



ST. MARY'S SPRINGS  
Academy



## HIGH SCHOOL STUDENT-PARENT HANDBOOK

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**School's Right to Amend Handbook (Archmil Policy # 5101)**

The school reserves the right to amend the handbook for just cause with proper notice given to parents/guardians if changes are made.

NB: The High School Student-Parent Handbook is under ongoing comprehensive review during 2024-25 as SMSA prepares to introduce a "System" K-12 Student-Parent Handbook for 2025-26.

**This high school edition is an 'active' version when posted to the SMSA Website.**

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## S T. M A R Y' S S P R I N G S

### 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.

## COVENANT STATEMENTS

Please review our SMSA [Covenants](#), at the link or on the back pages (p. 49-51) of this handbook. The Covenants represent an extension of *The Ledger Way*. THREE separate Covenants have been developed to support Students, Parents/Guardians, and Employees. These are intended as a resource and guide for understanding SMSA culture and community values, behavioral norms and expectations for our shared life together as a Springs community.

## ARCHDIOCESE OF MILWAUKEE SPONSORSHIP

SMSA is sponsored by the Archdiocese of Milwaukee, upholds the teachings of the Catholic Church, and thus abides by the [Parish and School Policy Manual](#) which is reviewed and updated annually by Archdiocesan leadership and school leaders. The *Manual* comprises nearly 200 pages of policies informed by Canon Law, civil law, as well as standards from the DPI and Archdiocesan Office of Schools. Parents may click the link above to view the complete policy manual. Where most applicable, specific Archdiocesan policy numbers may be cited in this handbook.

## GOVERNANCE

### **Separately Incorporated Schools: Board of Directors (Archmil Policy # 2103.2)**

Archdiocesan-sponsored high schools are Separately Incorporated Schools. The Archbishop of Milwaukee should be the sole corporate member of the Corporation.

A *Separately Incorporated School* is governed by a board of limited jurisdiction. This board shall be either a single-tier board of directors or a two-tiered model with a board of trustees and a board of directors. The specific powers and responsibilities of each board shall be defined by the articles of incorporation and bylaws of the entity.

The **Board of Directors** is composed of qualified community members with the necessary skills to manage the affairs of the Corporation, including its property and assets. The Board of Directors shall carry out the aims and purposes of the Corporation in compliance with the Corporation's Articles of Incorporation and Bylaws.

The Board of Directors are subject to the policies of the archdiocese. All Separately Incorporated Schools shall have articles of incorporation and bylaws approved by and on file with the archdiocese.

The Corporation's Chief Administrator (president or principal) is accountable to his/her Board of Directors and the Archbishop of Milwaukee.

## ACCREDITATION

### **Accreditation of Catholic Schools (Archmil Policy # 6181)**

All Catholic schools that include any sequence of grades between 9-12 are expected to maintain full accreditation status with their approved accrediting agency. Detailed accreditation information may be found at <https://schools.archmil.org>

Catholic schools in the Archdiocese of Milwaukee are also guided by *The National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools*, which have been developed by the Center for Catholic School Effectiveness, School of Education, Loyola University Chicago, in partnership with the Barbara and Patrick Roche Center for Catholic Education, Lynch School of Education, Boston College (2012). [National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools](#)

### **Accreditation Statement**

SMSA is fully accredited by *Cognia*, formerly AdvancED and Measured Progress - (6/30/2021 through 6/30 2026)



## **SECTION I: GENERAL INFORMATION**

### **School Term Calendar (Archdiocese #6111)**

Hours of direct pupil instruction must occur over a minimum of 177 days to commence after July 1, ending before the subsequent June 30. Teacher contracts shall be a minimum of 190 days. Contracted days that do not involve direct pupil instruction shall be used for appropriate professional development activities.

### **SMSA Academic Calendar**

Link to [2024-25 Academic Calendar](#)

### **Faculty & Staff Directory**

Link to [Faculty and Staff Directory | St. Mary's Springs Academy](#)

### **School Day Policy (Archdiocese #6112)**

Minimum 6 hours and 30 minutes daily schedule shall include a maximum of 30 minutes time for pupils to transfer between classes but do not include the lunch period. (Wis. § 120.12 (15))

### **Instructional Time Policy (Archdiocese #6112.1)**

Annually 1,137 hours of direct pupil instruction are required [in grades 9 to 12]. Minimum six (6) hours and 30 minutes daily.

### **Daily Bell Schedule**

SMSA high school uses a Modified BLOCK Schedule linked here: [Daily Bell 24-25](#)

### **Parking & Parking Lots**

Students and parents shall agree to abide by Wisconsin state laws governing motor vehicles, drivers of motor vehicles, vehicle and driver licensing, as well as the rights of pedestrians in roadways. 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 suspension or expulsion.

Students may park in designated student parking areas. Parking in unauthorized lots is a violation and may result in disciplinary consequences - including potential loss of parking privileges.

Students are not permitted to leave school to enter their cars during the school day unless permission is obtained from the North Hall Office. Students found in the parking lots or in vehicles without permission will be subject to disciplinary consequences.

All vehicles parked on school property are subject to random search at any time by the Administration or Police with or without reasonable suspicion. There is no expectation of privacy for vehicles parked on SMSA property.

### **School Related Associations Policy ( Archdiocese # 3570)**

An "affiliated organization" is any group of school parents or a group sponsored by school parents that is participating in the mission of the school, uses the name of the school for identification, and is not organized separately from the school. It is specifically sponsored by the school. All school affiliated organizations are established in the school bylaws or by separate action of the School Board. Affiliated organizations are accountable to the school, usually through the School Board or one of its commissions.

Organizations such as the Home and School Association, Athletic Association, Christian Women Society, Ski Club, Debate Club, Drama Club, etc., are usually established as affiliated organizations.

Organizations that have their primary affiliation with another organization, such as Boy Scouts, Girl Scouts, Knights of Columbus or St. Vincent de Paul, yet use the parish or school as a sponsor or for identification are not considered affiliated organizations. Any other group that is not sponsored or authorized by the School Board is not an affiliated organization. (Excerpt from policy)

### **Memberships/ Organizational Affiliations**

St. Mary's Springs Academy is a member of the National Catholic Educational Association (NCEA), the Association for Supervision and Curriculum Development (ASCD), Wisconsin Council of Religious and Independent Schools (WCRIS), School Choice Wisconsin, the Flyway Conference, and the Wisconsin Intercollegiate Athletic Association (WIAA).

### **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.

### **SMSA School Profile**

Follow this link to the most CURRENT official 'School Profile' pages that our Counseling Office updates and shares publicly with all universities and colleges where Ledgers apply. [SMSA School Profile - Counseling Office](#)

### **Tuition Payment**

A tuition statement will be provided to enrolled families in June prior to the new school year. Each family is responsible for making arrangements to either pay in full or to enroll in the SMSA payment plan. If a responsible party defaults on the selected payment arrangement, a 1% fee may be added each month to the unpaid balance.

Regarding the payment plan option, it is the policy of St. Mary's Springs Academy, at its discretion, that failure to have the necessary forms completed, signed and returned to the SMSA Business Office by July 15 may cancel a family's registration for the upcoming school year. See SMSA Payment Plan below regarding the necessary forms. For full details on payment plan options and tuition policies please see the SMSA Website <https://www.smsacademy.org/apply/admissions/tuition/>

### **Visitors**

All visitors (including alumni) may gain entrance to school by ringing the bell at the main North Hall entrance 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.

As a best practice of safe schools, SMSA students are prohibited from admitting any visitor into the school building unless explicitly asked to do so by an administrator, teacher or staff member. Students wishing to bring a visitor to school must obtain permission from the Assistant Principal. Students are not permitted to bring friends to school during the school day to visit classes unless the visitor is a prospective student whose visit has been approved by the Enrollment Director.

Students may not open exterior doors at any time, for any reason, or for any person - including an SMSA faculty/staff member or fellow student. *Students are never to prop open a door.* Students who disregard this standard may receive disciplinary consequences.

### **Weapons-Free Zone (Archdiocese # 6114.6)**

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes.

## **SECTION II: ACADEMIC STANDARDS**

For a complete list of policies that address matters of academic life and curriculum, please see the *SMSA High School Curriculum Guide* at this link [2024-25 Curriculum Guide \(2\).pdf](#)

## **SECTION III: ADMISSION STANDARDS & STUDENT RECORDS**

### **Admission Policy (Archdiocese # 5110)**

The parish/school respects the parents as primary educators of their children and provides opportunities in an atmosphere which reinforces the educational and formational priorities occurring within the home environment. Parents freely choose to share their parental authority and responsibility for the education and formation of their children with the parish/school community in a cooperative relationship.

The school respects the dignity of the child. Neither race, nationality, nor other forms of discrimination shall prevent a child from being accepted in the Catholic school or religious education programs.

The Catholic schools offer programs of education and formation for children and youth to all who are willing and able to live within the religious, academic, behavioral, and attitudinal requirements of the school and whose parents/guardians demonstrate a desire to have the school assist them in their parental role as primary educators of their children. The Catholic schools shall not be a refuge for parents/students who seek to avoid integration in the public schools.



1. Families are admitted into the school community when a designated authority judges the interest and motivation to be in accord with the highest order of Catholic education. The president is the final authority on the admission of a student into the school. This decision is not subject to appeal to the Board of Directors or School Advisory Commission.
2. **All students are on probation during the first calendar year of their attendance at a Catholic school.** Schools are to develop a screening process for all new students entering the school. During the first calendar year probationary period, the school shall determine through this process whether or not it can meet the needs of the student. The principal shall make the final decision regarding the continued enrollment of the student. This decision is not subject to appeal to the Board of Directors or School Advisory Commission. Notification of the probationary period shall be placed in the student/parent handbook.
3. Students who enter the Catholic school from a home-school program shall be placed in a grade level following an academic assessment determined by the administration.
4. In the admission of students to elementary schools, priority consideration shall be given to criteria in the following order:
  - To all children currently enrolled
  - To children of families with siblings currently enrolled in school
  - To children of parishioners (in case of a parish school)
  - To children from other Catholic parishes
  - To children of other religious affiliation
5. Schools participating in any of the Wisconsin Private School Choice Programs must adhere to the admissions policies and procedures of the program in which the school participates. The applicable programs are:
  - Milwaukee Parental Choice Program
  - Racine Parental Choice Program
  - Wisconsin Parental Choice Program
  - Special Needs Scholarship Program
6. In the development of preferential options for the poor, schools should have financial assistance programs available for students from low income families.
7. All schools shall continue and, where needed, intensify their efforts to enroll students to achieve racial integration and cultural plurality while maintaining the Catholic character of the school.

#### **High School Admission Policy (per Archdiocese # 5110.1)**

St. Mary's Springs Academy does not discriminate on the basis of race, color, sex, national origin, ethnicity, or disability in the administration of its educational and admissions policies and any other school administered programs.

St. Mary's Springs Academy enrolls students who participate in the Wisconsin Parental Choice Program and adheres to the admissions policies and procedures of that program.

Enrollment of students to the high school may be based on the school's ability to serve the holistic learning and developmental needs of each individual applicant based on the school's mission. The Principal, on a case-by-case basis, shall determine the admission status of all applicants for enrollment. Students who are not Catholic shall be willing to complete all required theology classes, and participate with retreat experiences, prayer, worship and community service activities. As a condition of enrollment, new students may be placed on a behavioral or academic plan for growth.

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. This *Handbook* may not be construed as establishing a contractual relationship, whether express, implied or quasi-contractual.

#### **Application and Acceptance to Wisconsin Parental Choice Program (WPCP) and Appeals Process**

Families enrolling through the Wisconsin Parental Choice program are registered in accordance with the regulations established by the Department of public instruction. **All students are on probation during their first year of attendance.** The admissions staff and/or administrator or designee will review all requests for admission to the WPCP at St. Mary's Springs Academy. The President and/or Principal make the final review.

- Schools may only reject a student choice application if the student does not meet program requirements.
- Schools must conduct a random selection, if applicable, within one week of the end of the open application period and before the court date. Therefore, there is a limited time for appeals.

This appeals process will be used if the private school rejects an applicant:

All appeals relating to rejection from the WPCP shall be heard by the President. In the event that an applicant to the WPCP is rejected, the rejected applicant will have five working days from the date of receipt of their notice of rejection to provide written documentation to the President that the applicant was improperly rejected. The rejected applicant will then be notified of acceptance or rejection of the appeal in a timely fashion.

### General Admission Criteria

SMSA hopes to ensure a good match between student needs and ability with the high school curriculum and culture. The Admission Team searches for evidence that its expectations and programs are a good “fit” with the goals, abilities and needs of student applicants. In general, students who meet the following criteria succeed at SMSA:

- i. *Student academic performance is assessed to be at or above grade level.* Students who may perform below grade level in reading, language arts or mathematics may have admission to SMSA high school deferred pending more information.
- ii. *Student attendance and behavioral record is positive.* Students who demonstrate a history or pattern of truancy or poor school behavior may have their admission deferred pending more information.

### Admission Checklist and Timeline for Current 8th Graders Applying for Freshman Year

The following steps must be accomplished to be enrolled for high school studies:

- i. Submit an SMSA High School Admission Application (Fall of 8th grade year)
- ii. Register for the High School Placement Test-HSPT (Fall of 8th grade year)
- iii. Take the High School Placement Test-HSPT (administered on campus in November of 8th grade year)
- iv. Some students may also register for an optional Math Placement Test in May of their 8th grade year.

### Admission and Placement for Incoming 9th Grade Students

SMSA follows this process for reviewing applications and placing 8th grade students into freshman year studies:

- i. The Enrollment Director establishes an admission file for each applicant.
- ii. Grade school records (including 7/8th Grade Report Cards and Forward Test Results) are requested by the Enrollment Director and added to the student admission file.
- iii. *High School Placement Test* (HSPT) results are added to the student file.
- iv. Each completed admission file is reviewed by the SMSA High School Admission Team - consisting of Enrollment Director; Director of Pupil Services; Principal. Other educators may be consulted should there be a need for added evaluation or perspective.
- v. Students receive a formal welcome/acceptance letter with a date specified for enrollment/registration (A large group registration night for admitted 8th graders occurs in February. Those who apply late will have individualized registrations scheduled).
- vi. Students and parents “register” by scheduling freshman year classes and submitting a tuition deposit.
- vii. Some students may also register for an optional Math Placement Test in May of their 8th grade year.

