a St. Mary Catholic school, and for special occasion / liturgy days.

#### **Bottoms: Girls and Boys**

- Students must wear full-length solid-color pants to the ankle with a finished/hemmed bottom. Pants must be constructed from a cotton or cotton/poly non-denim fabric. Pants may not be torn or tattered and must fit appropriately -- not be too baggy or too tight. Spandex / elastic / tight fitting leggings, jeggings, exercise pants, etc. are never allowed.
- Dress / cargo / khaki, etc. shorts of appropriate length (top of the knee or longer) or capris may be worn during September, October, April, May and June.
- Undergarments may not be visible, and pants must be worn at the waistline.

#### **Tops: Girls and Boys**

- Shirts must be polo shirts or Oxford-style button down shirts with long or short sleeves. No more than the top two buttons may be unbuttoned. Any logo other than an SMCHS or SMCS logo must be no larger than 3" square.
- A limited number of approved t-shirts (SMCHS / SMCS) may also be worn.
- Sweaters, fleece or SMCHS / SMCS logo'd sweatshirts may be worn over shirts meeting the dress code as listed above. Any logo other than an SMCHS or SMCS logo must be no larger than 3" square.
- Non-collared, approved class, club, sport, spirit, etc. t-shirts (long or short sleeved) may be worn on the last school day of every week unless it falls on a special dress day.
- On game days, team members may wear official uniform tops as their coaches allow. If the uniform top is sleeveless, a shirt with sleeves must be worn underneath.



**Footwear: Girls and Boys**

- Footwear must be worn at all times.
- During the months of September, October, April, May, and June students may wear sandals. However, for safety reasons, science lab students must have teacher-approved footwear with them each day.
- For safety as well as appearance reasons, heels must be modest in height (approx. < 3 in.).

**Jewelry/Makeup: Girls and Boys**

- Visible body piercing, except ears, is not allowed.
- Extremes in jewelry and makeup is not allowed.

**Hair: Girls and Boys**

- Hair must be clean, neatly combed, out of the eyes, and of reasonable style and a natural shade.
- Boys' hair, including sideburns, must be no longer than the bottom of the ear at the sides and above the collar in the back.
- Boys must be clean-shaven.

**Tattoos / Body Art / Writing**

- Visible tattoos, body art / writing are never allowed.

**Hats / Caps / Bandanas / Jackets / Coats: Girls and Boys**

- Hats, caps, bandanas or outside-wear jackets / coats may not be worn in school.

**Special Dress Days: Girls** (Determined by the principal)

- Girls may wear skirts or dresses of an appropriate length and modest style. The neckline is to be modest and appropriate for the school / church environment, and sleeves (long or short) are required. The skirt length must be to the top of the knee or longer when student is standing.
- Girls may choose to wear navy or black dress pants with a modest, dressy top. Shirrtails must be tucked in. Cargo pants are not allowed.
- Sweaters or solid, non-logo fleece may be worn. (SMCHS / SMCS corporate logos are allowed.)
- All other SMCHS / SMCS spirit apparel is not allowed.
- Dress shoes are required.
- No out-of-dress-code passes may be used on special dress days.

**Special Dress Days: Boys** (Determined by the principal)

- Boys must wear navy or black dress pants with a coordinated button-down dress shirt with a collar and an appropriate tie. The tie must be tied and worn at the traditional collar level, and shirrtails must be tucked in. Cargo pants are not allowed.
- Sweaters or solid, non-logo fleece may be worn over the dress shirt and tie. (SMCHS / SMCS corporate logos are allowed.)
- All other SMCHS / SMCS spirit apparel is not allowed.
- Dress shoes are required.
- No out-of-dress-code passes may be used on special dress days.

**Relaxed Dress Days: Girls and Boys** (Determined by principal)

- Jeans, sweatpants, wind pants, Zephyr pajama pants, sport shorts and other knee length shorts, and t-shirts may be worn.
- Shirts must be modest and appropriate. T-shirts and any outerwear with inappropriate language or advertising, including clothing that promotes inappropriate musicians, music groups, alcohol, drugs, inappropriate messages or sexual references are not allowed at any time.
- For safety reasons, science lab students must have teacher-approved footwear with them each day.



### **Clothing Never Allowed**

- Clothing that is very tight or very loose
- Tops or pants that are not modest and/or show cleavage, stomach, lower back (midriff) skin or undergarments
- Clothing that promotes musicians, music groups, alcohol, drugs, inappropriate messages, or sexual references or any other messages that are not in agreement with Catholic teachings are not permitted at school or any school-sponsored event.
- Tattered, torn or frayed clothing
- Tank tops or shirts without sleeves
- Any gothic-looking apparel
- Any other non-SMCS public / parochial / private school (K-12) logo wear
- Exception: camouflage is *only* allowed on relaxed dress days

All students' attire must comply with the code below. *It is the responsibility of parents to assure students are dressed according to this dress code before leaving for school.* Parents may be called regarding infractions to the dress code and asked to bring a change of clothes to school or to take some other appropriate action. At the high school, detentions may be issued for dress code infractions. Time away from class is unexcused and must be made up by the student with his/her teacher(s). Multiple infractions may warrant further disciplinary actions. SMCHS Administration reserves the right to make final interpretations or changes in the dress code above.

## **III. SMCHS Protocol**

### **ACCEPTABLE USE POLICY AND LAPTOP AGREEMENT**

An educational goal at St. Mary Catholic is to ensure that our students be proficient and ethical computer operators. Students at SMCHS have access to internet resources for educational purposes only. Each user is held responsible for his/her use of the internet.

In order to provide the students with the 21<sup>st</sup> century skills they need, SMCHS has a one-to-one laptop program. Every student receives a laptop to use throughout his or her time at SMCHS. Students and parent(s) are required to sign the **Acceptable Use Policy and Laptop Agreement** at the beginning of each year. Any cost incurred due to a student's improper use of the computer system will become the violator's responsibility.

(See the **Acceptable Use Policy and Laptop Agreement** for consequences for improper use.)

### **BOOK BAGS AND BACKPACKS**

Students will not be allowed to carry book bags, backpacks, oversized purses or similar items in the school during the school day. These items may be used to transport material to and from the building, but must remain in their lockers during the school day. If a student fails to follow this procedure, he or she will receive a mark on the honor card. Special considerations may be requested of the administration.

### **BUS RULES**

Students who are eligible to be transported to SMCHS by their local public school district will receive pertinent information prior to the beginning of the school year, and must make arrangements with that district. SMCHS also owns its own school buses and vans that students may ride periodically throughout their time at SMCHS. All students who ride the bus must abide by the rules of the transportation provider. Bus drivers will report misconduct to the local school authorities.

### **EMAILS**

When registered at SMCHS, students will be provided with a school email account. Their email addresses will follow this format: [John.Doe@stmarycentral.org](mailto:John.Doe@stmarycentral.org) This email address will be used for teacher communication. The student and parent must fill out an *Email Communication Request* form at the beginning of every school year.



