

HIGH SCHOOL STUDENT HANDBOOK

2021-2022

St. Mary's Springs Academy
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www.smsacademy.org



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ST. MARY'S SPRINGS ACADEMY

VISION

St. Mary's Springs Academy inspires students to live a purpose-filled life through inclusion in 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.

THE LEDGER WAY CORE VALUES

What we learn becomes a part of who we are. We foster living out these values in thought and action; in the classroom, on the field, on the stage, in the chapel, and out into our world.

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, the parish, community, and world.

COMMUNITY: We foster a welcoming, supportive, engaging and collaborative community that works in unison to overcome challenges and celebrate success.

RESPONSIBILITY: We lead by example and are accountable for our actions, even when it's difficult.

NON-DISCRIMINATION POLICY

St. Mary's Springs Academy admits students of any race, color, gender, national origin, ethnicity, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Mary's Springs Academy does not discriminate on the basis of race, color, gender, national origin, ethnicity, or disability in the administration of its educational and admissions policies and any other school administered programs.

Student Rights

- A safe and healthy learning environment that reflects order, Christian principles, The Ledger Way core values, and the inherent dignity of each person as a child of God.
- A quality Catholic education that prepares students to meet their post-secondary goals.
- Fair, dignified and respectful treatment by faculty, staff, coaches, members of the parent community and fellow students.
- Social, emotional and spiritual support for personal growth and development.

Student Responsibilities

- Treat all people in the school community with respect for their inherent human dignity.
- Model the six core values of The Ledger Way: Faith, Learning, Respect, Leadership, Community, Responsibility.
- Commitment to develop academically, socially, emotionally and spiritually.
- Attend all classes prepared and on time, with appropriate materials, learning resources and completed assignments.
- Respect school property and the personal property of others.
- Behave in accordance with school policies, Christian principles and class expectations.
- Seek changes to practices, policies and procedures in a respectful manner.

Parent/Guardian Rights & Responsibilities Per Policy 1312 of the *Archdiocesan Parish and School Policy Manual*:

- **The Catholic Church recognizes and acknowledges the role of parents to be the primary educators of their child. As such, schools partner with parents in the formal education of the child. Schools in the Archdiocese of Milwaukee should demonstrate respect and support for parents in the education of their child.**
- Inherent in the parents' choice of a Catholic school for their child is the understanding and expectation that they will support the school's mission and its commitment to the principles of Catholic values and faith formation.
- Parents are also expected to support and adhere to the policies and procedures outlined in the school's handbooks and demonstrate behaviors aligned with good moral and ethical principles. Parents are not permitted to interfere with the operation of the school nor display distrustful, disruptive, or harassing behaviors toward parish/school staff.
- Schools may develop local policies to identify potential corrective actions if parents do not support and adhere to policies and procedures outlined in the school's handbooks. Such corrective action may include the termination of the enrollment of the parent's child/children.

In addition, SMSA Parents are Responsible for:

- Providing role modeling for the six core values of The Ledger Way: Faith, Learning, Respect, Leadership, Community, Responsibility.
- Providing your child with the resources needed to complete expected school work.
- Partnering with your child's teachers to ensure consistent expectations between home and school.
- Ensuring that your child is in daily attendance and prepared for school.
- Alerting school authorities of any problems, concerns or conditions that may affect the safety or wellbeing of your child or other children within the school community.

Educators' Rights

- Teach within a safe, Christian environment throughout school.
- Receive fair, respectful and dignified treatment by staff, students and parents.
- Have multiple opportunities for academic and spiritual growth.

Educators' Responsibilities

- Model the six core values of The Ledger Way: Faith, Learning, Respect, Leadership, Community, Responsibility.
- Maintain an environment of trust, respect, learning, and community.
- Strive to meet the needs of all students.
- Practice the Positive Behavior Intervention System through the tenets of Love and Logic.
- Maintain regular communication with your students' parents.

To be enrolled at SMSA is a privilege. This Handbook may not be construed as establishing a contractual relationship, whether express, implied or quasi-contractual. Furthermore, the school reserves all rights to determine, in its sole discretion, whether it is capable of providing adequate educational opportunities for prospective or current students.

Admissions

St. Mary's Springs Academy accepts all students, regardless of race, creed or gender, who present the necessary qualifications for participating in and achieving success academically and who demonstrate ability and desire to abide established standards of character, behavior and the goals of Catholic education. Therefore, admission of students is based on the school's ability to serve the learning needs of each individual based on the school's mission.

Official acceptance of students requires the receipt and review of all official school records, including documentation of testing for learning disabilities or other special conditions of the applicant. If, at any time prior to or during the course of a student's education at SMSA, it is determined that testing for special learning needs is required to determine the school's ability to meet the students' learning needs, the admission or continued enrollment of that student is contingent upon compliance with the request and the results of such testing.

The Principal, on a case-by-case basis, shall determine the admission of all -applicants for admission.

Students who are not Catholic must be willing to complete each year's theology classes and respectfully participate during prayer, worship and service activities.

Children with Exceptional Educational Needs

The admission, instruction, and retention of students with exceptional needs (speech and language, learning disabilities, mild health impairments and students identified with ADD/ADHD) within St. Mary's Springs Academy shall be determined on an individual basis by the Principal and Director of Student Services in consultation with the school's Student Services Team. A Student Accommodation Plan may be developed in order to document the reasonable accommodations the school will provide to a student with special learning needs. Parents must provide current, accurate information regarding the student's needs to assist the school in determining whether reasonable accommodations are possible. Proper documentation should be provided by the parents to support the student's need for accommodations.

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process through a special education referral for an evaluation of their special needs and possible identification. A child with exceptional educational needs that

cannot be met through reasonable accommodations may be referred to the Local Education Agency (LEA) to determine whether the child is eligible for services. If the student is found to qualify, a service plan may be written in partnership with the LEA and/or Individualized Education Plan may be written if the child requires special education services through the LEA to make adequate progress.

The final decision with respect to the admission, instruction, and retention of any student with special needs rests with the Principal and Director of Student Services. Administrators will give careful consideration to the admission of students with special needs, but are not required to admit, re-enroll, or continue the enrollment of students whose needs cannot be met with reasonable accommodations.

International Students:

St. Mary's Springs Academy will work with approved international student agency programs in the acceptance of students with F-1 Visas.

Tuition and all applicable fees must be paid prior to official acceptance. If a student intends to earn a diploma, graduation fees are required. The Principal is the approving authority of international student enrollment requests.

The number of students accepted in any given school year will be determined by the Principal and President.

International students will be held accountable for grades, assignments, and personal conduct as stipulated in this handbook. The students must be physically present at SMSA from the first day of school until the student's last second semester exam.

Students earning credits and/or intending to receive an SMSA High School diploma will be placed at their appropriate academic level. Seniors who have attended SMSA High School for a full year will receive a certificate of attendance at graduation. If they have satisfied all graduation requirements, they will receive a diploma.

STUDENT RECORDS & STUDENT INFORMATION

Transfer Students: It is preferred that new students transfer to SMSA at the beginning of the fall semester. Under special circumstances, students are admitted at other times of the year. Students will not be officially approved until the school receives all of their previous school records and admission is approved by the High School Principal.

Health Records and Athletic Physicals: Student health records and annual health histories are filed in the North Hall Office. A current record of immunizations is required by the State of Wisconsin. In addition, students participating in athletics must have a physical examination or alternate year card on file with the Athletic Director before they can begin athletic practice.

Student ID Cards: Photo Identification cards are issued to each student at the beginning of the school year. If an ID is lost, another may be obtained from the North Hall Office. ID's are used primarily for admission to extra-curricular events.

Student Photos in School Publications: SMSA students' names and likenesses may be used in different publications of St. Mary's Springs Academy (eLedger, Alumni publication, newspapers, social media and website), unless a written prohibition is completed by the parent/guardian.

Change of Address: Any change of address, email address and/or telephone number (even if unlisted) must be reported to the North Hall Office. (920-921-4870 ext.8002). Notice of contact changes is necessary for emergency purposes and provides a vital link between the school and parents/guardians.

Temporary Guardianship: When parents or guardians are out of town, the school requires written notification of the adult who assumes responsibility for the student in case of student absence or emergency.

Transcript Requests: Transcripts will not be released without the written request/consent of a parent or student.

