



**St. Mary's Springs Academy**  
**High School Co-Curricular Code of Conduct**  
**2018-2019**

Revised July, 2018

SMSA - High School  
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## VISION

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

## MISSION

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

## CORE VALUES - THE LEDGER WAY

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

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

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

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

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

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

## Introduction & Overview

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

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

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), and the WIAA ([www.wiaawi.org](http://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 student's last official co-curricular activity date, whichever is later. It is the responsibility of the parents/guardians to assist SMSA in encouraging their child to develop habits that follow the Code.

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

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

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

### **Activity Groups Within the Co-Curricular Code**

St. Mary's Springs Academy has established the following groups of activities. The students of each group are expected to adhere to the specific policies addressed to their Group.

#### **Group 1- Performance Activities, Clubs, Organizations, and Courts**

- Homecoming / Prom Courts
- Jazz Band/Vocal Jazz outside gigs
- Musical / Play - actors/actresses, stage crew, etc.

#### **Group 2- Leadership Positions**

- Class Officers
- Club Officers
- Student Council Officers
- National Honor Society Officers

### Group 3- Athletics

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

### Academic Standards for Co-Curricular Code of Conduct

St. Mary's Springs Academy regards the participation in co-curricular programs as a privilege and stresses the importance of academic achievement as the primary motive for the student. It is hoped that these standards established for co-curricular participants will encourage the strengthening of study habits and the resulting improved grades by the student. St. Mary's Springs Academy conducts grade checks to determine eligibility at Quarter Ends and Semester Ends.

- A. Academic Ineligibility:** Any student receiving either a failing (F) Quarter or Semester grade, or a withdraw/failing (WF) grade will be ineligible for a portion of the season/term during which he/she is participating. The number of activities for which a participant shall be suspended, or the number of days of that suspension vary based on the activity and the calendar season. If, having served the prescribed suspension and a student is no longer failing any subject, he/she will resume eligibility. If a quarter or semester grade of Incomplete (INC) becomes a failing grade, the student becomes academically ineligible at that time.
- B. Academic Dishonesty:** A student choosing to plagiarize or cheat on any assignments, quizzes, or tests will receive a one-game suspension for their next competition (current or next season – whichever comes first). Scrimmages do not apply.
- C. Attendance Policy:** Students participating in a co-curricular practice or game on a school day must be in attendance in class the entire day, with the following excused exceptions: funeral, medical appointment, dental appointment, legal obligation, or other pre-arranged absence approved by Director of Student Life. A note is required from the doctor's office or dental office, etc. upon returning to school. Students missing any part of the school day due to any unexcused absence, or excused absence not listed above may not participate in practice or competition that day (See Student Handbook for complete list of excused and unexcused absences).

**Ineligibility Periods:** Students who do not meet the academic eligibility requirements outlined in **Section A**, will be ineligible for co-curricular activity participation for the following time periods based on the rules established by the WIAA and St. Mary's Springs Academy High School. A student who is academically ineligible may not depart school before 3:15 p.m. to travel with their activity or team.

### **Students Failing the 2<sup>nd</sup> Semester - Group 3 - Athletics**

Due to the likelihood that games/events will take place prior to the first day of classes, the WIAA and St. Mary's Springs Academy High School have made a specific provision for fall sports as a result of the student's previous Spring Semester academic performance.

The WIAA rule reads as follows for athletics. The lesser of:

- 21 consecutive calendar days beginning from the earliest allowed official game/match in the Fall sport season as established by the WIAA,
- or
- 1/3 of the maximum number of games/events allowed in the sport (rounded up or down to the nearest whole game; i.e. 2.4 = 2 games, 2.5 = 3 games)

An inter-school scrimmage DOES NOT count as a game for purposes of this rule.

### **Students Failing the 2<sup>nd</sup> Semester: Groups 1 & 2 - Performance Activities, Clubs, Organizations, Courts, and Leadership Positions**

First 15 school days and nights.

### **SMSA Academic Checks: 1<sup>st</sup> Quarter, 1<sup>st</sup> Semester and 3<sup>rd</sup> Quarter** **Groups 1, 2 and 3**

Students who receive one F must sit out eight (8) school days and nights (School Policy). Students who receive two or more F's (including incompletes) must sit out 15 school days and nights (WIAA policy). Ineligibility commences the day that an official notification letter is presented to the student.

