



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)

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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  
2023-24**

*Reviewed/Revised— 08/01/2023*



# St. Mary Catholic Schools

*Grades P3-12*

### **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

A warning bell rings each day at 7:45am. SMC follows a block schedule with one full schedule day built in. Typically, the schedule looks like this:

- 8- Block Schedule (blocks 1-8)
- A Schedule Day (blocks 1,2,5,6)
- B Schedule Day (blocks 3,4,7,8)

### A/B Daily Schedule

SMCHS follows a block schedule on A and B days.

#### A/B Daily Schedule

1 <sup>st</sup> /3 <sup>rd</sup> block	7:50-9:17
Z Block	9:21-9:51
Community block	9:51-9:56
2 <sup>nd</sup> /4 <sup>th</sup> block	10:00-11:31
5 <sup>th</sup> /7 <sup>th</sup> block	11:35-12:00 (lunch)
	12:04-1:31 (Class)
5 <sup>th</sup> /7 <sup>th</sup> split block	11:35-12:00 (Class)
	12:00-12:25 (lunch)
	12:29-1:31
Community block	1:31-1:41
6 <sup>th</sup> /8 <sup>th</sup> block	1:45-3:12

### Zephyr Block (Z-Block)

Z-Block is an intervention block/ advisory time built into the daily schedule. Students will be assigned to an advisory classroom for Z-Block. During advisory time, students can meet with teachers, make up assessments, and work collaboratively with classmates. Z-Block will also be used for class level meetings, club meetings, and all school assemblies. On Thursdays and on Holy days, Z-Block will be used for our all-school Mass.

Z-Block is mandatory for all students. Seniors with release before or after Z-Block, are required to stay on campus for Z-Block.

### 8- Block Schedule

One day a week, typically on **Monday**, we will run a full schedule day consisting of all eight hours. The 8-block schedule is as follows:

1 <sup>st</sup> block	7:50–8:36
2 <sup>nd</sup> block	8:39–9:29
3 <sup>rd</sup> block	9:32–10:18
4 <sup>th</sup> block	10:21–11:07
5 <sup>th</sup> block	Lunch
	Class
5S block	Class
	Lunch
	Class
6 <sup>th</sup> block	12:24–1:10
7 <sup>th</sup> block	1:13–1:59
8 <sup>th</sup> block	2:02–2:48
Clubs/ Activities	2:48–3:12



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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 teacher(s), learning specialist, guidance counselor, administration, 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. [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 course selections require parental approval. All students in grades 9-11 are required to have a minimum of 3.5 credits per semester, unless excused by the administration. Students in grade 12 are required to have a minimum of 3.0 credits per semester.

### **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.

### **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.



**FINAL EXAM INFORMATION—Plan Ahead!**

Families are strongly encouraged to schedule appointments and vacations outside of final exams. Students are required to be in school only during the time of their scheduled exams.

**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 mailed at the end of each semester. 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	98-100	4.00
A	.5	94-97	4.00
A-	.5	91-93	3.67
B+	.5	88-90	3.33
B	.5	84-87	3.00
B-	.5	81-83	2.67
C+	.5	78-80	2.33
C	.5	74-77	2.00
C-	.5	71-73	1.67
D+	.5	69-70	1.33
D	.5	67-68	1.00
D-	.5	65-66	0.67
F	.0	Below 65	0.00
*P	.0	N/A	N/A

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



### **RETAKE 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.

### **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**

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.

### **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 highest cumulative GPA.

The recipient of the Wisconsin Academic Excellence Scholarship is awarded to one valedictorian. It is determined using the following criteria in descending order:

- Highest cumulative GPA:  
*Courses taken in grade 8 that appear on the high school transcript and are regarded in all respects as high school courses will be included in the calculation of the GPA for purposes of the Academic Excellence Scholarship.*
- Greatest number of credits earned in advanced, AP, CAPP, honor level courses, or college courses.
- 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 SMCHS Administration 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.**

### **ACADEMIC DISHONESTY**

SMCHS upholds the core values of honesty and trust, and students should be honest in all interactions. Students found demonstrating dishonesty, cheating or plagiarism will receive disciplinary consequences.

