



St. Mary's Springs Academy Co-Curricular Handbook

2025-2026

Revised July 2025

SMSA

255 County Road. K

Fond du Lac, WI 54937

www.smsacademy.org

920-921-4870

North Hall Office– Ext. 8062

South Hall Office- Ext. 8046

Attendance Office – Ext. 3213

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

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

The Ledger Way Core Values

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

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

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

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

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

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

Introduction & Overview

The objective of this Co-Curricular Handbook is to provide the necessary information and guidance to the student participant and their parents/guardians to be followed in order to participate in co-curricular activities offered at St. Mary's Springs Academy High School and Middle School.

Participation in co-curricular activities provides opportunities for extending learning experiences outside of the traditional classroom environment. Participation in these co-curricular activities is a privilege to the student that brings accompanying responsibilities. Therefore, St. Mary's Springs Academy reserves the right to modify or waive the procedures contained in this Handbook if circumstances warrant. St. Mary's Springs Academy foundation is based on Catholic, Christian values. Because a student chooses to represent St. Mary's Springs Academy, he/she is expected to display high standards of behavior, good sportsmanship, and respect for others, while observing the specific rules and regulations included in this Handbook.

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

Co-curricular activities are important to the total educational development of participating students by providing opportunities to meet the following objectives:

- Witness love for Jesus by representing Him, your parents, your school, your community and yourself properly at all times.
- Grow in faith and love for your Savior and develop a greater appreciation of the God given gifts with which you have been blessed.
- Development of knowledge and interest in sports and a variety of other co-curricular activities.
- Development of sportsmanship and academic growth through competition and participation.
- Promote healthy habits that include proper mental/physical/social/spiritual conditioning and development.
- Find areas of endeavor in which to succeed.
- Encourage social and civic responsibilities.

We trust that clear communication and understanding of the St. Mary's Springs Academy Co-Curricular Handbook will provide a sound basis under which the student participant will enjoy a successful and positive experience.

Definition of Co-Curricular Activities

- A. Co-curricular activities are defined as any school-related, organized activity that is offered outside of academic class requirements.
- B. Participation in any SMSA co-curricular activity is governed by school expectations.
- C. Co-curricular activities governed by our SMSA Code of Conduct for grades 5-12 are divided into two distinct categories. Each category has unique rules and expectations which regulate participation. The two categories include Category 1- Athletics, Performance/Competition-Based Activities and Category 2- Leadership/Public Recognition Activities.
- D. Special Considerations
 - a. Music (or other) Classes Where Students May Perform In Public as Part of Class Grade
 - i. All students participating in music (or other) curriculum classes where they may perform in public as part of their class grade will adhere to school board policies, school rules and regulations, and the classroom expectations and regulations.
 - ii. Behaviors of students will be addressed by the individual classroom teacher and/or Assistant Principal as deemed appropriate. Decisions about a student performing in public will ultimately be made by the teacher/administration and are not subject to review under this co-curricular code.
 - b. Interest Clubs
 - i. Interest clubs are defined as those clubs generated by student or staff interest. Students participate on a voluntary basis and are not involved in public performance.
 - ii. Students participating in interest clubs will follow the same academic eligibility rules as participants in Category 1 and 2 activities as explained below.
 - iii. The co-curricular code does not specifically affect student participation in interest clubs. Interest clubs will be governed by School Board policies, school rules and regulations, and the written club rules. In cases where disciplinary situations may arise, the advisor will confer with the Assistant Principal to determine appropriate action.