Transfer from St. Mary's Springs Academy High School: All transfer requests must come from parents and be made through the Counseling Office. Forms must be completed, signed and returned to the Counselor. The student must complete a checkout conference with the Assistant Principal, Counselor or Principal and obtain appropriate signatures as indicated on the form.

SPIRITUAL DEVELOPMENT & CAMPUS MINISTRY

One of the basic precepts of a Catholic school is to provide for the spiritual and religious well-being of its students. To that end, in addition to required Theology classes, the following opportunities are offered:

- **Community and Faith-sharing:** We want our SMSA students to know that they are loved and that they belong here. Campus Ministry offers them opportunities to find support for their faith journey from campus ministers and their peers.
- **Servant Leadership:** Students are encouraged to apply for officer positions in Campus Ministry to help coordinate liturgy planning, prayer, retreats, service projects, and other related activities.
- **Prayer and Worship:** SMSA students are immersed in a prayerful environment that is rooted in the Catholic tradition of worship. Holy Mass is scheduled at regular intervals throughout the year, both in the SMSA Chapel and Holy Family Parish. Students also have opportunities to worship God through Eucharistic Adoration and various other types of prayer. Devotional practices, such as Morning Prayer, the Rosary, meal prayers, the Angelus and Examen prayer are integrated into the daily and weekly schedule.
- **Healing:** The Sacrament of Reconciliation is offered weekly by our Priest Chaplain, as well as seasonal "Systemwide Reconciliation Days" held during Advent and Lent.
- **Retreats:** Class retreats and other religious activities are offered throughout the school years and are designed to develop the spiritual and moral growth of SMSA students.

SERVICE LEARNING

Beginning this year at SMSA, theology courses will integrate Christian service into the course curriculum. Theology teachers shall be the primary guide for all Ledgers in their community service experiences. Formalized service learning experiences shall occur twice a year - once each semester - in every theology course at every grade level. Service experiences shall be integrated meaningfully with the specific theology curriculum for each course, and are developmentally progressive and appropriate.

Theology teachers shall provide students with resources for choosing service learning placements in the community, and with appropriate tools for tracking, journaling and reflecting on the service experience in light of their coursework and theological learning. Students shall be assessed on their written reflections and any required assessments, classroom assignments, presentations or projects that may relate to their service learning experience.

The aim of service learning emphasizes the practice of reflection on service and effectively “processing” quality experiences versus attaining prescribed “clock hours” of service. Even so, students will be directed by theology teachers to accomplish a minimum of 15 hours of service learning each semester. Theology teachers shall monitor service learning, provide clear expectations for students to reflect upon and process experiences, and assess student learning related to service experiences. Parental permission will be required for all student service experiences.

Service Projects with Athletic Teams

Each athletic team may complete a service project together as a team. Hours accrued through participation in these projects may align to Theology service learning expectations.

Ledger Capstone Service Projects

Senior students may spend designated school days during the second semester engaged in a final integrative Capstone service learning experience. While each project is individualized for credit, aspects are designed to be communal. Through Capstone projects, the senior class is challenged to effectively reflect and integrate the core meaning and values of The Ledger Way with their high school experience of service and learning

BUILDING SECURITY

Building Hours:

The North Hall doors are open during school days from 7:30 a.m. until 8:35 a.m. and from 3:15 p.m. until 6:00 p.m. Students are not to open any exterior doors for anyone, even a faculty/staff member or student. *Students are never to prop open a door.*

Student Supervision:

High school students are to enter and exit only from the North Hall doors 1 and 2 unless explicitly approved to enter or exit through the South Hall. Students may not access classrooms, gym, or weight room unsupervised. Students may not leave the classroom during instructional time without permission from the teacher and without having a pass signed by a teacher. Students may only leave the building during school hours with written parent permission and after signing out at the North Hall Office.

Students may not, at any time, possess or use school keys or key cards that provide access to any part of the school facilities.

Visitors

Visitors (including alumni) may gain access to the school by ringing the bell and receiving admittance by the receptionist. Once in the building, visitors must report to the North Hall Office to sign the visitor log and obtain a visitor pass. Anyone encountering a visitor who is not wearing a visitor pass should direct the visitor to the North Hall Office. Upon leaving, all visitors should sign out at the North Hall Office.

Students are not to admit any visitor into the school unless explicitly asked to do so by an administrator or teacher. Students wishing to bring a visitor to school must obtain permission from the Assistant Principal - Dean of Student Life. Students are not permitted to bring friends to school during the school day to visit classes unless the visitor is a prospective student.

Campus Boundaries & Off-Limit Areas

“Campus” includes all the property that belongs to the school. The following areas are considered “off limits” during the school day and activities:

- The driveway and playground areas behind the building.
- The outside edge of Hutter gym.
- The parking lot. Students must receive permission from North Hall office personnel before going to the parking lot.
- The west side of County Road K unless participating in class with your teacher. Loitering or waiting in the parking lot before and after school is not permitted.
- South Hall entrance parking lot is reserved for K-8 families and is not to be used by high school student drivers.

Prohibited Items

This list is not intended to be all-inclusive but will provide examples of prohibited categories.

- Weapons or an object that resembles or could be used as a weapon.
- Students may not possess illegal drugs, tobacco, vaping products, or alcohol on campus.

- Video game players, laser pointers, or gambling materials.
- Objects that, when used, cause distraction to the student and/or disruption to the class. Examples include but are not limited to: toys, games, fidget-spinners, clickers, and other hand-held objects.
- Any medication, including over-the counter drugs (e.g. Tylenol, Ibuprofen, etc.) or prescription medications.

Any of the above items may be confiscated by school personnel. It is the parent's responsibility to come to the office to retrieve such items. Items not claimed by the end of the quarter may be donated to a charitable organization.

ATTENDANCE

Being present to one another and to the many opportunities for learning is among the greatest privileges and values of our Springs community. Students must attend school in order to achieve academic success and develop in the Ledger Way values of learning and community, in addition to practicing their faith and leadership. In the event that teaching and learning goes virtual at any time during the school year, or if a student is quarantined, attendance will continue to be taken each period. Students are expected to attend each class whether classes meet in-person or virtually unless they are too ill to participate. Students whose attendance cannot be verified are considered unexcused, and their absence will be noted as such.

Students are encouraged to stay home if not feeling well when they wake up in the morning. Students should stay home if experiencing the following symptoms: Fever of 100.4 or higher, a cough, a sore throat, shortness of breath, suspected or known contagious illness, diarrhea, nausea/vomiting, or experience a loss of taste and/or smell. Please refer to these two links for information: [RTTL Health and Safety Protocols](#) and [RTTL Virtual Learning & Updated Health and Safety Practices](#).

Virtual Learning Option

In-person classroom learning and instruction is the preferred educational model at SMSA for all grade levels PreK-12. That said, given present conditions, virtual learning shall be an SMSA option as needed in 2021-22. Parents may request/declare the virtual learning option for a period of one week (5 school days) up to one semester in duration (terms are renewable). Virtual learning may be a blend of methods to be determined, including but not limited to synchronous (real-time interactive, online) and asynchronous (non interactive, prepared virtual resources).

To receive approval as a virtual learner at SMSA, **parents must obtain an application for virtual learning from Mrs. Pickart**, our Coordinator of System Attendance. *Applications will be available after August 23.* The completed application must be submitted at least one full week prior to the first day of virtual instruction. *Exceptions:* In cases of an unanticipated health quarantine or other medical event that may result in a student being unable to physically access campus, virtual learning may commence immediately. Parents will still be expected to complete the required virtual learning application paperwork so that accurate school tracking may be maintained. All virtual learning requests - regardless of reason or duration - must be approved by the administration. The *Ledger Learning Guide* and Google Classroom will be maintained as virtual academic resources during both in-person instruction and virtual learning. SMSA reserves the right to approve, deny, recommend or require virtual learning for any student.

Parents may not spontaneously (day-to-day) declare students as virtual learners. Students who are in-person learners (undeclared virtual learners) shall be marked absent on any school days when they are not present in-person, similar to attendance practices prior to the pandemic. Students who are declared as virtual learners and who are engaged in synchronous instruction may be marked absent if their online presence cannot be reasonably detected by teachers.

Excessive Absences

In accordance with Archdiocesan Policy, parents will receive a written notice when students have accumulated five (5) absences in a single semester.

When students have accumulated 10 absent days within one semester, the parent will be contacted to discuss the seriousness of not being in class, and reminding families that students' grades may be affected.

Absences beyond 15 days in a single semester may affect the students' ability to participate fully in the community of learners. Depending on the nature of the absence, the student may be in jeopardy of losing any leadership position.

