



St. Mary's Springs Academy

High School Co-Curricular Code of Conduct

2020-2021

Revised July, 2020

SMSA - High School
255 County Road. K
Fond du Lac, WI 54937

www.smsacademy.org

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VISION St. Mary's Springs Academy inspires students to live a purpose-filled life through inclusion in the Catholic community, development of God-given strengths, and a commitment to individualized academic achievement.

MISSION St. Mary's Springs Academy, rooted in Christ's teaching, academic excellence, and service to Church and community, prepares students to meet global challenges and become leaders for tomorrow.

I. CORE VALUES - THE LEDGER WAY

FAITH - We live our Catholic Faith in both word and action. We are disciples of Jesus Christ, called to be living examples of both faith and stewardship.

LEARNING - We are committed to excellence in education through personal growth and achievement. We strive to be inquisitive critical thinkers, problem solvers, and team players.

RESPECT - We treat God's people with respect and kindness at all times. We acknowledge our differences, offering compassion, empathy and tolerance.

LEADERSHIP - We are devoted to a life of servant leadership, going above and beyond to serve the school, parish, community and world. We are responsible citizens and Christians committed to living life, promoting peace, and fostering social justice.

COMMUNITY - We foster a welcoming, supportive, engaging and collaborative community that works in unison to overcome challenges and celebrate success. Together we honor our traditions and work in partnership to advance our institution.

RESPONSIBILITY - We lead by example and are accountable for our actions, even when it's difficult. We affirm sound judgement and trustworthy behavior.

II. INTRODUCTION & OVERVIEW

This Co-Curricular Code of Conduct provides the necessary information and guidance to student participants and their parents/guardians so that they may successfully participate in co-curricular activities offered at St. Mary's Springs Academy High School and Middle School.

Participation in co-curricular activities is a privilege to the student that brings accompanying responsibilities. St. Mary's Springs Academy is based on Catholic, Christian values. When a student chooses to represent St. Mary's Springs Academy, he/she is expected to display high standards of behavior, good sportsmanship, and respect for others, by observing the specific expectations and regulations included in the Student Handbook and this Code of Conduct.

St. Mary's Springs Academy High School students will adhere to the expectations of St. Mary's Springs Academy High School, the Wisconsin Flyway Conference (rule clarifications are available upon request by contacting the Athletic Offices), and the WIAA (www.wiaawi.org). Students participating in co-curricular activities are expected to follow the expectations and regulations throughout the full 365 day calendar year. Adherence to the Code begins at the earlier of the first official co-curricular activity date, or registration date, through graduation or the student's last official co-curricular activity date, whichever is later. It is the responsibility of the parents/guardians to assist SMSA in encouraging their child to develop habits that follow the Code.

Participation in co-curricular activities extends learning experiences beyond the traditional classroom environment. These activities are important to the total educational development of participating students by providing the following opportunities:

- Witness love for Jesus by representing Him, your parents, your school, your community and yourself properly at all times.
- Grow in faith and love for your Savior and develop a greater appreciation of the God given gifts with which you have been blessed.
- Develop knowledge of and interest in sports and a variety of other co-curricular activities.
- Develop positive sportsmanship and academic growth through competition and participation.
- Promote healthy habits that include proper mental/physical/social/ spiritual conditioning and development.
- Find areas of endeavor in which to succeed.
- Encourage social and civic responsibilities. We trust that clear communication and understanding of the St. Mary's Springs Academy Co-Curricular Handbook will provide a sound basis under which the student participant will enjoy a successful and positive experience at SMSA.

III. DEFINITION OF CO-CURRICULAR ACTIVITIES

A. Co-curricular activities are defined as any school-related, organized activity that is offered outside of academic class requirements.