Category 1- Athletics, Performance/Competition-Based Activities

- A. Interscholastic athletics are considered Category 1 activities and are governed by the SMSA Co-Curricular Code, The Archdiocese of Milwaukee (5th-8th), and the WIAA (9th-12th).
- B. Performance/competition-based activities are also considered Category 1 activities under the SMSA Co-Curricular Code. However, these activities are not sanctioned by the WIAA.
- C. Students participating in Category 1 activities will be expected to comply with the academic team expectations, attendance rules, and social behavior and conduct expectations listed as part of the SMSA Co-Curricular Code. In order to be eligible to participate, students must be in good academic standing, exhibit proper school behavior, and have no school violations of any type. Students who violate stated rules are subject to the consequences laid out in this co-curricular code (See Violations and Consequences for Type 1, Type 2, and Type 3 Violations).

SMSA ATHLETIC OFFERINGS

FALL	WINTER	SPRING
Cross Country (6th-8th, HS) Football (5th-8th, HS) Boys Soccer (HS co-op w/ NFDL) Girls Volleyball (5th-6th, HS) Girls Tennis (HS) Cheerleading (5th-8th, HS) Girls Basketball (7th-8th)	Boys Basketball (5th-8th, HS) Girls Basketball (5th-6th, HS) Boys Hockey (HS) Girls Hockey (HS co-op w/ FDL) Dance (HS) Girls Volleyball (7th-8th) Wrestling (6th-8th, HS co-op w/NFDL)	Track (6th-8th, HS) Boys Tennis (HS) Boys Baseball (HS) Golf (HS) Girls Softball (HS) Girls Soccer (HS)

SMSA PERFORMANCE/COMPETITION-BASED ACTIVITIES

Fall Play (HS) Forensics MS Musical	Spring Musical (HS) Academic Bowl Math Team
---	---

Category 2- Leadership/Public Recognition Activities

- A. This category includes those activities that have as their membership representatives elected or appointed to positions of leadership and/or public recognition. There will be an application, nomination or selection process established by the building administration for these activities. Students in this category are expected to be representative of the values, expectations and ideals supported by the school.
- B. Students participating in any Category 2 activities will be expected to comply with the academic expectations, attendance rules, social behavior and conduct rules listed as part of the SMSA Co-Curricular Code. In order to be eligible to participate, students must be in good academic standing, exhibit proper school behavior, and have no school violations of any type. Students who violate stated rules are subject to the consequences laid out in this co-curricular code (See Violations and Consequences for Type 1, Type 2, and Type 3 Violations). In addition, students who violate stated rules are subject to removal from the activity as deemed appropriate by the activity advisor and/or building administration. All final eligibility determinations for Category 2 will be made by the activity advisor and/or the Assistant Principal.