### Transfer Student Admission

Students who have begun their high school education at another school and would like to apply for admission to SMSA may submit an application on a rolling basis. *Transfer students shall be admitted to begin classes at the beginning of a semester ONLY, unless there has been a change of address or extenuating family circumstances.* Mid-semester transfers are not always in the best interest of students - as academic credit may not always finalize or transfer, placing a student “off track” for grade level/class graduation.

To be admitted, the applicant's school records must be reviewed and these must provide evidence that the applicant is in “good standing” academically, behaviorally and with attendance history. In order to gain admission to SMSA, at the time of admission a transfer applicant must have earned enough academic credits to be ‘on track’ to graduate ‘on time’ with their grade level/class. In accordance with Archdiocesan Policy 5110: *All students are on probation during the first calendar year of their attendance at a Catholic school.*

If a transfer student is joining the SMSA school community but is not changing their legal address in the enrollment process, the WIAA may determine a student to be temporarily ineligible to participate in interscholastic athletics.

### International Students

When enrolling international students, St. Mary’s Springs Academy shall work with credible international education agencies and programs who facilitate the acceptance of students with F-1 Visas. “Global Outreach” of Menasha Wisconsin is a preferred international student agency as it is aligned in Catholic mission with SMSA, and maintains a long history of successful placement of international students with Springs families. Annually in the Spring, the administration of SMSA shall determine if and how many Global Outreach students can be supported/accepted for admission for the subsequent school year.

### International Student Tuition Rate

For any international student who is not affiliated with Global Outreach, tuition and all applicable fees must be paid prior to official enrollment. The International student tuition rate shall be equivalent to the total DPI published annual cost of educating a high school student in the State of Wisconsin (currently \$12, 500)..

All international students shall be graded in the normal manner, accountable for assignments, and for personal conduct as stipulated in this handbook. The students must be physically present at SMSA for learning from the first day of school until the student’s last day of school.



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. Students earning credits and/or intending to receive an SMSA High School diploma will be placed at their appropriate academic level. Seniors status international students 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 shall be eligible to receive a diploma.

### **Children with Exceptional Educational Needs (Archdiocese #6164.3)**

Catholic schools in the archdiocese welcome children who have special needs and may be able to make reasonable accommodations for students with special needs in some circumstances. Whenever a student seeks enrollment into the Catholic school, the school shall inquire as to whether the student has a history of or is presently eligible for special education and related services available under the Individuals with Disabilities Education Act (IDEA). A student eligible for placement under IDEA should be enrolled in the Catholic school only if a program and resources are available to meet the student's special needs.

Catholic school admission, instruction, and retention of students with disabilities or special needs shall be determined on an individual basis by the administrator in consultation with the school's Learning Support Team. A student accommodation plan will be developed in order to document the reasonable accommodations the school will provide to a student with special learning.

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 for the identification and intervention of their special needs. A child with exceptional educational needs that cannot be met through reasonable accommodations should be referred to the local public school to determine whether the child is eligible for services.

The final decision for admission, instruction, and retention of any student rests with the principal. 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.

### **Exceptional Education at SMSA**

In compliance with PL 94-142 and/or IDEA, an Individualized Education Program (IEP) evaluation will be provided by the public school system for all students referred from SMSA. When making a referral for an IEP evaluation, SMSA will follow the guidelines established by the Department of Public Instruction.

1. Parents/Guardians are informed about procedures for a referral and their verbal approval for such a referral is sought before the process begins.
2. The principal and/or counselor requests appropriate forms from the building principal or central office of the public school where the student resides.
3. All completed forms are returned to the building principal or to the public school central office, in accordance with the policy of the school district.
4. The principal and/or counselor keep a master list of all cases referred for PL 94-142/IDEA services. Information on this master list should include the name and birthdate of the student, the referral date, and the name of the public school where the referral was mailed.
5. If no action is taken within the ninety (90) days time limit allowed for the evaluation process, the principal and/or counselor will notify the Archdiocesan Associate Director for Student Services to report this fact. A letter will then be mailed to the appropriate public school personnel to encourage immediate action.
6. The school should automatically receive a copy of the IEP report after the evaluation is completed. Upon receipt of this report, the school attempts to follow through with the recommendations outlined in the report and determines if implementation of any service plan for the student if he/she continues his/her enrollment in the school is feasible. Consultation services in the interpretation and practical application of evaluation reports are available from the public school Division of Pupil Personnel services on an invitational basis.

If the parents/guardians elect not to follow through on the recommendations of the public school district, SMSA will determine whether the student's needs can be met and whether continued enrollment at SMSA is in the best interests of the student. This determination will be put in writing, shared with the parents/guardians, and becomes part of the student's permanent record.

If the student who is eligible for placement under PL 94-142/IDEA is enrolled at SMSA, the principal and staff shall become knowledgeable of the treatment for these students according to the directives of the Wisconsin Department of Public Instruction; especially Bulletin Number 99.07, September 1999, "Parentally-Placed Private School Children with Disabilities."

### ***Individualized Student Program***

Students enrolled in SMSA with an Individualized Student Program to accommodate their special needs will have their accommodation plans filed and attached to their cumulative record to note the accommodations made reflecting their quarterly grades.

### ***Supportive Consultant Program***

While every attempt will be made under the guidelines of the Supportive Consultant program to accommodate students with identified special needs, SMSA reserves the right, given our limited specialists, to formally re-assess student needs during any part of their educational program. Based on the results of the formal assessment and in consultation with the Archdiocese, continued student enrollment at SMSA may be ended in the best interests of promoting student success.

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. ***\*All admissions decisions of the President and Principal are final.***

### **Class Size Policy (Archdiocese # 6151)**

There are no state regulations directing the teacher/child ratio. However, best practices include the following:

<b><i>Age of Children</i></b>	<b><i>Minimum # of Teachers to Children</i></b>	<b><i>Maximum # of Children in Group</i></b>
<i>6 years and over</i>	<i>1:18</i>	<i>32</i>

Maximum group size does not apply to field trips, outdoor play areas, and areas reserved exclusively for eating. Pupil/teacher ratio is determined by dividing the total number of students by the total number of professional staff which, in addition to teachers, includes administrators, guidance counselors, and librarians/media personnel. Part-time personnel should be counted in terms of full-time equivalency (FTE). Substantial deviation from these norms are subject to challenge by the superintendent, school board / committee, and accreditation team.

### **Sex Identity (Archdiocese of Milwaukee)**

All required school documentation (e.g., registration/application form, official records/transcripts, official school communications, other forms, etc.) that requires the designation of a student's sex will reflect the student's biological sex. Students will be addressed using the pronouns associated with their biological sex and may not designate a "preferred pronoun." Students will be required to use the bathroom and locker room which matches their biological sex. In extraordinary circumstances, the school may make an individual-use bathroom available to a student. Students may not take "puberty blockers," even if self-administered, on parish or school property, with the purpose of a potential or actual "sex assignment".

## **SECTION IV: ATTENDANCE STANDARDS**

### **Compulsory School Attendance Policy (Archmil Policy # 5112)**

Elementary and secondary schools will comply with the compulsory school attendance laws defined by Wis. Stat. § 118.15. The statute requires school attendance of a child ages six to 18 unless he/she: 1) is excused, 2) has graduated, or 3) is enrolled in an alternative or home-based private, or other education program as permitted by law. The law further requires that any person having under his/her control a child between the ages of six and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter, trimester, or semester of the school year in which the child becomes 18 years of age.

*Parents or legal guardians are required to provide the school with the reason for their child's absence.* It is the responsibility of the school attendance officer to record whether the excuse is to be considered excused or unexcused (truant). Process and potential consequences school may impose for excessive tardiness and/or absences:

- In accordance with Wis. Stat. § 118.15, a parent must be sent a written notification when the child has been absent or tardy without an acceptable excuse for a total of five days in a semester. A second notice regarding habitual truancy shall be sent when a student has been absent ten or more days in the school year.
- There is no legal number of absences which, if exceeded, leads to automatic retention of a student.
- ***A school may develop and implement a plan of action to address chronic tardiness or absence of a student. The satisfactory completion of said plan of action may be used as a criterion for enrollment of the student in the school for the remainder of the current school year or the succeeding school year.***

### **Excessive Absences**

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

- When students have accumulated **10 days** absent 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 absences, a student may jeopardize student life privileges including leadership positions.
- Students showing an inability to attend school in accordance with the Archdioceses of Milwaukee and truancy laws may be subject to an attendance contract/probation. The stipulations of the attendance contract/ probation will be set by the Principal and Assistant Principal. Noncompliance with probationary mitigations and plans or failure to follow the expectations of an attendance probation may result in a students removal from SMSA.

### **Make-up Work Policy (Returning from Absence)**

Students who miss school will be given the opportunity to make-up work under 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.

### **Proxy/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.

### **Release of Students During a School Day (Archmil Policy # 5113)**

The principal may release a pupil during the day upon written request of the legal/custodial parent or guardian and after verifying that a valid request exists for the pupil to be released. As a further precautionary measure, the pupil's record is consulted to make certain that the adult requesting the pupil's release is the legal/custodial parent or guardian. Such absences must be recorded as an absence in the official school records.

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 becomes virtual at any time during the school year, or if a student is quarantined, online attendance will continue to be taken each period. Students are expected to attend each class unless they are too ill to participate. Students whose attendance cannot be verified are considered unexcused, and their absence will be noted as such.

### Excused Absences

Parents are required to call the *Attendance phone line (920-322-8036)* or email [attendance@smsacademy.org](mailto:attendance@smsacademy.org) on the day of absence before 8:30 a.m.

Archdiocesan Policy outlines reasons for which a student 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-college visits, 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).

### Absence due to Illness

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. Students that are marked absent for any part of the day due to illness or are determined to have an unexcused absence are ineligible to participate in co-curricular activities that day.

### Anticipated Absences (Pre-Planned)

The school strongly discourages all prearranged vacations, trips, appointments, college visitations, etc. that occur when school is in session. Learning loss inevitably results from students not being present in class during scheduled school hours and days. When students miss class days, not only does the missing student suffer diminished learning, but their absence also detracts from the learning dynamic of classmates, and challenges the lesson planning and execution of teachers.

1. If an absence is anticipated to occur on a school day, a written excuse signed by the parent/guardian should be presented to the North Hall Office **at least 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 date of absence.
3. Assignments/homework may be obtained from teachers once teachers have signed the pre-arranged absence form. Please note that if a teacher does not have the required 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 required schoolwork. *Assignments received prior to absence are due upon the student's return and are not eligible for further extension of time, unless extenuating circumstances can be documented.*

### School Day Appointments

Every effort should be made to schedule medical, dental or counseling appointments outside of regular school hours. If conflicts cannot be avoided, parent(s)/ guardian(s) must send a signed note with logistic details of the appointment to the North Hall Office prior to 8:30 a.m. The following procedure should be followed:

- 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.
- For a student to remain eligible to participate in school sanctioned after-school activities or events following a doctor/dentist appointment scheduled during a school day, the student must present a note from the doctor's office upon returning to school.

Absences for non-medical related appointments are considered highly disruptive to student learning and school culture and are thus strongly discouraged. School day appointments made for salon treatments, behind the wheel driver's education classes, or auto maintenance shall be considered **unexcused absences**, and will be addressed as such through the natural consequences of the disciplinary code.

### **Absence and Impact on Co-curricular Activities (per SMSA Co-Curricular Code of Conduct)**

A student who is absent from any part of the school day is ineligible to participate in SMSA sanctioned after school or evening activities.

1. Students must attend school **ALL DAY on the day of scheduled events and/or practice in order to participate** on the same day of the absence.
2. *Exceptions:* Absence from campus which have been excused for a funeral, court appearance, school approved field trips or course/grade requirement, documented medical appointments, drivers license testing, or for other unusual or extenuating circumstances as cleared in advance by the principal.
3. If extenuating circumstances warrant, the principal (only) may waive the above requirement and permit the student to participate in after school or evening activity on the day of the absence. Such a waiver may only be granted by the principal (i.e. not by parents, medical providers, coaches, teachers, or athletic/activity directors).

### **Tardiness**

A student who is not inside the classroom of their first assigned period/block of the school day, shall report to the North Hall Office and will be recorded as “tardy to school.” A student who is not inside the classroom of any one of their scheduled periods/blocks of the school day, will be recorded as tardy to class by the teacher or study hall moderator unless they arrive with a valid excuse and hall pass from another teacher or staff member.

### **Consequences for Tardiness**

- Students marked tardy (to school or class combined) more than five (5) times during a semester will be scheduled to serve a detention.
- After a 6th tardy offense and each subsequent tardy, the student shall serve detention and also be required to submit their cell phone to the main office. It may be retrieved after 3:15pm.
- Students who display a pattern of chronic or repeated tardiness shall have their parents/guardians contacted by administration, and may require a probationary enrollment plan.

### **Late Arrival/Early Dismissal Privilege**

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

To be eligible for this privilege, students shall:

- Be a member of the junior or senior class at SMSA.
- Have an existing study hall scheduled during the first block of the day or the last block of the day - on either A-Day or B-Day (Master schedule periods 1, 4, 5, 8).
- Maintain positive conduct and attendance record consistent with The Ledger Way Core Values
- Maintain all academic co-curricular eligibility standards. A student declared academically ineligible after a grading period (mid quarter, quarter, or semester) will lose this privilege and must report to their originally scheduled study hall until they have regained co-curricular eligibility. Co-curricular eligibility standards are used to determine the length of the ineligibility period.