B. Participation in any SMSA co-curricular activity is governed by school expectations.

C. Co-curricular activities governed by our SMSA Code of Conduct for grades 9-12 are divided into two distinct categories. Each category has unique rules and expectations which regulate participation. The two categories include:

1. Category 1 - Athletics, Performance/Competition-Based Activities

a. Interscholastic athletics are considered Category 1 activities and are governed by the SMSA co-curricular code and the Wisconsin Interscholastic Athletic Association (WIAA) (5TH- 8TH grade activities are not governed by the WIAA).

b. Performance/competition-based activities are also considered Category 1 activities under the SMSA co-curricular code. However, these activities are not sanctioned by the WIAA.

c. Students participating in Category 1 activities will be expected to comply with the academic team expectations, attendance rules, and social behavior and conduct expectations listed as part of the SMSA co-curricular code. In order to be eligible to participate, students must be in good academic standing, exhibit proper school behavior, and have no school violations of any type. Students who violate stated rules are subject to the consequences laid out in this co-curricular code (See Violations and Consequences for Type 1, Type 2 and Type 3 Violations).

ATHLETIC ACTIVITIES

Boys Fall

Cross Country (HS, 6th–8th)
Football (HS, 5th–8th)
Soccer (HS – Co-op)

Girls Fall

Cross Country (HS, 6th–8th)
Volleyball (HS)
Tennis (HS)
Cheerleading (HS, 5th–8th)
Basketball (7th–8th)
Volleyball (5th–6th)

Boys Winter

Basketball (HS, 5th–8th)
Hockey (HS)
Wrestling (HS – Co-op)

Girls Winter

Basketball (HS, 5th–6th)
Hockey (HS – Co-op)
Dance (HS)
Volleyball (7th–8th)

Boys Spring

Track (HS, 6th–8th)
Tennis (HS)
Baseball (HS)
Golf (HS)

Girls Spring

Track (HS, 6th–8th)
Softball (HS)
Soccer (HS)
Golf (HS) (Part of boys team)

PERFORMANCE/COMPETITION-BASED ACTIVITIES

Bowling

Drama

Forensics

Jazz Band/Vocal Jazz performances in the community outside of school

School Musical/Play

2. Leadership/Public Recognition Activities

a. This category includes those activities that have as their membership representatives elected or appointed to positions of leadership and/or public recognition. There will be an application, nomination or selection process established by the building administration for these activities. Students in this category are expected to be representative of the values, expectations and ideals supported by the school.

b. Students participating in any Category 2 activities will be expected to comply with the academic expectations, attendance rules, social behavior and conduct rules listed as part of the SMSA co-curricular code. In order to be eligible to participate, students must be in good standing, exhibit proper school behavior, and have no school violations of any type. Students who violate stated rules are subject to the consequences laid out in this co-curricular code (See Violations and Consequences for Type 1, Type 2 and Type 3 Violations). In addition, students who violate stated rules are subject to removal from the activity as deemed appropriate by the activity advisor and/or the building administration. All final eligibility determinations for Category 2 will be made by the advisor and/or the Assistant Principal for Student Affairs.

LEADERSHIP/PUBLIC RECOGNITION ACTIVITIES

Badger Boys State
Badger Girls State
Class Officers
Club Officers
Commencement Speakers
Homecoming Court
National Honor Society Officers
Student Council Officers

D. Considerations

1. Music (or other) Classes Where Students May Perform In Public as Part of Class Grade

- a. All students participating in music (or other) curriculum classes where they may perform in public as part of their class grade will adhere to school board policies, school expectations, and classroom expectations and regulations.
- b. Behaviors of students will be addressed by the individual classroom teacher and/or administration as deemed appropriate. Decisions about a student performing in public will ultimately be made by the teacher/administration and are not subject to review under this co-curricular code.

2. Interest Clubs

- a. Interest clubs are defined as those clubs generated by student or staff interest. Students participate on a voluntary basis and are not involved in public performance.
- b. The co-curricular code does not specifically affect student participation in interest clubs. Interest clubs will be governed by School Board policies, school rules and regulations, and the written club rules. In cases where disciplinary situations may arise, the advisor will confer with the building administrator to determine appropriate action.

IV. ELIGIBILITY RULES

A. Wisconsin Interscholastic Athletic Association (WIAA) Rules of Eligibility.

Students participating in interscholastic athletics must abide by the specific rules of eligibility as stipulated by the WIAA.