SMSA LEADERSHIP/PUBLIC RECOGNITION ACTIVITIES

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

Eligibility Rules

- A. Wisconsin Interscholastic Athletic Association (WIAA) Rules of Eligibility- Students participating in interscholastic athletics must abide by the specific eligibility rules stipulated by the WIAA.
- B. Academic Rules
 - a. A student must meet SMSA, DPI, and WIAA requirements defining a full-time student and have received all passing grades (including no incompletes) in the most recent grade reporting period.
 - b. SMSA CRITERIA: A student's academic eligibility to participate in athletic or co-curricular activities is assessed and confirmed at each academic grading period (Quarter, Mid-Quarter, Semester, J-Term). To be fully eligible for participation in SMSA athletics or co-curricular activities, all students must pass all of their courses at each grading period. Students with one or more failing grades (F) at a grading period will be determined to be temporarily ineligible for participation in SMSA athletics or co-curricular activities. Students may regain eligibility by improving their failing grade to a passing grade within the designated period of time and be passing all of their other classes.
 - c. The S.O.S (Supporting Our Students) Committee will complete a grade check following each grading period.
 - d. At the end of each grading period, the Assistant Principal will inform students who are currently earning a grade of "F" of their ineligibility status.
 - i. **Student with ONE "F" grade:** May complete a Regain Student Eligibility Form and submit this to the Assistant Principal for reinstated eligibility no sooner than 8 school days from the effective date of this notice. If the Assistant Principal verifies the grade improvement and ZERO "F" grades in all courses, the student shall regain athletic and co-curricular eligibility on the next calendar day. If the student cannot demonstrate ZERO "F" grades after 8 school days, they may apply for reinstatement on any day up to day 15 past the effective date. If the Assistant Principal verifies the grade improvement and ZERO "F" grades in all courses, the student shall regain athletic and co-curricular eligibility on the next calendar day. If the student cannot demonstrate ZERO "F" grades after 15 school days, they may not apply again for eligibility until the next Quarter grading period.
 - ii. **Student with TWO "F" grades:** May complete a Regain Student Eligibility Form and submit this to the Assistant Principal for reinstated eligibility no sooner than 15 school days from the effective date of this notice. If the Assistant Principal verifies the grade improvement and ZERO "F" grades in all courses, the student shall regain athletic and co-curricular eligibility on the next calendar day. If the student cannot demonstrate ZERO "F" grades after 15 school days, they may not apply again for eligibility until the next Quarter grading period.
 - iii. **Student with THREE or more "F" grades:** Shall remain ineligible to participate in athletic and co-curricular activities during all of the next quarter. The student may not apply for eligibility until the following grading period.
 - iv. **Students with "INC" Incomplete grades:** Are able to participate in SMSA athletic and co-curricular activities, however, they have 10 calendar days to work with their teacher to complete the incomplete assignment. If the grade becomes an "F" after 10 days, he/she will become academically ineligible which will then start the 8 day or 15 day ineligibility period as stated above.
 - e. During the period of ineligibility, the student may participate in practice but may not participate or dress for contests, games, or performances.

- f. A student who is academically ineligible may not depart school before 3:15pm to travel with their activity or team.
- g. The ineligibility status described above will be adjusted as follows for students in fall sports in which the date of earliest allowed competition is before the first day students are in class:
 - i. Fall Sports- The minimum ineligibility period shall be the lesser of 1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or 2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). *From the WIAA Senior High Handbook*
- h. Middle school grades will not carry over into high school.
- i. Students with special needs may have their eligibility assessed with input from the Director of Pupil Services.
- j. Once grades are finalized, academic ineligibility may not be appealed.

ATTENDANCE RULES

- A. All students must be in school **ALL DAY** of scheduled events and/or practice in order to participate.
- B. Students may not participate in any co-curricular activity during/after school on the same day as an unexcused absence.
- C. Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day.
- D. Exceptions to these attendance rules will include the following:
 - a. Absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual extenuating circumstances as cleared in advance.
 - b. Absences in an activity that is related to a classroom grade.
- E. All questions regarding attendance rules (or exceptions) shall be directed to Athletic Administration.

IMPACT OF QUITTING/REMOVAL

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

SOCIAL BEHAVIOR AND CONDUCT RULES AND GUIDELINES FOR MINIMUM PENALTIES

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

B. Type I Violations: Inappropriate Conduct/Behavior

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

C. Type I Consequences

- a. Category 1 (Athletics, Performance/Competition-Based Activities)
 - i. Participants will be suspended for no less than the percentages of contests during their current season listed below based on the number of violations.
 1. 1st Violation- 15% of the season contests
 2. 2nd Violation- 25% of the season contests
 3. 3rd Violation- 50% of the season contests
 4. 4th Violation- Remainder of academic year
 5. 5th Violation- SMSA athletic career
 - ii. The suspension will be extended into the next season until the full suspension has been served.
 - iii. Participants are able to practice with their team, but may not participate or dress for contests.
- b. Category 2 (Leadership/Public Recognition Activities)
 - i. Participants will serve five hours of community service as determined by the Assistant Principal.
 - ii. Participants are subject to removal from the activity/activities as deemed appropriate by the activity advisor/building administration. All final eligibility determinations will be made by activity advisor/building administration.

