

6-8 STUDENT HANDBOOK 2018-2019

St. Mary's Springs Academy

255 County Road K

Fond du Lac, WI 54937

www.smsacademy.org



6-8 Office– 920-921-4870

Administrative Assistant – Ext. 8062

7:30 a.m. – 4:00 p.m. Monday – Thursday

7:30 a.m. – 3:30 p.m. Friday

Attendance Office – 920-921-4870 Ext. 8036

STUDENT NAME _____

HOMEROOM TEACHER _____

SMSA COMMUNITY PRAYER

Father,

We thank you for who you are and for bringing us here as one community.

May everything we do begin with Your inspiration

And continue with Your Saving Grace.

Let our work always find its origin in You,

And through You reach completion.

Our Lady of the Ledge, Pray for Us

Dear SMSA Students,

Welcome and welcome back! What an exciting year this will be as we build upon our school's foundation of strong academics, wonderful variety of extracurricular activities, and devout service to God. I hope that you will take full advantage of all that SMSA has to offer in those areas.

This handbook is more than a set of rules and regulations. It is the guide book of how to live with faith, integrity, and courage so that you achieve excellence in all you do. You represent St. Mary's Springs Academy and the long line of alumni who came before you. Your appearance, speech, and actions reflect upon everyone associated with the school and demonstrate to others who an SMSA student is.

The future of our school is in your hands. It will be whatever you make of it. By following the expectations laid out in this Handbook, you and your fellow students will strengthen yourselves and become all that the school represents. We, the faculty and staff, will work in collaboration with the student body to build upon the rich history already established. You have the responsibility to learn how to embody within yourselves our Core Values of Leadership, Learning, Faith, Respect, Community, and Responsibility. Study hard, work hard, pray always, and strive to represent SMSA with dignity and grace wherever you are. When you do, you can look back with pride in what you have given to SMSA and see in yourself all that it has given to you.

In Christ,

Julie Shively, EdD

6-12 Principal

"Draw your strength from the Lord and from his mighty power. Put on the armor of God so that you may be able to stand firm against the tactics of the devil."
Ephesians 6:10-11

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ST. MARY'S SPRINGS ACADEMY

VISION

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

MISSION

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

CORE VALUES

RESPONSIBILITY: 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.

SMSA 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.

BOARD OF DIRECTORS

Under the auspices of the Archdiocese of Milwaukee, the Board is the ultimate governing body of the school. Board of Directors meetings are usually held on the third Wednesday of each month. Under some circumstances, the Board may not meet monthly. To verify meeting dates, call the Administration Office.

Members of the Board of Directors for 2018-2019:

Jim Mугan, Chair	Dan Hebel
Kevin Michels, Past Chair	Tom Herre
Justin Smith, Vice Chair	William Lamb
Teresa Van Horn, Secretary	Andrew Manion
Carl Christensen, Treasurer	Tracy Froh
Fr. Ryan Pruess, Pastor Designate	Sr. Cyndi Nienhaus, CSA
William Everson	Dr. Kathleen Cepelka, Ex-Officio Member

ACCREDITATION

St. Mary's Springs Academy is approved by the Archdiocese of Milwaukee and is accredited by AdvancED. All teachers are certified by the State of Wisconsin, based on requirements of the Department of Public Instruction as found in the Wisconsin Administrative Code.

NONDISCRIMINATION POLICY

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

Student Rights

Each student has the following rights:

- A safe, Christian environment throughout the school and in all activities.
- A quality education and multiple opportunities to grow as a Christian.
- Fair, dignified, and respectful treatment by staff and fellow students.

Student Responsibilities

- Instill the Core Values of SMSA into your daily life.
- Practice your faith in all that you do and say.

- Attend all classes prepared and on time, with appropriate materials, books, and completed assignments.
- Respect all adults, students, and property.
- Conduct yourselves in accordance with school and class expectations.
- Seek changes to policies and procedures in a respectful manner.