B. Academic Rules

1. A student must meet SMSA, DPI, and WIAA requirements defining a full-time student and have received all passing grades (including no incompletes) in the most recent grade reporting period.
2. **SMSA CRITERIA:** A student's academic eligibility to participate in athletics or co-curricular activities is assessed and confirmed at each academic Quarter. To be fully eligible for participation in SMSA athletics or co-curricular activities, Ledgers must pass all of their courses at the Quarter grading periods. Students with one or more failing grades (F) at a Quarter Grading period are determined to be *temporarily ineligible* for participation in SMSA

- athletics or co-curricular activities. Students may regain eligibility by improving their failing grade to a passing grade within the designated period of time (see charts below).
3. The S.O.S. (Supporting our Students) committee will complete a grade check following the end of each quarter.
 4. At the end of each quarter, the Assistant Principal for Student Affairs will inform all students who are currently earning a grade of "F" of their eligibility status.

Students with ONE "F" grade: May complete a [Regain Student Eligibility Form](#) and submit this to the Assistant Principal, Dean of Student Life for reinstated eligibility no sooner than 8 school days from the "effective date" of this notice (November 17). If the Assistant Principal, Dean of Student Life shall verify the grade improvement and ZERO "F" grades in all courses, the student shall regain athletic and co-curricular eligibility on the NEXT calendar date (November 18). If the student cannot demonstrate ZERO "F" grades after 8 school days, they may apply for reinstatement on any day up to day 15 past the effective date (December 2). If the Assistant Principal, Dean of Student Life shall verify the grade improvement and ZERO "F" grades in all courses, the student shall regain athletic and co-curricular eligibility on the NEXT calendar date (December 3). If the student cannot demonstrate ZERO "F" grades after 15 school days, they may not apply again for eligibility until the next Quarter grading period

Student with TWO "F" grades: May complete a [Regain Student Eligibility Form](#) and submit this to the Assistant Principal, Dean of Student Life for reinstated eligibility no sooner than 15 school days from the "effective date" of this notice (December 2). If the Assistant Principal, Dean of Student Life shall verify the grade improvement and ZERO "F" grades in all courses, the student shall regain athletic and co-curricular eligibility on the NEXT calendar date (December 3). If the student cannot demonstrate ZERO "F" grades after 15 school days, they may not apply again for eligibility until the next Quarter grading period.

Student with THREE or more "F" grades: Shall remain ineligible to participate in athletic and co-curricular activities during all of Quarter II. The student may not apply again for athletic or co-curricular eligibility until the next Quarter grading period.

5. During the period of ineligibility the student may participate in practice, but may not participate in contests/games or performances.
6. A student who is academically ineligible may not depart school before 3:15 p.m. to travel with their activity or team.
7. The ineligibility status described above will be adjusted as follows for students in fall sports in which the date of earliest allowed competition is before the first day students are in class:
 - a. The minimum ineligibility period shall be the lesser of
 - i. 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or
 - ii. One-third of the maximum number of contests/games/performances allowed in a sport (rounded up if one-third results in a fraction)
8. Middle school grades will not carry over into high school.
9. Students with special needs may have their eligibility assessed with input from the Student Success Suite director.

C. Attendance Rules

1. All students must be in school ALL DAY of scheduled events and/or practice in order to participate

2. Students may not participate in any co-curricular activity during/after school on the same day as an unexcused absence.
3. Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day.
4. Exceptions to these attendance rules will include the following:
 - a. Absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual extenuating circumstances as cleared in advance.
 - b. Absences in an activity that is related to a classroom grade.

D. Impact of Quitting/Removal

1. A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coaches or advisors involved. This does not apply if a student is cut from a team.
2. A student who is removed from one activity for disciplinary reasons shall be ineligible to participate in another activity during that season.

V. **SOCIAL BEHAVIOR & CONDUCT RULES AND GUIDELINES FOR MINIMUM PENALTIES**

A. Accountability for Violations of Conduct Rule

1. A student is accountable to the Code from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her high school co-curricular activity career (including summer months).
2. The student is expected to apply common sense and follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times. Students shall be encouraged to seek help through the guidance department whenever personal problems may be affecting student conduct.
3. Rules are established for the best interests of the participants and their school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, team, coach/advisor and school. Rules must be observed by all participants throughout the year (365 days), including when the particular activity is not in season. The three types of violations listed below and accompanying consequences are an attempt to blend appropriate consequences through an educational lens.