D. Type II Violations: Alcohol, Tobacco, and Other Drug Related Behavior

- a. The use or possession of alcohol, tobacco, e-cigarettes, illegal drugs, performance enhancing drugs, and misuse of prescription drugs is strictly prohibited. A student may not use look-a-like beverages such as non-alcoholic beer and other beverages or intoxicant look-a-likes.
- b. The following is a list of examples of violations that may impact participation. This list is not all inclusive and Type II violations are cumulative.
 - i. Alcohol, Tobacco, and Other Drug Related Athletic Code Violations
 1. Use, possession, buying, or selling of alcohol, tobacco, vaping, e-cigarettes, illegal drugs, performance enhancing drugs, and misuse of prescription drugs
 2. Use, possession, buying of look-a-like beverages such as non-alcoholic beer or other beverages or intoxicant look-a-likes.
 3. Possession or use of drug paraphernalia.
 4. Remaining present at events/parties or situations where alcohol or other illegal/controlled substances are being illegally consumed. Students are required to leave any gathering immediately upon their knowledge of the presence of illegal substances or illegal activities.

5. Deliberately transporting other students to any illegal gatherings where it is known that alcohol, tobacco, or drug related usage will take place.
- ii. Violations that lead to out of school suspension
- iii. Significant misconduct (as determined by SMSA administration) inconsistent with the Ledger Way core values or expectations of an athlete at a WIAA member school.

E. Type II Consequences

- a. Category 1 (Athletics, Performance/Competition-Based Activities)
 - i. 1st Violation: In addition to Student Handbook consequences, the athlete will earn a minimum suspension of 25% loss of games/events scheduled that season (rounded up or down to the nearest whole game). At the time of the violation, the 25% will be based on the competition schedule at the beginning of the season, which will determine the date upon which the athlete can return. The Performance/Competition-Based student will have a minimum suspension of four weeks (28 full calendar days and nights) of the activity.
 - ii. 2nd Violation: In addition to Student Handbook consequences, the athlete will earn a minimum suspension of 50% loss of games/events scheduled that season (rounded up or down to the nearest whole game). At the time of the violation, the 50% will be based on the competition schedule at the beginning of the season, which will determine the date upon which the athlete can return. The Performance/Competition-Based student will have a minimum suspension of eight weeks (56 full calendar days and nights) of the activity.
 - iii. 3rd Violation: As well as additional consequences that the Administration deems appropriate for the situation, the student will be ineligible to participate in any co-curricular activity for the remainder of their high school years.
- b. Category 2 (Leadership/Public Recognition Activities)
 - i. 1st Violation: In addition to the Student Handbook consequences, the student will lose his/her officer position for the remainder of the year. Membership in the organization is permitted.
 - ii. 2nd Violation: In addition to the Student Handbook consequences, the student will become ineligible for a leadership position in any organization for the remainder of their high school career. He/she may still become or retain membership in a student organization.
 - iii. 3rd Violation: As well as additional consequences that the Administration deems appropriate for the situation, the student will be ineligible to participate in any co-curricular activity for the remainder of their high school years.

F. Type II Notes

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

G. Type III Violations: Significant Misconduct (or violations of the law)

- a. The following is a list of violations that impact student participation. This list is not all inclusive and Type III offenses are cumulative.
 - i. Organizing, hosting or having gatherings where the student knows there will be consumption of alcohol or the use of controlled substances.
 - ii. Selling, providing, distributing or possession with intent to deliver alcohol or controlled substances, or look-a-likes.
 - iii. Use, possession or possession with intent to deliver performance enhancing drugs or any banned substances.
 - iv. Possession of a dangerous or concealed weapon.
 - v. Reproducing or distributing school keys.
 - vi. Theft greater than \$250.00.
 - vii. Vandalism (criminal damage of property)
 - viii. Threatening or intimidating actions/language toward another person
 - ix. Battery, sexual abuse or sexual assault
 - x. Charged with a serious local, state, or federal violation, which may or may not include a citation or arrest.