### **DETENTIONS**

A detention can be assessed before, after, or during lunch and is determined by the building administrator. Detentions are typically 30 minutes in length unless otherwise specified. A detention is used as a legitimate consequence of student misconduct, misbehavior or violation of a classroom rule or procedure.

### **Classroom Misbehavior/Violations**

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.

Teachers will submit a discipline referral form to the administration as needed. The administration will follow-up with the student, parent and teacher when a discipline referral is received.

Teachers may also initiate a detention as warranted. 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.

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.
- Violations of any school rules
- 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
- Inappropriate use of technology

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. Consequences for missing a detention may include:

- A detention in addition to the one missed by the student
- Loss of privileges for juniors and seniors
- Possible suspension
- Loss of extracurricular involvement

### **SERIOUS DISCIPLINARY ACTION**

The administration deals decisively with violations that seriously affect the safety and/or good order of SMCHS. Consequences may result in one or a combination of the following: in-school suspension, out-of-school suspension, expulsion, removal/suspension from an extra-curricular team or activity. Examples of actions that result in serious disciplinary actions 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
- 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

### **HAZING/HARASSMENT**

Students engaging in harassment or abusive behavior toward other students will face serious disciplinary consequences. St. Mary Catholic takes these issues very seriously. Consequences for hazing and harassment may result in the loss of extra-curricular participation.

### **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 will result in contact with law enforcement.

### **WEAPONS**

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. Possession of weapons will result in contact with law enforcement.

### **SOCIAL MEDIA**

Students must remember that they are representatives of St. Mary Catholic High School, whether interacting with others in person or online. Distinct guidelines related to social media can be found in the [SMCHS Co-Curricular Code of Conduct](#)).

### **DRESS CODE (Bolded items are new for the 2023-2024 school year)**

St. Mary Catholic Schools reserves the right to determine a norm of appearance for students. Appropriate dress reflects the virtues of modesty and self-respect and is essential to maintaining a positive atmosphere for learning.

#### Bottoms

- Solid colored or patterned dress pants with a finished/hemmed bottom. Athletic pants with elastic bottom (athletic jogger) are not allowed.
- Pants must be 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 not allowed.



- Dress/cargo/khaki shorts of appropriate length (no shorter than fingertips when fully extended down the leg) or capris may be worn during August, September, May, and June.
- **Skirts and dresses are not allowed. (Only allowed on special occasion days-see below)**

#### Shirts

- Shirts must be polo shirts or Oxford-style button down shirts with long or short sleeves.
- Any dress shirt with an appropriate neckline (button down, polo, V neck, round neck).
- All SMC approved tops may be worn.
- **Shirts must be full length with no skin showing at the waist.**
- Sweaters with a modest neckline.
- Sweatshirts (hooded and crew neck) or fleeces (full or quarter zip) with a logo no larger than an index card (3x5 size) may also be worn. This includes no writing on the sleeves.
- Shirts with buttons must be buttoned.

#### Game Day

- Official uniform tops, including uniform jackets.
- If the uniform top is sleeveless, a shirt with sleeves must be worn underneath.
- Team uniform bottoms are not allowed.

#### Footwear

- Heels must be modest in height (approx. < 3 in.).
- Lab students must have teacher-approved footwear with them each day.

#### Jewelry/Makeup

- One nose piercing is allowed, but it must be a small stud (hoops and other designs are not allowed). Brow or lip piercing is not allowed.
- Extremes in jewelry and makeup are not allowed.
- **Males with pierced ears must wear stud earrings only.**

#### Hair/ facial hair

- Hair must be clean, neatly combed, out of the eyes, and of reasonable style and a natural shade.
- **Boys must be clean shaven.**

#### Special Occasion Attire (Holy Days, Graduation, Baccalaureate Mass, Special Mass/ Presenters)

##### Females

- Skirts or dresses of an appropriate length and modest style. Skirts must be longer than the student's fingertips when fully extended down the leg.
- Dress pant with belt loops, zipper, and button closure.
- Neckline must be modest and appropriate for the school / church environment, and sleeves (long or short) are required.
- Sweaters or solid colored, non-logo fleece.