B. Type I Violations

1. Violating school rules (per Student Handbook) and/or displaying misconduct inconsistent with the Ledger Way core values or expectations for an athlete at a WIAA member school.
2. The following is a list of examples of violations that may impact participation. This is not an all-inclusive list.
 - Hazing
 - Bullying
 - Inappropriate social media use
 - Vandalism
 - Cheating
 - Physical altercation
 - Tampering with emergency management systems
 - Reckless behavior
 - Gambling
 - Stealing
 - Immoral conduct

C. Type I Consequences

1. Category 1 (Athletics/Performance/Competition-based Activities)
 - a. Participants will be suspended for no less than one contest/event/performance of the current Category 1 activity in which the student is involved (or the next upcoming Category 1 activity if out of season).
 - b. The suspension will be extended into the next season until the full suspension has been served.
 - c. Participants are able to practice with their team, but not able to perform or compete until suspensions are completed.
2. Category 2 (Leadership-based Activities)
 - a. Participants will serve five hours of community service determined by the Assistant Principal of Student Affairs.
 - b. Category 2 participants are subject to removal from the activity/activities as deemed appropriate by the activity advisor/building administration. All final eligibility determinations will be made by the activity SMSA administration.

D. Type II Violations

1. The following is a list of examples of violations that may impact participation. This is not an all-inclusive list. Type II violations are cumulative.
 - a. Alcohol, Tobacco, and Other Drug Related Athletic Code Violations

- i. Use, possession, buying, or selling of alcohol, tobacco, vaping, e-cigarettes, illegal drugs, performance enhancing drugs, and misuse of prescription drugs
- ii. Use, possession, buying of look-a-like beverages such as non-alcoholic beer and other beverages or intoxicant look-a-likes.
- iii. Possession or use of drug paraphernalia
- iv. Remaining present at events/parties or situations where alcohol or other illegal/controlled substances are being illegally consumed. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illegal activities.
- v. Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place.
- b. Violations that lead to out of school suspension
- c. Significant misconduct (as determined by SMSA administration) inconsistent with the Ledger Way core values or expectations of an athlete at a WIAA member school.

E. Type II Consequences

1. Category 1 (Athletics)

- 1st Violation: In addition to Student Handbook consequences, the athlete will earn a minimum suspension of 25% loss of games/events scheduled that season (rounded up or down to the nearest whole game; i.e. 2.4 = 2 games, 2.5 = 3 games). At the time of violation, the 25% will be based on the competition schedule at the beginning of the season, which will determine the date upon which the athlete can return.

The Performance/Competition Based student will have a minimum suspension of four weeks (28 full calendar days and nights) of the activity.

- 2nd Violation: In addition to Student Handbook consequences, the athlete will earn a minimum suspension of 50% loss of games and matches. At the time of violation, the 50% will be based on the competition schedule at the beginning of the season, which will determine the date upon which the athlete can return.

The Performance/Competition Based student will have a minimum suspension for eight weeks (56 full calendar days and nights) of the activity.

- 3rd Violation: As well as additional consequences that the Administration deems appropriate for the situation, the student will be ineligible to participate in any activity for the remainder of their high school years.

2. Category 2 (Leadership-based Activities)

- 1st Violation: In addition to the Student Handbook consequences, the student will lose his/her officer position for the remainder of the year. Membership in the organization is permitted.

- 2nd Violation: In addition to the Student Handbook consequences, the student will become ineligible for a leadership position in any organization for the remainder of their high school career. He/she may still become or retain membership in a student organization.
- 3rd Violation: In addition to other consequences Administration determines is appropriate, the student will be ineligible to participate in any activity for the remainder of their high school years. Note: A student who is ineligible during the balloting process is not eligible to be a class or club officer.