Students showing an inability to attend school in accordance with the Archdioceses of Milwaukee and truancy laws may be subject to an attendance contract. The stipulations of the attendance contract will be set by the Principal and Assistant Principal. Failure to follow the stipulations of the attendance contract may result in a student's removal from SMSA.

Make up Work Policy

Students who miss school will be given the opportunity to make up work with the following guidelines:

1. It is the student's responsibility to contact the teacher to arrange for making up instruction and assignments missed during absence.
2. Students who are absent, whether excused or unexcused, per state statute, will be allowed to make-up examinations, tests, major quizzes or projects missed during an absence. Students will be given the same number of days absent, plus one day, to turn in missing assignments or make up assessments.
3. Although students may not fail a class simply due to absence, students' learning and grades are jeopardized by not making up the missed assignments. Homework and/or classroom assignments not completed during that time period will result in a zero and a teacher call to parents.
4. Assignments, including assessments, that are due the day that the student was absent is expected to be turned in or completed the day the student returns.

Late Work Policy

Class work that is not turned in on time will be handled in the following manner based on how many days the work is late.

- Assignments submitted one calendar day late shall be accepted, but may earn 95% of the full grade potential.
- Assignments submitted up to 3 calendar days late shall be accepted, but may earn 90% of the full grade potential.
- Assignments submitted 4-7 calendar days late shall be accepted, but may earn only 80% of full grade potential.
- Assignments submitted after 8 calendar days late shall not be accepted, and will be recorded as a “zero” grade.

Excused Absence

Parents are required to call the Attendance phone (920-322-8036) or email (attendance@smsacademy.org) on the day of absence before 8:30 a.m. Archdiocesan Policy states the reasons for which students may be absent without being considered truant:

- Student Illness (medical confirmation may be required after three days or a pattern of similar illnesses is called in by the parent) or medical emergency.
- Severe illness or death in the family.
- Religious observances or services.
- Court appearance or legal procedure that requires student attendance.
- School sponsored activities that require the student to be off campus.
- Pre-arranged absences pre-approved by the Principal or Assistant Principal that address a special and specific student need. (ie-post graduate studies, family trips, quarantine imposed by a public health officer).
- Suspension from school (out-of-school suspensions must be counted as truancy unless included in list of excused absences).

Anticipated Absences (pre-planned)

The school strongly discourages all prearranged vacations, trips, appointments, college visitations, etc. when school is in session because the student will miss the discussions and instruction provided.

1. If a student intends to be absent on a school day, a written excuse signed by the parent/guardian should be presented to the North Hall Office a **minimum of one week in advance**.
2. The North Hall Office will issue a pre-arranged absence form and attach the written excuse to the form. The student must obtain all teacher signatures and return the completed form to the North Hall Office prior to the absence date.
3. Homework may be obtained from his/her teachers after teachers sign the pre-arranged absence form. Please note that if a teacher does not have the one-week notice, homework or classwork may not be available for pick up by the student.
4. The student bears full responsibility for completing all schoolwork. *Assignments received prior to absence are due upon the student's return.*

Unexcused Absences

- **Extracurricular Activities:** Students with an unexcused absence for any portion of the school day may not participate in any school-sanctioned activity or event on that day. *If a student is unexcused absent on a Friday, he/she may not attend or participate in any school-sanctioned activity or event that occurs that weekend.*

Tardiness

A student not in the classroom when the bell rings is late for class and will be marked tardy.

- **STUDENTS ARRIVING LATE TO SCHOOL MUST FIRST REPORT TO THE NORTH HALL OFFICE.**
- Students marked tardy more than five (5) times during a semester will be scheduled for a detention for each tardy after five tardies (Tardies to school and/or class).
- Students who display a pattern of repeated tardiness will have their parents/guardians contacted to discuss the cause and resolution of the tardiness.

Late Arrival/Early Dismissal Privilege for Students in Grade 11 & 12

This program is designed to allow junior and senior students the privilege of arriving late to school or leaving early.

To be eligible for this privilege, students shall:

- Student is a member of the junior or senior class at SMSA.
- Student has an existing study hall scheduled during the first block or the day or the last block of the day - on either A-Day or B-Day (Master schedule periods 1, 4, 5, 8).
- Student maintains the co-curricular eligibility standards. A student declared academically ineligible at the end of any of the grading periods (mid quarter, quarter, or semester) will be placed back into their scheduled study hall until they regain their co-curricular eligibility. Co-curricular eligibility standards will be used to determine the length of the ineligibility period.
- The Late Arrival/Early Dismissal Privilege may be revoked at any time by SMSA administration.

Appointments

Every effort should be made to schedule medical and dental appointments outside of the regular school hours. If it cannot be avoided, the parent(s)/guardian(s) must send a signed note about the appointment to the North Hall Office prior to 8:30 a.m. Absences for non-medical related appointments are strongly discouraged.

- The student presents a note signed by the parent/guardian to the North Hall Office **BEFORE the first bell**. The note is to be dated and the reason for the necessary permission to leave school.
- The Principal or Assistant Principal retains the right to verify appointments and length of appointments.

In order for a student to participate in after-school activities after a doctor/dentist appointment, the student must present a note from the doctor's office.

School Illness/Injury

If your child is staying home sick during school hours, please call the attendance line and leave a message with your child's name, grade and reason they are ill. Students are required to stay home if they have a contagious illness, fever (100.4 or higher) or diarrhea, nausea/vomiting. The student should be out of school for a minimum of 24 hours or will need a doctor's "return to school" notice if before the required time away. Keep your child home for 24 hours after: a fever (100.4 or higher) has resolved without using fever reducing medications (Tylenol, IBP), diarrhea/vomiting has resolved or the child has been on a prescribed antibiotic. If the student is seen by the school nurse or office staff with any of the above symptoms, parents/guardians will be notified to pick them up from school or give verbal permission to a staff member that their child may drive home. *The illness requirements are adopted from the Wisconsin Department of Health Services.*

All in school accidents resulting in injury must be reported to the North Office. An accident report may need to be filed.

Extended Medical Leave

During an extended medical leave, the student may remain enrolled at SMSA if medically able. In collaboration with the Administration, the student may choose to continue education on a home-study/virtual plan provided by SMSA or withdraw for the remaining period of disability. SMSA may require medical documentation of the student's condition.

STUDENT CONDUCT

Food/Drink/Gum

Food may be consumed only in the cafeteria during the time designated for lunch. Food or drinks should not be shared among students at any time. The school reserves the right to have the student dispose of food or beverages. Coffee, soda, sports/energy drinks, etc. may only be consumed in the cafeteria and are not allowed in the hallways or classrooms. SMSA reserves the right to have the student dispose of food or beverages.

Classroom celebrations that include food must be approved by the Principal or Assistant Principal or his designee at least one day prior to the event.

Commercial food delivery to students for lunch is discouraged as a habit. It may only be permitted in the case of emergencies. Parents may not bring commercial food to share with students other than their own children.

During the school day, gum chewing is allowed. Teachers have the discretion to allow or prohibit students from chewing gum in their individual classrooms. Water bottles, containing only water, are also permitted.

Cafeteria

The cafeteria is, primarily, a place for eating. Students are expected to keep the cafeteria in respectable order, using proper forms of etiquette, and clearing up after eating. All waste must be deposited in containers provided and tables wiped clean. At the end of lunch, chairs should be placed on the tables to assist the custodians in cleaning the floor.

Students will eat in the cafeteria during the lunch period. A school lunch program is available. Those who prefer to bring their own lunch may purchase beverages and other assorted food items ala carte.

Each meal will begin with everyone standing for prayer.

Any visitors for lunch must be pre-approved by the Principal or the Assistant Principal.

Restroom Use

Students should use the restrooms during passing time or lunch unless an emergency arises. If a student is given permission to use the restroom during class time, they must have a pass to do so. High school students may use the restrooms in the cafeteria, the restrooms in the lobby near the music room, and the restrooms on the third floor. **High school students may not use the restrooms on the second floor.**

Hallway Use

The hallways are visible to visitors and are the property of SMSA. Students are reminded to take care of the halls. Damage attributed to a student or students may result in consequences up to and including monetary recompense to the school as well as disciplinary action.

Students may be in the halls only before and after school and during passing times to and from classes. Students with hall passes are expected not to deviate from their stated destination.