- **Expectations for Ineligible Students** – An ineligible student will be required to attend Before or After School Tutoring on Tuesday, Wednesday, and Thursday nights until he/she becomes eligible. If the student misses tutoring, the parent and coach will be notified that the student may not attend the next practice.
- A Student involved in activities and declared ineligible by the Principal/Director of Student Life must continue to meet and practice with the team/activity.
- If a student is academically ineligible and commits a code violation, both suspensions will be served consecutively, and not concurrently. To clarify, once the student becomes academically eligible, he/she will serve the suspension for the Code violation. Academically ineligible students will not be allowed to miss school to travel with the team.
- **Process for Regaining Academic Eligibility** – After the designated ineligibility time, a grade check will be conducted by Administration to determine if a student is passing all classes. Any student not passing all of their classes will stay ineligible until they are passing all of their classes.

## **Behavior Standards for Co-Curricular Code of Conduct**

Students who represent St. Mary's Springs Academy are expected to conduct themselves in a manner which reflects positively on themselves, their family, the activity and the St. Mary's Springs Academy community. This implies compliance with all school rules established by the Administration, in addition to any activity or athletic rules as established by their coaches, moderators, and the Athletic Director. The SMSA/WIAA Codes of Conduct are in effect for the full calendar year, and in all locations, including international travel.

### **Alcohol, Tobacco, Drugs and Use of Performance Enhancing Drugs**

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

#### **A violation will occur if:**

- **Student arrives and remains at a gathering in which alcohol and/or drugs are present.**

The student should avoid placing themselves in situations where their guilt or innocence is questioned. **A concerted effort to leave should be made by leaving immediately if transportation permits, or immediately arranging for a ride by calling a parent, guardian, or coach and attempt to remove themselves from the area where consumption is taking place, a so called "safe haven" away from the violation activities. Additionally, the parent or guardian should make every attempt to immediately report to a member of administration via email, text, or phone the time and reason for leaving the gathering.** If a student finds he/she is unable to immediately leave the premises due to transportation, that student must exhaust every resource to leave the premises by any safe means possible.

#### **Students will not have committed a violation if:**

- A student is present in an establishment licensed to sell alcoholic beverages in addition to food or recreational services; (restaurants, bowling alley, ball park, etc.) and the student does not consume alcoholic beverages.
- A student is present at a parent gathering where alcoholic beverages are available to adults (age 21 and over) only, and the student does not consume alcoholic beverages.

## Co-Curricular Activities

### Violation Levels

Suspensions served begin upon completion of the Violation Review prior to any Appeal (See section on Violation Review).

#### Group 1- Performance Activities, Clubs, Organizations, and Courts

- 1<sup>st</sup> Violation: In addition to the First Offense consequences outlined in the student handbook, the student will have a minimum suspension of four (4) weeks (28 full calendar days and nights) of the activity.
- 2<sup>nd</sup> Violation: In addition to the Second Offense consequences outlined in the Student Handbook, the student will have a minimum suspension of eight (8) weeks (56 full calendar days and nights) of the activity.
- 3<sup>rd</sup> Violation: In addition to other consequences that Administration may determine as appropriate, the student will be ineligible to participate in any activity for the remainder of their high school years.

#### Homecoming and Prom Courts:

- 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.
- A court member who violates the code will be ineligible for the court to which he or she has been elected.

#### Group 2- Leadership Positions

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> Violation: In addition to other consequences Administration determines is appropriate, the student will be ineligible to participate in any activity for the remainder of their high school years.

**Note:** A student who is ineligible during the balloting process is not eligible to be a class or club officer.

#### Group 3- Athletics

- 1<sup>st</sup> Violation: In addition to Student Handbook consequences, the athlete will earn a minimum suspension of 25% loss of games/events scheduled that season (rounded up or down to the nearest whole game; i.e. 2.4 = 2 games, 2.5 = 3 games). At the time of violation, the 25% will be based on the competition schedule at the beginning of the season, which will determine the date upon which the athlete can return.
- 2<sup>nd</sup> Violation: In addition to Student Handbook consequences, the athlete will earn a minimum suspension of 50% loss of games and matches. At the time of violation, the 50% will be based on the competition schedule at the beginning of the season, which will determine the date upon which the athlete can return.

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

**Note:**

1. If a Violation of the Alcohol, Tobacco, Drugs, and Use of Performance Enhancing Drugs section of the Code of Conduct causes a student to miss games during the season, the student will lose their Captain status, and will not be eligible for All Conference.
2. If a violation occurs near the end of a season or activity, and the suspension is not completed during that season or activity, there will be a carry over to the student's next season/activity. This carry over will be calculated based on the percentage remaining and applied to the next activity. Administration will determine if the student will lose their Captain status and eligibility for All Conference for this next season.