H. Type III Consequences

- a. 1st Violation: In addition to the Student Handbook consequences, the student will be suspended for up to 365 days from all activities from the date of the offense. Students are not able to practice/rehearse or participate in any manner in school-based co-curricular activities during this time.
- b. 2nd Violation: In addition to the Student Handbook consequences, the student will be suspended for up to 2 full years (730 days) from all activities from the date of the offense. Students are not able to practice/rehearse or participate in any manner in school-based co-curricular activities during this time.
- c. 3rd Violation: In addition to the Student Handbook consequences, the student is no longer eligible to participate in SMSA co-curricular activities.

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

- a. The suggested penalties are minimum guidelines only. For each individual situation and case, the school expressly reserves the right to impose a more severe penalty if deemed appropriate.
- b. When a suspension results in a fraction of a game, the number shall be rounded up or down to the nearest whole game.
- c. Multiple suspensions and/or academic ineligibility must be served consecutively and may not be served concurrently (i.e. an athlete must be academically eligible first in order to then serve any code violation suspension).
- d. During a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.
- e. Students suspended from a competitive contest that required student-subsidized travel will forfeit all personal funds paid in advance of the competition.
- f. If the violation occurs at the end of one season or activity, the consequences will be carried forward and pro-rated, based on the number of competitions, into the next season/activity in which the student intends to participate. Athletes who have been suspended for AODA violations must finish the current season in good standing in the sport they have been suspended, in order for the suspension to be counted as served.
- g. If a student does not successfully complete the activity in which he/she is serving the suspension, the same penalty that he/she had to serve at the beginning of the activity will need to be served at the beginning of the next activity.

REPORTING OF VIOLATIONS

A. Reporting a Violation

- a. Any person may report a violation of the Co-Curricular code by contacting the Athletic Director or Assistant Principal and subsequently submitting a written report of the circumstances surrounding the potential violation. It is the policy of St. Mary's Springs Academy to maintain the reporting of violations to be held in the strictest of confidence. Information regarding the initial complaint of the investigation will not be released by the school unless required by law.
- b. Key elements of the reporting process are:
 - i. Only written reports signed and submitted to the Athletic Director or Assistant Principal will be reviewed.
 - ii. The violation must have been documented to have occurred within the last sixty (60) days of the alleged violation.
 - iii. Court and police reports can be used at any time to open an investigation, but not used as the sole basis for disciplinary action.
 - iv. An anonymous report, submission or anonymous phone call are not accepted.
 - v. If a school staff member witnesses a violation of the co-curricular code, he/she is expected to report the violation.

B. Self-Reporting

- a. A student who is admitting to a violation may self-report to the Assistant Principal or Athletic Director and receive a reduced penalty. Self-reporting is restricted to only the first violation of the Co-Curricular Code during a student's St. Mary's Springs Academy four year career. Any student that has been "caught" and/or "reported" as violating the co-curricular code may not self-report. Self-reporting is not an option in situations where law enforcement personnel have issued a citation. A "self-report" must be completed and submitted by noon of the next scheduled school day to the Assistant Principal or Athletic Director, or prior to the next regularly scheduled practice or contest whichever is earlier. All "self-reports" will be honored during this period. If school is not in session, self-reporting must be done within 24 hours of the violation. If all of the above elements of self-reporting are properly met, the first violation penalty will be reduced by 50% (specifically to 12.5% rounded to the nearest full contest for athletics) of the scheduled violation penalty.
- b. A student who has a gathering at his/her home, or property at which drugs and/or alcohol are knowingly present, and consumed by individuals in violation of state law, is not eligible for the self-reporting penalty reduction. Also, a "self-report" by its very nature admits to a violation, thus is not eligible for the Appeals process.
- c. In the case of a gathering that is not in violation of the code and an individual(s) arrive at a gathering with alcohol and/or drugs in their possession, the student and/or parent who hosted the gathering, or fellow students who are in attendance at the gathering, is encouraged to contact the Assistant Principal or Athletic Director as soon as possible to inform them of the circumstances in order to review the facts to clear the students of a possible violation. This is to clear the students if uninvited people arrive at the gathering that is not, up to that point, in violation of the Co-Curricular code.