3. Type II Notes

- a. A student with any code violation from the first day of summer through the current academic school year will be ineligible for homecoming and/or prom court that year.
- b. A court member who violates the code will be ineligible for the court to which he or she has been elected.
- c. A student who is ineligible during the balloting process is not eligible to be a class or club officer.
- d. If a Violation of the Alcohol, Tobacco, Drugs, and Use of Performance Enhancing Drugs section of the Code of Conduct causes a student to miss games during the season, the student will lose their Captain status, and will not be eligible for All Conference.
- e. If a violation occurs near the end of a season or activity, and the suspension is not completed during that season or activity, there will be a carry over to the student's next season/activity. This carry over will be calculated based on the percentage remaining and applied to the next activity. Administration will determine if the student will lose their Captain status and eligibility for All Conference for this next season.
- f. This policy is designed to protect the health and wellbeing of students. Further, its purpose is to prevent students who may be under the influence of alcohol or illegal substances from participating in co-curricular activities. In addition, this Code is meant to educate, help and direct students away from drug and alcohol use toward a healthy and drug free participation and life style. Therefore, a student who has been suspended due to drug/alcohol use, must voluntarily take part in an Alcohol/Other Drug Assessment (AODA) and follow all recommendations from the AODA assessment.

F. Type III Violations

1. The following is a list of violations that impact student participation. This is not an all-inclusive list. Type III offenses are cumulative.
 - a. Organizing, hosting or having gatherings where the student knows there will be consumption of alcohol or the use of controlled substances.
 - b. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look-a-likes.

- c. Use, possession or possession with intent to deliver anabolic steroids, androstenedione or human growth hormones.
- d. Possession of a dangerous or concealed weapon.
- e. Reproducing or distributing school keys.
- f. Theft greater than \$250.00
- g. Vandalism (criminal damage of property)
- h. Threatening a staff member
- i. Battery or sexual assault
- j. Charged with a serious local, state, or federal violation, which may or may not include a citation or arrest.

G. Type III Consequences

- 1. The first violation results in a suspension of up to 365 days from all activities from the date of the offense. Students are not able to practice/rehearse or participate in any manner in school-based co-curricular activities during this time.
- 2. The second violation results in a suspension of up to 2 full years (730 days) from the date of the offense. Students are not able to practice/rehearse or participate in any manner in school-based co-curricular activities during this time.
- 3. The third violation results in a student no longer being eligible for SMSA activities.

H. Notes that affect all Type I, Type II, and Type III Violations

- 1. The above-suggested penalties are minimum guidelines only. For each individual situation and case, the School expressly reserves the right to impose a more severe penalty if deemed appropriate.
- 2. When a suspension results in a fraction of a game, the number shall be rounded up to the next whole number of games (i.e. 2.1 or 2.8 games equals 3 games).
- 3. Multiple suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e. an athlete must be academically eligible first in order to then serve any code violation suspension).
- 4. During a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.
- 5. Students suspended from a competitive contest that required student-subsidized travel will forfeit all personal funds paid in advance of the competition.
- 6. If the violation occurs at the end of one season or activity, the consequences will be carried forward and prorated, based on the number of competitions, into the next season/activity in which the student intends to participate. Athletes who have been suspended for AODA (Alcohol

& Other Drug Abuse) violations must finish the current season in good standing in the sport they have been suspended, in order for the suspension to be counted as served.

7. If a student does not successfully complete the activity in which he/she is serving the suspension, the same penalty that he/she had to serve at the beginning of the activity will need to be served at the beginning of the next activity.

VI. REPORTING OF VIOLATIONS

A. Reporting a Violation

Any person may report a violation of the Co-Curricular code by contacting a member of Administration, including but not limited to the Principal, Athletic Director or Assistant Principal for Student Affairs. It is the policy of St. Mary's Springs Academy to maintain the reporting of violations to be held in the strictest of confidence. Information regarding the initial complaint of the investigation will not be released to the police by the school unless required by law.

Key elements of the reporting process are:

- Only formally submitted claims will be considered. An anonymous completion of the Form or anonymous phone calls will not be accepted.
- The violation must have been documented to have occurred within sixty days of the alleged violation.
- Court and police reports can be used at any time to open an investigation.