SMSA administration maintains discretion to revoke the *Late Arrival/Early Dismissal Privilege* of any student.

### **School Illness/Injury**

If a child is staying home sick during school hours, [parents/guardians must call the attendance line and leave a message with your child's name, grade and reason they are ill before 8:30 a.m..

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

Students missing any portion of the school day due to illness are ineligible to participate in co-curricular activities on that day.

### **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.

### **Virtual Learning at SMSA (Per Archmil Policy # 6135)**

In-person classroom learning and instruction is the dedicated educational model at SMSA for all grade levels PreK-12. That said, the leadership of SMSA acknowledges that certain social and health conditions may dictate that virtual learning may be a necessary option for the continuation of learning for some or all students.

#### **Individual Request: Process for Approval:**

Parents may formally request the virtual learning option for a minimum period of one week (5 school days) in duration (terms may be renewable). Virtual learning may be a blend of methods to be determined by principal and teachers, including but not limited to synchronous (real-time interactive, online) and asynchronous (non interactive, prepared virtual resources).

To receive approval to learn virtually at SMSA, **parents must obtain an application for virtual learning from** our Coordinator of System Attendance. The completed application must be submitted at least one full week prior to the first day of the proposed virtual instruction term. *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 more quickly. Even with “exceptional” cases parents are 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.

It is prohibited for parents to 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.

## **SECTION V: PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES**

### **Rights and Responsibilities of Parents (Archmil Policy # 1312)**

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.

**SMSA Statement on Parent/Guardian Rights and Responsibilities.** Please review our SMSA [Covenants](#) at the link or on the back pages of this handbook. The Covenants represent an evolution of The Ledger Way. At the link, you will find THREE separate Covenants - developed to support Students, Parents/Guardians, and Employees. These are intended as a resource and guide for understanding SMSA culture and community values, behavioral norms and expectations for our shared life together as a Springs community. A copy of the three covenant pledges can be read in their entirety in the appendix at the conclusion of this document.

### **SMSA Policy and Process for Corrective Action Regarding Parental/Guardian Non-compliance/ Misconduct**

Parents/guardians in the Springs community are expected to model *The Ledger Way* in their interactions with school personnel and young people. Should any parent/guardian behave in a manner that blatantly rejects school mission or core values, or interferes with school operations, or displays distrustful, disruptive or harassing behaviors toward SMSA personnel, students or families, school leadership may engage the following process for corrective action. NOTE: In a circumstance where the safety of school personnel, students, or other parents may be threatened, the steps of the following process may be accelerated to the final step of the process resulting in withdrawal of the parents/guardians children from SMSA.

- School personnel shall request that a parent/guardian correct or cease and desist detrimental behavior.
- If behaviors represent a threat to personal or school safety, law enforcement may be requested to support school officials and further engage with the parent/guardian.
- Archdiocesan Policy 1312 and this handbook policy shall be shared with the parent/guardian who may fail to fully comply with the schools request to cease and desist detrimental behavior. School officials shall formally document continued noncompliance or misconduct.

- If detrimental, unwelcome behavior persists and becomes a documented pattern, SMSA leadership may provide a formal written warning that withdrawal of the children of the parent/guardian from SMSA may be a consequence for continued parent/guardian misconduct or disregard of school expectations.
- Should detrimental, unwelcome behavior persist after a written warning, school officials shall request a meeting with the parent/guardian. Non compliance with the meeting request shall be documented and may lead to further consequences, including withdrawing the children of the parent/guardian from the school.
- Should detrimental behaviors persist after a formal written warning, and/or meeting with school officials, SMSA leadership may formally withdraw the children of the parent/guardian from the school and the action will be reported to the Archdiocesan Office of Schools.

#### **Parent/Student Complaints Concerning School Personnel (Archmil Policy # 1312.1)**

In a Catholic school, grievance procedures are not legal hearings and are not intended to apply to complaints alleging criminal behavior. Neither party shall be permitted to have legal counsel at such meetings.

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. A grievance occurs when there is an unresolved concern between the parent or guardian of a student enrolled in a Catholic school or parish religious education program and an employee of the parish/school.

Before any formal grievance can be initiated, the parent or guardian must meet with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may initiate the grievance process by providing documentation of the concern to the employee's supervisor, generally within ten days of the initial meeting with an employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

All individuals have a right to present their concerns fully and openly without fear of retribution. Grievance issues will be dealt with one at a time and on an individual basis only. The right to confidentiality will be respected within the context of finding a satisfactory resolution.

If mutual resolution does not occur, the parent or guardian may provide the pastor or school president, with written documentation of the unresolved concern and the steps already taken. The pastor/president may attempt to resolve the situation in one of the following ways:

- The president may convene the parties in an attempt to reconcile the concern.
- The president may contact the appropriate archdiocesan office for assistance in reconciling the concern.
- The president may convene a local grievance committee to review all details of the concern. The committee will submit a recommended resolution to the/president for final consideration.

Once a review is complete and a final recommendation has been offered at a local level, there is no additional appeal of the decision at the archdiocesan level. The School Board of Directors is not involved in the grievance proceedings and is not a source of appeal.

#### **Catholic Parents and Families**

SMSA families who profess the Catholic faith are encouraged to observe Sunday Mass obligation in accordance with the *Catechism of the Catholic Church*. Catholic tradition regarding the obligation to weekly Sunday Mass attendance is tied to the Third Commandment, "Remember to Keep Holy the Sabbath day." SMSA believes that in addition to strengthening families and parish life, fidelity to Sunday Mass serves to enhance and strengthen the mission and identity of the SMSA learning community.

**Change of Address & Family Contact Information Updates:** Parents/guardians are responsible for reporting any change of address, email address and/or telephone number (even if unlisted) to the North Hall Office (920-921-4870 ext.8002). Emergency contact information changes must also be reported/recorded ASAP as a matter of school safety and security.

#### **Child Custody (Archil Policy # 5124.2)**

The school shall communicate with the parents of a child in a divorce action according to the directives of the court.

- When parish/school administrators learn that a student is the subject of a court decree which restricts the placement or contact of either parent with the child, a request shall be given to the parent who maintains primary physical placement of the child to submit a copy of the court decree. Alternatively, a letter from an officer of the court stating the requirements of the court in this manner will suffice.
- If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or comparable statute of another state), copies of the student progress reports shall be issued to both parents in conformity with Wis. Stat. 118.125 (2) (a) unless one parent has been denied periods of physical placement with the child by the court under Wis. Stat. 767.24(4)



, in which case, no student information will be provided to the parent who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2)(m).

#### **Child Custody or Placement - Disclosure of Changes:**

Always with the hope of partnership and goodwill, and with the promise of confidentiality, SMSA expects parents/guardians to provide school officials with accurate, timely information regarding an enrolled child's legal custody status. Whenever the physical placement or custody of a child changes parents/guardians are expected to notify school officials immediately. Consistent with Wisconsin Compulsory Education Statutes, to be enrolled in good standing at SMSA, students must reside with a legal parent/guardian through the date of their high school graduation day. An enrolled student's 18th birthday (and the rights of adulthood) do not supersede Compulsory Education law regarding residing with a parent/legal guardian. Exceptions may be made in cases where student best interest, wellbeing or safety is jeopardized. In such cases, parents/guardians, their legal representatives or official government entities (may include social workers or law enforcement) must engage with school officials as soon as possible.

**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.

**Health Records and Athletic Physicals:** Parents/guardians shall assure that student health records and annual health histories are updated/accurate and 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.

#### **School Day Messages for Students**

Messages from parents/guardians will be relayed to students by SMSA staff 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 or calling their child directly during school hours. This practice may cause unwelcome disruptions to learning and/or the operation of school.

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

**Transferring to Another School from St. Mary's Springs Academy High School:** All transfer requests must be initiated by parents/guardians through the Counseling Office. Forms must be completed and returned to the Counselor with appropriate signatures. The student must complete a checkout conference with their Counselor, Assistant Principal, or Principal as requested.

## **SECTION VI: TECHNOLOGY**

#### **Acceptable Use of Technology (Archmil Policy # 6161.2)**

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the school computer systems are and remain the property of the school. Access to the Internet and the use of the computer network, including independent use of school grounds, shall be subject to this policy and accompanying regulations.

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of school networked computer equipment, including those that provide Internet access.

#### **Rules for Acceptable Use of Computers and Telecommunications**

- Each individual student accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Students should not expect that files will always be private.
- *The following are not permitted:*
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others

- Tampering with or damaging computers, computer systems, or networks
- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without authorization

All student users of the parish/school computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the school computer system is required to sign the *Student Acceptable Use Form* before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the principal regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the parish/school computer system.

### **Acceptable Use of Technology Policy at SMSA**

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 ethics and 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 may be reported to authorities and subject to disciplinary action.
- The school 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 students 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.

### **Chromebook 1-1 Responsibilities**

- The student will always have the Chromebook charged and ready for use in class, this is no different than having a textbook ready for class.
- If a Chromebook is damaged, the student will immediately bring the Chromebook to the IT department for assessment.
- In the event that a loaner Chromebook is issued, the student will not damage the loaner Chromebook.
- The student will not use the Chromebook to break any rules or laws. This includes bullying, harassing, and threatening other students or individuals.
- The student will not remove the Chromebook from the provided case.
- The student will not deface the Chromebook, case, and charger in any way. This includes, but is not limited to, removing labels/barcodes, scratches, removing keys, and adding stickers.
- The student will not attempt to modify the operating system on the Chromebook in any way.
- The student will not attempt to modify the hardware of the Chromebook in any way.
- The student will not attempt to bypass any filters put in place by St. Mary's Springs Academy.
- The student will only use their SMSA email account to access the Chromebook. They will not use any other email account to access the Chromebook.
- The student understands that SMSA can view content on their Chromebook at any time, they should not expect to have privacy when using the Chromebook.
- The student will surrender the Chromebook to SMSA for inspection when asked to do so.
- In the event that the student withdraws from St. Mary's Springs Academy, they will immediately return the Chromebook.
- The student understands that if they do not have access to their Chromebook through fault of their own, such as not having it charged or intentional damage, they will still be responsible for completing school work on time as if they had access to their Chromebook.

### **GoGuardian Beacon**

St. Mary's Spring Academy currently utilizes the GoGuardian software to monitor students' online use throughout the school day (*Monday- Friday 7:30 AM- 3:30 PM*). GoGuardian proactively identifies or flags students who are searching content categorized as suicidal ideation, self-harm, or possible harm to others through threats, violence, or bullying.

To ensure students' safety when using *school issued technology*, parents will now be automatically enrolled to receive email notifications from the GoGuardian system if your child is viewing the flagged content (listed in the above paragraph) outside of school hours

Parents/guardians are responsible for their child's online activity and responding to any alerts generated from GoGuardian Monday - Friday 3:15 p.m. - 7:30 a.m. and all hours during weekends, holidays, snow days, breaks etc.). Parents will receive GoGuardian alerts via email.

In addition, GoGuardian has also created a parent filtering app that can be downloaded onto your cell phone. Parents can use this app on your smart device to receive alerts and notifications regarding your child's online activity, block access to certain websites, limit when the internet is available, and receive summarized reports on your children's internet usage outside of school hours.

Parents are invited to review the **GoGuardian Beacon Parent** information found at the links below.

[\*GoGuardian Beacon Parent Installation Guide\*](#)

[\*GoGuardian Beacon Parent App Features\*](#)

[\*Guardians: What Student Data Can I View Using GoGuardian Parent?\*](#)

[\*Guardians: Getting Started with GoGuardian Parent\*](#)

[\*What is GoGuardian Parent?\*](#)

### Student Use of Cell Phones

Students may keep cell phones on their person during the school day, but cell phones shall never be accessed or used for personal use during any instructional time. During the school day, cell phones/PEDs may be accessed and used by students during hallway passing time and lunch only. Students are expected to respect and adhere to each teacher's classroom/course cell phone policy. Whenever students are not abiding cell phone policy, their cell phones may be confiscated by any teacher or staff member and turned over to the Assistant Principal. Further misuse may lead to student detention, daily cell phone check-in, or further discipline. Please reference the acceptable use policy regarding devices. The following expectations and practices shall be observed:

- a. Students may possess their mobile/cell phone during the hours of school.
- b. Students may operate their cell phones in the hallways between classes.
- c. Students may operate their cell phones in Korbie Commons/ Cafeteria before school, after school, and during lunch.
- d. Once students enter a classroom, study hall or homeroom, they may NOT operate cell phones. Earbuds must be removed as well. (Exceptions: if use of cell phone is noted as a student accommodation; if a cell phone is being used as an educational purpose being directed by a teacher).
- e. While not mandated, teachers may choose to provide a secure place for students to deposit their mobile/cell phones at the start of class, and a clear procedure for retrieving the phones after class. Students are expected to abide by teacher procedures for cell phone storage.
- f. Unless noted as a learning accommodation, students are not permitted to possess mobile/cell phones, or ear buds during any classroom assessment. Students will also be asked to remove Smart watches during assessments.
- g. Cell phones are never appropriate for student use in school bathrooms or locker rooms. This is a Federal statute and a norm that is not new to SMSA.
- h. While participating in after school activities or events as fans, there is no restriction on student cell phone access or use.
- i. Coaches and activity moderators shall determine for their teams/organizations the appropriate plan for student cell phone usage.

### Cell Phones In Locker Rooms/Restrooms - (State Statute)

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

### Personal Electronic Devices

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

*It is the user's responsibility to:*

- View Internet sites that are allowed at the parish/school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record, or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff, or other person during any school/religious education/youth ministry activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

*Unauthorized use of personal electronic devices includes but is not limited to the following:*

- Possessing, viewing, sending, or sharing video or audio information having sexual, violent, or threatening content on parish/school grounds, at parish/school events, or on school buses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any parish/school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

*The student user of a personal electronic device shall accept sole responsibility for its preservation and care. Student users understand:*

- The school is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when there is reasonable suspicion that such devices are being used in violation of the law and/or school rules.