Running or excessive rowdiness is not permitted in the halls. Out of respect and consideration for those in classes and quiet study areas, students are to move quickly and quietly to their destinations during instructional time.

Lockers & Backpacks

The lockers are the property of SMSA. Damage attributed to a student or students may result in consequences up to and including monetary recompense to the school as well as disciplinary action. Repairing defacement and misuse is the responsibility of the individual student. Damages

may be billed to the student's account. All lockers are property of SMSA and subject to search at any time by the Administration or Police with or without reasonable suspicion.

Each student's assigned locker should be kept closed and locked at all times. Students should not share their combination with other students. The school assumes no responsibility for the safety of any student's personal belongings.

Lockers are to be kept clean and the doors must be able to close completely.

Anything hung in lockers must be in good taste and hung with blue painters tape or magnets. Lockers are subject to inspection by the Administration at any time.

Lockers not in working condition are to be reported to the North Hall Office.

Lunch boxes, athletic duffle bags, and snowmobile/motorcycle helmets may be left on locker tops during the day. At the end of the day, the locker tops should be clear of student items.

Backpacks are not allowed to be used during the school day between 7:45 am and 3:15 pm. Backpacks should be kept in student lockers or directly above student lockers.

Study Hall Policies

Study hall is provided for students to use for assignment completion and study. Students should be quiet and respectful of their peers. Small group work may be permitted at teacher discretion. Student use of their personal cell phone will be at the discretion of the teacher.

Students may use the school issued Chromebooks for academic use only. Students are reminded that the computers belong to the school. Students who damage computers will be liable for replacement or repair and will face disciplinary action.

Personal Electronic Devices:

Students may have their cell phones on their person. Cell phones/PEDs may be used during passing time and lunch only. If cell phone use is needed at other times, permission must be granted by the supervising teacher. Students are expected to follow each teacher's cell phone policy when in their presence. Students not following their teacher's protocol will have their phone confiscated immediately and turned over to the Assistant Principal. Cell phones should not be used for any reason during instructional time. Further misuse may lead to student detention, daily cell phone check in, or further discipline. Please reference page 22, acceptable use policy regarding devices.

Cell Phones In Locker Rooms/Restrooms

State law (175.22) prohibits the use of cell phones (and other image-recording devices) in locker rooms/restrooms, except in an emergency situation.

Headphone or Earbud Use

Student use of headphones or earbuds is limited to study hall and lunch time.

Messages for Students

Messages from parents/guardians will be relayed to students during their scheduled lunch time or at the end of the day. Students will not be taken out of classes except in case of emergency. Parents/guardians are asked to refrain from texting their child directly during school hours.

Announcements

Daily announcements will be made available on the SMSA website. Immediate or critical announcements will be made during lunch or at the end of the day. Announcements must be emailed to the Administrative Assistant before 12 noon to be announced that same day.

Lost & Found

Items, which have been found, should be brought to the North Hall Office and will be stored there until claimed. Announcements to the student body will be made before the lost and found bins are emptied/donated. Students wishing to claim items must contact the Principal or Assistant Principal.

Elevator Usage

If needed by students with medical or physical challenges, permission can be obtained in the North Hall Office or from the Assistant Principal to use the school elevator.

For temporary use of two weeks or less, the student's parent/guardian must send a note to school requesting permission for the student to use the elevator. Only the student requiring the elevator and one student helper are allowed in the elevator at any given time.

Dispensation of Medications

When it becomes necessary for a student to take medications prescribed by a physician, the student must have a Prescription Medication Authorization and Instruction form signed by a medical provider (Archdiocese of Milwaukee policy form 5141.5b) on file in the North Hall Office.

Federal and state law prohibit schools from dispensing any prescription medication, without written consent of the parent/guardian, written dosage and dispensing instructions signed by the physician and medication given to the school by the parent/guardian in its original container having the pharmaceutical label with the student's name, drug, dosage, time to be given, and physician's name.

Please communicate with the school nurse regarding medication needs or changes your child may have during the school day.

Posters

Students are encouraged to promote student activities and express respectful support or opinions on topics appropriate to the school setting. However, the school will not permit such communications on subjects considered contrary to the school's mission or philosophy, and will not allow students to advertise/sell commercial products on school premises.

Students wishing to display posters/signage in the school must:

- Obtain prior approval by submitting a copy of the poster to the faculty advisor or Assistant Principal.
- Ensure the posters are neat, clear and creative.
- Post them only in the approved area.
- Remove the posters on the first school day after the event has taken place.

DRIVING, PARKING & VEHICLE REGISTRATION

All vehicles that are driven and parked at school must be registered with the North Hall Office. If students change vehicles for more than one day or alternate vehicles, they must submit an updated vehicle registration form for the new or second vehicle.

Students and parents will agree to abide by Wisconsin state vehicle laws as well as SMSA regulations regarding student drivers/drivers with probationary licenses. Reckless and/or irresponsible driving on school property may result in the loss of parking privileges and additional disciplinary consequences. Repeated violations shall result in disciplinary actions up to and including discipline board or expulsion.

All vehicles parked on school property are subject to search at any time by the Administration or Police with or without reasonable suspicion. There is no expectation of privacy for vehicles parked on St. Mary's Springs Academy property.

Students are to park only in the school parking lots east of County Road K in designated student parking areas. Parking in areas not designated for student parking may result in loss of parking privileges for a period of time determined by the Principal or Assistant Principal.

Students are not permitted to go to their cars during the day unless permission is obtained from the North Hall Office.

WEATHER & EMERGENCY INFORMATION

School Cancellation

St. Mary's Springs Academy will generally follow the decision of the Superintendent of Fond du Lac Public Schools. It is understood that we have students from multiple public school districts that may be closed when we are in session and visa versa; we will conduct classes for those students who are in attendance. When weather conditions or other emergencies make it necessary to cancel school, this information is broadcast on radio stations KFIZ 1450AM/107.1FM, WFDL 97.7FM, WTCX 96.1FM, WVBO 103.9FM, WPKR 99.5FM, WOSH 1490AM, and WBKV 1470AM. Green Bay television channels 2,5,11 and 26 and some Milwaukee stations will also announce school closings.

In addition, SMSA will send an automated message to the phone designated in the Skyward system.

If school is already in session, the announcement of bus arrivals and school dismissal is made to the student body. Students are not to phone home until school has been dismissed.

Safety Drills:

Drills for fire, tornado and other safety procedures are conducted on a regular basis. Students are expected to follow directions as if they were an actual emergency.

UNIFORM POLICY

The purposes of having a uniform policy are to develop professional understanding of dress; create and identify ourselves as a Community; develop pride and respect in our school and in being a Ledger; and help prevent bullying based on appearance. Students are expected to dress so that the Core Values of Respect and Community are upheld. Clothing may not interfere with or disrupt the educational environment. Clothing should fit properly, be neat, clean and conform to the below requirements.

Parents/guardians have the responsibility of ensuring that their child reports to school appropriately dressed, clean and neat in appearance.

To review approved school uniform selections, go to the Lands' End website by visiting the SMSA web site resources page and select *Uniforms* (<https://www.smsacademy.org/resources/parents-families/>). Once on the Lands' End page, create an account for your student(s) to help with the ordering process. Any item available to order on the SMSA dedicated Lands' End website is dress code approved. Extended sizing options are available.

Expectations of All Students

Students are expected to be in school uniform from the time they enter the building until the time they leave, and at all school-sponsored activities, including field trips, during the normal school day. At co-curricular events, students are expected to dress in a manner that demonstrates pride in their school, respect for themselves and each other.

All clothing must be in good repair and neat. Students wearing clothing that is not hemmed, torn, frayed, faded, worn, marked on, pinned, stapled, or taped are not in dress code.

Clothing may not be altered in any way. This includes adding an SMSA logo to non-SMSA clothing.

Students are expected to wear Mass Day attire for school photographs.

Students will be required to dress in agreed-upon uniform attire on competition and performance days. Competition and performance attire will be agreed upon by the moderator/coach and the Assistant Principal.

The Assistant Principal will notify students of any spirit days or jeans days ahead of time and specify the approved dress code.

Pajamas are not allowed nor are sport/sweat/running/wind/nylon golf pants or shorts (except on designated days).