B. Self-Reporting

A student who self-reports to the Principal, Dean of Character Development, or Athletic Director may receive a reduced penalty. Self-reporting is restricted to only the first violation of the Co-Curricular Code during a student's St. Mary's Springs Academy four year career. Any student who has been "caught" and/or "reported" as violating the co-curricular code may not self-report. Self-reporting is not an option in situations where law enforcement personnel have issued a citation.

A student who has a gathering at his/her home, or property at which drugs and/or alcohol are knowingly present, and consumed by individuals in violation of state law, is not eligible for the self-reporting penalty reduction. Also, a Self-Report by its very nature admits to a violation, thus is not eligible for the Appeals process.

In the case of a gathering that is not in violation of the code and an individual(s) arrive at a gathering with alcohol and/or drugs in their possession, the Student and/or Parent who hosted the gathering, or fellow students who are in attendance at the gathering, is encouraged to contact the Dean of Character Development or Athletic Director as soon as possible to inform them of the circumstances in order to review the facts to clear the students of a possible violation.

VII. VIOLATION REVIEW

1. When a student has been accused of violating the Co-Curricular Conduct Code, the Dean of Character Development will contact the parent/guardian of the student as soon as applicable.

All information gathered in the investigative process will be held in strictest confidence by SMSA.

2. An initial meeting will be held with the student, and parent if requested, to review the alleged violation. This meeting will be held with the Dean of Character Development and the Principal and/or Athletic Director. Administration will review the alleged violation with all due speed.
3. Any or all appropriate individuals will be interviewed, if possible, to determine if the alleged violation occurred. The person who reported the violation may be asked to be part of the interview process.
4. During the interview process, the student is asked to fully cooperate and be truthful during the proceedings. The student will be given an opportunity to be heard regarding the alleged violation. All interviews will be conducted with respect, dignity and held in the strictest of confidence.
5. Upon conclusion of the review process, the Administration will determine if a violation has occurred. Every effort will be made to conclude the review process prior to the school's next athletic contest in order to avoid a potential WIAA violation.
6. Students will be notified verbally of the outcome of the investigation review, and those consequences assigned if any, will go into effect immediately.
 - The Dean of Character Development will document the outcome of the investigations in Skyward and notify the Principal and Athletic Director of the outcome.
 - The Dean of Character Development or Principal will call the parents/guardian of the student to inform them of the outcome. A written communication will also be sent to the parent/ guardian to communicate the violation, review, and its outcome.
 - The Athletic Director will inform the applicable coach if the student is involved in athletics. The Dean of Character Development will inform the co-curricular moderator of the outcome if the student is involved in one or more clubs, or is in a club leadership position.
7. The decision may be appealed (see below - Appeal Process) within five (5) days of the date of the written notification. All appeals will be treated separately and on an individual basis. In the case where law enforcement personnel have issued a citation to the student, the Appeal Process is not an option.

VIII. APPEAL PROCESS

1. A student wishing to appeal the decision of the Review Team will submit a written statement expressing reasons for the appeal within five (5) days from the date of the written letter sent to the home of the parent/guardian. The Principal has the responsibility to make the decision whether an appeal is appropriate. Once again, a self-report by its very nature admits to a violation, therefore a self-report is not eligible for the Appeal Process. The decision will be based solely on presentation of new information, proof of bias or other extenuating circumstances.

2. The Activity Appeal Panel will consist of: Three (3) members, which could include out of season coaches, teachers, or members of the administration (not the Principal). The President will select the members of the Appeal Panel.
3. The Activity Appeal Panel will strive to meet within three (3) days upon receiving the written appeal. The violation consequences may be suspended during this process.
4. Parents/guardians are allowed to attend the violation review appeal. Parents/guardians may be there only to observe the proceedings for informational purposes. The findings of the Administration will first be presented to the Activity Appeal Panel. The student then will be provided with an opportunity to speak and present new information on his/her behalf at the hearing.
5. The Appeal Process is an SMSA matter, and not considered a civil or criminal proceeding. Therefore, it is the decision of St. Mary's Springs Academy to not allow the use of recording devices and/or presence of legal counsel at the Appeal Process proceedings.
6. Immediately after hearing the new information, the Activity Appeal Panel will deliberate to recommend a decision to the Principal, who makes the final decision. The decision will be documented in writing by the Principal. The student and parents/guardians will be notified immediately of the decision.
7. Academic ineligibility may not be appealed.
8. **The decision of the Principal based on the Appeal Process is final.**
9. **Participation Reinstatement:** Any student receiving a permanent suspension may apply for reinstatement to the SMSA Administration after serving 12 months of that suspension. If the student is reinstated, he/she will be at the final step in all violation categories. The reinstatement judgment will be based upon the conduct of the student during the 12 months of suspension.
10. **St. Mary's Springs Academy reserves the right to modify or waive the procedures set forth in the preceding Violation Review section and the above Appeal/Reinstatement Process section if circumstances warrant. Co-curricular participation is a privilege. Nothing contained in this Handbook may be construed as establishing a contractual relationship, whether express, implied or quasi-contractual.**

