

2021-22 Back to School—Required Student Forms

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I. Field Trip Permission

Date	Purpose / Location	Transportation
9/29/2021	FRESHMAN Retreat at Camp Tekawitha	Bus / Van
10/14/21	SOPHOMORES FOCUS event (formerly PARTY at the PAC)	Bus / Van
TBD (late October)	JUNIOR Retreat at Holy Hill	Bus / Van
TBD (early February)	ALL SCHOOL SMCS Catholic Schools' Week Mass	Bus / Van
TBD (Late March)	SOPHOMORE Retreat at Our Lady of Good Help	Bus / Van
TBD	ALL SCHOOL Fox Cities Performing Arts Center	Bus / Van
5/18/21	SENIOR Affirmation Retreat	Bus / Van

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

II. Handbook Acknowledgement

Please use the link below to read the SMCHS Student and Parent Handbook. You will be asked to sign on the signature page acknowledging that you have read and understand the St. Mary Catholic Schools (SMCS) policies, procedures, and expectations listed in these documents.

Link to: [2021-22 Student and Parent Handbook](#)

(SIGN AND CONSENT ON SIGNATURE PAGE.)

III. Acceptable Use--Technology

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

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

General Rules:

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

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

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

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

Consequences:

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

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

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

Students may bring personal electronic devices to school. Students may use these devices in common areas only during passing time and lunch time or as allowed by the classroom teacher. Students may not use electronic devices in

classrooms, unless permission is granted by a teacher. Students should 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.

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.

(SIGN AND CONSENT ON SIGNATURE PAGE AT END.)

IV. Medical Authorizations

MEDICAL TREATMENT:

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

IBUPROFEN/TYLENOL ADMINISTRATION:

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

PRESCRIPTION INHALER:

I hereby request and authorize my son / daughter to carry his/her **prescription inhaler** on his / her person at all times.

Release is valid for the entire school year.

(SIGN AND CONSENT ON SIGNATURE PAGE.)

V. Diocesan Code of Pastoral Conduct for Students (All students must consent and sign on signature page)



Appendix 4-3

Youth Employee or Youth Volunteer Code of Conduct

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

As a youth volunteer or youth employee, I will:

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

Treat all property and materials with respect.

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

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

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

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

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

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

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

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

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

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

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

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



DIOCESAN CODE OF PASTORAL CONDUCT FOR VOLUNTEERS

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

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

As a volunteer, I will:

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

As a volunteer, I will not:

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

Confidentiality

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

Conflicts of Interest

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

Ethical Misconduct

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

Acknowledgement

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

*1289AC
February 2012