Shirts (Young men and women):

- Only polos and oxfords purchased from the Lands' End website in the approved colors with the SMSA logo may be worn.
- When the Lands' End SMSA crewneck pullover sweater, v-neck pullover sweater, ½ zip fleece, or Hoppers SMSA ¾ zip fleece is worn, students may wear a solid t-shirt with the approved colors of blue, black, gray, or white underneath.
- Only SMSA Polo or SMSA Oxford shirts may be worn underneath the SMSA vest, button-down cardigan, or full-zip cardigan/fleece.
- Students may wear an undershirt of the approved colors underneath the polo or oxford. If an undershirt is worn underneath the short-sleeved polo, the undershirt must also be short-sleeve.

Pants and slacks will be worn around the waist or upper part of the hip.

- Lands' End logo pants and walking/Bermuda/Chino shorts are recommended.
- Pants and shorts approved colors are navy, khaki, gray, or black.
- Pants and shorts must be of modest or slim fit; neither excessively baggy nor skin tight. They may not be of jean or nylon material.
- Active wear (athletic wear) styled as pants or slacks, are not permitted. This includes but is not limited to golf slacks, jogging pants, sweat pants, etc.
- There will be no visible labeling, patch pockets, cargo pockets, or decorations.
- Shorts must be at least mid-thigh or fingertip in length, whichever is longer.

Footwear:

- Students may choose their own footwear to wear in the school building with the following stipulations: it is recommended that all shoes have a closed heel or heel strap per school safety guidelines.
- Casual footwear, including but not limited to: flip-flops, slides, Crocs, or other footwear without a heel strap, and night/bedroom slippers are not permitted, with the exception of Birkenstock-type sandals.
- Socks/stockings are highly recommended.

Hair and Accessories Expectations

- Hair must be clean, neat, moderately styled, non-distracting, and a natural color from the roots to the tips.
- Visible tattoos and body piercings (except ears) are not allowed. Ear gauges are not allowed.
- Chains/spiked accessories are not allowed.
- Accessory scarves are not allowed.
- Outer garments may not be worn during instructional time in the building (8:35am - 3:15pm). Outer garments include but are not limited to: hats, scarves, bandanas, jackets, coats, gloves, mittens, sweatshirts, hoodies, non-SMSA fleece, or non-SMSA vests.
- Hats may not be worn in the building except when permitted during planned dress up days.

In all cases, the school Administration reserves the right to interpret, determine, and curtail non-dress code outfits, accessories and hair.

Young Men Uniform Specifics

Shirts

- Oxford shirts must be tucked in at all times.
- Belts that are black, brown, blue, or white must be worn with Oxford shirts.

Mass/Special Event Attire

- Only Oxford button down shirts in the above colors are permitted.
- Approved SMSA Lands' End striped tie OR bow tie.
- Navy Lands' End blazer with SMSA logo is optional.
- Shorts are not permitted when in Mass/Special Event attire.

Young Women Uniform Specifics

Shirts

- If the oxford shirt is a boy-cut, the shirt must be tucked in.
- All shirts with buttons must be buttoned with only the top button unbuttoned.

Slacks/Walking (Bermuda) Shorts/Skirts

- Skirts may only be purchased from the Lands' End website in order to assure that the skirts are of approved length and color.
- Leggings, jeggings, etc. or skinny pants that are skin-tight may not be worn. Yoga pants or exercise styled fashions are not permitted.
- Hosiery/socks is strongly recommended, but optional. Tights, nylons, and ankle length leggings in black, navy, white, or nude are acceptable under a skirt only.

Mass/Special Event Attire

- Lands' End Oxford button down shirt only with SMSA logo in white, French blue, and Land's End Lake blue and white striped.
- Navy Lands' End blazer with SMSA logo is optional.
- Only long slacks or Lands' End skirts may be worn. Shorts are not permitted when in Mass/Special event attire.

Designated Jeans Days/Spirit Days

To promote school spirit and unity, there will be designated days when the school uniform will not be required. Guidelines will be determined by the Administration and communicated to the students prior to the day. The rest of the dress code still applies as listed above. Below are common items that will be acceptable on days as designated:

- School sanctioned spirit wear, sweatshirts and t-shirts.
 - Jeans with no holes/tears.
 - Items specific to the theme of the day (i.e. pajamas, sweatpants, costumes, specific colors).
-
- Students will be allowed a dress code pass on their birthday and will not need to wear school uniforms. Students will get their pass from the North Hall office before school starts on their birthday.

Out of Uniform Corrective Procedures

1. Students who are not following the dress/uniform code will be expected to correct the situation if possible and remain in dress code the remainder of the day.
2. Any member of SMSA faculty/staff who notices a student not in dress code is expected to bring the infraction to the attention of the student and verify the student has made the correction immediately.
3. If the student refuses or is unable to comply, he/she will be referred to the North Hall office by that staff member for not following the Core Values of Respect and Community. The office staff will hold any items not in dress code until the end of the day and provide proper uniform items on loan if possible to finish out the school day. An email will be sent home detailing the dress code issue from the Assistant Principal. Students who have been loaned clothing are expected to launder and return to the office the next day. Items held by the office the first time may be picked up by the student at the end of the school day. Future occurrences will result in a detention and the clothing items not in dress code must be picked up by the student's parents/guardians in the North Office.
4. Students who continue to not follow the dress code may receive further disciplinary action which may include a parent/guardian conference with the Assistant Principal to discuss the situation.

STUDENT CONDUCT & DISCIPLINE

The faculty and staff of SMSA are vested in holding students responsible for their actions and behavior with the ultimate goal of helping them grow in maturity and in the Core Values. Behavior and actions that diminish the academic, spiritual, athletic, and/or social environment will have consequences. SMSA has a disciplinary system that escalates disciplinary consequences as student misbehavior escalates. **Detentions** are designed to remedy most misbehaviors, **suspension** is intended as a consequence for more serious offenses, and **expulsion** is an outcome only in the most serious of cases and when strategies to rebuild trust with a student have been exhausted.

Discipline Procedures

SMSA students are subject to the following methods of sanctions regarding disciplinary action: detention, detention with a level, parent/guardian conferences, disciplinary probation, suspension, and the convening of the Discipline Board.

Detention

This is the first method of sanctions issued for a minor violation of the discipline code. Teachers, Principal, and Assistant Principal may assign detentions to students. These violations include, but are not limited to:

- Dress code violation
- Parking in non-student parking spaces
- Inappropriate use of a cell phone or computer during school hours
- Inappropriate or unacceptable use of social media
- Public display of affection (PDA's)
- Disruptive behavior
- Foul language

- Disrespect towards others/property
- Tardiness
- Unexcused absence from class/homeroom

The Principal or Assistant Principal will be the judge of whether a violation will receive a detention or not. Every third detention that a student receives will place the student at the next level. Detentions will be served before school, after school, during lunch or on Saturdays within one week of the offense. It is the responsibility of the student who receives a detention to serve it on the day it has been scheduled. Students failing to serve a detention on the day that it is scheduled will have the detention doubled. Co-curricular activities and work schedules are not acceptable excuses for missing assigned detentions.

Detention Levels

The second method of sanctions is issued for serious violations of the discipline code and are at the discretion of the Principal and Assistant Principal. These violations include, but are not limited to the following:

- Disruptive behavior (1-3 levels)
- Disrespectful language and/or behavior (1-3 levels)
- Plagiarism or cheating (3 levels)
- Hazing/Bullying (3 levels)
- Gambling (3 levels)
- Physical altercation (1-3 levels)
- Theft (3 levels)
- Truancy (3 levels)
- Reckless behavior/driving (3 levels)
- Vandalism (3 levels)
- Weapons or objects that resemble weapons (3 levels)
- Tampering with emergency management systems (3 levels)
- Smoking/vaping/using alcohol or drugs on campus (3 levels)
- Repeated minor violations of the discipline code (1-3 levels)
- Unacceptable use of technology/cell phone/computer/Chromebook (1-3 levels)
- Inappropriate or unacceptable use of a cell phone or computer during school hours (1-3 levels)
- Inappropriate use of social media (1-3 levels)

Levels are cumulative for a school year and when a student reaches level 3, 6, and/or 9, a conference will be held with the parent/guardian, student, the Principal and/or Assistant Principal.

Summary of the Discipline Levels

- Level 1: After three detentions or a serious violation

- Level 2: After three additional detentions or a serious violation

- **Level 3:** After three additional detentions or a serious violation. Parents/guardians must come in for a conference with the Principal and/or Assistant Principal.