##### Males

- Dress pant with belt loops, zipper, and button closure.
- Button-down dress shirt with a collar and an appropriate tie. The tie must be tied and worn at the traditional collar level, and shirttails must be tucked in. Cargo pants are not allowed.
- Sweaters or solid colored, non-logo fleece may be worn over the dress shirt and tie.

#### Relaxed Dress Days

- Jeans, sweatpants, athletic shorts, **leggings**, and other shorts may be worn. Shorts of any type must be no shorter than the student's fingertips when fully extended down the leg.
- Shirts must be modest and appropriate.

#### Clothing Never Allowed

- Clothing that is very tight or very loose.
- Visible tattoos
- Hoods/ hats inside the building



- Clothing not in agreement with Catholic teachings is not permitted at school or any school-sponsored event.
- Clothing displaying alcohol, drug, inappropriate messages, or sexual references.
- Tattered, torn or frayed clothing.
- Tank tops or shirts without sleeves.
- Any other non-SMCS school (K-12) logo wear.
- Winter jackets.
- Visible undergarments.
- Pants below the waistline.
- **Crop shirts**

All students' attire must comply with the dress code. It is the responsibility of parents to ensure students are dressed according to this dress code before leaving for school. Parents will be notified regarding infractions to the dress code and asked to bring a change of clothes to school or to take some other appropriate action. Detentions may be issued for dress code infractions. 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. See the [Acceptable Use Policy](#) for consequences for improper use

#### SMCHS BYOD Program

- **All incoming freshman and new students** will be required to bring their own device. Please see this link for [BYOD Requirements and Specifications](#).
- **All other students** can use previously purchased laptops from home, purchase a new device meeting the specifications in the link above, or continue to use their \*SMCS issued laptop.

*(\*Please note that all previously agreed upon payment plans will continue as usual until all payments have been made regardless of whether your student chooses to use this laptop. They will continue to receive IT support for this device.)*

#### 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. This email address will be used for teacher communication. Parents emails entered in the registration database will be used for all school communication. Parents are required to have a PowerSchool account and keep mailing/ email addresses updated in PowerSchool.

#### EMERGENCY SCHOOL CLOSINGS

SMCHS is closed if St. Mary Catholic Schools (SMCS) are 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 **Simple Texting** to let families know about school closings and critically important events. To enroll your phone number, please text SMCS to (844) 947-5948. You will receive a confirmation text and a text indicating that when you want to opt out of this service you simply need to reply STOP. You may enroll multiple cell phone numbers using that same process (text SMCS to (844) 947-5948. This text alert system will only be used for closures and emergencies.

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 the student to attend a field trip. Typically, students travel by bus, however, SMCHS vans or a student's personal transportation is sometimes used. Bus and van safety rules are always enforced.

### **FIRE, TORNADO AND LOCKDOWN 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.

### **RESOURCE CENTER**

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

### **LOCKERS**

#### **School Lockers**

A student locker and individual lock are assigned to every student at the beginning of the school year. We always encourage the use of the lock on the locker in order to protect personal belongings and valuables. SMCHS is not responsible for personal belongings and valuables lost or stolen from an unlocked locker. Students must report any damage, missing items, or needed repairs to the school office as soon as possible when noticed. Students may appropriately decorate the inside of their lockers, but they cannot decorate the exterior of lockers. Prolonged storage of food and drink in locker is prohibited. All personal items not being used for class, including winter jackets, must be stored inside student lockers.

The locker and the padlock are the property of SMCHS, and the school reserves the right to inspect the lockers assigned to students at any time. The student will be held responsible for contents within the locker, damage to locker, and lost items including lock. The lock and locker were issued in a like new condition and need to be returned in the same condition. Failure to clean locker, validate lock, and follow proper check out procedures at the end of the school year will result in a \$10 fee. Only SMCHS padlocks are allowed on lockers unless a prior arrangement has been made with administration. School officials will remove any other lock immediately.