### Guidelines for Use of Social Media

Each user of the school computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for parish/school-related activities, students will not be granted access to these sites from parish/school owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

#### *Rules for Acceptable Use of Social Media:*

- Parents must be made aware, in writing, of the network/school's intended use of digital communication through a network/school-based learning management system. Parents must be provided with a means to access the learning management system that their child(ren) is/are required to use for academic purposes.
- Parents must be made aware, in writing, of the network/school's intended use of a social networking site and/or the use of any forms of digital communication for non-academic purposes. The parent should be provided the ability to opt their child out of directly receiving any digital communication from or on behalf of a ministry or activity of the school. Parents must be invited to have access to any social media site or digital communication platform.

### PARENT/GUARDIAN OPT/OUT OF DIGITAL COMMUNICATION FORM

- Students should not initiate a request to staff to join a social network being used for personal purposes.
- The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
- Principals and/or network administrators will regularly review and monitor all comments and posting on school media sites. Any inappropriate content on a school media site should be deleted immediately.
- Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.
- Parish/network/school social media and digital communications should abide by the Social Media & Digital Communications Policy.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the president/principal regarding inappropriate use of social media is final.

## SECTION VII: *EMERGENCY & SAFETY*

### **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 categories and items prohibited on campus at all times at SMSA:*

- 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.
- Scooters, bikes or skateboards shall never be appropriate inside school buildings
- 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.

### **Electronic Surveillance Cameras (Archdiocese # 3517.3)**

Schools may use security cameras without sound recording (audio) on location property to ensure the safety and welfare of all staff, students, parishioners, visitors, and vendors. Security cameras may be used to observe the following locations:

- Outdoors: Parking lots, walkways, gathering areas, playgrounds, athletic fields, stadiums, entrances, and exits
- Indoors: Lobbies, foyers, hallways, sanctuaries, cash counting rooms, and other common areas

Equipment may not record or survey areas where the public, students, and employees have a reasonable expectation of privacy, such as restrooms, locker rooms, private offices, or classrooms. In addition, parishes must not record penitents who are engaged in the sacrament of reconciliation, especially if the penitent can be identified or lips can be read.

The use of security camera equipment shall be supervised and controlled by the school administrator or designated person. Recordings should be maintained for a specified period of time. After this time period has elapsed, the medium can be reused for recording unless circumstances call for preserving the recordings due to a reported or suspected incident. It is recommended that the recordings be maintained for a minimum of 30 days.

The school reserves the right to review and use the recordings to investigate accidents, allegations of misconduct, or violations of archdiocesan, parish, and/or school rules and to use the recordings in any proceedings that result in or are related to the accident, misconduct, or violation. The parish/school shall maintain a log of access to or use of the video recordings.

Whenever a video recording is used as part of an investigation or disciplinary action involving a student, the student and his/her parent/guardian will be permitted to view the recorded material in question with school personnel. However, the confidentiality of others must be protected.

The school administrator is responsible for the security, management, and use of digital images and must authorize access to all electronic surveillance records. The parish/school administrator has the discretionary power to refuse access where disclosure would constitute an unjustified invasion of another's privacy.

School administrators shall ensure that video surveillance shall not be used to monitor staff performance. All persons are prohibited from the unauthorized use of, tampering with, or otherwise interfering with security camera operations and/or equipment and will be subject to appropriate disciplinary action. If security cameras are installed, the public shall be informed by including statements in student handbooks and posting appropriate signage (e.g., WARNING: THESE PREMISES ARE MONITORED BY [or: UNDER SURVEILLANCE OF] SECURITY CAMERAS).

### **Emergency Operations Plan (Archdiocese Policy # 3517)**

Emergency events occur in a wide variety of ways. An emergency event may involve a single person in the parish/school community, a subgroup of the parish/school community, or the whole parish/school community. The purpose of an *Emergency Operations Plan* is to identify potential emergency events and to develop policies and procedures addressing the following:

- Prevention: capacity to avoid, deter, or stop an event from occurring.
- Protection: capacity to secure facilities against acts of violence and manmade / natural disasters.
- Mitigation: capacity to eliminate or reduce loss of life if an event occurs.
- Response: capacity to stabilize an emergency once the event has happened or is certain to happen.
- Recovery: capacity to assist schools affected by events to begin healing and to restore the learning environment.

Specific action plans should be developed for each of the following:

- Communications protocol before, during, and after an event.
- Evacuation of facilities, including the identification of multiple relocation sites.
- Lockdown / secure facilities to prevent entry of a threat into the facilities.
- Shelter-in-place / secure personnel within facilities in the event a threat is inside the facilities.
- Account for all persons during and after an event.
- Reunification of students with parents/guardians after an event.
- Continuity of operations during and after an event.
- Recovery after an event – academic, fiscal, physical, psychological and emotional.
- Security protocols.

The Emergency Operations Plan should be developed collaboratively with multiple stakeholders, including - but not limited to - local first responders (law enforcement, fire, medical, mental health). It is not possible to develop an Emergency Operations Plan for every possible event, but it is necessary to be prudent and responsible in developing strategies to keep all members of a parish/school

community safe and secure. The 2017 Wisconsin Act 143 requires schools to submit the following to the Wisconsin Department of Justice annually by January 1:

1. Copy of the School Safety Plan (EOP)
  - a. Governing body is required to review and approve every three years.
    - i. For the purposes of compliance, the governing body is defined as follows:
      1. Single Parish School: The pastor or parish director is the governing body, but the School Advisory Commission is strongly encouraged to be involved.
      2. Separately Incorporated Schools: The School Board of Directors is the governing body.
  - b. Plans must be individualized for each facility/campus that students regularly occupy.
  - c. Required components of plan:
    - i. School Violence and Attacks
    - ii. Fires
    - iii. Weather-Related Emergencies
    - iv. Bomb Threats
    - v. Intruders
    - vi. Threats to Non-classroom events
    - vii. Parent-Student Reunification
2. Most recent date on which the governing body reviewed and approved the School Safety Plan.
3. Date of statutorily required annual drill for responding to a school violence threat.
4. Documentation that the school governing body reviewed the written evaluation of the drill.
5. Date of the most recent training on school safety and the number of training attendees.
6. Most recent date on which the governing body consulted with local law enforcement to conduct the on-site safety assessment.
  - a. Must be done annually.
  - b. Must be done for each facility/campus that students regularly occupy.
7. Copy of facility/campus blueprints or map – must be done for each facility/campus that students regularly occupy.

### **Mandatory Reporting of School Violence Threats**

2017 Wisconsin Act 143 requires that all individuals who are Mandatory Reporters of suspected child abuse or neglect are also Mandatory Reporters of School Violence Threats. Employees are to receive training regarding mandatory reporting of school violence threats. See Policy 5140.12 for more information.

### **Safety Drills**

SMSA is required to practice one safety drill per month during the school year. Drills for fire, tornado and other safety procedures are conducted on a regular basis. Students are expected to follow directions for drills. SMSA has a crisis plan. All faculty and staff have been in-serviced on the SMSA First Response Crisis Plan. The building is equipped with a security system. All employees, volunteers and visitors must wear ID badges at all times.

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.

### **Speak-Up, Speak Out (SUSO)**

The Wisconsin Department of Justice (DOJ) Office of School Safety (OSS) launched the SPEAK UP, SPEAK OUT Resource Center (SUSO) in 2020. SUSO is a comprehensive, one-stop place to turn to with your concerns regarding school safety. A facet of the Resource Center that is particularly important is the threat reporting system.

### **The SUSO threat reporting system is available 24/7 and is free to all.**

Students, parents, school staff and community members can submit a school safety concern, by downloading the SUSO app (Android and iOS), visiting [speakup.wisconsin.gov](http://speakup.wisconsin.gov) or by calling 1-800-MY-SUSO-1. Resource Center staff work around-the-clock to respond to reports and to deploy a response locally by communicating directly with school administrators, law enforcement and counselors.

■ **SUSO Brochure 1 9x8.pdf** **Speak Up Speak Out-Wisconsin has added a SUSO Text Tips option.** Tipsters may report harassment or bullying by texting “SUSO” to 738477 and make a report via a direct link to the SUSO tip form.

### **Weapons-Free Zone (Archmil Policy # 6114.6)**

All schools will be maintained as weapon-free zones in protection of the safety of students, staff, and visitors and in accordance with Wisconsin State Statutes. It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are



armed in the line of duty. Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action. Schools shall publish this weapons policy in all school handbooks. It is recommended that a sign be posted on school property to provide appropriate notice of this ban on weapons.

It is strongly recommended that parishes without schools prohibit weapons in buildings used for child and youth programs.

#### **Inclement Weather Related Cancellations (per Archdiocese # 6114.5)**

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.

## **SECTION VIII: STUDENT HEALTH & WELLNESS STANDARDS**

#### **Asbestos Hazard Emergency Response Act (AHERA) (Archmil Policy # 5140.11)**

AHERA is a federal law which requires that all primary and secondary schools develop and implement a plan for managing all school building materials which may contain asbestos. As part of this plan, very specific practices are mandated including: periodic inspections, maintenance, removal practices and annual notification. New buildings are inspected and detailed inventories are maintained. Asbestos materials are also investigated prior to any renovations which may disturb suspect materials.

#### **Asbestos Management Status**

SMSA complies with all asbestos abatement requirements and maintains a plan to engage the support of certified vendors as the need may arise for the evaluation or repair of the campus facilities.

#### **Medications**

If your child requires daily or emergency medication at school, there are corresponding forms to fill out. They can be found on the school website: <https://www.smsacademy.org/resources/backtoschool/>. The forms can be found under the "Forms & Documents" section. Any prescription medication will require the "Authorization to Administer Prescription Medication" to be completed as well and ***signed by both a parent/guardian and your child's physician***. Please note that if your child has an allergy that requires medication, there is an additional corresponding form to be completed, "Allergy and Anaphylaxis Emergency Plan." ***ALL medications, prescription and non-prescription must be sent in the original container.***

#### **Dispensing 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.

#### **Immunizations**

State law and school policy require proof of every student's immunization status. Please see the following link to see what is required for your child: <https://www.dhs.wisconsin.gov/publications/p44021.pdf>. Please note if you choose not to vaccinate your child, there is a Waiver form that will need to be completed and returned to the Coordinator of Health Services no later than 9/21/22: <https://www.dhs.wisconsin.gov/forms/f0/f04020l.pdf>.

Please feel free to reach out with any questions or concerns. The Coordinator of Health Services, Allisen Willis, RN can be reached at [awillis@smsacademy.org](mailto:awillis@smsacademy.org) or at 920-322-8017.

### **Mandatory Reporting of Child Abuse and Neglect (Archmil Policy # 5140.1)**

All children and youth have the right to live, learn, and play in an environment free from abuse and neglect. As individuals who care about children, it is the duty of any adult, employee or volunteer, in a school and/or parish to report abuse, neglect, or maltreatment of a child.

The Archdiocese of Milwaukee requires all adults, employee, or volunteer to comply with reporting responsibilities for any suspected abuse or neglect of minors, whether or not designated as a mandatory reporter under Wisconsin law. Every instance of suspected child abuse or neglect must be reported no matter when it happened or where it happened.

A volunteer in any program should discuss any concerns about sexual abuse, physical abuse, emotional maltreatment, or neglect of a minor with his/her immediate supervisor (such as a DRE or teacher), and collaborate in making a report to local law enforcement officials or to local child protective service agencies. If his/her immediate supervisor is unavailable and the volunteer feels the child is in imminent danger, the volunteer is encouraged to make a report to the local law enforcement or to local child protective service agencies and then follow up with his/her immediate supervisor.

Paid personnel should directly report to local law enforcement officials or child protective service agencies. They should also notify their supervisor (such as a pastor or principal) that a report is being made.

In accordance with state law and moral obligation, any pastoral or school administrator, teacher, counselor, or related professional who has reasonable cause to suspect a child under the age of 18 seen in the course of their duties has been abused or neglected or has been threatened with abuse or neglect that is likely to occur is obligated to report the case immediately (as soon as possible but not more than 24 hours later). Reports must be made by telephone or personal visit to the local Child Protective Services or local law enforcement.

#### Definitions of Abuse and Neglect

- Child abuse is defined as any physical injury inflicted on a child by other than accidental means; sexual intercourse or sexual contact with a child; sexual exploitation of a child; permitting, allowing, or encouraging a child to be involved in prostitution; emotional damage inflicted on a child; or forcing a child to view sexually explicit activity.
- Neglect is defined as failure, refusal, or inability on the part of a parent, legal guardian, legal custodian, or other person exercising temporary or permanent control over a child for reasons other than poverty, to provide necessary care, food, clothing medical/dental care, and/or shelter to the child.

#### Mandatory Reporters

Wisconsin law lists many specific professionals who are mandated to report child abuse and neglect. Included among the list of mandatory reporters are the following:

- School teachers, administrators, counselors, substitute teachers, school employees
- Child-care worker or day care provider/center, childcare provider, in or out of the child's home
- A member of the clergy must report if the member of the clergy has reasonable cause to suspect that child seen by the member of the clergy in the course of his or her professional duties is being abused or threatened with abuse or has reason to believe that another member of the clergy is abusing a child or threatening a child of abuse.
- Mental health professionals, social workers, marriage and family therapists, professional counselors, alcohol or other drug abuse counselor
- Administrators of social service agencies
- Speech-language pathologist, audiologist
- Physician, nurse, physical therapist, occupational therapist; dentist, chiropractor, optometrist, acupuncturist, dietitian
- Police or law enforcement officer, emergency medical technician; first responder
- Public assistance worker, including a financial and employment planner, mediator

Whoever willfully violates Wis. § 48.981 (2), Stats of the Wisconsin Children's Code by failure to report as required may be fined not more than \$1,000.00 or imprisoned not more than six (6) months or both (Wis. § 48.981 (6)). Any person or institution which reports in good faith is immune from either civil or criminal liability. All reports and records must be accorded confidential treatment by the authorities.