- Level 4: After three additional detentions or a serious violation

- Level 5: Same as Level 4

- **Level 6:** After three additional detentions or a serious violation. Parents/guardians will be required to have a conference with the Principal and/or Assistant Principal. Students will be placed on a four week disciplinary probation (Ineligible for co-curricular activities during this time but they will continue to practice with their team if involved with athletics). If the violation takes place near the end of the season/school year, the probation will carry over to the next sport or season in which a student is involved. The student's case will be reviewed at the end of the school year by the Principal and Assistant Principal to determine under what conditions he/she will be allowed to return to SMSA.

- Level 7: After three additional detentions or a serious violation

- Level 8: After three additional detentions or a serious violation

- **Level 9:** After three additional detentions or a serious violation. Parents/guardians come in for a discipline conference. Student will be placed on disciplinary probation for nine weeks (no co-curricular activities during this time) and may be suspended from school. (A suspension may be in school or out of school at the discretion of the Principal and Assistant Principal.) If the violation takes place near the end of the co-curricular season, the probation will carry over to the next sport or season in which the student is involved. The student's case will be reviewed at the end of the school year by the Principal to determine under what conditions he/she will be allowed to return to SMSA.

- **Level 10:** After three detentions or a serious violation. The student faces expulsion. When a student reaches Level 10, the Discipline/Appeal Board will be convened.

Suspension

Students may be suspended from participation in the school community (classes and all athletic and co-curricular activities) whenever serious or chronic misbehavior occurs. Suspension occurs at the discretion of the Principal. Serious infractions that violate the core values of The Ledger Way, the mission of SMSA and which are inconsistent with SMSA's Catholic identity may include (but are not limited to):

- Disruptive behavior (1-3 levels)
- Disrespectful language and/or behavior (1-3 levels)

- Plagiarism or cheating (3 levels)
- Hazing/Bullying (3 levels)
- Gambling (3 levels)
- Physical altercation (1-3 levels)
- Blatant non compliance with directions from faculty, staff or administration creating a hostile or unsafe environment
- Theft (3 levels)
- Truancy (3 levels)
- Reckless behavior/driving (3 levels)
- Vandalism (3 levels)
- Weapons or objects that resemble weapons (3 levels)
- Tampering with emergency management systems (3 levels)
- Smoking/vaping/using alcohol or drugs on campus (3 levels)
- Repeated minor violations of the discipline code (1-3 levels)
- Inappropriate or unacceptable use of technology/cell phone/computer/Chromebook (1-3 levels)
- Inappropriate use of social media (1-3 levels)

Suspensions may be one to three days in duration, and the length of suspension shall be based on the seriousness of the infraction, the previous disciplinary record of the student, and the discretion of the Principal. Suspensions are usually enforced as an out-of-school consequence, but in-school suspensions may be considered appropriate in some circumstances.

Expulsion

Expulsion from SMSA is the most serious disciplinary action but may be applied when necessary or when all other discipline measures have been exhausted.

Students make themselves liable for immediate expulsion for the following:

- Any behavior that endangers other members of the community. These include a) possession or use of any type of explosive, weapon, or object that could be used as or resembles a weapon b) the attempt to injure or the injury of another student, staff or faculty member with physical violence, including fighting, and c) tampering with warning systems in the school.
- Any actions contrary to federal or state laws and local ordinances. These include possession or use of alcohol or controlled substances, theft, sexual assault, vandalism, gambling, truancy and other illegal activities.
- Consistent neglect of rules, school work, or the goals of the institution. This includes students judged to be a negative influence on their peers or manifesting a negative attitude toward the school's goals.

Students dismissed from SMSA High School are not permitted to participate in school functions and may not be present on campus without permission of the Principal.

Discipline Board

A Discipline Board will be convened to review the documentation leading up to the referral for expulsion, and also to hear information presented by the student and his parent(s)/guardian(s) that is pertinent to a decision.

The Director of Student Life will present documentation pertinent to the student's actions to the Discipline Board. The Discipline Board is composed of two faculty-elected representatives, and one teacher selected by the student.

The Discipline Board will recommend to the Principal the disciplinary action it determines appropriate, up to and including the expulsion of the student from school or referral to an outside agency. The recommendation of the Discipline Board is reviewed by the Principal who makes the final decision. If expulsion is recommended, the decision is reviewed by the Principal and the President, who will, together, make the final decision..

Decisions of the Principal concerning discipline matters up to expulsion are final. Students have the right to appeal expulsion per Archdiocese policy 5144.

Offenses involving a violation of civil or criminal law are referred to the appropriate authorities.

Academic Integrity Policy

Cheating in any form is a serious offense against the rest of the student community. It damages the trust among your peers and with your faculty. It is expected that all school work submitted for the purpose of meeting course requirements represent the original efforts of the individual student. All forms of academic dishonesty will subject the student to disciplinary action. The following are examples of academic dishonesty:

- Cheating on an assessment. This includes but is not limited to the use of "cheat sheets" or other outside resources including programmable calculators, electronic devices and phones when not specifically allowed by the teacher.
- Plagiarizing. Using another individual's words and/or ideas without giving proper acknowledgment. This includes cutting and pasting information into assignments without proper citation.
- Relaying information about an assessment to students who have not yet taken it, or obtaining information about an assessment prior to taking it.
- Copying another individual's assignment or completing the assignment with others when the assignment is intended for individual completion.
- Allowing one's work to be copied.
- Fabricating data and/or citations.
- Submitting for credit the same work in more than one course without prior approval from the teacher.
- Acquiring papers, answers and/or assignments from another source.

First Offense:

- Students who cheat on a homework assignment will be expected to redo the assignment on one's own after the student and teacher have conferenced.
- Students who cheat or plagiarize on other assessments will be provided with an alternate assessment to complete. The alternate assessment will be completed after the teacher, student, and parent/guardian discussed the cheating.
- 3 Levels and multiple detentions.
- Students who cheat will be suspended for no less than one contest/event/performance of co-curricular activity.
- Partial credit for resubmitted work will be determined by the teacher.

Subsequent Offenses

- Penalties as in the first, plus meeting with the Assistant Principal for further disciplinary action.
- Mandatory co-curricular suspension.
- 3 Levels and multiple detentions. Refer to page 16 of the handbook, Summary of Detention Levels.

Alcohol, Tobacco, Drugs & Use of Performance Enhancing Drugs

One of the major elements the St. Mary's Springs Academy Code of Conduct addresses is the use of alcoholic beverages, tobacco, illegal drugs, vaping, e-cigarettes and performance enhancing drugs. Parental permission does not override the provisions of this code or the WIAA policy of zero tolerance on alcohol. Cooperation from St. Mary's Springs Academy parents/guardians is a continued necessity. The use or possession of alcohol, tobacco, vaping, e-cigarettes, illegal drugs, performance enhancing drugs, and misuse of prescription drugs is strictly prohibited. A student may not be in possession of or ingest look-a-like beverages such as non-alcoholic beer and other beverages or intoxicant look-a-likes. A later reference is made regarding AODA, the Alcohol & Other Drug Abuse assessment program.

(See also ALCOHOL and DRUGS in the CO-CURRICULAR Handbook.)

First Offense

- Anyone using, in possession of, or appearing to be under the influence of drugs or alcohol, or being in possession of paraphernalia associated with those substances, will be suspended until a decision is reached
- Anyone suspected of alcohol use may be required to submit to a Breathalyzer test given by a law enforcement officer. Any measurement greater than zero on the breathalyzer will be in violation of State Law and will result in disciplinary action.
- The distribution of drugs or alcohol is in violation of Wisconsin State law and will result in disciplinary action and may include expulsion.
- Anyone using, possessing, or distributing drugs, drug paraphernalia, or alcohol will be **required to undergo AODA (Alcohol and Other Drug Abuse) education for a first offense whether or not that offense takes place during school events.** The sanctions for second offenses are listed below and apply whether **or** not the offense takes place during school events.
- While helium inhalation may not be considered illegal drug use, it is clearly an unsafe practice. Because students may have access to helium in setting up for dances, etc., inhalation of the helium while on campus is prohibited. Therefore, anyone caught inhaling helium at school or at a school function will be appropriately disciplined. The use of other inhalants and/or being under the influence of inhalants will be viewed as a violation of this policy and all stipulations above will apply.

Second Offense

All actions listed under first offense are included, in addition to the following:

Anyone found to be in violation a second time shall be:

- Required to undergo a second AODA assessment
- Required to follow the recommendations of that assessment
- Required to make the results and recommendations of that assessment available to the Administration of St. Mary's Springs Academy as a condition of continued attendance at SMSA

Further Offenses:

The Administration may provide additional sanctions and/or make further requirements of a student with violations of this code beyond two offenses.