Parent/Guardian Responsibilities

- Model for your child the Core Values in your words and actions.
- Provide your child with the resources needed to complete class assignments.
- Partner with your child's teachers to ensure consistent expectations.
- Insure that your child is in daily attendance and prepared for school.
- Bring to the attention of school authorities any problems or conditions that affect your child or other children within the school community.

Educators' Rights

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

Educators' Responsibilities

- Model the Core Values in your words and actions.
- Maintain an environment of trust, respect, learning, and community.
- Strive to meet the needs of all students.
- Practice the Positive Behavior Intervention System through the tenets of Love and Logic.
- Maintain regular communication with your students' parents.

Attendance at SMSA is a privilege. Nothing contained in this Handbook may be construed as establishing a contractual relationship, whether express, implied or quasi-contractual. Furthermore, the school reserves all rights to determine, in its sole discretion, whether it is capable of providing adequate educational opportunities for prospective or current students.

ADMISSIONS

St. Mary's Springs Academy accepts all students, regardless of race, creed or gender, who present the necessary qualifications for participating in and achieving success both academically and behaviorally in the total school program. Therefore, admission of students is based on the school's ability to serve the learning needs of each individual based on the school's mission.

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

The Principal, on a case-by-case basis, will approve or not the admission of students who have been suspended or expelled from other schools.

Students who are not Catholic must be willing to complete each year's theology classes, be present at and respectful during prayer-related activities, and must fulfill the service requirements for graduation.

Children with Exceptional Educational Needs

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

Those students who may require specialized academic instruction, modification of curriculum, or modification of assessments may complete the Child Find Process through a special education referral for an evaluation of their special needs and possible identification. A child with exceptional educational needs that cannot be met through reasonable accommodations may be referred to the Local Education Agency (LEA) to determine whether the child is eligible for services. If the student is found to qualify, a service plan may be written in partnership with the LEA and/or Individualized Education Plan may be written if the child requires special education services through the LEA to make adequate progress.

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

INTERNATIONAL STUDENTS:

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

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

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

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

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

STUDENT RECORDS AND STUDENT INFORMATION

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

Health Records and Athletic Physicals: Student health records and health histories are filed in the North 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 before they can begin athletic practice.

ID's: Picture Identification cards are given to each student at the beginning of the school year. If an ID is lost, another must be obtained from the North 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 release is completed by the parent/guardian.

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

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

Transcript Requests: Transcripts will not be released without the written request/consent of a parent or student. Final transcripts will not be released until all outstanding accounts have been paid in full.

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

COURSE REGISTRATION AND SCHEDULING

Students have the opportunity to register for the next school year electives in music and World Languages (German or Spanish) early in second semester. Any and all concerns regarding scheduling or courses should be addressed with parents, teachers, and/or the Counselor prior to course selection.

Once the courses are selected, only in extraordinary circumstances will changes to the requests be considered. The Principal is the final authority on all registration and scheduling decisions.

Students who are accelerating in math must demonstrate their mastery of the middle school curriculum prior to enrolling in a high school math class while in middle school. Mastery will be demonstrated by a combination of data points. These include successfully completing Course 3 with at least a B+ all terms, achieving an "exceeds" in the Wisconsin Forward Exam math portion, and showing a Grade Equivalent of 9.0 or higher on the High School Placement Test, which is given to rising high school students in late spring.

Middle school students who complete a high school math class will not earn high school credit, neither will the high school course that is completed during middle school appear on the student's high school transcript.

ACADEMIC EVALUATION

Grading System

The school year is divided into three trimesters of 12 weeks each. Students will receive trimester reports at the twelve-week mark, and progress reports every three week. The grading system is as follows:

		A	95-100	A-	93-94
B+	91-92	B	86-90	B-	84-85
C+	82-83	C	76-81	C-	74-75
D+	72-73	D	70-71	D-	68-69
U	below 68				

In addition, report cards may reflect:

INC = Incomplete: Students facing extraordinary circumstances may be given an INC with prior approval of the Principal. The student has up to ten school days once the extraordinary circumstance has passed to make up work needed to change an INC to a letter grade.

MED = Medical Excuse: When a student cannot participate in a physical education class due to a physical injury, or cannot complete academic assessments/assignments due to a medical condition. When the medical condition has passed, the student will make up any assignments necessary to change the MED to a standard grade.