- In the State of Wisconsin, the privilege of the priest/penitent relationship is not explicitly abrogated by this law; therefore, a confessor is not personally obligated to report such information obtained within the context of a formal structured sacramental confession.
- Due to the seriousness of this matter, with the exception of the sacramental confession noted above, all priests and parish personnel are expected to comply with this statute. The archdiocese will take similar action if ever a matter of this gravity is brought to the attention of the archbishop or his representative.

### Procedures for Reporting

- Generally, a mandated reporter must speak with the child to determine if a reasonable suspicion exists to believe that the child may have been abused. Once the mandated reporter has determined that a report needs to be made (or not), any questioning of the child regarding possible abuse should cease. To continue with questions could potentially contaminate any subsequent investigation by Child Protective Services or law enforcement.
- It is not unusual for a parent or a student to share concerns with an educator about the possible maltreatment of another child. A report should not be made at this point by the educator, unless there is a fear of serious and imminent danger to the child. Typically, the appropriate step is for the educator to meet with the child to gain first-hand knowledge of the situation (if time permits) to determine if a report is appropriate. The educator should encourage the person with the information to make a report to the Child Protective Services (CPS) agency. However, there is no assurance that will occur. It should be emphasized that an educator, as a mandated reporter, must have seen the child in the course of professional duties and have a reasonable suspicion that maltreatment has occurred. Those requirements are not necessary for an educator to make a report as a non-mandated reporter. Any person making a report in good faith is immune from civil and criminal liability.
- Sometimes an educator may be unsure whether or not a report should be made. In addition, sometimes a person with clinical skills (e.g., pupil services professional) needs to interact with the child to determine whether or not a report is required. In short, consultation is acceptable, but it cannot result in delaying a report. Another consultation strategy is for the educator to contact the county Child Protective Services (CPS) agency or a law enforcement officer, explain the situation, and ask for advice regarding whether a report should be made.
- If any mandated reporter has reason to believe that a child may have been abused or neglected, that person is legally required to report, even if others do not agree.
- When more than one educator is involved, the educator with the greatest amount of first-hand knowledge of the child and the reasons for the report should make the contact with the Child Protective Services (CPS) agency or law enforcement. If more than one educator has firsthand and different knowledge of suspected child maltreatment, all of them should participate in the report. An educator with first-hand knowledge should not ask someone else with less knowledge to make a report. Asking someone else does not absolve the educator from the legal responsibility to report. However, another educator with less or no first-hand knowledge could help to facilitate the report, as long as this results in the educator with the most first-hand knowledge speaking directly to the CPS caseworker.

There are two ways to meet the legal requirement to report suspected abuse or neglect:

- Call the local Child Protective Services (CPS) agency, or
- Call local law enforcement

The reporter should be prepared to share detailed information, including:

- Reporter's name, position, parish/school, parish/school phone number.
- Child's name, address, and age.
- Reporter's relationship to the child.
- Parent's name, address, work place (if applicable).
- Names and ages of siblings.
- Description of the suspected child abuse or neglect (or the threat of child abuse or neglect), statements made by the child, statements the child allegedly made to others, observations of the child that may indicate child abuse or neglect, past interactions with the parents or other caretakers that might be indicative of child abuse or neglect.
- Any previous reports of suspected abuse or neglect related to this child or family (if applicable).
- If a parent, guardian, or significant other could possibly be the abuser of the child or could be contributing to the maltreatment in some way, he/she should not be notified about the report. To do so would allow the accused, if he/she has maltreated the child or contributed to the maltreatment, to prepare an explanation that will make it more difficult for the Child Protective Services (CPS) initial assessment to result in services and better outcomes for the child. However, if any of the persons mentioned above are not suspected of being the abuser or of contributing to the maltreatment, then parents should be notified, in order for them to take steps to protect their child.
- Within 24 hours after receiving a report of abuse or neglect, the county CPS shall initiate an investigation to determine if the child is in need of protection or services. Elements of the investigation may include observation or interview with the child, visiting the child's home, or interviewing the parents/guardian. CPS can meet with the child in any place without the parent/guardian's permission but may not enter the home without permission.

### Report of Suspected School Employee

In the presence of any suspicion that the allegation may involve a parish/network/school employee or staff member, the following steps should be taken by the local pastor/parish director/president or administrator in case of an allegation on the parish level or other non-parochial institution within the archdiocese, or by the Archbishop or his representative regarding a cleric or lay person directly employed by the archdiocese.

1. The mandated reporter will immediately communicate his/her suspicions of child abuse or neglect to the proper authorities and allow the authorities to conduct the investigation which is required by law. The reporter is immune from liability, no matter what the outcome under, both the civil and archdiocesan Whistleblower Policy.
2. The pastor/parish director/president/school administrator must begin an internal investigation to determine if the employee (i.e., the suspected abuser) did anything that warrants disciplinary action. If there is any indication that an allegation of the child abuse may be founded in fact, the accused should be temporarily suspended (with pay) by means of a written and dated memorandum from his/her job pending fuller investigation.
3. The pastor/parish director/president/school administrator, as well as the accused, is advised to seek legal counsel immediately. The parish/network administrator shall consult with the director of the Safe Environment Office, parish and archdiocesan legal counsel, as well as the insurance carrier; the accused should consult other counsel to avoid conflict of interest.
4. Full cooperation shall be given by the archdiocese and its personnel to any investigation conducted by civil authorities. The archdiocese will suspend any internal investigation of an allegation of child sexual abuse until civil authorities either conclude their investigation or authorize the archdiocese to proceed with its own investigation. The archdiocese will not interfere in any way with any investigation being conducted by civil authorities.
5. Ordinarily, the accused employee should for the protection of all concerned avoid parish or institutional property until the full investigation has been completed.
6. Pastoral care should be extended to the alleged victim, as well as to the accused. The actions taken are not an expression of any judgment of guilt, but rather intended to indicate clearly the serious nature of such cases and to protect the rights of all concerned.
7. Care must be taken to avoid defamation of the character of the accused.
8. An employee may have his/her Safe Environment Certification suspended, revoked, or reinstated during or after the internal investigation or the investigation by the civil authorities.
9. If the accused is a cleric of the archdiocese, the following special steps will be taken by way of recognition of the privileged and trusted role of the clergy and in order to protect the good of the Church and its mission. The archbishop or his representative will report the matter immediately to civil authorities. The archdiocese will remove the cleric from any current assignment and exercise of ministry in any case where the district attorney pursues a criminal investigation.
10. If the civil authorities cannot proceed with criminal action for any reason and the case is returned to the Archdiocese, there will be a thorough investigation of allegations using an established process which includes the Archdiocesan Review Board and an independent investigator. In accordance with the provisions of Canon 1722, the cleric will be removed from any current ministry assignment or exercise of ministry and prohibited from any public exercise of ministry while the investigation is underway. The investigator will take whatever steps are needed to arrive at a compilation of facts in the case. The archdiocese commits itself to full cooperation in this independent investigative process. The Archdiocesan Review Board is charged with making recommendations to the archbishop regarding the substantiation of the allegation and suitability for ministry.
11. Alleged offenders will continue to receive necessary medical, psychological, and spiritual treatment.
12. If an accusation proves unsubstantiated, a cleric will be restored to the exercise of ministry. Both the accused and those with and to whom he ministers are to be provided with support services by archdiocesan personnel.
13. In every case, upon conviction, plea of guilty, or determination by the Diocesan Review Board process that there is a preponderance of evidence that a cleric has sexually abused a minor, the Archdiocesan Review Board will submit its findings and make its recommendation to the archbishop. If the allegation is substantiated, exercising his episcopal authority, the archbishop will permanently remove the cleric from active ministry and divest him of authority to function as a cleric in any capacity. Proper canonical procedures will be observed at all stages.
14. Any cleric with a substantiated case of abuse of a minor will be permanently prohibited from the exercise of ministry.

#### Screening, Background Checks, and Training

The following requirements must be met for all parish/school staff, employees, and volunteers who have contact with children or youth prior to employment or commencement of volunteer service:

- Be cleared through a state and national criminal background check. Selection.com is the background check provider
- Attend a **Safe Environment Education** Training session on recognizing the signs of, and reporting, child abuse and neglect.
- Read and sign the Code of Ethical Standards and the Mandatory Reporting Responsibilities
- Read and sign the Social Media & Digital Communication Policy acknowledgement
- Be approved by a member of the professional staff

A criminal background check must be repeated every five (5) years.

All school employees and staff must be trained in mandatory reporting responsibilities within six (6) months of hire and at least every five (5) years thereafter.

Safe Environment Education shall be a part of the curriculum in all elementary and secondary schools. Major curriculum components related to child abuse prevention are found in the Grade Specific Religious Education Curriculum of the Archdiocese of Milwaukee. Additional units of instruction and other resources can be found on the Safe Environment Education web page.

### **Student Supervision**

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 approved 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. High school students shall 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, at any time, possess or use school keys or key cards that provide access to any part of the school facilities.

### **Student Assistance Program (SAP)**

The SAP exists to give aid and support to those students who are struggling with challenges 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.

### **Suicide Prevention and Awareness (Archdiocese # 6164.12)**

All faculty and staff should have annual professional learning on this topic. Student suicide prevention and intervention is a community issue that necessitates coordination with public and private services available to the school. School-based programs need to be supported to prevent suicide among minors. The program shall include: curriculum, staff development, student awareness, and a crisis response plan.

There is also a mandatory reporting responsibility for school officials. When any school staff has reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him/herself through an attempted suicide, or has attempted suicide, that person is to report this situation to the school administrator and the student's parents, even if the student denies suicidal ideation. If the student's life is in imminent danger, emergency personnel (911) will be summoned to transport the student to the nearest hospital emergency room.

If there are repeated calls to parents with concerns of suicidality and the parents are not responding, this will be considered medical neglect and will be reported to Child Protective Services.

### **SMSA Partnership resources for supporting student wellness and safety include (but are not limited to):**

- *GoGuardian Beacon*: St. Mary's Spring Academy currently utilizes the GoGuardian software to monitor students' online use throughout the school day (*Monday- Friday 7:30 AM- 3:30 PM*). GoGuardian proactively identifies or flags students who are searching content categorized as suicidal ideation, self-harm, or possible harm to others through threats, violence, or bullying.
- *Fond du Lac County Y-Screen Program*: Annual on-campus student screening, assessment and education around issues related to ATOD and social-emotional wellness.

## **SECTION IX: DISCIPLINARY POLICY AND STANDARDS**

The Ledger Way Core Values and Student Covenant highlight SMSA expectations for student character and conduct. Please review our SMSA [Covenants 2022](#) at the link or on the back pages of this handbook. This handbook section highlights key policies and procedures pertaining to student discipline at SMSA, which follows Archdiocesan policy.

### **Student Discipline (Archdiocese # 5144)**

A successful Catholic school seeks to educate the whole child by providing an excellent education that reflects the gospel values of love of God and neighbor. Positive concepts of discipline should reflect the dignity of each person and foster social justice within the school environment. Schools must actively promote positive student discipline that contributes to the overall success of each child.

#### **Disciplinary Plans**

The local discipline plan or program shall be guided by the following principles:

- Engaging instruction and consistent classroom management are the foundation of effective discipline.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Administrators, faculty, and staff should promote and model high standards of Christian behavior and service and should

monitor and correct misbehavior in a fair and consistent manner as needed.

- School discipline that is paired with meaningful instruction and guidance offers students the opportunity to learn from their mistakes and contribute to the school community.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.
- Consequences for misbehavior should reflect the age and developmental stage of the child, the capacity of the student to understand what is expected of them, the seriousness of the offense, and the impact of the behavior on others.
- Corporal punishment is never acceptable or allowed for any purpose.
- Parents/guardians and students are partners in effective discipline plans and shall receive a school handbook annually that outlines expectations and consequences for behavior.

### Probation, Suspension, and Expulsion

Whenever a student's conduct is such that it demonstrates a repeated refusal to obey parish/school rules, endangers the property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of program attendance.

Probation, suspension, and/or expulsion procedures may be exercised in response to serious misconduct by a student, including but not limited to the following behaviors:

- Possession or use of weapons, “look alike” weapons, or any object deemed potentially harmful to others
- Possessing, using, purchasing, selling, or distributing illegal drugs, drug paraphernalia, or alcohol
- Possession or use of banned substances, tobacco products, tobacco-related devices, imitation tobacco products, lighters, vape devices or electronic cigarettes
- Vandalism
- Fighting, physical or verbal harassment, assaults, or behavior intended to cause harm or fear
- Bullying, cyber bullying, or any aggressive behavior that includes threats, intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunication to send embarrassing, slanderous, threatening, or intimidation messages
- Hazing or hazing-type initiations
- Any severe or inappropriate conduct on school premises or at school related activities that endanger the life or safety of another
- A pattern of behavior (e.g., neglect of duties, truancy, or opposition to authority) that shows persistent resistance to making the changes which would enable the student to prosper from the instruction available.

The actions and procedures for probation, suspension, and expulsion must be published in the school handbooks.

### Probation

A student may be placed on probation if in the judgment of the administration he/she has experienced chronic behavioral problems and/or is new to the school. During the probation time, no serious misconduct will be tolerated, and the student is expected to show positive behaviors and attitude. At the end of the probationary period, a student may be removed from probation, may have the probationary period extended, or may be dismissed from the school. All students new to a school are considered on probation for a minimum of one semester.

### Suspension

Suspension is considered a temporary removal from the classroom/school for serious misconduct or repeated occurrences of less serious infractions. Factors that must be considered in a decision to suspend include issues such as any previous disciplinary action, the age of the student, family and personal circumstances, recognized disability, the behavior in question, and its impact on others.

Suspensions from attendance at classes or school as determined by the school administrator must include:

- An investigation by school officials prior to any suspension

- Notice verbally or in writing to the student and parent/guardian listing the reasons for the suspension and offering a meeting with school officials within a reasonable period of time
- An opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction, and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence, and to question the reasons for the intended suspension. Parents may attend the meeting at their request or if the administrator requests their presence.
- Notification to the parent prior to sending a student home from school
- Notification of the conditions of the suspension, including removal from school activities or events while suspended

***A maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled.*** Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school. The final decision regarding suspension rests with the principal/administrator.