VIOLATION REVIEW

- A. When a student has been accused of violating the Co-Curricular Conduct Code, the Assistant Principal shall contact the parent/guardian of the student as soon as possible. All information gathered in the investigative process will be held in strictest confidence by the school.
- B. At the beginning of any investigation, an initial meeting will be held with the student. If requested by the student, parent/guardian may be present to review the circumstances of the alleged violation. This meeting will be held with the Assistant Principal and/or Athletic Director. Administration will review the alleged violation in a timely manner. As necessary, the Principal shall be informed and/or consulted.
- C. Any or all appropriate individuals will be interviewed, if possible, to determine if the alleged violation occurred. The person who reported the violation may be asked to be part of the interview process.
- D. During the interview process, the student is asked to fully cooperate with the proceedings. The student will be given an opportunity to be heard regarding the alleged violation. All interviews will be conducted with respect, dignity and held in the strictest of confidence.
- E. Upon conclusion of the review, the Administration will determine if a violation has occurred. Every effort will be made to conclude the Review process prior to the school's next athletic contest in order to avoid a potential WIAA violation.
- F. Students will be notified verbally of the outcome of the investigation review, and those consequences assigned if any, will go into effect immediately.
 - a. The Assistant Principal will document the outcome of the investigations in Skyward and notify the Principal and Athletic Director of the outcome.
 - b. The Assistant Principal will call the parent/guardian of the student to inform them of the outcome. A written letter will also be sent to the home of the parent/guardian to communicate the violation, review, and its outcome.
 - c. The Athletic Director will inform the coaches if the student is involved in athletics, and the Assistant Principal will inform the co-curricular moderators.
- G. The decision may be appealed (see below - Appeal Process) within five (5) days of the date of the written notification. All appeals will be treated separately and on an individual basis. In the case where law enforcement personnel have issued a citation to the student, the Appeal Process is not an option.

APPEAL PROCESS

- A. A student wishing to appeal the decision will submit a written statement expressing reasons for the appeal within five (5) days from the date of the written letter sent to the home of the parent/guardian. Once again, a "self-report" by its very nature admits to a violation, therefore a "self-report" is not eligible for the Appeal Process.
- B. The Principal has the responsibility to make the decision whether an appeal is appropriate. The decision will be based solely on presentation of new information, proof of bias or other extenuating circumstances.
- C. The Activity Appeal Panel will be headed by the Principal and will consist of: Three (3) members, which could include out of season coaches, teachers, or members of school leadership. The Principal will select the members of the Activity Appeal Panel.
- D. The Activity Appeal Panel will strive to meet within three (3) school days upon receiving the written appeal. The violation consequences may be suspended during this process.
- E. If an appeal hearing is scheduled, parents/guardians are allowed to attend the appeal hearing only to observe the proceedings. The initial findings of the investigation will be presented to the Activity Appeal Panel. The student then will be provided with an opportunity to speak and present new information on his/her behalf at the hearing.
- F. The Appeal Process is a SMSA matter, and not considered a civil or criminal proceeding. Therefore, it is the decision of St. Mary's Springs Academy to not allow the use of recording devices and/or presence of legal counsel at the Appeal Process hearing.
- G. After reviewing the new information presented at the hearing, the Activity Appeal Panel will deliberate immediately to recommend a decision to the Principal. The decision will be documented in writing by the Principal. The student and parents/guardians will be notified immediately of the decision.
- H. **The decision of the Principal based on the Appeal Process is final.**

