



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  
2019-2020**

*Reviewed/Revised— 10/15/2019*



**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
5A Hour	11:11-11:57
Lunch	11:57-12:21
Lunch	11:08-11:32
5B Hour	11:35-12:21
6 <sup>th</sup> Hour	12:24-1:10
7 <sup>th</sup> Hour	1:13-1:59
8 <sup>th</sup> Hour	2:02-2:48
9 <sup>th</sup> Hour	2:51-3:12

Liturgy/ Mentor 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/ Mentor	10:39-11:39
5A Hour	11:42-12:20
Lunch	12:20-12:44
Lunch	11:39-12:03
5B Hour	12:06-12:44
6 <sup>th</sup> Hour	12:47-1:25
7 <sup>th</sup> Hour	1:28-2:06
8 <sup>th</sup> Hour	2:09-2:47
9 <sup>th</sup> Hour	2:50-3:12

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 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. (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	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 (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 highest cumulative GPA.

The recipient of the Wisconsin Academic Excellence Scholarship is determined by 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 SMCS President and SMCS Director of Educational Services, along with the SMCHS Principal will consider each case individually.

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## **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: Meeting with parents
- 3<sup>rd</sup> offense: 1 day in-school suspension
- 4<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.
- 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

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.
- All SMC approved t-shirts may be worn.
- SMCHS / SMCS logo'd sweatshirts and fleeces may be worn over shirts meeting the dress code as listed above. Any logo other than an SMCHS or SMCS is not allowed.
- 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.

**Liturgy Attire: 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, black or grey 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.

**Liturgy Attire: Boys** (Determined by the principal)

- Boys must wear navy, black, or grey 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 shirttails 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
- Winter jackets

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: [jdoe@smcatholicschools.org](mailto:jdoe@smcatholicschools.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 must obtain a parking permit from the high school office. 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 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.**

### **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 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** 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 Director of Communication at 722-7796 extension 206 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
- 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. 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, 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 to 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.