Progress Grades - Progress grades give the student and parent/guardian an indication of the student's status in a course at the midpoint of each trimester.

National Junior Honor Society Criteria

National Junior Honor Society is open to seventh and eighth grade students who apply and are accepted. In order to apply, a B grade average is necessary. On their application, students need to demonstrate their scholarship, leadership, character and service. In addition, students need to conform to St. Mary's Springs Academy N.J.H.S. bylaws.

Before students are accepted based on these criteria, their names are presented to the Faculty Council for approval. All approved applicants will attend the Induction Ceremony.

Membership in N.J.H.S. is contingent upon:

- Maintaining the standards of scholarship, leadership, character and service as outlined in the St. Mary's Springs Academy N.J.H.S. Constitution and Bylaws.
- Maintaining a B grade average
- Attending bi-weekly meetings
- Performing one service project that totals six service hours. Note, these hours will not be dually applied to service hour requirements for any

other class, club, or extracurricular service hours. See NJHS Bylaws for specific requirements.

- Fulfilling agreed-upon projects of the society

SPIRITUAL DEVELOPMENT PROGRAM

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:

- Campus Ministry provides opportunities for involvement in liturgy planning, retreats, service projects, counseling, and other related activities.
- School liturgies planned by the students and faculty are offered at various times during the school year. Attendance at school liturgies is required of all students.
- Students are reminded of the need for God in their lives by beginning each school day and each class period with a classroom prayer.
- Various religious activities are offered throughout the school years that are designed to develop the spiritual and moral growth of SMSA students.

BUILDING SECURITY

Building Hours:

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

Student Supervision:

Middle school students are to enter and exit only from the North Hall unless explicitly approved to enter or exit through the South Hall. Students may not access classrooms, gym, or weight room unsupervised. Students may not leave the classroom during instructional time without the express permission of the teacher and without signing out. Students may only leave the building during school hours with written parent permission and after signing out at the North Office.

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

Visitors

Visitors may gain access to the school by ringing the bell and receiving admittance by the receptionist. Once in the building, visitors must report to the North Office to sign the visitor log and obtain a visitor pass. This includes alumni. Anyone encountering a visitor who is not wearing a visitor

pass should direct the visitor to the North Office. Upon leaving, all visitors should sign out at the Main Office.

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

Campus Boundaries and Off-Limit Areas

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

- The driveway and playground areas behind the Campus
- The outside edge of Hutter gym
- The west side of Highway K including the school parking lot.

Loitering or waiting in the parking lot before and after school is not permitted.

- South entrance parking lot is reserved for K-5 families and is not to be used by high school student drivers.

Student Planner

All students must have their Student Planner in their possession at all times and are encouraged to use the Planner to organize their assignments. Only the Student Planner will be used as a hall pass or pass to the next class if held over by a faculty member. Students may not leave the classroom during instruction without a student planner. Lost planners must be replaced for \$5 at the North Office.

Prohibited Items

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

- Weapon or an object that resembles or could be used as a weapon (see page 28 for discipline procedures regarding possessing a weapon, object that resembles a weapon or object that could be used as a weapon at school).
- Students may not possess illegal drugs, tobacco, or alcohol on campus. See page 28 for clarification of the possession and/or use of illegal drugs, tobacco, or alcohol.
- Video game players, laser pointers, or gambling materials.
- Objects that, when used, cause distraction to the student and/or disruption to the class. Examples include but are not limited to: toys, games, fidget-spinners, clickers, and other hand-held objects.

- Any medication, including over-the counter drugs (e.g. Tylenol, Ibuprofen, etc.) or prescription medications.

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

ATTENDANCE

Students must attend school in order to achieve the core values of learning and community, in addition to practicing their faith and leadership.

Perfect Attendance

100% attendance should be the goal of every student. A perfect attendance award will be granted each year to students who have been in attendance every hour of every school day of the year. The only exception to be considered is attending the funeral of a family member or friend.