### Expulsion

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion shall be considered as a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion.

Students asked not to return the following year for behavior reasons are considered to be expelled. The Archdiocesan Superintendent of Schools/designee is to be informed before any action leading to expulsion is taken.

### *Expulsion Procedures*

Expulsion can take place only after an investigation by school officials and an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and the school if an expedited hearing date is advisable.

- The Expulsion Hearing Committee is composed of 3-5 people. The committee composition should be such as to ensure objectivity. Members from various sources within the network/school may include current or former parish trustees or pastoral council members; parents of former students; or at-large parishioners. The administrator may allow the student to choose a faculty person to serve on the committee. Current members of the School Board of Directors (separately incorporated school or network of schools) or standing committees of either may not serve on an expulsion committee.
- An expulsion hearing is not a legal procedure; therefore, neither party may have an attorney present during the hearing.
- For confidentiality reasons, it is recommended that attendance at the hearing should be limited to the student and his/her parents/guardians. Child advocates, friends, or other family members should not be allowed to attend the hearing.
- At a secondary level, the principal is present for the entire hearing itself and during the deliberations of the hearing committee. In a network, the Chief Academic Officer, or equivalent, is present for the entire hearing itself and during the deliberations of the hearing committee. If there is no Chief Academic Officer, the president is present for the entire hearing itself and during the deliberations of the hearing committee.
- The school officials (e.g., elementary school principal, high school principal (network school) high school dean of students, or vice principal (stand-alone high school)) receive a specific and limited amount of time to present the chronology of events that led up to the initiation of the expulsion process, along with the supportive documentation and rationale as to why the expulsion is being sought.
- A brief amount of time (5-7 minutes) is given to both sides for questions, responses, and final summative comments. Any last questions from the hearing committee can occur at this time also.
- The hearing is ended, and the school representatives and the student/parents leave. The hearing committee weighs the facts and issues that were presented and gives a recommendation as to what it believes is appropriate disciplinary action; this recommendation should be briefly summarized in writing.
- The pastor/network CAO or equivalent/high school principal (stand-alone high school) can accept the recommendation totally, in part, or reject it altogether. The pastor at the elementary level, CAO or equivalent at the network level, or school principal at the high school level has the final responsibility for the decision to expel or not.
- The family of the student is informed of the final decision within 24 hours. A formal letter is sent by certified mail detailing the final action and signed by the pastor and principal no later than the day after the hearing. If the decision to expel is upheld, a date and time by which the expulsion becomes official are also indicated in the letter. The parent is given the right to still withdraw the student from school before the deadline; this withdrawal must be done through a written notice signed by the parent(s). The letter must include notification of the right to appeal the decision. A student who is withdrawn during this phase is considered expelled.



### *Appeal*

The student or his/her parent or legal guardian may within five (5) school days following the notification of the expulsion appeal the decision to the pastor/network/school president in writing with rationale for appeal. The pastor/network/school president will review the facts and investigate that correct procedures were followed as defined by Archdiocesan and school policy. If procedures were not followed, the pastor/network/school will refer the issue back to the school administrator with a recommendation about which step of the procedure needs to be further processed. Once a review has taken place and the matter is decided at a local level, there is no additional appeal of the decision at the archdiocesan level.

The School Board of Directors (separately incorporated school or network of schools) is not involved in the expulsion proceedings and is not a source of appeal.

### Alternatives to suspension and expulsion:

Schools should have alternatives to suspension and expulsion to ensure a safe, orderly, and effective educational environment which may include, but not be limited to the following:

- Counseling with a student or group of students
- Conferences with a parent or group of parents
- Behavioral intervention plan or probationary contracts
- Modified/rearranged class schedule
- After school sessions which require a student to complete missing school work or engage in counseling/conflict resolution
- Loss of privileges, restricting extra-curricular or co-curricular activities
- Removal of a student from a single class for a period of time
- Assignment of hours of community service at the school, parish, or other non-profit organization with the approval of a student's parent (guardian)
- Removal of a student from school-sponsored or public school transportation
- Referral to outside program (e.g., anger management, social skills, substance abuse treatment)
- Restorative justice program

## **SECTION X: DISCIPLINARY PROGRAM**

The faculty and staff of SMSA are invested in holistic Catholic education, which includes student character development. Holding students accountable for their choices and behavior helps them grow in maturity, wisdom and virtue. Ledgers learn that choices and actions that diminish other people or the SMSA learning culture and/or social environment shall have natural consequences.

A progressive disciplinary system helps school officials to appropriately apply consequences to address misbehavior, and to thoughtfully escalate consequences should a student's misbehavior continue. All consequences in the disciplinary program are intended to help students reflect upon and learn from their experiences, rebuild trust as needed, and ultimately grow in virtue.

**Detentions** are designed to remedy most typical misbehaviors; **suspension** is intended as a consequence for more serious and (in some cases) chronic offenses; and **expulsion** is an outcome in only the most serious of cases and when strategies to rebuild trust with a student have been exhausted.

### **DETENTION**

Detention is a first stage consequence and a formal method of sanctions issued to a student for minor violations of the school discipline code. Administration, faculty and staff members may refer students to serve a school detention. The Assistant Principal or Principal shall ultimately determine whether the referred misbehavior shall result in an assigned school detention appointment (DA).

Insead of a formalized detention referral to the Assistant Principal, teachers may detain students after school to serve a classroom detention conference (DC) as appropriate. Whenever this occurs, a parent must be notified by the teacher in advance of the after school DC. While no further action is required by the Assistant Principal, the teacher must also notify the Assistant Principal of the student being detained in advance of the classroom DC. While supervising an after school classroom detention conference, teachers may assign students an appropriate/fitting consequence to remedy the misconduct being addressed.

Detention appointments (DA) are assigned by the Principal or Assistant Principal and shall be served on one of the following times during the week:

- Wednesday morning beginning at 7:30am
- Wednesday after the school day school, beginning at 3:20 p.m.
- Saturday morning, beginning at 7:30 a.m.

It is the responsibility of the student who receives a detention assignment to serve it on the day it has been scheduled by the Assistant Principal. Students failing to serve a detention on the day that it is scheduled will have their DA time doubled. As a condition of the *Progressive Discipline System*, students may not negotiate for more favorable times to fulfill a DA.

While it is understood that co-curricular activities and work schedules may be negatively impacted by an assigned detention, these are not acceptable excuses for missing/skipping detention appointments. If students wish to avoid such conflicts, they will take care to behave in an appropriate manner and avoid detention referrals.

Typical misbehavior referrals that can result in a detention assignment may include, but are not limited to:

- Dress code violation
- Parking lot violation (parking in the wrong lot, reckless driving)
- Non-compliance with the direction of a teacher, administrator or staff person
- Inappropriate use of a cell phone or computer during school hours
- Inappropriate or unacceptable use of social media
- Public display of affection
- Plagiarism or cheating (first offense - 2 detentions)
- Misuse of a hall pass
- Disruptive behavior
- Verbal or written use of foul, racist or inappropriate language
- Disrespect towards others/property
- Repeated tardiness to school or to class
- Unexcused absence from class/study hall/homeroom
- Failing to attend an after school detention or conference requested by a teacher

As a feature of the SMSA *Progressive Discipline System*, should a student exceed five (5) detentions during any given Semester, each subsequent disciplinary referral/infraction shall automatically escalate to an assignment of **TWO detention appointments**. Should the semester total of behavioral referrals reach ten (10) DA's for any student, then each subsequent behavioral infraction shall escalate to an assigned **suspension** (in-school or out-of-school suspension shall be determined by the Principal). Should matters progress in this way, a parent conference shall be required.

## SUSPENSION

Suspension occurs at the discretion of the Principal and is a formal method of sanctions issued to a student for more serious infractions of the school disciplinary code that violate the Core Values of The Ledger Way, or which are inconsistent with SMSA's mission and Catholic identity. Suspensions may also result from a student's chronic noncompliance with school rules. Ledgers who are suspended may not participate in any academic or co-curricular programming on the days/dates of suspension.

The Assistant Principal shall make a referral for suspension to the Principal. Only the Principal may ultimately determine whether the referred misbehavior may result in suspension. The Principal shall also determine if a suspension shall be served in-school or out-of-school. While suspensions are noted in a student's cumulative file, they are never recorded on a student's *Official Transcript* that is shared with future schools, colleges or employers. Student choices or behaviors that may result in suspension may include, but are not limited to the following:

- Endangering the life or safety of another
- Disruptive, disrespectful or harrassing language and/or behavior
- Racist communication or actions
- Sharing racist or pornographic content
- Plagiarism or cheating
- Harassment/Bullying/Hazing
- Threats that may compromise personal or school safety or security
- Gambling
- Physical altercation/fighting
- Theft
- Truancy
- Reckless driving on school property or in relation to a school sponsored event
- Vandalism
- Possessing weapons or objects that resemble weapons
- Tampering with emergency management systems
- Possessing, using or distributing alcohol, tobacco, vaping products, drugs or weapons on campus or at a school sponsored activity
- Unacceptable use of technology/cell phone/computer/Chromebook
- Inappropriate use of social media
- Repeated minor violations of the discipline code

***Per Archdiocesan Policy, a maximum of five days of suspension can be imposed unless a written notice of an expulsion hearing is scheduled.*** Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Such a suspension is for investigative purposes. Suspended students remain the responsibility of the school.

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.

## **EXPULSION**

Expulsion from SMSA is the most serious disciplinary action and may be applied only when all other discipline interventions have been exhausted. Parents/guardians shall always have the right to withdraw enrollment of a student before an expulsion process is initiated.

Students make themselves liable for immediate expulsion for the following:

- Any behavior that endangers other members of the community. These include but are not limited to 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 Assistant Principal, Dean of Student Life will present documentation pertinent to the student's misconduct 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 by the Discipline Board, the decision shall be 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.

## **SERIOUS VIOLATIONS OF THE LEDGER WAY & CONSEQUENCES:**

The Ledger Way Core Values and Student Covenant highlight SMSA expectations for student character and conduct. Please review our SMSA [Covenants 2022](#) at the link or on the back pages of this handbook. In this section, some key areas of student misconduct are defined, consequences are outlined, and behavioral expectations clarified. These include definitions and consequences for *Academic Dishonesty; Alcohol or Drug Use; Bullying and Harassment; and Vandalism.*

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### ***Example #1: ACADEMIC DISHONESTY***

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.
- Plagiarism. 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 by another student.
- 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.
- Inappropriately manipulating or using technology to manufacture answers or complete assigned work, or assist with any project, assignment or assessment. **The use of generative Artificial Intelligence (AI) tools like Chat GPT may be appropriate whenever guided by teachers. Without teacher awareness or guidance, student use of generative AI tools are a violation of academic integrity and may be subject to the appropriate consequences for plagiarism.**

**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.
- 2 detentions assigned.
- Co-curricular suspension/ineligibility for no less than one contest/event/performance of a student activity.
- Partial credit for resubmitted work will be determined by the teacher.

**Subsequent Offenses:**

- Penalties consistent with the first offense, plus meeting with the Assistant Principal for assignment of further disciplinary action.
- Co-curricular suspension for multiple contests/events/performance of a student activity.
- 2 Saturday detentions assigned for each added incident of academic dishonesty.
- Academic probation or suspension from school may occur if the administration determines that previous interventions to mitigate behaviors have been unsuccessful.

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**Example #2: ATOD: USE OF ALCOHOL, TOBACCO, OR DRUGS (INCLUDES PERFORMANCE ENHANCING DRUGS)**

One of the major elements of the St. Mary's Springs Academy *Athletic and Co-curricular Code of Conduct* addresses 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 or distribution 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. Referrals to AODA, the Alcohol & Other Drug Abuse assessment program shall be made to support students making errors in judgment with ATOD. (Also see ALCOHOL and DRUGS in the Athletic Code of Conduct.)

**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 the 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. These may include engaging law enforcement or referrals to medical professionals.

**Referrals**

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

**Self-Referrals**

Students who need support are encouraged to seek help. This self-referral may NOT be used as a means to avoid natural consequences.

***Example # 3: VANDALISM*****Vandalism (Archmil Policy # 5131.5)**

Parents of students shall be responsible for the vandalism done by their children.

Vandalism comprises those acts which result in damage to parish or school property, including but not limited to burglary, theft, malicious mischief, property damage, breaking and entering, and arson.

Vandalism against school property caused by students must be dealt with appropriately by the school administrator.

The school administrator is directed to:

- Identify the student(s) involved
- Call together persons, including the parents, needed to study the causes
- Decide upon disciplinary action and/or assessment of costs against the parents of students under 18 or against the student, if 18 or over
- Take any constructive actions needed to prevent future vandalism

**Property Damage (Archmil Policy # 3250)**

Parents of students will be held responsible for the replacement cost of any materials or property which are lost or damaged through their children's negligence.

***Example #4: BULLYING & HARASSMENT*****Bullying and Harassment (Archmil Policy # 5131.1)**

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each school and religious education program maintain an environment free of any form of harassment, bullying, or intimidation.

Bullying and harassment may be defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment.

Bullying and harassment behaviors are prohibited in all school and parish buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the parish/school. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to every activity under school and parish supervision.

Bullying and harassment encompass a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Physical assaults, hitting or punching, kicking, theft, threatening behavior
- Verbal threats or intimidating language, teasing or name-calling, racist remarks
- Indirect threats, spreading cruel rumors, intimidation through gestures, and social exclusion
- Cyber bullying or the sending of insulting messages or pictures by mobile phone or by use of the internet

All staff members and parish/school officials who observe or become aware of bullying are required to report these acts to the administration. Any other person, including a student who is either a victim of the bullying or aware of the bullying or any other concerned individual is encouraged to report the conduct to the staff or administration.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously. A clear account of the incident is to be documented. A written record of the report will be made by the recipient of the report.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the administration shall take disciplinary action, up to and including suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

#### Reporting Procedure

Any person who has been subjected to harassment should contact any adult on the school staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. *Appropriate action could include, but is not limited to:*

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion

To the extent a complaint of harassment involves sexual misconduct or the apparent infliction of physical or emotional damage, the appropriate civil authorities will be notified pursuant to Wis. Stat. 48.981. According to archdiocesan protocol, any case involving sexual misconduct also must be reported to the Coordinator of Safeguarding All of God's Family.