### **EMERGENCY SCHOOL CLOSINGS**

SMCHS is closed if St. Mary Catholic Schools (SMCS) is closed. Closings can be found on local television and radio stations, or via the text alert text system described below.

SMCS uses an emergency alert system called Remind to let families know about school closings and critically important events. To receive **text alerts** only, text the message @9fg97 to the number 81010. If that does not work, text it to 920-933-1015. Normal text message rates charged by your carrier will apply. To receive **email or other types of notifications**, you may create an account at <http://remind.com>. Be assured that this system will be used *only* for very important notifications.

In the event SMCHS closes due to an emergency, all after school activities will either be cancelled or postponed.

### **FIELD TRIPS**

Student field trips serve valid instructional purposes when they are thoughtfully planned and related to classroom learning. The **SMCHS Field Trip Permission Form** must be signed by parent(s) and is required for each field trip. Forms need to be returned to school *before a student may participate*. Usually students travel by bus, but SMCHS vans may be used. Bus and van safety rules are enforced at all times.

### **FIRE AND TORNADO DRILLS**

Drills are held periodically throughout the year. Students are asked to remember basic rules:

- Check posted instructions in each classroom indicating the direction to be taken for leaving the school building.
- Walk. No talking. Move quickly and quietly to designated areas.
- If an assigned exit or area is blocked, follow the directions of the teacher in charge of the group.

### **INFORMATION MEDIA CENTER (IMC)**

Unless otherwise notified by the school, students may use the IMC during the school day beginning at 7:30 a.m. until 4:00 p.m. All IMC materials must be checked out before removing them from the IMC. Fines are imposed for overdue materials.

### **LOCKERS**

- **School**

A hall locker and individual lock are assigned to every student at the beginning of the school year. We expect that locks will be on your lockers at all times in order to protect personal belongings and valuables. Students must report any damage, missing items or needed repairs to the school office. Students may decorate the **inside** of their lockers appropriately. No open liquid or glass containers may be stored in school lockers. All personal items must be placed inside student lockers.

The locker and the padlock are the property of St. Mary Catholic. **St. Mary Catholic reserves the right to inspect the lockers assigned to students at any time.** The student will be held responsible for any lost or damaged property. Missing locks result in a fee of \$5.00. Only SMCHS padlocks are allowed on SMCHS lockers. School officials will remove any other lock immediately. **SMCHS is not responsible for articles or money lost or stolen from an unlocked locker.**

- **Athletic/Physical-Education**

We expect that SMCHS students **secure in a locker their personal items while participating in physical education class and/or athletic practices.** No personal locks are allowed. Students must obtain a lock from the administration or physical education teacher.

If the lock is not returned at the end of the semester or sport season, a fee of \$5.00 will be assessed. **School officials will remove locks that do not belong to SMCHS.** At the end of the semester or sport season, any personal belongings not stored in lockers will be disposed of or donated to charity. **SMCHS is not responsible for articles/money lost or stolen from an unlocked locker.**



### **LUNCH PERIOD**

St. Mary Catholic is a closed campus. Students, except those seniors who have 'senior privileges', must remain in designated areas during the lunch period. Food and drinks must remain in the Commons. Some club meetings are held during this period in specified classrooms in which food and drinks may be allowed. When weather permits, students will be allowed to eat outside on the patio. **No student is allowed to go to any vehicle during lunch without the permission of a faculty or staff member.**

If a student without senior privilege leaves the campus or goes to his/her car without permission the consequences may be, but are not limited to:

- Detention
- Being considered truant for that period, thereby ineligible for co-curricular activities including practice, performance and/or games

### **MEDICATION**

Any student who requires medication during the school day must get permission from his/her teacher to come to the school office where meds will be dispensed according to specific instructions received from parent(s). Students are allowed to carry personal inhalers with them during school, as long as the school office has a signed medical release form and a medical authorization form on file.

Parent supplied medication must be in its original, labeled bottle. For each prescription a medication authorization form must be on file. A non-aspirin product will be dispensed to students as needed, provided a parent-signed **medical release form** is on file in the front office. It is the responsibility of the parents to inform the school office of any chronic medical conditions their student(s) may have. Asthma, diabetes, epilepsy, seizures and rare heart conditions are examples of conditions that should be recorded on the medical information sheet collected from families at the beginning of each school year.

### **NON-LUNCHTIME FOOD AND BEVERAGES**

Food and beverages are **not permitted** in the classroom, hallways or locker rooms at any time without teacher approval. Clear plastic containers of water are allowed in the classrooms at the discretion of the teacher. If a student does not follow these procedures, he/she will receive a mark on their honor card.

### **PARKING**

All vehicles must be parked in the designated areas. Students are required to park in the east lot (back of school) during and after school hours. The west lot (front of school) is reserved for faculty, staff and school visitors. The consequences for poor parking may be, but are not limited to:

- Mark on the honor card
- Loss of parking privileges
- Towing the car at the owner's expense

### **PERSONAL ELECTRONIC DEVICES (CELL PHONES, IPODS, CAMERAS, TABLETS, etc.)**

Students may bring personal electronic devices to school. Students holding a gold honor card may use these devices in common areas only during passing time and lunch time. If a student does not have a gold honor card, he/she may not use a personal electronic device, but *may* use the laptop. Students may not use electronic devices in classrooms, unless permission is granted by a teacher. **Students may not use cell phones instead of going to the school office** to call their parents in cases of unexpected illness or missing assignments/clothing/class materials or field trip permission forms. In order to call parents/guardians during the school day, a student must go the office and obtain permission to call. **During school hours, parent(s) wishing to contact students must call the school office.**

If a student fails to follow the guidelines for personal electronic devices, the consequences are as follows:

- 1<sup>st</sup> offense – honor card mark and confiscation of the device, which can be picked up from the administration after school
- 2<sup>nd</sup> offense – honor card mark and confiscation of the device, which can be picked up from the administration after school by a **parent/guardian**
- 3<sup>rd</sup> offense – honor card mark, confiscation of the device, which can be picked up from the administration after school by a **parent/guardian** and loss of privilege to use a personal electronic device in school for a length of time determined by the administration





The administration reserves the right to check the content of confiscated devices. If the device is password protected, the student must tell the administration the password to unlock it. If the device was used to cheat or if inappropriate material is found on it, consequences may be imposed.

**Cameras are never allowed to be used in restrooms or locker rooms. Violation of this rule may involve the police.**

### **SENIOR PRIVILEGES**

Seniors must have a quarterly **GPA of 2.0**, must have passed all of their classes (**no F's**), and have completed a **Senior Privilege Application** form in order to have open campus during lunch and their 'senior privilege' class period. The administration will make the final determination if privileges are to be revoked due to behavior.