Excessive Absences

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

When students have accumulated 10 absent days within one trimester, 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 trimester may affect the students' ability to participate fully in the community of learners. Depending on the nature of the absence, the student may be in jeopardy of losing any leadership position.

Make up Work

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

- It is the student's responsibility to contact the teacher to arrange for making up instruction and assignments missed during absence.
- Students who are absent, whether excused or unexcused, per state statute, will be allowed to make up 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.
- 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 the expected time period will result in a teacher call to parents and the expectation that the student will remain after school until

the work has been completed. If the student is in an after school activity, that coach or moderator will be contacted by the office to inform him/her that the student needs to remain behind for make up work.

Excused Absence

Parents are required to call the Attendance phone (920-921-4870 ext. 8036) on the day of absence before 8:30 a.m. Archdiocesan Policy states the reasons for which students may be absent without being considered truant:

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

Pre-arranged Absence

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

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

Unexcused Absences

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

on a Friday, he/she may not attend or participate in any school-sanctioned activity or event that occurs that weekend.

- Absences on exam days are considered unexcused unless accompanied by a doctor's note. Missed exams due to unexcused absences may result in a zero for the exam.

Tardiness

A student not in homeroom or the classroom when the bell rings is late for class and must report to the North Office for a pass to class.

- **STUDENTS ARRIVING LATE TO SCHOOL MUST REPORT FIRST TO THE NORTH OFFICE.**
- A second tardy to school and all subsequent violations will result in a demerit.
- Students who display a pattern of repeated tardiness will have their parents contacted to discuss the cause and resolution of the tardiness.

Appointments:

Every effort should be made to schedule medical and dental appointments outside of the regular school hours. If it cannot be avoided, parent(s)/guardian(s) must send a signed note about the appointment to the North Office prior to the first bell. Absences for non-medical related appointments is strongly discouraged and will be documented as unexcused.

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

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

In-School Illness/Injury

If physically possible, the student must report to the North Office and, if necessary parents will be called to request that the student leave school. Student will be sent home if temperature is 100.4 or higher and can return to school when fever free (with no medication) for 24 hours. All accidents resulting in injury must be reported to the North Office. An accident report may need to be filed.

Extended Medical Leave

During an extended medical leave, the student may remain enrolled at SMSA if medically able. In collaboration with the administration, the student may choose to continue education on a home-study plan provided by SMSA

or withdraw for the remaining period of disability. SMSA may require medical documentation of the student's condition.

STUDENT CONDUCT

Food/Drink/Gum

During the school day, gum chewing is allowed. Teachers have the discretion to allow or prohibit students from chewing gum in their individual classes.

The cafeteria or commons are the only areas in the school wherein food or beverages other than water and gum may be consumed. Students who consume food or beverage before or after school must do so in the cafeteria or commons area. *Students are not to bring food or beverages into the school facility to be consumed other than in the cafeteria or commons. The school reserves the right to have the student dispose of food or beverages that is not intended to be consumed in the cafeteria.*

Classroom celebrations that include food must be approved by the Director of Student Life or his designee at least one day prior to the event.

Commercial food delivery to students for lunch is not permitted. Parents may bring commercial food to their children only.

Cafeteria

The cafeteria is, primarily, a place for eating. Students are expected to keep the cafeteria in respectable order, using proper forms of etiquette, and clearing up after eating. Appropriate behavior is expected. Instructions given by any supervisor are to be followed. Each Meal will begin with the student body standing for prayer. ALL waste must be deposited in containers provided and tables wiped clean.

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 Administration.

Restroom Use

Students should use the restrooms during passing, recess, or lunch unless an emergency arises. If the teacher(s) notice(s) a trend in requesting bathroom passes, he/she should investigate into the reason why. This may include contacting the parents or the Director of Student Life.

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 and disciplinary action.

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

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

Lockers

The lockers are the property of SMSA. Students are reminded to take care of their assigned locker. Damage attributed to a student or students may result in consequences up to and including monetary recompense to the school and disciplinary action. Repairing defacement and misuse is the responsibility of the individual student. Damages will be billed to the student's account and the student may face disciplinary action.

