

## 2019-20 Back to School—Required Student Forms

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### Medical Authorizations

**MEDICAL TREATMENT:**

I hereby authorize the treatment, administration of anesthesia or surgical treatment for my minor son / daughter in the event of a medical situation occurring during my absence or when the hospital or physician(s) are unable to contact me. This authorization extends to any hospital, physician(s), and nursing personnel within the physician's staff. I release from medical responsibility and liability the hospital, physician(s), and nursing personnel for performing medical procedures acting on the authority of this medical treatment consent form which such medical providers deem necessary for my minor child.

**IBUPROFEN/TYLENOL ADMINISTRATION:**

I hereby request and authorize the administrative staff at SMCHS to dispense Tylenol / Ibuprofen (or a similar product) to my child at his/her request.

**PRESCRIPTION INHALER:**

I hereby request and authorize my son / daughter to carry his/her **prescription inhaler** on his / her person at all times. **(SIGN AND CONSENT ON SIGNATURE PAGE AT END.)** Release is valid for the entire school year.

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### Field Trip Permission

Date	Purpose / Location	Transportation
9/11/2019	FRESHMAN Retreat	Bus / Van
9/18/2019	ALL SCHOOL Mass at Notre Dame, Green Bay	Bus / Van
9/27/2019	ALL SCHOOL Service Morning ... Various Locations	Car / Bus / Van
10/23/2019	JUNIOR Retreat	Bus / Van
DATE TBA	FRESHMAN Campus Visit to UW Madison	Bus / Van
1/30/2020	ALL SCHOOL SMCS Catholic Schools' Week Mass @ SG	Bus / Van
2/12/2020	SOPHOMORE Retreat	Bus / Van
1/31/2020	ALL SCHOOL Fox Cities Performing Arts Center	Bus / Van
5/20/2020	SENIOR Affirmation Retreat	Bus / Van

*I hereby request and give permission for my son / daughter to participate on the field trips listed above. He / she is adequately covered by insurance for any injury that he / she might sustain. I have discussed this with my spouse (if appropriate) and we both hereby release St. Mary Catholic High School and the persons in charge of these outings from any liability in connection with the same. (SIGN AND CONSENT ON SIGNATURE PAGE AT END.)*

# Acceptable Use--Technology

**Student and Parents/Guardians—Please read thoroughly and consent on signature page.**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of SMCHS. Network and Internet access is provided to further the legitimate educational goals of this institution. SMCHS provides computing and network resources for the use of students, employees, volunteers, and others affiliated with the school and all users are expected to conduct their on-line activities in an ethical and legal fashion. The use of all resources is a privilege, not a right.

## **General Rules:**

- Respect the values of the Catholic Church within all transmissions of material on the Internet; this includes, but is not limited to, pictures, sounds, videos and text. Objectionable material, including pornography and offensive language, shall not be viewed or transmitted at any time.
- Respect the privacy of others; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves as another user. Revealing any personal information, home address or personal phone number of oneself or those of students, teachers, catechists or other staff members is strictly forbidden.
- Unauthorized downloading of information to any student's storage area will not be acceptable.
- Technology resources shall not be used for non-academic purposes, (ex. playing games, bulletin boards, chatting, using for commercial activities, product advertisement or political lobbying)

## **The following are not permitted; participation in them will be considered vandalism.**

- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Transmission of any material in violation of any U.S. or state regulation. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Using others' passwords
- Intentionally wasting resources (ex. Paper)
- Changing computer hardware and/or software settings
- Creating and/or distributing a computer virus over the network will not be acceptable
- Any irresponsible use that results in the computer being unavailable to other users.

Network storage will be treated like school lockers. Network administrators will review files and folders to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will be private. Files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer hard drive.

## **Consequences:**

Any attempt to violate the provisions of this agreement will result in the following consequences – regardless of the success or failure of the attempt. The decision of the administrator regarding inappropriate use of the technology or telecommunication resources is final. Depending on the violation, one or more of the following sanctions may be invoked:

1. Loss of access to equipment.
2. Notification to law enforcement agencies.
3. SMCHS reserves the right to seek financial restitution for any damage caused by a student or other user.
4. Additional disciplinary action deemed appropriate by SMCHS administration (ex. detention, suspension, etc.)

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

Students may bring personal electronic devices to school. Students may use these devices in common areas only during passing time and lunch time. 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:

- 1-3 offense honor card mark and confiscation of the device, which can be picked up from the teacher after school.
- 4-6 offense – honor card mark and confiscation of the device, which can be picked up from the administration after school.
- 7 + honor card mark, confiscation of the device, which can be picked up from the administration after school by a **parent/guardian.**

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.**

***(SIGN AND CONSENT ON SIGNATURE PAGE AT END.)***

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## **Handbook Acknowledgement**

By our signatures below (on signature page), we acknowledge that we have read and understand the St. Mary Catholic Schools (SMCS) / St. Mary Catholic Middle School (SMCMS) policies, procedures, and expectations as listed in the SMCMS Student / Parent Handbook, including the athletic handbook.