### **SERVICE HOURS**

Students must complete at least **15 hours** of service every year. Service hours do not carry over from year to year. Service hours **must be done for a non-profit** agencies churches, schools, school athletic events or camps, nursing homes, hospitals, soup kitchens, libraries, nature centers, etc. Students may not claim service hours for a for-profit business, even if the students does not get paid. Students may not claim service hours for family, including extended family. Students may not claim babysitting as service house, unless it is done for a church-type function or fundraising event, etc.

### **STUDENT DIRECTORY AND PHOTO PUBLICATION**

Parent(s)/guardian(s) must decide whether they would like their child(ren)'s family information published in the SMCS Family Directory. Parent(s)/guardians who wish to NOT be included must notify the SMCS Advancement Office at 722-7796 extension 803 by September 1 of the relevant school year.

SMCS students' likenesses may be used in different a variety of media including photos accompanying news stories, posts on the SMCS Facebook page and website, and school/system publications and newsletters. If parents prefer that their children's pictures not be used, they must notify the advancement office in writing prior to September 1<sup>st</sup> of the relevant school year.

### **TUITION/FEES**

Prior to the opening of each school year, a tuition payment plan must be selected by each family. Additional school fees include, but are not limited to, co-curricular, fine arts classes, and yearly retreats. All financial responsibilities must be met at the conclusion of each semester during the school year.

### **VISITORS**

All school visitors are expected to report to the front office upon arrival, sign in and obtain a visitor's pass. Upon leaving the school building, visitors are expected to sign out at the front office desk.

### **WORSHIP**

St. Mary Catholic provides for students, faculty and staff a faith-filled environment. Faith is expressed in personal prayer, liturgy, Reconciliation opportunities, devotions, etc. All who enter SMCHS are encouraged to use the school chapel as a place for personal prayer, meditation and reflection. Students may use this space as time and availability permit. Eucharistic Adoration is available each month on the first Friday, although the schedule may vary slightly due to vacation days. Weekly before-school Masses, monthly all-school Masses and other worship activities are a regular part of the school schedule. Any unusual exception for not attending scheduled religious services must be pre-arranged through the administration.



## IV. Attendance and Tardiness

Regular attendance and punctuality are essential for learning. Students need to be in school every day, on time. Attendance is recorded at the beginning of each class period.

### **EXCUSED ABSENCES**

Students who will be absent due to illness must be excused by a parent/guardian contacting the school office before 7:45 a.m. at (920) 722-7796.

Absent students are responsible for securing class information, which can be obtained online or directly from individual teachers via email. If a student is absent for several consecutive days, office staff will email the teachers to collect the assignments that are not posted online. Related materials may be picked up from the school office by parent(s).

**Any student who is absent for five consecutive days must have a written explanation from a physician or permission from the principal for the absence to be excused (SMCS/SMCHS policy # 5080.13).**

### **EXCUSED ABSENCES AND NOTES**

In the event of one of the following state-recognized excusable circumstances, a parent must submit a written excuse prior to the absence.

- A family member's wedding or funeral
- Religious instructions allowed by WI 118.155
- Family observation of a religious holiday that falls on a school day
- Circumstances with the principal's approval
- A court appearance or other legal procedure that requires the student's attendance
- Taking a driver's license examination

Students and families are asked to schedule appointments after school or during school breaks and vacations.

**According to Wisconsin state law, pre-excused absences in excess of ten school days are considered unexcused.** Requests for exceptions to this ten-school day limit should be addressed with the administration by the parent(s) prior to the student's absence.

### **EXCUSED ABSENCE DUE TO TRAVEL**

Every effort should be made to have vacations coincide with the school calendar. If this is truly not possible, please contact the school office **at least two weeks before** the anticipated absence, and present a parent/guardian note explaining the reason for and length of absence. An **SMCHS Student Pre-Absence Form** must be obtained from the office and signed by all the student's teachers and the principal. The student assumes full responsibility for completing assignments missed during the prolonged absence. Academic standing could be jeopardized because of prolonged travel. **No travel is allowed during semester and final exams unless approved by the administration.**

**Any student who has been absent from a class 16 days in a semester will not receive credit for that class unless the following conditions are met:**

- Beyond the 15<sup>th</sup> absence, a physician's written excuse or the principal's permission is obtained
- A withdrawal grade, approved in advance by the administration, is issued by the teacher if competency has not been achieved in a subject because of repeated excused absences

### **UNEXCUSED ABSENCE**

All absences from school for reasons other than those listed above are considered unexcused and by law the student shall be considered truant. A student is considered habitually truant (under WI 118.15) when the student is truant for all or part of five days in a semester. Habitually truant students will be referred to law enforcement.



Truant students should expect disciplinary action that may include, but may not be limited to:

- Not receiving credit for any assignments and/or tests missed during the period of truancy
- Loss of credit for a course in which student has two or more unexcused absences
- Detention for each class the student was truant from
- Ineligibility for co-curricular activities including practice, performance and/or games

### **ILLNESS DURING THE SCHOOL DAY**

Any student who becomes ill during the school day will be sent to the office by his/her teacher. A member of the school staff will care for the student temporarily. If the student continues to feel ill after resting, a parent or emergency contact person will be notified. In the event of a serious medical problem, the school may contact emergency medical personnel.

### **SCHOOL DAY APPOINTMENTS/ BRIEF ABSENCES**

If a student will miss part of the school day, he/she must bring a note signed by a parent stating the date and the time of the appointment. The note must identify the reason for the absence and must state the time that the student is expected to return to school. This written note must be turned into the office **before 7:45 A.M.** The student will be given a student pass from the front office allowing them to leave class at the designated time. The student pass must be turned into the office immediately before departure and the student must sign out at the front office before leaving. Upon return from his/her appointment, the student must report to the office to sign in and receive a student pass allowing him/her to return to class. Any student who fails to follow these procedures will be considered truant and the consequences will follow the guidelines for an unexcused absence.

### **TARDINESS**

Students are expected to be in the classroom when the bell rings at the beginning of each period. If a student is tardy for the first class of the day, he/she must report to the school office to receive a mark on his/her honor card. The marked honor card will be the student's "pass" to get into their first class. If a student does not follow these procedures, he/she will be considered unexcused.

If a student is tardy for other class periods, he/she must bring a pass to that class that has been signed by the previous teacher or by office personnel with knowledge of the tardiness. Students arriving without such a pass may be issued a detention by the teacher.

### **UNEXCUSED TARDINESS**

Situations such as traffic or car trouble, oversleeping, forgotten lunches, homework or gym clothes, etc., are unexcused. An unexcused tardy that extends beyond the first half of the first hour is considered an unexcused absence/truancy. The consequence will follow the guidelines of an unexcused absence.

## **V. Co-Curricular Activities**

The purpose and objective of St. Mary Catholic's co-curricular activities reflect the school's vision and mission to educate each student as a whole person. The following are co-curricular activities that SMCHS offers. Students must sign the SMCHS Co-Curricular Code of Conduct in order to participate in any of these activities.