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

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

Anything hung in lockers must be in good taste and hung with masking tape only. Lockers are subject to inspection by the administration at any time.

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

Only athletic bags may be left on locker tops during the day (no books). Athletic bags may only be left on top of student's own locker. At the end of the day, the locker tops should be clear of student items.

Study Hall Policies

Students are given time during the school day to complete assignments, obtain additional teacher support, or study for upcoming assessments. They are to be respectful of their peers during this time.

Students may use school laptops or tablets for instructional purposes during Study Hall. Students are reminded that the computers belong to the school. They should take care of any computer they use and return it properly to its cart before the bell rings. Students who damage computers will be liable for replacement or repair and will face disciplinary action.

Personal Electronic Devices:

All Personal Electronic Devices will remain in student lockers during the instructional day. Students may use their phones/PEDs during passing only. Students not following this protocol will have their phone confiscated

immediately and turned over to the Director of Student Life, who will return the PED to the student's parent/guardian. If the student misuses their PED a second time, the student will turn in their PED to the North Office for the duration of the quarter. Please reference page 39, acceptable use policy regarding devices.

Cell Phones In Locker Rooms

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

Messages

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

Announcements

Daily announcements will be made available on the website and will be scrolled through on teacher smartboards during homeroom. Immediate or critical announcements will be made at the end of 8th period. Announcements will be submitted to the North Office no later than noon on Fridays. Announcements must be emailed to Administrative Assistant or the Director of Student Life.

Lost And Found

Articles that have been found, should be brought to the North 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 seek out the Principal or Director of Student Life.

Elevator Usage

If needed by students with medical or physical challenges, permission can be obtained in the North Office or from the Director of Student Life to use the school elevator:

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

Dispensation of Medications

When it becomes necessary for a student to take medications prescribed by a physician, the student must have a Prescription Medication Authorization

and Instruction form signed by a medical provider (Archdiocese of Milwaukee policy form 5141.5b) on file in the North 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 medication needs or changes your child may have during the school day.

Posters

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

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

- Obtain prior approval by submitting copy of poster to the faculty advisor or Director of Student Life.
- 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.

WEATHER AND EMERGENCY INFORMATION

School Cancellation

St. Mary's Springs Academy will follow the decision of the Superintendent of Fond du Lac Public Schools. It is understood 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 your phone as designated in the Skyward system.

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

Safety Drills

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

DRESS CODE/UNIFORM POLICY

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

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

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

Expectations of All Students

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

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

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

When students attend mass, they wear mass attire and are expected to remain in mass attire for the entire day, with the exception of their ties and shoes, which they may change after they return from mass when permitted.

Students are expected to wear Mass Day attire for school photographs. Students will be required to dress in agreed-upon uniform attire on competition and performance days.

The Director of Student Life will notify students of any spirit days or jeans days ahead of time and specify the approved dress code.

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

Shirts

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

Pants and Slacks

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

- Lands' End logo pants and walking/Bermuda/Chino shorts are recommended.
- Shorts will be allowed April 1 to October 31.
- Pants and shorts approved colors are navy, khaki, gray, or black.
- Pants and shorts must be of modest or slim fit; neither excessively baggy nor skin tight. They may not be of jean or nylon material.
- There will be no visible labeling, patch pockets, cargo pockets, or decorations.
- Shorts must be at least mid-thigh or fingertip in length, whichever is longer.

Footwear:

- Students may choose their own footwear to wear in the school building with the following stipulations: all shoes must have a closed heel or heel strap.
- Casual footwear, including but not limited to: flip-flops, slides, or other footwear without a heel strap, and night/bedroom slippers are not permitted, with the exception of Birkenstock-type sandals.
- On mass days, students may not wear shoes that are or resemble athletic/court/running style footwear to mass. Students may change back into their regular day shoes upon their return from mass, during passing.
- Socks/stockings are highly recommended

Hair and Accessories Expectations

- Hair must be neat and moderately styled in a natural color from the roots to the tips.