#### **Statutory 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.;
  - 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.

#### **SMSA Policy & Procedures Pertaining to Harassment**

It is the philosophy of St. Mary's Springs Academy 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.

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.

### **Procedures for Reporting Harassment at SMSA**

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.

### **Consequences for Harassment at SMSA**

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. formal written warning/reprimand entered in the student's file
- c. written apology to the victim;
- d. a fine paid to an appropriate civic program;
- e. writing an essay paper on the topic;
- f. referral for psychological assessment;
- g. detention; suspension; expulsion;
- h. a parent/student conference with school administrator(s);
- i. police involvement;
- j. ineligibility to participate in extracurricular activities for a specific period of time;
- k. community service;
- l. other sanctions determined by the school administration.

NOTE: 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.

### **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.

### **Retaliation:**

- 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.



### **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."

### **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.

## **SECTION XI: STUDENT LIFE GUIDELINES & STANDARDS**

### **Extra-Curricular Activities (Archdiocese #6145)**

Extra-curricular activities supplement the primary education of our children. The principal has the ultimate responsibility for all extra-curricular school activities. The immediate supervision of an activity may be delegated to qualified staff members or competent adults. A job description shall be written to provide the parameters of this delegation. Parents and other adults who serve as coaches, moderators, and chaperones are accountable to the principal in all activities that are school-based.

### **Student Rights**

- Learn within 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** (see [Covenants 2022](#) at the link - or on the back pages of this handbook)

### **SMSA Student Life Policy**

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 has 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.

### **Announcements**

Daily PA announcements shall be made available on the SMSA website. Immediate or critical announcements will be made during homeroom, lunch or at the end of the school day. Announcements must be emailed to the High School Administrative Coordinator before 12 noon if they are to be announced over the PA on that same day.

### **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.

### **Backpacks & Lockers**

The school provides every student with a locker. The lockers are the property of SMSA and subject to search at any time by the Administration or Police with or without reasonable suspicion. 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. The school assumes no responsibility for the safety of any student's personal belongings.

Coats and outerwear must be kept in lockers. Students are not permitted to wear coats, jackets or outerwear inside the school building (all classrooms and common areas) within the operating hours of school day.

**During the school day, backpacks must be stored inside lockers or on top of student lockers and are not allowed to be carried about school between classes or used during the school day between 7:30 am and 3:15 pm.**

- Each student's assigned locker should be kept closed and locked at all times.
- Students should not share their combination with other students.
- 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.

### **Cafeteria Use**

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.

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

### **Cell Phones and Personal Electronic Devices: Student Use of Cell Phones**

Students may keep cell phones on their person during the school day, but cell phones shall never be accessed or used for personal use during any instructional time. During the school day, cell phones/PEDs may be accessed and used by students during hallway passing time and lunch only. Students are expected to respect and adhere to each teacher's classroom/course cell phone policy. Whenever students are not abiding cell phone policy, their cell phones may be confiscated by any teacher or staff member and turned over to the Assistant Principal. Further misuse may lead to student detention, daily cell phone check-in, or further discipline. Please reference the acceptable use policy regarding devices. The following expectations and practices shall be observed:

- j. Students may possess their mobile/cell phone during the hours of school.
- k. Students may operate their cell phones in the hallways between classes.
- l. Students may operate their cell phones in Korbie Commons/ Cafeteria before school, after school, and during lunch.
- m. Once students enter a classroom, study hall or homeroom, they may NOT operate cell phones. Earbuds must be removed as well. (Exceptions: if use of cell phone is noted as a student accommodation; if a cell phone is being used as an educational purpose being directed by a teacher).
- n. While not mandated, teachers may choose to provide a secure place for students to deposit their mobile/cell phones at the start of class, and a clear procedure for retrieving the phones after class. Students are expected to abide by teacher procedures for cell phone storage.
- o. Unless noted as a learning accommodation, students are not permitted to possess mobile/cell phones, or ear buds during any classroom assessment. Students will also be asked to remove Smart watches during assessments.
- p. Cell phones are never appropriate for student use in school bathrooms or locker rooms. This is a Federal statute and a norm that is not new to SMSA.
- q. While participating in after school activities or events as fans, there is no restriction on student cell phone access or use.
- r. Coaches and activity moderators shall determine for their teams/organizations the appropriate plan for student cell phone usage.

### **Cell Phones In Locker Rooms/Restrooms - (State Statute)**

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

**Personal Electronic Devices**

A personal electronic communication device means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, wearable devices, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text, or other information.

**Headphone or Earbud Use**

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

**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, in the elementary school hallways or near Baker Gym.

**Food/Drink/Gum**

Food may only be consumed in the cafeteria during the time designated for break or lunch. Food or drink shall not be shared among students at any time. 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 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 extenuating circumstances. 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.

**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 rowdy/ disruptive behavior is not permitted in the halls at any time. 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.

**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. Inappropriate activity on school issued computers or personal mobile devices during the school day - including study hall - is strictly prohibited and may result in disciplinary action.

**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.

## 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.

## Field Trips (Archdiocesan # 6153)

All field trips or service experiences must have a clear educational purpose and link to specific educational standards. 'Field trip' may include service opportunities and mission trips.

- All students participating in a field trip are to have authorized permission from their parents/guardians.
- 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.

## Extended Field Trips (Archdiocesan # 6153.1)

An extended field trip is any parish/school-sponsored, properly authorized activity which takes students away from the regularly constituted parish/school premises or from their homes for a period extending over one or more nights. Included in this definition are educational field trips, retreats, youth conferences, mission trips, and camps. All such trips shall be limited to members of a specific class or classes or an existing parish/school group and shall provide learning opportunities related to the program and objectives of that class or group.

## Student Initiated Trips or Transportation

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.

## Transportation (Archmil Policy # 3541)

Any employee or volunteer of the parish operating a parish or private vehicle in the pursuit of church or school business is provided coverage. If the vehicle is parish owned, the Protected Self Insurance Program's coverage is primary. In the event the vehicle is non-parish owned, the parish's coverage would be excess (secondary) to the vehicle owner's coverage.

## Transportation of Students (Archmil Policy # 3541.1)

1. The school shall provide transportation by bus to and from school sponsored events during the school day for those students required to attend any events, such as field trips, picnics, etc.
2. The school shall provide transportation for teams, clubs, and other groups required to participate in activities that take place outside the metropolitan area during non-school hours. In instances where activities take place in the city or the surrounding area, parents may provide transportation for their children.
3. Parents have the option of allowing a son/daughter to transport himself/herself to a scheduled event, or the parent may choose to transport his/her child. The school assumes no liability at any time for students driving other students to and from scheduled and unscheduled events.
4. Parents must be alerted to the liability they assume in providing transportation for students other than their own.

5. Vehicles used for parish/school/agency business must be insured for the following limits: \$100,000 per person and \$300,000 per accident. The parish insurance program provides excess liability coverage for employees and/or volunteers who use their vehicles for parish business. However, this excess coverage will not trigger unless the employee and/or volunteer has the above minimum limits on their vehicle.
6. No parish/school/agency may own or operate, through borrowing, leasing or rental, a 10-15 passenger van for the transportation of children or adults. The only exception to this policy is that a 10-15 passenger van may be used for the transportation of cargo. In this circumstance, in addition to the driver, an adult passenger may be seated and belted in the front passenger seat.
7. The vehicle must have a valid, current registration and a valid and current license plate. The vehicle must be in good operating condition and have all safety equipment as required by law.
8. Drivers must be 23 years of age or older, unless aged 21-22 and approved by Catholic Mutual Group.
9. Drivers must have a valid, non-probationary driver's license and no physical disability that could in any way impair his or her ability to safely drive the vehicle.
10. The parish/school/agency should submit the name and driver's license number of any new driver to Catholic Mutual Group using the Request for a Driver's Record Check. Catholic Mutual will check the driving record through the state and communicate the results to the parish. The Employee/Volunteer Driver Information Sheet should be completed for each driver and kept in parish files. This is especially important for anyone transporting youth. Repeat drivers need to follow the steps for approval every three years.
11. Drivers must complete the on-line video, "Be Smart – Drive Safe" found on the Catholic Mutual home page at <http://www.catholicmutual.org>. This applies to new drivers and drivers engaging in the three year re-approval process.
12. Administrators or volunteers responsible for programs that require driving must view the Catholic Mutual video, Church Transportation – is it Necessary and Ministry-Based.
13. Vehicles rented by parish/school/agency must be reported to Catholic Mutual to secure automobile liability insurance.
14. Passengers must be belted and/or in booster seats as prescribed by law.
15. Drivers transporting children must meet Safe Environment protocols.

#### **Search and Seizure (Archdiocese # 5145.2)**

Schools reserve the right to search anything brought onto parish/school property.

Lockers, desks, textbooks, and other materials or supplies loaned by the parish/school to students remain the property of the parish/school, and may be opened by personnel for cleaning, maintenance, or emergencies. When prohibited items are found in the course of routine cleaning or maintenance, or in the case of emergency, they will be confiscated, and a report will be made to the school administrator who will determine whether further investigation is warranted.

The school administrator shall have the right to access any content, including text messages, photos, or address books on cell phones or other electronic devices confiscated from students.

Illegal or contraband materials found during a search shall be turned over to law enforcement officials.

Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect as per the court's order.

#### **Police Questioning and Apprehension (Archdiocese # 5145)**

Law enforcement officers may not remove a student from a parish/school building for questioning while the student is properly in attendance without permission of the student's parent, regardless of the student's age. A law enforcement officer has the right to question a student, even without a warrant. The school administrator is not required to notify the parents before allowing a pupil to be questioned by law enforcement.

A law enforcement officer may remove a child when possessing a warrant for the student's arrest or an order signed by the judge of the children's court.

Regardless of parental permission, the school administrator should not attempt to interfere with the police investigation.

#### **Police Request for Student Interview on Campus:**

Archdiocesan Policy #5145 guides Catholic schools' response regarding requests for police questioning of students. Further, SMSA officials shall communicate the following school practices to law enforcement officers who make an interview request.

1. It shall be SMSA's practice to make every reasonable effort to contact a parent/ guardian prior to an on-campus law enforcement interview of any student.
2. The student's parent/guardian shall determine if/when an interview will take place on campus.
3. In the event that a parent cannot be reached for consultation with the school or law enforcement officers prior to an interview, a member of the SMSA school administration or Pupil Services team shall attend the interview with the student.

Student interviews conducted by law enforcement on-campus at SMSA shall be limited to investigations that regard school matters or community issues which may directly impact the school community.

If it is officially “warranted” that the student interviewee is to be apprehended/ taken into police custody, or is considered a suspect in a crime, every reasonable effort shall be made by school officials to contact a parent/guardian prior to apprehension. The school administrator and/or the law enforcement department - while not required to make prior contact in such circumstances - are absolutely required to contact parents subsequent to a student apprehension.

### **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 AND SCHOOL ACTIVITIES**

- 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.

- The SMSA Parent-Student Handbook standards extend and apply to school events on and off campus.

### **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**

SMSA, theology courses shall 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.

## **SECTION XII: DRESS CODE/ UNIFORM POLICY**

### **Dress (Archmil Policy #5132)**

The school’s governing board of limited jurisdiction will be responsible for developing acceptable standards of dress for students. The community in which the school is located, custom, and the economic conditions of the people should be considered in the matter of dress. All parents and students shall be informed of the school's acceptable standard of dress through the students' or parents' handbook or other written communication. In the secondary schools the administration should determine the dress code.

#### **Dress Code/ Uniform Policy at SMSA**

As a private Catholic school, St. Mary’s Springs Academy reserves the right to determine appropriate attire and insists upon a norm of proper appearance for its students, faculty and staff. SMSA promotes respect for and the dignity of each individual person, and believes that values are reflected in one’s words and behaviors, including grooming and clothing. The school expects students to represent themselves well at school, on field trips and at competitions and other school functions through appropriate attire and proper hygiene. Cleanliness, neatness, safety and modesty are key in determining proper grooming and attire.

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



The uniform policy is intended to reinforce the goal of a safe environment, conducive to learning and free from distractions and judgements. Further, the uniform can help students to develop an appreciation for professional attire and can have a unifying impact - creating common ground and a sense of community. Research suggests that uniforms can help students to develop school pride and help prevent bullying based on appearance, and also support school safety goals. The uniform policy reflects The Ledger Way Core Values, and parents/guardians have the responsibility of ensuring that their child reports to school appropriately dressed, conforming to the standards of the uniform code, always clean and neat in appearance.

Students are expected to dress appropriately for a Catholic school environment. Any clothing that interferes with or disrupts the educational environment is unacceptable. Clothing should fit properly, be neat, clean and conform to standards of safety, good taste and decency. Students who are not dressed according to the SMSA Dress Code/ Uniform Policy are subject to disciplinary consequences.

#### Lands' End:

To review approved school uniform selections, please review the Lands' End website <https://www.landsend.com/get-started/> - accessible via the SMSA website resources page as well. 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.