### **ART CLUB**

Art Club is for students who are passionate about art and would like to participate and spend more time interacting with others with the same interest. The SMCHS Art Club focuses on producing high quality pieces of artwork that will be displayed around the school to help everyone further appreciate the value of fine arts.



## ATHLETICS

### Girls

Cross Country (fall)  
Tennis (fall)  
Volleyball (fall)

Basketball (winter)  
Powerlifting (winter)  
Dance (winter)  
Hockey (winter) Co-Op\*

Softball (spring)  
Track & Field (spring)  
Soccer (spring)  
Golf (spring)

### Boys

Cross Country (fall)  
Football (fall)  
Soccer (fall)

Basketball (winter)  
Powerlifting (winter)  
Wrestling (winter) Co-Op\*  
Hockey (winter) Co-Op\*

Baseball (spring)  
Track & Field (spring)  
Tennis (spring)  
Golf (spring)

\*SMCHS partners with other schools to form one team

The fee for all high school athletics is \$75.00. Beginning in the 2015-16 school year, there will no longer be a discount offered for participation in a sport in each of the three seasons.

## BEST FRIENDS MENTORING

The Best Friends Lunch Mentor program is a partnership between SMCHS and Best Friends of Neenah/Menasha. Through the program, each participating SMCHS student is matched with an elementary school student from a local school. Mentors spend time with and have lunch with their assigned student each Wednesday that school is in session from late October through April.

## ENVIRONMENTAL ACTIVISTS RESPECTING THEIR HABITAT (EARTH)

The EARTH Club is composed of students who wish to take care of the environment. Members of the EARTH Club encourage recycling and environmentally friendly habits both at school and at home, and aim to further the environmental consciousness in our local community and school. The club has achieved "Green and Healthy School" status for SMCHS through the Wisconsin Department of Natural Resources and provides leadership to the school in activities such as cleaning up along the highway, exploring alternative energy sources, promoting carpooling and providing incentives for students to strive for environmental responsibility.

## FORENSICS

Team members compete in Wisconsin Forensic Coaches Association (WFCA) tournaments on four Saturdays, a conference meet and Wisconsin High School Forensic Association (WHSFA) sub district and district festivals. The season culminates with the WHSFA state meet in Madison. Students can compete in a variety of categories ranging from extemporaneous and oratorical speaking to solo and play-acting. The forensic season runs from mid-January to late April; however, the team forms in September. Students practice their speeches and pieces from October through mid-January.

## JAZZ ENSEMBLE

The SMCHS Jazz Ensemble is a competition group of approximately 24 pieces that performs at district solo/ ensemble and competes at the state level almost every year. The SMCHS Jazz Ensemble performs concerts at SMCHS and at local community functions. Membership is open to every student and rehearsals are during activity period twice a week, with some rehearsals after school or at night near concert dates

## KEY CLUB

Key Club, the oldest and largest international service program for high schools, is a student-led organization that teaches leadership through serving others. The Neenah/Menasha Breakfast Roundtable Kiwanis Club sponsors the SMCHS Key Club, and members are involved with numerous service projects including volunteering at a soup kitchen, organizing the monthly blood drive, and filling and delivering Thanksgiving baskets.



### **MATH TEAM**

The SMCHS Math Team is a member of the Fox Valley Math League. The team competes against other local schools one Monday a month for six meets over the school year. The difficulty of questions range from algebra to pre-calculus, but all levels of students are encouraged to participate.

### **MOCK TRIAL**

Students prepare both the defense and prosecutorial sides of a legal case and participate in a mock trial, competing against other high school teams.

### **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is a national organization designed to honor students who have demonstrated excellence in scholarship, service, leadership, and character. To qualify academically, students must have a 3.8 GPA as sophomores, 3.7 GPA as juniors, and 3.6 GPA as seniors. Nominees must be of good character, uphold principles of morality and ethics, demonstrate good leadership, and be involved in community service. Membership for qualifying students is contingent upon completion of an essay demonstrating that the student demonstrates these qualities, as well as letters of recommendations from teachers.

### **RETREATS FOR GRADE & MIDDLE SCHOOLS**

St. Mary Catholic students have the opportunity to serve as retreat leaders for students from local grade and middle schools. Students commit to six lunch meetings to plan and prepare for the retreat and then lead the retreat on the designated date.

### **SCIENCE BOWL**

The St. Mary Catholic science bowl team participates in two competitions. Students participate in practices beginning in October, and teams of five to six members are chosen from among those who attend practice and show the most potential to do well in competition. The team is open to any students with an interest in science.

### **SKI AND SNOWBOARD CLUB**

The SMCHS Ski and Snowboard Club is club designed to give students the opportunity explore outdoor winter adventure through the sports of skiing and snowboarding. The club welcomes students of all ability levels. Many students have learned to ski or snowboard on these trips. Annual trips include Nordic, Brule, Norway and Marquette Mountain. We travel to local hills on Thursday nights while larger trips are enjoyed on Saturday.

### **STUDENT ACTIVITIES LEADERSHIP TEAM (SALT)**

The mission of the Student Activities Leadership Team is to enhance the overall activities climate at SMCHS. Its goal is to unify the student body, staff and the SMCS community through service and activity promotion. Members are expected to carry themselves as ZEPHYRS! Team members participate in a number of different activities throughout the school year such as group outings to grade/middle schools, leadership training, and Junior Zephyr events.

### **STUDENT AMBASSADORS**

The SMCHS Student Ambassador program was created as a part of our recruiting efforts to bring the SMCHS experience to grade school systems. This privilege is available to sophomores and juniors who are in good standing with the SMCHS Code of Conduct. Students must apply, obtain a staff recommendation and interview for a position. The primary student ambassador responsibilities are helping with grade school visits, grade/middle school nights, open house, course selection night, grade/middle school nights at sporting events, middle school conferences, visits during Catholic Schools Week and 7<sup>th</sup> & 8<sup>th</sup> grade visit days.

### **STUDENT COUNCIL**

The mission of SMCHS's student council is to promote student participation and leadership in school events. It is composed of 24 students, elected by their classmates, as well as other students who wish to participate. The entire student body elects four executive positions: student council president, vice-



president, secretary and treasurer. The student council is responsible for planning the three major social activities during the school year: Homecoming, Leadership Day, and Spirit Week. Student council also sponsors the Christmas “giving tree” as school service project.

### **TEENS FOR LIFE**

The Teens for Life group at St. Mary Catholic High School meets regularly to plan various activities that inform students and community about life issues, especially abortion. The group participates in many activities outside our school community such as Bowl for Life, the Wisconsin Legislation Conference and the national March for Life in January. Participation from parents is welcome.