Referrals

In each of the above situations, students are referred to the Student Assistance Program or an appropriate source for help.

Self-Referrals

Students who need help are encouraged to seek help but this referral will NOT be seen as a means to avoid natural consequences.

STUDENT ASSISTANCE PROGRAM (SAP)

The SAP program exists to give aid and support to those students who are struggling with problems, which adversely affect their lives. Aid may be in the form of education, intervention, individual or group counseling, and referrals to local support agencies.

Support is given either directly to the individual or through a group encounter in which students with similar problems are present. Through participation in these individual and group programs, it is hoped that the students in need of them will gain the means to cope successfully with life's problems.

Policy on Prevention, Intervention and Postvention of Suicide

Recognizing the need to address the subject of suicide, procedures have been established to aid school personnel in the prevention, intervention, and postvention of suicide.

HARASSMENT POLICY

I. Philosophy - It is the philosophy of St. Mary's Springs Academy High School to foster an environment of respect for the dignity and worth of all members of its community. Thus, harassment of students and employees on campus, on social media, or at school activities on or off campus is unacceptable conduct, and each complaint will be seriously investigated and evaluated.

II. School Policy Statement on Harassment

- It is the policy of St. Mary's Springs Academy to maintain a learning and working environment that is free from any form of harassment. An important part of this policy is that St. Mary's Springs Academy will not tolerate a hostile environment that intimidates, unreasonably interferes with, or is offensive to a person's work or study. It shall be a violation of this policy for any member of the SMSA staff to harass another staff member or student through conduct or communication. It shall also be a violation of this policy for students to harass other students or staff through conduct or communication.
- Violation of this policy will be cause for disciplinary action. Conduct determined to fall within the definition of harassment of any form will be subject to disciplinary action in accordance with applicable due process requirements, including but not limited to, mediation, reprimand, temporary suspension, expulsion or discharge of the harassing individual.
- The school Administration shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws and Board policy and procedures governing any form of harassment within the school.

III. Definition of Harassment

- Section 947.013 of the Wisconsin Statutes prohibits harassment. Harassment occurs when a person strikes, shoves, kicks or otherwise subjects another person to physical contact or attempts or threatens to do any of these things, or engages in a course of conduct or repeatedly commits acts which harass or intimidate the person, and which serve no legitimate purpose.
- "Harassment" may further be defined as any verbal or physical conduct that denigrates or shows hostility or aversion toward an individual based on any of the factors that the various statutes show.
- Harassment may fall into, but is not limited to, one of three areas that may or may not be of a sexual nature: verbal which includes jokes, insults, unsolicited remarks, innuendos, etc.; NON VERBAL which included gestures, staring, touching, etc.; or ENVIRONMENTAL which refers to the display (meaning materials visible to other employees, students and/or public) or the circulation of written materials or pictures degrading to any students, employees, etc.
- Harassment on the basis of age, ancestry, arrest or conviction record, color, creed, disability, marital status, national origin, political affiliation, race, relationship to other employees, religion, sex, sexual orientation, veteran's status or other protected class or status is a form of discrimination that is unlawful. Examples of harassing conduct include, but are not limited to, any kind of epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts.
- In particular, with respect SEXUAL HARASSMENT, Section III.32 (13) of the Wisconsin Statutes defines sexual harassment as unwelcome sexual advances, unwelcome physical contact of a sexual nature or unwelcome verbal conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate, repeated making of unsolicited gestures or comments, or the deliberate repeated display of offensive sexually graphic materials which is not necessary for business or school purposes.

IV. Procedures for Reporting Harassment

The following procedures apply to all forms of harassment between all groups of people in our school.

- A. Victim of Harassment Initiates Corrective Behavior. Staff and students who are victims of harassment are encouraged to:
 - a. Make it clear to the offender that the behavior is not welcome and must stop, or report the behavior to any staff member and ask the staff member to intervene, and
 - b. Keep a written record of specific harassing behaviors with dates, times, places and names of witnesses.
- B. Reporting of Harassment. If the situation is not settled satisfactorily through steps A above:
 - a. The victim of harassment and the Assistant Principal or Counselor together will complete a written complaint that includes specific details about the times, dates, locations, behaviors of the occasions of the harassment.
 - b. The Administrator will open an investigation and attempt to reach a resolution of the problem through discussion with involved parties.
 - c. The Assistant Principal/Counselor will include a report of this complaint, investigation, and if applicable, consequences in the accused harasser's file.
 - d. If an SMSA staff member is accused, then the complaint should be reported to the President.

V. Consequences of Harassment

Any student who violates this policy shall be subject to disciplinary action which may include, but is not limited to, one or more of the following:

- a. verbal warning/reprimand;
- b. written warning/reprimand entered in the student's file
- c. suspension; expulsion;
- d. written apology to the victim;
- e. a fine paid to the county sexual assault program;
- f. writing a paper on the topic after learning about sexual harassment (classes, reading, audio-visuals programs, etc.);
- g. referral for psychological assessment;
- h. a parent/student/Principal conference;
- i. police involvement;
- j. not being permitted to participate in extracurricular activities for a specific period of time;
- k. community service;
- l. other sanctions determined by the Administration.

School action taken in response to an individual's act of harassment does not preclude any civil action that may be pursued by the victim.

VI. Further Action

- If either the accused or the victim is dissatisfied with the results of the investigation, either party may file a request for a formal review by the school's Discipline Board, which will conduct a hearing and evaluate the prior decision.
- If either party is not satisfied with the decision of the Discipline Board, further review of this issue may be pursued by filing a request with the Archdiocesan Office of Education under the statutes, rules, and procedures applicable to harassment.

VII. Retaliation: Prohibited Behavior

- A. The person who reported or assisted in a harassment complaint in good faith will be protected as much as possible against retaliation. Retaliation includes, but is not limited to, any adverse action such as intimidation, reprisal, or questioning openly who turned them in, against an individual covered by this policy. Retaliation is a serious offense, is prohibited by our school policy and state and federal laws, and will lead to disciplinary action,

VIII. School's Accountability

- A. The school will provide a thorough investigation for any complaint and will follow the procedures indicated, thus protecting the victim's rights.
- B. School personnel need to report and/or investigate all incidents of harassment and take appropriate action, whether they personally observe these incidents or are made aware of them by some other means. Reporting, investigation, and action must occur even if the victim doesn't file a formal complaint, and even if the victim doesn't express any overt disapproval of the harassment. In the eyes of the law, teachers function as supervisors, this makes them legally liable for incidents of sexual harassment.
- C. Persons against whom a complaint is filed will be guaranteed a process as outlined in section IV entitled "Procedures."

IX. Confidentiality

It is the policy of St. Mary's Springs Academy to keep the identity of the complainant confidential to the extent possible. No information regarding the initial complaint or the investigation will be released by the school unless required by law or if necessary for the purposes of taking corrective action. If there are compelling reasons to disclose the identity of the complainant to those not a part of the investigation, the complainant shall be asked if they want their identity disclosed, then it shall be kept confidential, and should it become impossible to process or investigate the complaint as a result, then the complaint may be dismissed.

POLICIES REGULATING STUDENT ACTIVITIES

Policy Statement

Activities initiated, planned, and implemented by students with adult guidance and supervision play an important role in the self-actualization process. Mindful that all growth takes place within a definite structure, the St. Mary's Springs Academy Board of Directors approved the following policies:

- The Principal is ultimately responsible for all activities conducted under the sponsorship of any department or organization of the school. Therefore, every school activity is subject to the approval of the Principal.
- Any activity conducted under the sponsorship of the school is subject to rules and regulations established or approved by the Principal. This includes any group representing St. Mary's Springs Academy in competition in an academic area.
- Rules and regulations governing student activities are collected, printed, and communicated to all concerned.

- Moderators of groups sponsoring activities are responsible for the implementation of standard procedures and school regulations governing such activities.

The Principal's office approves all school activities to prevent conflicts in scheduling.

Assemblies

- Permission for a student-initiated assembly is obtained from the Assistant Principal with two weeks notice.
- Rules that pertain to the behavior of the student body during the school day also apply to an assembly.
- All preparations and cleanup are to be completed by the sponsoring group.