#### **General Expectations and Prohibitions of Student Attire:**

- Students are expected to be dressed in school uniform from the time they enter the building until the time they leave the building, and at all school-sponsored activities, including field trips, during the normal school day.
- All clothing worn during the school day shall 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.
- It is never appropriate (in any season) for students to be dressed in outerwear (hats, jackets, vests, gloves, etc...) during the school day.
- Headwear of any kind is prohibited on campus. Hats, etc. must be removed and stored in the student's locker at the start of the school day. Students found wearing hats during school will receive disciplinary consequences and may have the hat confiscated temporarily or permanently.
- 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 official school photographs/ ID Photographs.
- At co-curricular school events - on campus or away from campus - students are not expected to be in uniform - however, they are expected to dress in a manner that reflects our Catholic mission and identity, demonstrates pride in their school, respect for themselves and all people.
- There may be "alternative dress days" (spirit wear, jeans days, etc...) approved by administration. The details of alternative dress days will be communicated to parents/guardians and students in advance of the applicable dates.
- Athletes may be given approval to wear approved team spirit wear or attire on designated days ONLY. Those days will be determined by administration and communicated to students, parents and coaches before the start of a season.
- The following are NEVER appropriate to wear (unless specified for an alternative dress day): Cargo style pants or shorts; pajamas; loungers; leggings or active wear that may be characterized in any of the following (or related) styles: sweat/running/wind/jogger/golf/yoga/sport shorts.

#### **Shirts**

- Only Polo and Oxford style shirts with the SMSA logo that are purchased from the Lands' End website are acceptable, and only in approved SMSA uniform colors (navy blue, black, white).
- Long sleeved t-shirts or under-shirts may not be worn under short sleeved SMSA polo's or short sleeved Oxford shirts.

#### **Sweaters/ ¼ Zip Fleece/ ¼ Zip Pullover/ Crewneck Sweatshirt**

- Lands' End SMSA crew neck pullover sweater, v-neck pullover sweater, ¼ zip fleece, full zip fleece vests, or Hoppers SMSA full zip fleece. Also available at Hopper's is a royal blue ¼ zip pullover and a black crewneck sweatshirt. Students may wear a solid colored shirt in approved colors of blue, black, gray, or white underneath.
- Lands' End SMSA Polo or Oxford shirts may be worn underneath the SMSA vest, button-down cardigan, or full-zip cardigan/fleece.
- All approved SMSA uniform tops must be embroidered with the SMS dot logo.

#### **Pants/Slacks and Shorts**

- All pants, slacks or shorts shall be worn around the waist or upper part of the hip.
- Lands' End logo pants and walking/Bermuda/Chino shorts are recommended.
- Approved colors are navy, khaki, gray, or black.
- Pants and shorts must be of modest or slim fit; neither excessively baggy nor skin tight.
- Cargo style, active wear and athletic pants and shorts as well as jean or nylon materials are prohibited.

- 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.
- Pants may not have elastic, banding, or zippers around the ankle. (No joggers)
- Button/snap with a zipper for pants and shorts.

### **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.
- Visible tattoos and body piercings (except ears) are not allowed. Ear gauges are not allowed.
- Chains/spiked accessories are not allowed.
- Accessory scarves are prohibited.
- Outer garments may not be worn during instructional time in the building (8:20am - 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 inside the school 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.

### **Uniform Specifics for Young Men**

#### Shirts

- Oxford shirts must be tucked in at all times.
- Belts must be worn with Oxford shirts.

#### Mass/Special Event Attire

- Only Oxford button down shirts in the approved 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.
- Approved dress code Khaki pants are expected

### **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.

#### Pants/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 never 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. Students who have a birthday during the summer months will be allowed to be out of school uniform one time during the school year on a day of their choosing.
- Friday will be designated as “Team Dress Day”. Students participating in co-curricular activities during the current season will be allowed to wear team/activity spirit wear on Fridays. If the item of clothing doesn’t have a SMSA approved logo on it, it is not in compliance and that student is out of uniform. On “Team Dress Days” school uniform pants/shorts/skirts must be worn and athletic pants/shorts/skirts are not allowed. Students out of uniform on “Team Dress Days” may be referred for a detention.

Season Designation:      Fall: August - November

Winter: November - March

Spring: March - June

### **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 may 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, or they may be picked up by the student at the end of the semester.
4. Students who decide 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, or a suspension from co-curricular activities.

## **ADDENDUMS:**

**HIGH SCHOOL SCHEDULE:** [Link to Daily Bell Schedule - Modified Block 24-25](#)

## STUDENT COVENANT

The Ledger Way Core Values	The Ledger Way <i>Defined</i>	The Ledger Way in Action <i>*I will...</i>
<b>Faith</b>	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.	<ul style="list-style-type: none"> <li>★ Engage with opportunities to deepen my relationship with God</li> <li>★ Participate in prayer and worship experiences with reverence and openness</li> <li>★ Fulfill theology curriculum expectations, including all service learning</li> <li>★ Participate in SMSA class retreats</li> </ul>
<b>Community</b>	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.	<ul style="list-style-type: none"> <li>★ Build trust and contribute to a welcoming, inclusive, fair learning environment through positive language, relationships and choices</li> <li>★ Encourage and affirm others, and engage with community events</li> <li>★ Extend hospitality and goodwill to all people, including visitors</li> <li>★ Denounce and refrain from gossip, humiliation, bullying and other damaging habits and behaviors that erode school culture on campus and online</li> </ul>
<b>Respect</b>	We treat God's people with respect and kindness at all times. We acknowledge our differences, offering compassion, empathy and tolerance.	<ul style="list-style-type: none"> <li>★ Reverence the God-given dignity and uniqueness of self and others in person and online</li> <li>★ Respect school property and the belongings of others</li> <li>★ Be empathetic, tolerant and patient with all</li> <li>★ Practice modesty and humility in language, behavior and dress</li> </ul>
<b>Responsibility</b>	We lead by example and are accountable for our actions, even when it's difficult. We affirm sound judgment and trustworthy behavior.	<ul style="list-style-type: none"> <li>★ Be truthful in all matters, admit errors, be accountable for choices</li> <li>★ Gracefully accept consequences, correction and direction</li> <li>★ Report negative/abusive treatment of oneself or others to a school authority</li> <li>★ Meet all deadlines as requested</li> </ul>
<b>Learning</b>	We are committed to excellence in education through personal growth and achievement. We strive to be inquisitive critical thinkers, problem solvers, and team players.	<ul style="list-style-type: none"> <li>★ Think critically, be inquisitive</li> <li>★ Embrace intellectual challenges, and seek help as needed</li> <li>★ Be prepared and ready to learn each day, in each setting</li> <li>★ Be eager to collaborate, have a growth mindset with all learning opportunities</li> <li>★ Have academic integrity, and shall always submit original work</li> <li>★ Grow from mistakes</li> </ul>
<b>Leadership</b>	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.	<ul style="list-style-type: none"> <li>★ Take initiative for my education and formation</li> <li>★ Be trustworthy, reliable and positive in word and actions</li> <li>★ Contribute to building a safe, inclusive and productive learning environment</li> <li>★ Advocate for myself and others and offer solutions to challenges</li> <li>★ Engage in the service of others, especially the most vulnerable in our community</li> </ul>

*\*All students are expected to make a sincere effort to consistently demonstrate The Ledger Way through words, actions and choices. Disregarding this Covenant or its spirit may lead to natural consequences as outlined by Archdiocesan Policy and SMSA Handbooks.*

## PARENT/GUARDIAN COVENANT

The Ledger Way Core Values	The Ledger Way <i>Defined</i>	The Ledger Way <i>in Action</i> <i>*I will...</i>
<b>Faith</b>	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.	<ul style="list-style-type: none"> <li>★ Support the SMSA mission and commitment to Catholic values and faith formation</li> <li>★ Model Gospel values and make choices that reinforce school vision and mission</li> <li>★ Engage with communal and private prayer to support the needs and wellbeing of students, families and employees</li> <li>★ Practice and share my faith</li> </ul>
<b>Community</b>	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.	<ul style="list-style-type: none"> <li>★ Promote solidarity and engage in supporting Springs events</li> <li>★ Extend hospitality and goodwill to all in the Springs community and to visitors</li> <li>★ Contribute to building a safe, productive, and inclusive learning environment</li> <li>★ Ensure that home habits and expectations align with and support school values</li> <li>★ Denounce and refrain from gossip, humiliation, bullying and other damaging behaviors that erode school culture on-campus and online</li> </ul>
<b>Respect</b>	We treat God's people with respect and kindness at all times. We acknowledge our differences, offering compassion, empathy and tolerance.	<ul style="list-style-type: none"> <li>★ Reverence the God-given dignity and uniqueness of self and others in-person and online</li> <li>★ Support confidentiality and the privacy of others in the SMSA learning community</li> <li>★ Honor the boundaries and practices established to support school safety and order</li> <li>★ Not interfere with school operations nor display distrustful, disruptive, or harassing behaviors toward school staff in-person or online</li> </ul>
<b>Responsibility</b>	We lead by example and are accountable for our actions, even when it's difficult. We affirm sound judgment and trustworthy behavior.	<ul style="list-style-type: none"> <li>★ Demonstrate good moral and ethical principles</li> <li>★ Report negative or abusive treatment of students, oneself or others to a school authority</li> <li>★ Meet all deadlines and take an active role in your Children's education, attending designated parent meetings</li> <li>★ Support policies and procedures outlined in SMSA handbooks</li> <li>★ Seek information and resolution directly from the Academy, whenever concerns may arise, consulting with staff closest to the situation (subsidiarity)</li> </ul>
<b>Learning</b>	We are committed to excellence in education through personal growth and achievement. We strive to be inquisitive critical thinkers, problem solvers, and team players.	<ul style="list-style-type: none"> <li>★ Partner with school personnel for the formal education of children in my care</li> <li>★ Abide school schedules and calendars to assure that children are present and ready to learn whenever school is in session</li> <li>★ Regularly check student progress and attend parent/guardian-teacher conferences</li> <li>★ Reinforce the importance of academic integrity with my child</li> <li>★ Help my child learn and grow from school based mistakes, failures, and disappointments</li> </ul>
<b>Leadership</b>	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.	<ul style="list-style-type: none"> <li>★ Volunteer and partner with faculty, staff and other parents</li> <li>★ Promote The Ledger Way in word and actions as an advocate for SMSA mission</li> <li>★ Offer solutions to challenges and problems</li> <li>★ Engage in the service of others, especially the most vulnerable</li> <li>★ Model leadership for young people</li> </ul>

*\*All parents and guardians are key partners at SMSA and are expected to make a sincere effort to consistently demonstrate and reinforce The Ledger Way through words, actions and choices. Disregarding this Covenant or its spirit may lead to natural consequences as outlined by Archdiocesan Policy and SMSA Handbooks.*

## EMPLOYEE COVENANT (Administration, Faculty and Staff)

The Ledger Way Core Values	The Ledger Way <i>Defined</i>	The Ledger Way in Action <i>*I will...</i>
<b>Faith</b>	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.	<ul style="list-style-type: none"> <li>★ Support the SMSA mission and commitment to Catholic values and faith formation</li> <li>★ Model Gospel values and reinforce school vision and mission</li> <li>★ Engage prayer to support students, families and colleagues</li> <li>★ Practice and share my faith</li> <li>★ See my vocation as ministry and service to others</li> </ul>
<b>Community</b>	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.	<ul style="list-style-type: none"> <li>★ Promote solidarity and engage in supporting Springs events</li> <li>★ Extend hospitality and goodwill to all in the Springs community and to visitors</li> <li>★ Contribute to building a safe, productive, and inclusive environment</li> <li>★ Denounce and refrain from gossip, humiliation, bullying and other damaging behaviors that erode school culture on-campus and online</li> <li>★ Prioritize building positive student relationships, support student interests, and attend after school activities student events as possible</li> </ul>
<b>Respect</b>	We treat God's people with respect and kindness at all times. We acknowledge our differences, offering compassion, empathy and tolerance.	<ul style="list-style-type: none"> <li>★ Reverence the God-given dignity and uniqueness of self and others in-person and online</li> <li>★ Support confidentiality and privacy in the SMSA learning community</li> <li>★ Honor boundaries and practices that support school safety and order</li> <li>★ Support parents right to information pertinent to student success</li> <li>★ When questions or concerns arise, seek information and resolution directly from within the Academy (principles of subsidiarity apply)</li> <li>★ Abide all practices and policies of 'Safeguarding God's Children'</li> </ul>
<b>Responsibility</b>	We lead by example and are accountable for our actions, even when it's difficult. We affirm sound judgment and trustworthy behavior.	<ul style="list-style-type: none"> <li>★ Demonstrate good moral and ethical principles</li> <li>★ Be present, productive, and accountable to all assigned duties</li> <li>★ Protect the safety and wellbeing of all students</li> <li>★ Report negative or abusive treatment of students, oneself or others to a school authority</li> <li>★ Enforce academic and behavioral policies and procedures outlined in school handbooks</li> <li>★ Meet all deadlines and professional expectations</li> </ul>
<b>Learning</b>	We are committed to excellence in education through personal growth and achievement. We strive to be inquisitive critical thinkers, problem solvers, and team players.	<ul style="list-style-type: none"> <li>★ Partner with parents/guardians to provide formal education to children</li> <li>★ Be prepared to deliver on the expected goals and outcomes for my role</li> <li>★ Abide all school schedules and calendars to assure student learning progress</li> <li>★ Support student learning and attend to personal professional growth</li> <li>★ Collaborate to enable appropriate assessments, interventions and learning alternatives</li> <li>★ Reinforce expectations of academic integrity and original work</li> <li>★ Help students learn from mistakes, failures, and disappointments</li> </ul>
<b>Leadership</b>	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.	<ul style="list-style-type: none"> <li>★ Volunteer to support SMSA advancement and strategic initiatives</li> <li>★ Promote The Ledger Way and advocate for SMSA mission</li> <li>★ Offer solutions to challenges and problems</li> <li>★ Practice buffalo leadership and servant leadership, especially sensitive to the vulnerable</li> <li>★ Embrace, showcase, and affirm student success and celebrate growth and development</li> </ul>

*\*All SMSA employees are expected to make a sincere effort to consistently demonstrate and reinforce The Ledger Way through words, actions and choices. Disregarding this Covenant or its spirit may lead to natural consequences as outlined by Archdiocesan Policy and SMSA Handbooks.*