### **TECHNOLOGY AND ENGINEERING CLUB (TEC)/VEX ROBOTICS**

Through this very active organization, SMCHS students have the opportunity to explore various areas of engineering and technology through hands-on learning that has real-world applications. The center strives to meet the interests of each student in a fun-filled and exciting educational environment and is open to all SMCHS students. Currently, the primary focus of TEC is participation in the IFI/VEX Robotics League. SMCHS hosts a large regional tournament each year, and teams build and program robots for local, national and world tournaments. In recent years, several SMCHS teams have advanced to and excelled at the highest levels of competition, and have built a national reputation for excellence.

### **VOCAL ENSEMBLES**

Many SMCHS students perform in vocal ensembles, both in performance and competitive settings. Students perform jazz standards, barbershop, liturgical selections and pop material. The Alto Gather Show Choir is vocal dance group that performs for school functions and outside special events. Students sing a variety of styles ranging from Broadway to jazz and rock. The NOW! Show Choir includes choreography and instrumental music in their performances.

### **ZEPHYR PLAYERS**

Zephyr Players is St. Mary Catholic's ensemble of drama students. The program is for any student interested in experiencing the various aspects of theater, including acting, singing, choreography, directing, stage management, light/sound management and set building. Zephyr Players have the opportunity to share their learned experiences and talents every fall and spring in a theatrical or musical production. In the spring of 2013, the Zephyr Players performed for the first time in the beautiful new Jane Bergstrom Fine Arts Education Center.

## **VI. SMCHS CO-CURRICULAR CODE OF CONDUCT**

### **1. Philosophy of Co-Curricular Code**

- A. St. Mary Catholic High School's co-curricular activities assist in developing the whole student: one's body, mind, spirit and character through individual self-discipline, dauntless dedication, selfless efforts, the development of innate talent and abilities, sportsmanship and teamwork.
- B. SMCHS recognizes its responsibility to assist in constructive personal growth for students. This code, therefore, aims to be both challenging and supportive of each student as he/she strives to accomplish their high school years' goals.
- C. A student must be enrolled as a full-time student at St. Mary Catholic High School in order to participate in co-curricular activities. The eligibility rules and guidelines of the WIAA or any other organization having jurisdiction will apply.

### **2. Objectives of St. Mary Catholic Co-Curricular Activities**

- A. Co-curricular activities shall be an integral part of the total high school education program and will provide experiences not otherwise provided in the academic curriculum.



- B. Co-curricular activities shall be available to all students.
- C. Co-curricular competitive activity participants shall be provided maximum participation opportunities at the entry levels of competition.
- D. Co-curricular activities shall provide a spiritual, healthy and challenging climate for students to achieve personal and team excellence.
- E. Co-curricular participants, including students, parents, teachers, advisors and coaches shall be given the guidelines needed to provide and conduct their co-curricular activities in a manner reflective of the Gospel as it is expressed in a Catholic high school setting.
- F. Participation in St. Mary Catholic athletic programs is a privilege. With this privilege come certain responsibilities since student athletes represent SMCHS in the classroom, hallways, athletic arenas, and in the community. The SMCHS Co-Curricular Code of Conduct is in effect 365 days of the year, 24 hours a day.
- G. Co-curricular participation shall promote the development of the following leadership/team skills:
 

Accepting responsibility for one's actions	Demonstrating honesty and fairness
Sharing ideas with team members	Portraying a "can-do" attitude consistently
Generating enthusiasm in others	Communicating clearly with self-advocacy
Listening with understanding	Dealing positively with setbacks and obstacles
Leading one's peers	Weighing risks and make timely decisions
Setting high expectations for self and others	Committing to a shared vision; blending in
Growing in team and school loyalty	Appreciating empathy and compassion
Being open to learning new skills	Valuing self-discipline and self-sacrifice
Learning to respect rules/authority	
- H. Violations of this code will result in negative consequences and penalties for the student.
- I. Co-curricular participation shall provide an avenue for school spirit and school pride to grow in each participant, as well as within the entire student body.

**3. Code of Conduct Parameters and Implementation Process**

- A. Students will abide by the Wisconsin Interscholastic Athletic Association (WIAA) Code of Conduct for Athletic Participation and the St. Mary Catholic High School Co-Curricular Code of Conduct.
- B. This code begins the first day a student signs the code as an eligible participant in any SMCHS co-curricular activity. All students must observe these rules year-round. Consequences for athletic (Category I) violations between seasons will be applied to the next season. Any and all consequences imposed on students will be cumulative throughout their high school careers at St. Mary Catholic High School.
- C. The privilege of participating in the variety of co-curricular activities is granted to those students who possess the ability, attitude, disposition, cooperative spirit, aptitude and desire to represent St Mary Catholic High School. Consequently, SMCHS sets high standards and expectations in academics, citizenship, training, rules/regulations and sportsmanship.
- D. Eligibility
  - 1. Enrollment at St. Mary Catholic High School as a full-time student is required.



2. Parents and students must attend an athletic code meeting
3. Participants are financially responsible for uniforms/equipment issued.
4. A current IMPACT baseline test for athletes is required every two years. Tests are scheduled and completed by the licensed athletic trainer.
5. The following documents need to be completed, signed by the student and a parent, and submitted each year to the athletic director before a student will be allowed to try out or practice. Links to the current documents are located on the [SMCHS Athletics page](#) on the SMCS website.
  - a. A current **WIAA Physical Form** (Gr. 9 & 11) or **WIAA Alternate Year Card** (Gr. 10 & 12) to participate in physical co-curricular activities
  - b. An **Athletic Emergency Contact Form**
  - c. **SMCHS Co-Curricular Permission Form**
  - d. A **Parent & Athlete Agreement** regarding concussions
  - e. A **Transportation Liability Waiver**

**4. Co-Curricular Categories**

- A. St. Mary Catholic High School has three categories of co-curricular activities in which a student may choose to participate (athletic, non-athletic and educational). A student who violates the code may serve consequences for a violation. Consequences for Category II and Category III must be completed with 20 school days from the time written notice of the violation is received.

Category	Description of Category	Examples of Category
I.	<u>Athletic</u> – Interscholastic involvement in activity occurs outside of regular school day and is competitive in nature; student managers and student trainers are included	Basketball, tennis, golf, volleyball, football, soccer, cross country, track, baseball, softball, hockey
II.	<u>Non-Athletic</u> – Involvement in activity includes public performances judged against set standards; conducted, for the most part, outside of the regular school day	Jazz band, show choir, plays and musicals, Forensics, student council, class offices, TEC, mock trial, math club, science club
III.	<u>Educational</u> – Activities built around core education classes	Honor societies, Key Club, EARTH Club, ski club, graduation, organizational and departmental trips

- B. The administration has the discretion to place any new activity within the category it best fits.
- C. In addition to not being eligible to participate, all consequences must be performed through community or school service hours according to the following schedule:
- First violation        8 hours
  - Second violation     16 hours
  - Third violation        24 hours
  - Fourth violation      complete loss of eligibility

**5. Administrators of the Code**

- A. The administration has sole discretion to impose disciplinary action and penalties for infractions covered under the SMCHS Co-Curricular Code of Conduct.
- B. Any other conduct contrary to Catholic Christian ideals and philosophy of SMCHS can be addressed apart from this code at the discretion of the school administration.