- I. **Participation Reinstatement:** Any student receiving a permanent co-curricular suspension may apply for participation reinstatement. Applications may be submitted to SMSA Administration after serving 12 months of that suspension. The reinstatement judgment will be based upon the conduct of the student during the 12 months of suspension. If the student is reinstated, he/she will be at the final step in all violation categories.
- J. **St. Mary's Springs Academy reserves the right to modify or waive the procedures set forth in the preceding Violation Review section and the above Appeal/Reinstatement Process section if circumstances warrant. Co-curricular participation is a privilege. Nothing contained in this Handbook may be construed as establishing a contractual relationship, whether expressed, implied or quasi-contractual.**

ADDITIONAL CO-CURRICULAR GUIDELINES

- A. **Enrollment** – In order for a student to participate in any co-curricular activity they must be registered at SMSA. Students registered at Shepherd of the Hills, Holyland Catholic, or St. John the Baptist may participate (at the middle school level) in SMSA activities not offered by their school.
- B. **Preseason Meetings** - Any student who intends to participate in athletics is expected to attend a Co-Curricular Code meeting, which occurs during the summer months. A parent or guardian is also expected to attend this meeting.
- C. **Physical Exams** - Each athlete must pass a physical examination or have an alternate year form on file at the school. Forms can be obtained on the St. Mary's Springs Academy website under Athletics, or the Athletic Directors Office. Physicals are valid for two years. Normally, 5th, 7th, 9th, and 11th grade students will require physical exams, and 6th, 8th, 10th, and 12th grade students will need to turn in an Alternate Year card. The WIAA policy states that "A physical examination taken after April 1 and thereafter is valid for the following two school years; a physical examination taken before April 1 is valid only for the remainder of that school year and the following school year."
- D. **Equipment/Uniforms** - A participant is responsible for all equipment issued. Lost, stolen, or destroyed equipment must be paid for as a reimbursement to the school.
- E. **Concussion Acknowledgement Form / Consent Forms / Risk Form** – Each participant must have these signed forms on file before they are allowed to participate in practices or games.
- F. **Insurance** - It is the responsibility of the participant/family to be protected in case of injury through their family personal health insurance. There is no insurance coverage provided through the school. The family is responsible for providing proof of insurance.
- G. **Travel** - Students involved in co-curricular activities are not allowed to drive to or from out of town contests or activities. When transportation is provided by the school, participants must return with the team/group. **If there are circumstances that a student needs to leave with their parent/guardian, an Alternate Transportation Form may be obtained from the coach and must be signed by the parent/guardian.** Students may be transported by their parents/guardians only. Circumstances may include the student's residence being located outside of Fond du Lac in closer proximity to the school activity.
- H. **Vacations** - We encourage families to cooperate when possible in scheduling family vacations around athletic seasons. It is the expectation of SMSA that athletes attend all games and practices.
- I. **Team Rules** - Additional rules may be set down by individual coaches or moderators for specific sports or events. This includes curfew, dress code, hair styles, participation in an out of season sport, etc. for athletes in season. Coaches may not establish policies or rules that would conflict with existing rules or policies of St. Mary's Springs Academy.
- J. **Single Sport** - A student may participate in only one school sponsored sport per season at the high school level.
- K. **Playing Time Philosophy**
 - a. When 5th- 8th grade students are involved in the same grade level competition, each team member will have equal playing time in each contest. While it is the spirit of the guideline that each student athlete will have equal playing time, some rare circumstances might make that difficult (i.e.: physical limitations, illness, school limits, coaches decision based on training violations, knowledge of the game or fundamental ability).
 - b. **JV2 teams**- Consist of 9th and 10th grade students and/or foreign exchange students. Playing time is based on ability with the idea of developing the athlete for the next level.
 - c. **Junior Varsity teams**- Consist of 9th, 10th, or 11th grade students and/or foreign exchange students. Playing time is based on ability with the idea of developing the athlete for the varsity level.
 - d. **Varsity teams**- Consist of 9th-12th grade students. Playing time is based on ability with the idea of developing the athlete and team into players/teams that may compete and win at the varsity level.