Field Trips

- All students participating in a field trip are to have authorized permission from their parents/guardians.
- These permission slips may be hard copy or via Permission Click, a digital tool that may be emailed to parents. Permission Click may not be used for any financial commitment.
- Since field trips are school-sponsored functions, school rules apply.
- Chaperones share the authority of teachers and administrators. Therefore, students are subject to their direction.
- Bus Procedures (see below) are to be followed for field trips.

Student Initiated Trips

The school assumes no sponsorship or responsibility for trips planned by students at any time during the school year or during the summer. If a trip is school-sponsored, parents/guardians will be notified in writing.

Bus Procedures

- Students remain seated when the bus is in motion.
- Arms and heads are INSIDE the bus at all times.
- The use of tobacco, vaping, drugs, or alcohol is prohibited.
- A student not intending to return on the bus must submit a written parental permission slip IN ADVANCE to the faculty member in charge of the bus arrangements.
- Release forms are required for class and field trips that are during and outside of school/class time. Signed forms must be returned to the faculty sponsor.
- School rules apply for everyone on school-sponsored bus trips.
- St. Mary's Springs Academy reserves the right to deny riding privileges to any student for misconduct on the public school bus system.
- Each bus will have two chaperones. At least one is a member of the faculty. The other should be a responsible adult approved by the trip moderator.
- Before leaving school grounds, and again before returning, a roll call is taken on the bus and a head count is provided to the driver.

PROCEDURES FOR DANCES AND SPECIAL EVENTS

Scheduling – All dances and special events must be scheduled by the class/club advisor with the approval of the Assistant Principal. The Principal and/or the Assistant Principal reserve the right to cancel an event not properly scheduled, or if the Administration receives notice of a significant disruption planned to occur during the event.

Supervision - Dances and special events are under the direct supervision of the Assistant Principal. In addition to the presence of the Assistant Principal or a designated supervisor, a minimum of six additional chaperones are required to be in attendance for the entire event. Additionally, a security person will be hired to supervise the parking lot and outside campus and paid by the organization sponsoring the activity.

Guests - If, at the discretion of the Assistant Principal, guests are permitted, they must complete a guest dance form. Only one guest per student is permitted and guests are expected to follow the rules of the school.

Rules –Because these activities are sponsored by St. Mary's Springs Academy, behavior policies are in effect. Specific rules are as follows:

- Students leaving the event before its completion are not allowed to return. The students parents will be contacted to alert them of their students desire to leave.
- No fluids or food is allowed to be brought into the event.
- The school NO SMOKING/NO VAPING policy is to be observed. Students violating this policy are to be removed from the event.
- Alcoholic beverages or other mood-altering substances are not allowed anywhere on the school campus.
- Students who arrive at an event under the influence of mood-altering substances are to be referred immediately to the Assistant Principal and parents/guardians are to be called to pick up the student. Established drug/alcohol violation policy is to be followed. If parents/guardians cannot be reached, law enforcement officials are called to pick up the student.

- Dress should be appropriate for the theme of the dance/special event and in keeping with the values of SMSA. Specific outfit expectations will be provided to the students prior to the dance/event.
- Students are to remain in the gym or cafeteria and lobby area only.
- Students attending any school dance agree to conform their dancing to school policy. All dance styles must comply with standards of Catholic morality, standards that include modesty and safety. Chaperones in attendance will be the final judges of the appropriateness of dance style. Chaperones will bring to the attention of any student that his or her behavior or dancing has been deemed inappropriate. Failure to comply with the school's standards will result in the students removal from the dance.
- Inappropriate dancing includes, but is not limited to:
 - Any front to back dancing
 - Grinding or pelvic thrusting including in a crouching position
 - Wrapping legs or straddling legs around another person
 - Sexually suggestive dance moves
 - Sandwich dancing
 - Hands on intimate body parts during the course of dancing including buttocks, groin, inner thigh or pelvic area
 - Mosh pit dancing

Cleanup - The organization sponsoring the activity is responsible for cleaning the areas used. Clubs/classes will be charged for additional janitorial services if needed. Repair of any damage done at an event is the responsibility of the sponsoring organization.

Safety - Decorations, DJ or band equipment, amplifiers, etc. may not block any exit. Specific electrical **needs** or unique staging requests should be handled prior to the activity. At least minimal lighting is required at all times. Loose cords must be taped to the floor.

GUIDELINES FOR ATHLETIC EVENTS

- Fans are guided by the demands of Christian courtesy and good citizenship on the road, in the parking lots, and in the bleachers.
- A unified spirit is exhibited when fans cheer enthusiastically under the leadership and good sportsmanship of the cheerleaders.
- SMSA fans are expected to abide by rules and regulations of the host school, Wisconsin Flyway conference and the WIAA.
- Anytime that students wish to be excused from school to attend an athletic competition away from the school, in which they are not participating, students must present a permission note signed by parents/guardian one full day in advance.

ACCEPTABLE USE POLICY FOR COMPUTER USAGE

Computing, data storage, and information retrieval systems are designed to serve students, faculty, staff and volunteers of St. Mary's Springs Academy. Local Network and Internet access is provided to further the educational goals of this institution. Students have a right to develop to their fullest potential, and computers can assist as a tool in that development. St. Mary's Springs Academy will provide network and Internet access to each and every student attending St. Mary's Springs Academy.

St. Mary's Springs Academy retains ownership and control of its computer hardware, software, phone system, network equipment, and network connections at all times. To maintain system integrity, monitor network etiquette and ensure users are using the system responsibly, school administrators or their designees may review user files and communications so no expectation of privacy is given.

Computer network users are expected to abide by generally accepted rules of network etiquette, but must agree to the following:

- All use of the Internet and other services must be in support of education and consistent with the mission, policies and objectives of the school.
- Email is considered public information and open to auditing as needed. Students will use their school issued email to communicate with faculty and staff regarding school activities and assignments. Email messages relating to or in support of illegal activities will be reported and subject to disciplinary action.
- The network shall not be used for personal, financial or commercial gain, product advertisement, political campaigning, or the transmission of unsolicited communications.
- Transmission of any material in violation of any U.S. or state law is prohibited. This covers transmission of materials that are copyrighted or protected by trade secrets. It also includes materials which are considered by the System to be bullying, threatening, harassing, pornographic, or obscene.
- Copyright laws will not be violated. This covers any copyrighted materials such as computer software or digital representations of copyrighted material. Users may not make copies of programs licensed by the school to take home.
- Vandalism is prohibited. This includes any attempt to harm or destroy the data of another user, physical computing assets of the System, the Network and/or Internet. The creation, propagation, and/or use of computer viruses is also prohibited. It is the responsibility of the user to pay for the repair or replacement of the damaged item(s). The user will also be denied access to the computer network.
- Reading, deleting, copying, modifying or forging of electronic mail messages or data files of other users is prohibited.
- Users may not install their own software on St. Mary's Springs Academy owned computer hardware or networks. If a user installs software, which results in damage to a computer, the user is responsible for repair or replacement of the damaged hardware.
- Users may not download material from the Internet or other service to the hard drive of the computer or system provided storage. Downloaded data must be saved to removable media.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

Personal devices must be approved by Administration prior to use and, if approved, are only allowed for school or classroom related activities. Personal devices are the sole responsibility of the individual who brought it in and the school assumes no liability for lost or stolen devices. The above expectations apply to all personal devices at school. Personal devices may be confiscated for a period of time if the expectations are not followed.

Depending upon the violation, one or more of the following sanctions may be invoked.

- Loss of access to equipment.
- Additional disciplinary action. Depending on the severity of the violation, suspension in or out of school.
- Notification to law enforcement agencies.

CO-CURRICULAR ACTIVITIES

Service Organizations, Activity Clubs and Special Events

Academic Bowl	National Honor Society
Art Club	Pep Band
Campus Ministry	Ski/Snowboard Club
Chess Club	Spanish Club
Forensics	Student Ambassadors
Homecoming / Prom Courts	Student Council
Investment Club	VEX Robotics
Ledgers for Life	Yearbook
Math Club & Team	
Musical (Spring) / Play (Fall)	
Music Liturgy	

Athletics:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Football	Basketball – Boys	Track & Field - Boys
Volleyball – Girls	Basketball – Girls	Track & Field – Girls
Cross Country	Hockey – Boys	Tennis – Boys
Tennis – Girls	Hockey – Girls	Softball
Soccer – Boys	Bowling	Baseball
Cheerleading	Dance	Golf – Boys
	Wrestling	Soccer - Girls