## 6. Attendance at School, Practice, Games

- A. To participate in co-curricular **practices, rehearsals, meetings, etc., students must be in school by 12:00 p.m.** on the day of the scheduled activity, unless pre-arranged and/or excused by the administration.
- B. To participate in co-curricular **competitions** such as performances and games, students must be in school the **entire school day**. Students who are too ill to attend classes are too ill to perform in co-curricular activities. Exceptions to this rule include serious illness or death in the immediate family, medical or dental appointments that cannot otherwise be avoided; and special situations for which prior approval has been obtained from the administration.
- C. Coaches, directors, and advisors are to check the absence list each day.
- D. Participants must attend all practices and activities unless prearranged or excused by the coach/director/advisor of that activity.
- E. Participants must travel with the team or group to and from contests unless parents make personal arrangements with the staff member in charge of the activity. Students must use transportation provided by the school to travel to and from all away contests. Parents must submit to the coach/advisor an **Alternative Transportation Form** one day prior to an event if a unique situation arises in which the student is traveling by another means.
- F. School disciplinary consequences take precedence over participation in all co-curricular activities until the consequences that have been imposed upon the participant have been completed. Participants on suspension or detention cannot practice or participate in co-curricular activities until the penalty time is served.
- G. On the day of a contest the student is expected to dress in appropriate attire to and from that contest. The coach/director/advisor will decide the appropriate attire, which must meet SMCHS dress code requirements.
- H. Students may participate in non-school activities (i.e. club teams, outside tournaments, drama and music events) as long as they are not participating in the same sport, in the same season, and this activity does not interfere with the practice or game schedule of the school-sponsored team.
- I. Co-curricular participants medically excused from physical education class on a given day may not participate in an athletic practice or game on that day.

## 7. Participation and Playing Time

- A. The number of athletes/participants in an event will be determined by the coach/advisor. Once team numbers are determined, every attempt will be made to provide equipment for each individual on the team.
- B. At the varsity level, emphasis will be placed on winning contests. Striving to win, however, is more acceptable than winning at all costs. Winning contests will not be used as the sole criteria to determine the quality of the athletic program or a particular sport.
- C. The coach, once the outcome of a game or match is determined, will make a conscious effort to play all members of the team. The final decision as to who or how many will participate in a particular contest will be at the discretion of the coach or advisor.



## 8. Co-Curricular Code of Conduct Expectations and Requirements

- A. Participants in SMCHS co-curricular activities are expected to refrain from profane language and cooperate fully with all coaches, officials, judges and other school personnel. Students are expected to show respect for other student participants, coaches, officials and judges. Hazing, harassment, ridiculing or unsafe behavior will be subject to disciplinary action as designated by the administration.
- B. Students are responsible for school equipment issued for co-curricular participation. The student must pay for replacement of equipment lost, stolen or destroyed through his/her own negligence. All clothing items should be laundered before being returned. Failure to return items will result in charges being levied at replacement costs.
- C. All injuries must be reported to the coach and licensed athletic trainer. Injuries of a serious nature must be reported to the licensed athletic trainer and athletic director.
- D. Students must follow the rules adopted by the coach/activity director for each co-curricular activity. Coaches and advisors cannot extend the schools' consequences. Any code consequences a coach/advisor has in addition to the code must be defined prior to the beginning of a season/activity.
- E. Participation fees are non-refundable for students who are dropped from co-curricular participation due to disciplinary action.

## 9. Academic Eligibility

- A. Determination of At-Risk / Ineligible Status
  - 1. Mid-quarter progress reports will determine a student's at-risk status. The athletic director will inform students and parents of at-risk status following the issuance of mid-term progress reports.
  - 2. Ineligibility will be determined by quarter or semester grades at these checkpoints: end of first quarter, end of first semester, end of third quarter, end of second semester (to determine eligibility for the following school year).
- B. Any change of status in academic eligibility will be determined at the first report card of the first quarter of the school year. This is the first checkpoint date.
- C. Academic Probation
  - 1. Students must maintain a minimum GPA of a 2.0 at all checkpoint dates in order to participate in co-curricular activities.
  - 2. Any student who has an "F" or an "I" in any class at a checkpoint date will be ineligible to participate in co-curricular activities for 10 school days. If a student receives two "F's" he/she will be ineligible for 15 school days (WIAA Rules).
  - 3. If a student received an "F" or "I" at the end of the second semester, the student will be ineligible for the first ten practice/competition days of the next athletic season that they participate in. Per WIAA rules, if a student receives two "F's" for the second semester grade, he/she will be ineligible for first 15 practice/competition days of the next sport season.
- D. Ineligibility begins on the day the administration verifies the grading report in the school office. The administration will make personal contact with each ineligible student prior to the end of the school day on the day that they become ineligible. The eligibility decision is made by the administration and is reported directly to the coaches, club moderators, class moderators and/or the drama director depending upon the co-curricular activities in which the student is participating at the time.



A written email notification will also be provided to the student's parent/guardian. A copy of the written notification will be placed in the participant's personal file, which is held in the guidance office. Parent/guardian notification must also occur when the student becomes eligible again.

- E. An ineligible student must submit progress reports for every class in which he/she is currently enrolled. The student must submit those progress reports to the administration on the designated review dates. This is the sole responsibility of the student involved.
- F. During the school year, students will remain ineligible in ten school day increments until they meet the minimum requirement of a 2.0 grade point average and all of their grades in every class are better than an F.
- G. Concerning an incomplete ("I") grade, the student shall be allowed up to 15 class days to resolve the incomplete grade to a passing grade. The time may be extended, if needed, with permission of the administration. Eligibility will begin on the day that verification is received (via a **Grade Verification Form**) from the instructor that an incomplete grade has been changed to a passing grade. Written notification will be provided to the student's parent/guardian when participation in co-curricular activities may resume.
- H. Students with an unexcused absence from school will be ineligible to practice, perform, participate or compete in any activity that is scheduled on the day of the unexcused absence.
- I. Academic eligibility for special education students is based upon their satisfactorily meeting the requirements of their Individualized Education Program (IEP), and upon the joint decision of the principal, the learning specialist and the guidance counselor.
- J. If a student is ineligible at the time of tryouts for Category II activities, the student will be allowed to try out for the co-curricular activity (upon approval of the moderators/director). The student may join the activity when academic eligibility is regained.
- K. If a student is ineligible at the time of elections for Category II activities, the student is ineligible for election.
- L. Additional Eligibility Policies
  1. Incoming freshmen are academically eligible for a fall activity.
  2. Unusual or extenuating circumstances may be appealed to the administration.
  3. Participation fees are non-refundable for students who are dropped from any co-curricular activity due to academic ineligibility.