**Other Violations to the Code of Conduct**

- A student who has earned a Social or School Probation, or violated any Federal, State or Municipal law is subject to the discipline of the Co-Curricular Code as stated in the Student Handbook.

**Reporting of Violations**

**A. Reporting a Violation**

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

Key elements of the reporting process are:

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

**B. Self-Reporting**

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



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

In the case of a gathering that is not in violation of the code and an individual(s) arrive at a gathering with alcohol and/or drugs in their possession, the Student and/or Parent who hosted the gathering, or fellow students who are in attendance at the gathering, is encouraged to contact the Director of Student Life 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.

## **VIOLATION REVIEW**

### **Violation Review**

1. When a student has been accused of violating the Co-Curricular Conduct Code, the Director of Student Life will contact the parent/guardian of the student as soon as applicable. All information gathered in the investigative process will be held in strictest confidence by SMSA.
2. An initial meeting will be held with the student, and parent if requested, to review the alleged violation. This meeting will be held with the Director of Student Life and the Principal and/or Athletic Director. Administration will review the alleged violation with all due speed.
3. Any or all appropriate individuals will be interviewed, if possible, to determine if the alleged violation occurred. The person who reported the violation may be asked to be part of the interview process.
4. During the interview process, the student is asked to fully cooperate and be truthful during the proceedings. The student will be given an opportunity to be heard regarding the alleged violation. All interviews will be conducted with respect, dignity and held in the strictest of confidence.
5. Upon conclusion of the review process, the Administration will determine if a violation has occurred. Every effort will be made to conclude the review process prior to the school's next athletic contest in order to avoid a potential WIAA violation.
6. Students will be notified verbally of the outcome of the investigation review, and those consequences assigned if any, will go into effect immediately.
  - The Director of Student Life will document the outcome of the investigations in Skyward and notify the Principal and Athletic Director of the outcome.
  - The Director of Student Life or Principal will call the parents/guardian of the student to inform them of the outcome. A written communication will also be sent to the parent/guardian to communicate the violation, review, and its outcome.
  - The Athletic Director will inform the applicable coach if the student is involved in athletics. The Director of Student Life will inform the co-curricular moderator of the outcome if the student is involved in one or more clubs, or is in a club leadership position.

7. The decision may be appealed (see below - Appeal Process) within five (5) days of the date of the written notification. All appeals will be treated separately and on an individual basis. In the case where law enforcement personnel have issued a citation to the student, the Appeal Process is not an option.
8. If the violation occurs at the end of one season or activity, the consequences will be carried forward and prorated, based on the number of competitions, into the next season/activity in which the student intends to participate. Athletes who have been suspended for AODA (Alcohol & Other Drug Abuse) violations must finish the current season in good standing in the sport they have been suspended, in order for the suspension to be counted as served.

### **Appeal Process**

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

The Activity Appeal Panel will consist of: Three (3) members, which could include out of season coaches, teachers, or members of the administration (not the Principal). The President will select the members of the Appeal Panel.

The Activity Appeal Panel will strive to meet within three (3) days upon receiving the written appeal. The violation consequences may be suspended during this process

Parents/guardians are allowed to attend the violation review appeal. Parents/guardians may be there only to observe the proceedings for informational purposes. The findings of the Administration will first be presented to the Activity Appeal Panel. The student then will be provided with an opportunity to speak and present new information on his/her behalf at the hearing.

The Appeal Process is an SMSA matter, and not considered a civil or criminal proceeding. Therefore, it is the decision of St. Mary's Springs Academy to not allow the use of recording devices and/or presence of legal counsel at the Appeal Process proceedings.

Immediately after hearing the new information, the Activity Appeal Panel will deliberate to recommend a decision to the Principal, who makes the final decision. The decision will be documented in writing by the Principal. The student and parents/guardians will be notified immediately of the decision.

Academic ineligibility may not be appealed.

**The decision of the Principal based on the Appeal Process is final.**

**Participation Reinstatement:** Any student receiving a permanent suspension may apply for reinstatement to the SMSA Administration after serving 12 months of that suspension. If the student is reinstated, he/she will be at the final step in all violation categories. The reinstatement judgment will be based upon the conduct of the student during the 12 months of suspension.