IX. ADDITIONAL ATHLETIC CO-CURRICULAR GUIDELINES

1. Enrollment – In order for a student to participate in any co-curricular activity they must be registered at SMSA (Students registered at Shepherd of the Hills and Holy Land Catholic may participate in any activity at the middle school level).
2. Preseason Meetings - Any student who intends to participate in athletics is required to attend a preseason eligibility meeting, which typically occurs in July. A parent or guardian is also required to attend this meeting.
3. Physical Exams - Each athlete must pass a physical examination or have an alternate year form on file at the school. Forms can be obtained on the St. Mary's Springs Academy website under Athletics, or the Athletic Director's Office. Physicals are valid for two years. Normally, 5th, 7th, 9th, and 11th grade students will require physical exams, and 6th, 8th, 10th, and 12th grade students will need to turn in an Alternate Year card. The WIAA policy states that "A physical examination taken after April

1 and thereafter is valid for the following two school years; a physical examinations taken before April 1 is valid only for the remainder of that school year and the following school year.”

4. Equipment/Uniforms - A participant is responsible for all equipment issued. Lost, stolen, or destroyed equipment must be paid for as a reimbursement to the school.

5. Concussion Acknowledgement Form / Consent Forms / Risk Form – Each participant must have these signed forms on file before they are allowed to participate in practices or games.

6. Insurance - It is the responsibility of the participant/family to be protected in case of injury through their family personal health insurance. There is no insurance coverage provided through the school. The family is responsible for providing proof of insurance.

7. Travel - Students involved in co-curricular activities are not allowed to drive themselves to or from out of town contests or activities when team transportation is provided. When transportation is provided by the school, participants must depart and return with the team/group. If there are circumstances that require a student leave with his/her parent/guardian, the parent/guardian must provide written authorization and must be signed by the parent/guardian. Students may only be transported by their parent/guardian. Circumstances may include the student’s residence being located outside of Fond du Lac in closer proximity to the school activity.

8. Vacations - We encourage families to cooperate when possible in scheduling family vacations around athletic seasons. It is the expectation of SMSA that athletes attend all games and practices.

9. Team Rules - Additional rules may be set down by individual coaches or moderators for specific sports or events. This includes curfew, dress code, participation in an out of season sport, etc. for athletes in season. Coaches may not establish policies or rules that would conflict with existing rules or policies of St. Mary’s Springs Academy.

10. Single Sport - A student may participate in only one school sponsored sport per season at the high school level.

11. Open Gyms – Students may not participate in organized “open gyms” without permission from their “in-season” coach.

12. Playing Time Philosophy – When 5th–8th grade students are involved in same grade level competition, each team member will have equal playing time in each contest. While it is the spirit of the guideline that each student athlete will have equal playing time, some rare circumstances might make that difficult (i.e.: physical limitations, illness, school limits, coaches decision based on training violations, knowledge of the game or fundamental ability).

13. JV2 teams – Consist of 9th and 10th grade students. Playing time is based on ability and developing the athlete for the next level.

14. Junior Varsity teams – Consist of 9th, 10th, or 11th grade students. Playing time is based on ability and developing the athlete for the varsity level.

15. Varsity teams – Consist of 9th–12th grade students and/or qualified international students. Playing time is based on ability and developing the athlete and team into players/teams that may compete and win at the varsity level.