### **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. 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. An acetaminophen or ibuprofen product will be dispensed to students as needed, provided parent consent was received on the back-to-school forms. 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 Resource Center. Individual classroom policies are at the discretion of the teacher.

### **PARKING**

All students intending to park on campus must register their vehicle with the high school office. A google form will be sent to students the first week of school gathering vehicle information. Failure to register the vehicle can result in vehicle being towed if we are unable identify the owner. All vehicles must be parked appropriately in the designated areas using one stall.

Students are required to park in the east lot (back of school) during and after school hours. To allow for a better and safer student drop off area, there is NO parking in LANE ONE during 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:

- Loss of parking privileges
- Towing the car at the owner's expense
- Detention

### **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 or as allowed by the classroom teacher. Students may not use electronic devices in classrooms unless permission is granted by a teacher.

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/video recorders are never allowed to be used in restrooms or locker rooms. Unauthorized recordings of other students or teachers is not allowed. Violation of this policy will include disciplinary action and possible police involvement.**

### **SENIOR PRIVILEGE**

Seniors must not be on the D/F list and have completed the **Privilege Agreement** online in order to have open campus during lunch and their privilege class period. The administration will make the final determination if privileges are to be revoked due to behavior.

### **SERVICE HOURS**

Students should complete at least **15 hours** of service every year. A total of 60 hours must be completed to earn a SMCHS diploma. Service hours **must be done for a non-profit** agency, 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.



### **FOOD DELIVERY TO SCHOOL**

Food delivery to school is only allowed during lunch periods and must be delivered to the school office. Any food delivery outside of the lunch period will be held in the office until the end of the day.

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

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. Any school fines or fees still outstanding will be transferred to the family tuition bill/account.

### **VISITORS**

All visitors to school during the school day should have a pre-arranged meeting with a staff member. 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. The schedule will vary slightly due to vacation days. Weekly 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. 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. Contact may be made by calling the school office at (920) 722-7796 or emailing [attendance@smcatholicsschools.org](mailto:attendance@smcatholicsschools.org).

Absent students are responsible for securing class information online via the platform for each class. If a student is absent for several consecutive days, any assignments or materials not available online may be picked up from the school office by parent(s). If a student knowingly will be absent for three or more days, a [pre-absence form](#) must be filled out, returned and approved by school administration.

**A student who is absent for five consecutive days may be required to have a written explanation from a physician or permission from the administration for the absence to be excused.**

### **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. For all absences of three or more days, an [Student Pre-Absence Form](#) must be obtained from the office and signed by all the student's teachers and the administration. 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 final exams unless approved by the administration.**

**Any student who has been absent from a class 16 days in a semester may 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. If warranted, habitually truant students may be referred to law enforcement.

Truant students will receive 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
- 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, the office must be notified before the start of school. The notification can be via a written note, phone call or email from the parent/guardian and must identify the reason for the absence, the date and time of the appointment and the time that the student is expected to return to school. The student is to stop in the office before school to be given a student pass from the office allowing them to leave class at the designated time. The student pass must be presented to the teacher before class to be allowed to leave. The student must sign out in the 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 pass to class. If excused for an appointment, the parent/guardian should have notified the office prior to the student presenting in the office. If these procedures are not followed, 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**

A tardy for reasons other than an appointment are unexcused. A discipline referral will be made for each tardy. Students who incur five tardies during the semester will receive a verbal warning. For the sixth and each subsequent tardy, the student will serve a detention.

Parents are no longer required to call the office to excuse a tardy for reasons other than an appointment. Tardiness for other reasons (i.e. traffic, 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.

### **ATTENDANCE AT SCHOOL FOR CO-CURRICULARS AND PRACTICE**

To participate in **co-curricular practices, rehearsals, meetings, etc.**, students must be in school by 11:00 a.m. and stay through the end of the day on the day of the scheduled activity, unless pre-arranged and/or excused by the administration.

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. Coaches, directors, and advisors are to check the absence list each day (see Section 6 in the [SMCHS Co-Curricular Code of Conduct](#)).