Link to: [Student and Parent Handbook](#)

Link to: [Co-Curricular Code of Conduct](#)

***(SIGN AND CONSENT ON SIGNATURE PAGE AT END.)***

# Diocesan Code of Pastoral Conduct for Students

## (All students must consent and sign on signature page)



Appendix 4-3

### Youth Employee or Youth Volunteer Code of Conduct

Children and individuals at risk depend on the community at large to help keep them protected and safe. As a youth volunteer or employee, I have a role and responsibility in promoting a healthy and safe environment for children and individuals at risk as well as for my peers and the adults in our community. I pledge to witness in word and example my discipleship in Jesus and model a life consistent with the teachings of the Catholic Church, promoting through my own choices and behaviors a way to love God and neighbor as self.

#### **As a youth volunteer or youth employee, I will:**

Treat everyone with respect, loyalty, patience, courtesy, and dignity through my behavior, language, and dress.

Treat all property and materials with respect.

Maintain a positive attitude and spirit rather than one colored by criticism, sarcasm, competition, or comparison, when working with children, individuals at risk, peers, and other adults.

Uphold all guidelines, rules, or requirements as set forth by the ministry supervisor and the program in which I am serving.

Avoid situations where I am alone with children, individuals at risk, other young people, or other adults.

Inform the ministry supervisor, principal, pastor, or parish director if a child, individual at risk, peer, or other adult gives me a gift.

Refrain from giving expensive gifts to children, individuals at risk, my peers, or other adults without prior written approval from the parents or guardians and ministry supervisor, principal, pastor, or parish director.

Report any suspected abuse to the ministry supervisor, principal, pastor or parish director, or if necessary, the Diocesan Assistance Coordinator at (920) 272-8174 or toll-free 1-877-270-8174 or mail to P.O. Box 23825, Green Bay, WI 54305.

#### **When acting as a youth volunteer or youth employee, I will not:**

Possess any weapon, tobacco product, alcohol, any illegal drug or sexually explicit material.

Use profanity, humiliate, ridicule, threaten, or degrade any child, individual at risk, peer, or other adult.

Touch a child, individual at risk, peer, or other adult in a sexual or other inappropriate manner.

I understand that as a youth volunteer or youth employee serving children, individuals at risk, peers, or other adults, I agree to participate in all training as requested by my ministry supervisor, principal, pastor, or parish director. I pledge to adhere to this Code of Conduct and I understand that any action inconsistent with this Code or failure to take action outlined in this Code of may result in my removal as a youth volunteer or employee.



# Diocesan Code of Pastoral Conduct for Volunteers (All parents/guardians must consent and sign on signature page)



## DIOCESAN CODE OF PASTORAL CONDUCT FOR VOLUNTEERS

The Diocese of Green Bay expects those who volunteer service to conduct themselves properly and appropriately in their relationships with the people they serve, especially with minors and individuals at risk.

As a volunteer, I promise to strictly follow and adhere to the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and individuals at risk of our parish/school.

### As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children/youth or individuals at risk. i.e., in a residence, sleeping facility, locker room, dressing facility or other closed room or isolated area.
- Use positive reinforcement rather than criticism, competition, or comparison when volunteering.
- Refuse to give or receive any gifts without approval from appropriate administrators.
- Report suspected abuse of a minor to the Department of Health and Family Services, local civil authorities and the program administrator. Failure to report suspected abuse to civil authorities is a misdemeanor. Also contact the Diocesan Assistance Coordinator at 920-272-8174.
- Report suspected abuse of an individual at risk to the Wisconsin Bureau on Aging and Long-Term Care Resources telephone line at 608-266-2568. Ask for the contact names and numbers for Adult Protective Services in your home county.
- Call 911, police, or the hospital emergency room if someone is in imminent danger.
- Cooperate fully in any investigation of abuse.
- Be responsible for maintaining clear professional boundaries if an inappropriate personal or physical attraction develops between myself and children/youth or individual at risk.
- Use a team approach to managing emergency situations.

### As a volunteer, I will not:

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Pose any health risk (i.e., no fevers or other contagious situations).
- Touch anyone in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates others.

### Confidentiality

Trust is one of the cornerstones in all pastoral relations. Volunteers should understand they have an ethical duty not to disclose confidential information they may come upon during the course of being a volunteer.

### Conflicts of Interest

Avoid all situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

### Ethical Misconduct

Volunteers have a responsibility for maintaining the highest ethical standards. When an uncertainty exists about a situation or that violates religious, moral, or ethical principles, discuss the issue with your supervisor.

### Acknowledgement

I understand that as a volunteer working with children, youth or individuals at risk, I am subject to a thorough background check including criminal history and completion of the VIRTUS Protecting God's Children Adult Awareness Session. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

# Senior Privilege Application

(For Seniors Only—this form must be printed and handed into the school office.)