## 10. Social Media

- A. Students must remember that they are representatives of St. Mary Catholic High School, and as such are expected to keep the following recommendations in mind as they participate on social networking websites:
  1. Before participating in any online community, students must understand that anything posted online is available to *anyone in the world*. *Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.* Potential employers, internship supervisors, graduate programs, and scholarship committees now search these sites to screen candidates and applications.
  2. Students should not post any information, photos or other items online that could embarrass the student, his/her family, or St. Mary Catholic High School. This includes information that may be posted by others on the student's page.



3. Students must never post his/her home address, phone number, birth date or other personal information. Anyone doing so could be a target of predators.
  4. Student-athletes/co-curricular participants could face discipline, possibly including dismissal, for violations of team, club, department, SMCHS and/or WIAA policies.
- B. The SMCHS administration will not seek out students' social media violations. It is the administration's expectation that each student's online activity is monitored by a parent or guardian. In the event that an alleged violation is brought to the attention of the administration, after investigation, the following considerations will be made:
1. Anything that appears to be "only" inappropriate or in bad taste will be handed over to the parents of the parties involved. It is the hope of the administration that the issue will be resolved by those parents in a timely manner.
  2. The malicious use of online social networks such as threats to any third party, incriminating photos or statements depicting hazing, sexual harassment, vandalism or stalking, as well as underage drinking, illegal drug use or other prohibited behavior *will be subject to disciplinary action* by the head coach/advisor, the activities director and/or the administration.
  3. Inappropriate photos and/or comments that are directly linked to SMCHS will be handled as school issues and will be punishable as if the behavior occurred at St. Mary Catholic High School.
  4. Any action that appears to be of an illegal nature will be reported to legal authorities.

#### 11. Hazing and Harassment Policy

- A. Hazing and harassment at any age can be extremely harmful, and are particularly troubling at the high school level because the developmental stages of adolescence create a situation in which students are more vulnerable to peer pressure. Hazing and harassment are about the abuse of power and the violation of human dignity and are form of victimization.
- B. Hazing is defined as any action taken or any situation created intentionally to produce a mental or physical discomfort, embarrassment, harassment or ridicule. Hazing is not about "traditions" or "silly antics." Harassment is defined as verbal or physical conduct that degrades or shows hostility or aversion toward an individual.
- C. Activities considered to be hazing may include, but are not limited to:
- Participation in morally degrading or humiliating games and activities which are not consistent with school regulations and policies
  - Hazing may be subtle, but the actions are against school system standards of conduct, behavior and good taste. Any activity or attitude directed towards a student that ridicules, humiliates or embarrasses will be cause for disciplinary action.
- D. Activities considered to be harassment may include, but are not limited to:
- Offensive, abusive or obscene language, threatening behavior or racial insults
  - Improper touching and sexual comments
- E. The consequences for hazing and harassment are as follows:
- First offense                    3-5 day suspension
  - Second offense                Recommendation for expulsion

#### 12. Illegal Activities / Criminal Behavior

- A. Acts prohibited by the SMCHS Co-Curricular Code of Conduct include, but are not limited to, involvement in the following:
1. Criminal behavior, which is any action that results in a participant's arrest or formal charges being filed in a court of law. At any point that the administration has adequate evidence that



- the student participated in the offense with which he/she is charged, a school penalty may be imposed even prior to the completion of the criminal proceeding.
2. Drug abuse, which includes the sale, possession (defined as being on person) or illegal use of a controlled substance, performance enhancing substance or drug paraphernalia; or “huffing”/inhaling mood-altering chemicals or propellants.
  3. Possession (defined as being on person), consumption and/or purchase of any amount alcoholic beverages
  4. Possession (defined as being on person), use or purchase of tobacco in any form
  5. Inhaling or “huffing” chemicals or propellants
  6. Attendance at a party where consumption of alcohol and /or other drug abuse is evident. If a student doesn’t accept the responsibility for leaving any location or function whenever alcoholic beverages or drugs are being used or consumed, it is a violation of the code of conduct. It is not the intent of this clause to prevent an athlete from attending and remaining at a socially acceptable community function where adults are present such as wedding receptions, community festivals, Zephyrfest, etc.
  7. Attempting to purchase, sell, or obtain alcohol or other drugs for others
- B. The abovementioned list is meant to elaborate on the term “acts” and should not be considered an exhaustive list of the acts that can constitute a violation of this code of conduct.
- C. Any student violating Section 12 of the SMCHS Co-Curricular Code of Conduct will be required to participate in and follow through with all recommendations of the administration as follows:
1. If determined by the administration, an alcohol and other drug screening will be conducted in a timely manner at a local Alcohol and Other Drug Abuse (AODA) facility. The student and family will be responsible for all financial obligations.
  2. A mandatory meeting will be held and conducted by the guidance counselor with the parent(s), student, administration and other appropriate individuals. The purpose of this meeting will be to review the results of the AODA screening and discuss recommendations and a remediation plan for the student.

**13. Consequences of Violations**

- A. Definitions of terms used in the code:
1. *Hosting* – there will be a greater consequence for an athlete if it is determined that he/she is involved in the organization, facilitation, promotion, or hosting of a social event/gathering where illegal activities occurred
  2. *Attendance* – student is in the presence of alcohol, illegal drugs, tobacco products or drug paraphernalia, etc.
  3. *Possession/use* – alcohol, illegal drugs, tobacco products or drug paraphernalia, etc. is on the person
  4. *Self-disclosure* – student takes the initiative in immediately making known his/her offense to the appropriate school authorities; suspension in this case does not include practices
  5. *Consequence* - suspension time from active participation in all co-curricular activities
  6. *Individual Renewal Plan* – an outlined process through which student may lessen their violation’s penalty by demonstrating behavioral changes and documenting positive changes in his/her behavior and lifestyle. Each plan is individualized to fit the student’s needs and the circumstances, and must be approved by the administrator (see section 13D).
- B. The percentages on the tables below refer to the number of contests/activities a student will be penalized as a consequence of specific violations.

**Table 1**

<b>Violation No.</b>	<b>Attendance at...</b>	<b>Consequence with Self-Disclosure</b>	<b>Consequence without Self-Disclosure</b>
1	.....	1 contest	15% of scheduled competitions
2	.....	2 contests	30% of scheduled competitions
3	.....	3 contests	45% of scheduled competitions
4	.....	Complete loss of eligibility for entire high school career	Complete loss of eligibility for entire high school career



**Table 2**

Violation No.	Possession of...	Consequence with Self-Disclosure	Consequence without Self-Disclosure	Community Service
1	.....	20% scheduled competitions	30% scheduled competitions	8 hours
2	.....	40% scheduled competitions	60% scheduled competitions	16 hours
3	.....	60% scheduled competitions	Calendar year	24 hours
4	.....	Complete loss of eligibility for entire high school career	Complete loss of eligibility for entire high school career	Complete loss of eligibility for entire high school career

**Sample table** – showing examples as illustrations only; exact data varies from year to year. The percentage is calculated using the exact number of activities/contests for the specific year.