**St. Mary's Springs Academy reserves the right to modify or waive the procedures set forth in the preceding Violation Review section and the above Appeal/Reinstatement Process section if circumstances warrant. Co-curricular participation is a privilege. Nothing contained in this Handbook may be construed as establishing a contractual relationship, whether express, implied or quasi-contractual.**

### **Additional Co-Curricular Guidelines**

- 1. Enrollment** – In order for a student to participate in any co-curricular activity they must be registered at SMSA (Students registered at Shepherd of the Hills and Holy Land Catholic may participate in any activity at the middle school level).
- 2. Preseason Meetings** - Any student who intends to participate in athletics is required to attend a preseason eligibility meeting, which typically occurs in July. A parent or guardian is also required to attend this meeting.
- 3. Physical Exams** - Each athlete must pass a physical examination or have an alternate year form on file at the school. Forms can be obtained on the St. Mary's Springs Academy website under Athletics, or the Athletic Director's Office. Physicals are valid for two years. Normally, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 11<sup>th</sup> grade students will require physical exams, and 6<sup>th</sup>, 8<sup>th</sup>, 10<sup>th</sup>, and 12<sup>th</sup> 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."
- 4. Equipment/Uniforms** - A participant is responsible for all equipment issued. Lost, stolen, or destroyed equipment must be paid for as a reimbursement to the school.
- 5. Concussion Acknowledgement Form / Consent Forms / Risk Form** – Each participant must have these signed forms on file before they are allowed to participate in practices or games.
- 6. Insurance** - It is the responsibility of the participant/family to be protected in case of injury through their family personal health insurance. There is no insurance coverage provided through the school. The family is responsible for providing proof of insurance.
- 7. Travel** - Students involved in co-curricular activities are not allowed to drive themselves to or from out of town contests or activities when team transportation is provided. When transportation is provided by the school, participants must depart and return with the team/group. **If there are circumstances that require a student leave with his/her parent/guardian, the parent/guardian must provide written authorization and must be signed by the parent/guardian.** Students may only be transported by their parent/guardian. Circumstances may include the student's residence being located outside of Fond du Lac in closer proximity to the school activity.

8. **Vacations** - We encourage families to cooperate when possible in scheduling family vacations around athletic seasons. It is the expectation of SMSA that athletes attend all games and practices.
9. **Team Rules** - Additional rules may be set down by individual coaches or moderators for specific sports or events. This includes curfew, dress code, participation in an out of season sport, etc. for athletes in season. Coaches may not establish policies or rules that would conflict with existing rules or policies of St. Mary's Springs Academy.
10. **Single Sport** - A student may participate in only one school sponsored sport per season at the high school level.
11. **Open Gyms** – Students may not participate in organized “open gyms” without permission from their “in-season” coach.
12. **Playing Time Philosophy** – When 5th–8th grade students are involved in same grade level competition, each team member will have equal playing time in each contest. While it is the spirit of the guideline that each student athlete will have equal playing time, some rare circumstances might make that difficult (i.e.: physical limitations, illness, school limits, coaches decision based on training violations, knowledge of the game or fundamental ability).
13. **JV2 teams** – Consist of 9th and 10th grade students. Playing time is based on ability and developing the athlete for the next level.
14. **Junior Varsity teams** – Consist of 9th, 10th, or 11th grade students. Playing time is based on ability and developing the athlete for the varsity level.
15. **Varsity Reserve teams** – Consist of 9th–12th grade students. Varsity starters will not compete at the varsity reserve level. Playing time is based on ability with the idea of developing the athlete for the varsity level.
16. **Varsity teams** – Consist of 9th–12th grade students and/or qualified international students. Playing time is based on ability and developing the athlete and team into players/teams that may compete and win at the varsity level.

## **School Song**

**Fight, team, fight for St. Mary's Springs!  
Give your best and give it some wings!  
Ever aiming, ever sailing - Onward to Victory!  
U- RAH-RAH  
Fight, team fight for St. Mary's Fame.  
Ever more her standards sustain.  
Tried and true and loyal to  
St. Mary's Springs.**

**Athletic Director: Greg Hoffmann  
Email: ghoffmann@smsacademy.org  
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**Nickname:** Ledgers

**Colors:** Royal Blue & White

**WebSite:** smsacademy.org

**WIAA Web Site:** wiaawi.org

**Conference:** Wisconsin Flyway

**Hockey Conference:** Badgerland

**Tennis Conference:** Wisconsin Combined Tennis