Student Name: \_\_\_\_\_

Student Cell Phone: \_\_\_\_\_

Make/Model of Vehicle: \_\_\_\_\_ Year: \_\_\_\_\_

SMCHS Permit Number: \_\_\_\_\_ Color: \_\_\_\_\_

1. During the school day, when not in a regularly scheduled class or school activity, I will be in the Resource Center, with another teacher for class help, in the Commons, out of the building or off of school property.
2. I have permission from my parents and school authorities to leave campus during lunch. (Open Campus Lunch.) I am responsible for not being tardy for my next regularly scheduled class period. When I return to campus from lunch, I need to wait in the Commons with the student body for the beginning of the next class period. I will not bring food back into the Commons from off campus sites.
3. I have permission from my parents and school authorities to leave campus after my last scheduled class each day. There will be certain days when an activity is planned after the last class period (e.g. Homecoming, pep rally, etc.). On these days, I must remain at school to attend this activity. I can be in the Commons, in the Resource Center, or getting help from another teacher on these specific days.
4. At no time will I be loitering in an area in school. I must be in the areas designated in the above. If loitering occurs repeatedly, I am in jeopardy of losing my Senior Privilege for a specific amount of time, as designated by the principal and associate principal.
5. To remain eligible for Senior Privilege, I must maintain at least a 2.00 GPA each quarter and not fail any of my classes. At any point that I am in danger of failing a class, my Senior Privilege may be revoked by the administration and I will be placed in study hall or guided study as solely decided by the administration. I also must maintain a positive discipline record and demonstrate positive leadership within the school.
6. This privilege may be revoked if I do not follow school rules, procedure, or policies. Requests to revoke this privilege may be made by my parents, my teachers, or any of the school authorities. The final decision to approve or revoke this privilege will be made by the principal or associate principal. If revoked, the privilege may be reinstated after a designated time determined by the principal or associate principal.

***STUDENTS: I understand and agree to follow the above rules concerning Senior Privilege.***

Student Printed Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***PARENTS: I request that my child be granted permission from the school to have Senior Privilege. I fully realize that I am responsible for any liability that my child may incur when he/she is off campus and that I cannot hold the school responsible for my child's actions or activities while off campus during school hours.***

Parent Printed Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUIRED FORMS--SIGNATURE PAGE (Page 1)

**FAMILY NAME:** \_\_\_\_\_

The following forms/signatures apply to the all students listed (please print):

Student 1 \_\_\_\_\_ Grade: \_\_\_\_\_

Student 2 \_\_\_\_\_ Grade: \_\_\_\_\_

Student 3 \_\_\_\_\_ Grade: \_\_\_\_\_

*Please note: Family and emergency contact information and emails used for school communication is obtained from the registration database. Please make sure your information is up-to-date. You can check this information in your registration record. Here is the link to the website:*

<http://smcatholicschools.org/admissions/registration/>

### STUDENT SIGNATURES:

By checking the box and signing below, I accept and authorize each as listed:

- ACCEPTABLE USE POLICY:** I understand and will abide by the SMCHS Technology Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action initiated.
- HANDBOOK ACKNOWLEDGEMENT:** I have read the SMC Parent and Student Handbook and the Co-Curricular Code of Conduct and agree to the terms.
- DIOCESAN CODE OF CONDUCT FOR YOUTH:** I have read the code and agree to the terms.

Student 1 Printed Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student 2 Printed Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Student 3 Printed Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

# REQUIRED FORMS--SIGNATURE PAGE (Page 2)

## PARENT SIGNATURES

By checking the box and signing below, I give accept and authorize each as listed:

- MEDICAL AUTHORIZATION:** I authorize medical treatment for my student as stated above.
- IBUPROFEN/TYLENOL:** I authorize SMCHS to administer as needed.
- PRESCRIPTION INHALER:** I authorize my student(s) to carry his/her prescription inhaler at all times. Please list all student names that this applies to: \_\_\_\_\_  
\_\_\_\_\_
- FIELD TRIP PERMISSION:** I give my student(s) permission to attend listed field trips.

**Will the student(s) require medication while on the field trip? Yes\_\_\_\_\_No\_\_\_\_\_**

If yes, please provide the following information:

Student 1 Name: \_\_\_\_\_ Medication Name \_\_\_\_\_  
Student 2 Name: \_\_\_\_\_ Medication Name \_\_\_\_\_  
Student 3 Name: \_\_\_\_\_ Medication Name \_\_\_\_\_

- \_\_\_\_\_ I have a medical consent form on file in the SMCHS school office.
- \_\_\_\_\_ School staff must carry the medication while on the field trip.
- \_\_\_\_\_ My student self carries the medication.

- ACCEPTABLE USE POLICY:** As the parent of this student, I have read the SMCHS Acceptable Use Policy and I understand that network access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. I also hereby indemnify and hold harmless the Diocese of Green Bay, SMCS, and St. Mary Catholic High School from any claim or loss resulting from any infraction by the student of the policy or any applicable law. I am the primary authority responsible for imparting the standards of ethical and legal conduct that my child should follow. I hereby request and give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.
- HANDBOOK ACKNOWLEDGEMENT:** I have read the SMC Parent and Student Handbook and the Co-Curricular Code of Conduct and agree to the terms.
- DIOCESAN CODE OF CONDUCT FOR VOLUNTEERS:** I have read the code and agree to the terms.

Parent Printed Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Printed Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_