**Table 3**

Sport	Maximum Contests (WIAA)	15%	20%	30%	40%	45%	60%
Cross Country	11	2	3	4	5	5	7
Football	9	1	2	3	4	4	6
Boys Soccer	24	4	5	8	10	11	15
Volleyball	15	3	3	5	6	7	9
Girls Tennis	14	3	3	5	6	7	9
Boys Basketball	20	3	4	6	8	9	12
Girls Basketball	20	3	4	6	8	9	12
Wrestling	14	3	3	5	6	7	9
Hockey	20	3	4	6	8	9	12
Baseball	20	3	4	6	8	9	12
Golf	14	3	3	5	6	7	9
Girls Soccer	24	4	5	8	10	11	15
Softball	20	3	4	6	8	9	12
Boys Tennis	14	3	3	5	6	7	9
Track & Field	20	3	4	6	8	9	12
<b>Other Activities</b>							
Drama	8-9	1	2	3	dismissal	dismissal	dismissal
Forensics	9	1	2	3	dismissal	dismissal	dismissal
Jazz Band/ Show Choir	8	1	2	3	dismissal	dismissal	dismissal
VEX Robotics	8-9	1	2	3	dismissal	dismissal	dismissal

- C. In addition to the aforementioned penalties imposed on the student who chooses to violate the SMCHS Co-Curricular Code of Conduct, co-curricular advisors and coaches must adhere to the above guidelines but may also impose additional consequences if these penalties have been published to students/parents prior to participation, and if the penalties do not supersede nor contradict the approved code of conduct.
- D. Individual Renewal Plan (IRP) – If an SMCHS student reaches a serious state of violation, he/she may request an opportunity from the administration for renewal and rehabilitation. The student must take the initiative in seeking a contractual agreement with the administration.



The agreement shall outline areas in which the student must demonstrate renewal and rehabilitation. The purpose of the contract is to empower the student to take responsibility for his/her strides in self-knowledge and to empower responsibility for self-improvement. This creates a fair and equitable policy that will result in maintaining a positive school atmosphere for all student athletes.

After the contract terms have been agreed upon and signed, the student has up to 30 calendar days to demonstrate progress by gathering documentation to present to the administration. The student, in the meantime, shall attend classes and focus on gathering recognition as being in 'good standing' with the SMCHS school community (adapted from "Getting a Second Chance" by Julia A. Davidow *Principal Leadership*, January, 2006).

#### 14. Procedure for Determining Code Violations for Co-Curricular Activities

- A. The administration must take action based upon reasonable suspicion or probable cause. This involves asking a student if he/she did, in fact, violate the SMCHS Co-Curricular Code of Conduct. It is expected that each student will be honest and forthright with the school officials.
- B. If it is found that a violation is likely to have occurred, the administration will contact the student and his/her parents/guardian to set up a meeting to review the incident and consequences. During the review of the incident/allegations of code violation, the administration will provide a written statement identifying the specific provision of the code that has allegedly been violated.
- C. If it is determined that a violation has occurred, the administration will prepare a statement identifying the specific incidents or facts leading to that conclusion and an explanation of the consequences that will be imposed as a result of the violation. Consequences of code violations shall follow the outlined plan, and take into consideration previous offenses and each violation's circumstances.
- D. Upon completion of this review process, the administration will communicate in writing to the student and parents the co-curricular disciplinary consequences that will be followed.
- E. To code violation witnesses:
  1. Any person (adult or peer) accusing a student of breaking any provision of the SMCHS Co-Curricular Code of Conduct must sign a statement that details the violation. This statement may be made available to the student, parent, and school official in charge upon request. The witness, if needed, must also be available for attendance at any subsequent conference where the violation will be discussed.
  2. Information concerning the violations will include the following:
    - Nature of the violation; place, date and approximate time of the violation
    - Circumstances pertinent to the violation
    - Name and signature of person reporting the violation

#### 15. Additional Notes

- A. If a penalty cannot be completed in one season, the following will apply:
  1. If a suspension carries over from regular season to post-season, each post-season contest will count as one event toward the satisfying the suspension. However, per WIAA rules, if a student is ineligible for one post-season contest, he/she is ineligible for the remainder of the post-season.
  2. A student will serve the remaining portion of the suspension, or the entire suspension, during the next sport/activity in which he/she participates. The penalty will carry over from year to year until the suspension has been completely fulfilled.
  3. Athletes under code violation suspension for any portion of a season will not be eligible for any conference, regional, or state recognition for that season.



4. Athletes under code violation suspension for any portion of a season will not be eligible for any team awards, including lettering.
- B. An athlete serving a suspension must be on that sport/activity's roster from the beginning of the season to its conclusion. No student serving a suspension may join a sport/activity already in progress or leave a sport/activity before the end of its season and consider his/her suspension fulfilled. The administration will notify coaches/activity directors when a suspended student is again eligible for competition.
- C. Coaches/activity directors in charge of an activity have the right to judge minor violations of team policy not covered by this code and assess appropriate penalties. The administration should be informed of such actions that result in suspension from competition.
- D. The consequences for code violations apply to students in all school-sponsored co-curricular activities. A student will serve consequences in activities they are involved in for a code violation.
- E. Students who have been suspended for code violations shall retain their acquired code status throughout their attendance at St. Mary Catholic High School.
- F. Any student who wishes to quit a co-curricular activity must adhere to the following guidelines:
  1. The student must contact the coach/advisor or athletic director privately to discuss issues/concerns.
  2. If it is determined that the participant is withdrawing from the co-curricular activity, there must be an exit interview with the appropriate co-curricular coach/staff member and the student.
  3. All equipment, uniforms, school props and materials must be returned to the school in good condition or the cost of the materials/equipment must be paid to the school.
  4. The decision to withdraw from the co-curricular activity is binding for the entire academic year.
- G. Failure to comply with these requirements will result in a 20% suspension of participation in the next co-curricular activity in which the student/athlete chooses to participate in at SMCHS. The administration retains the discretion to review the above consequences and ensure a student serves appropriate consequences. The student can be brought back into the co-curricular activity at the appropriate level upon approval by the administration.

#### 16. **The Appeal Process**

- A. The appeal of any disciplinary action shall be addressed at the lowest level possible. Appeal to the next level will not be considered unless the complaint has been addressed on the previous level.
- B. Level I  
Concerns shall be addressed to the administration as soon as possible after written notification occurs. A meeting shall take place between the parties and an attempt made to informally resolve the situation.
- C. Level II  
If no satisfactory resolution is reached at Level I, an appeal may be made to the SMCS president. The SMCS president shall review all documentation and records of meetings. Interviews with the parties involved may be conducted. A written decision by the President shall be presented to all parties involved, and that decision is final (SMCS Policy 5027).