- Haircuts must be neat and non-distracting. Bangs and other styling should allow full vision.
- Facial hair, neck hair under the jaw, and sideburns below the earlobe are not allowed.
- Visible tattoos and body piercings (except ears) are not allowed. Ear gauges are not allowed.
- Chains/spiked accessories are not allowed.
- Accessory scarves are not allowed.
- Outer garments may not be worn during instructional time in the building. Outer garments include but are not limited to: hats, scarves, bandanas, jackets, coats, sweatshirts, hoodies, non-SMSA fleece, or non-SMSA vests.
- Hats may not be worn in the building except when expressly permitted.

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

Young Men Dress Code Specifics

Shirts

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

Mass/Special Event Attire

- Only Oxford button down shirts in the above colors are permitted.
- Approved SMSA Lands' End striped tie OR bow tie
**Bow ties are not available on the Lands' End website; they may be purchased at Scrip office.
- Only long slacks may be worn.
- Navy Lands' End blazer with SMSA logo is optional.
- Non-athletic/court/running style shoes must be worn.

Young Women Dress Code Specifics

Shirts

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

Slacks/Walking (Bermuda) Shorts/Skirts

- Skirts may only be purchased from the Land's 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 to school or school-sponsored events.
- 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.

- Walking/Bermuda shorts or capris may be worn from April 1 to October 31.

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.
- Non-athletic/court/running style shoes must be worn.
- Only long slacks or Land's End skirts may be worn.

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)

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 staff who first 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 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 to finish out the school day. An email will be sent home detailing the dress code issue from the Director of Student Life. Students who have been loaned clothing are expected to launder and return to the office the next day. Items held by the office the first time may be picked up by the student at the end of the school day. Future occurrences will result in a demerit and clothing items not in dress code must be picked up by parents in the North Office.

4. Students who continue to not follow the dress code will receive additional demerits and further disciplinary action including a parent/guardian conference with the principal to discuss the situation

and could be placed on social probation or suspended from school, if necessary.

STUDENT CONDUCT & DISCIPLINE

The faculty and staff of SMSA are vested in holding students responsible for their actions and behavior with the ultimate goal of helping them grow in maturity and in the Core Values. Behavior and actions that diminish the academic, spiritual, athletic, and/or social environment will have consequences. The following list of behaviors/actions may result in any of the outlined discipline procedures, whether they occur on campus or off campus: truancy, dress code violations, cheating, hazing, bullying, inappropriate social media use, vandalism, smoking/vaping, disrespect, disruptive behavior, foul language, physical altercation, tampering with emergency management systems, reckless behavior, gambling, stealing and repeated minor violations of the discipline code.

Discipline Points

Discipline points are kept as a record of a student's conduct. Students who earn more than eight discipline points will also be ineligible for leadership positions including but not limited to team captain and club officer. Discipline points will also be used to determine eligibility for honor societies and awards. The accumulation of discipline points may lead to suspension. These points and notes regarding a student's behavior/discipline record are maintained in Skyward and reset at the beginning of each academic year.

Discipline Procedures

SMSA students are subject to the following methods of sanctions regarding disciplinary action: parent conferences, demerits, social probation, school probation, suspension, and the convening of the Discipline Board.

Demerit (One point)

Demerits will be issued by teachers and communicated by the Director of Student Life to students and parents along with reference to this page of the handbook.

This first method of sanctions is issued for a minor violation of the discipline code. These violations include, but are not limited to:

- 2nd and further Dress code violations
- Parking in non-student parking places
- Cell phone use during instructional hours and study halls
- Not complying with school or classroom rules, norms and procedures

- Multiple incidents of low-impact misbehavior or chronic violations of the same behaviors
- Verbal aggression against school community
- Persistent and confrontational arguing, refusal or back talk
- Leaving classroom without permission

Social Probation (One point per week)

Students who have accumulated four demerits during the school year will be placed on Social Probation for seven calendar days. During social probation the student must complete two hours of service back to the SMSA Community. Director of Student Life will assign service that may include service on campus or at a local agency.

A student who is assigned social probation forfeits his/her right to attend any games, events or co-curricular activities of the school for a specified period of time during regular season athletics. This extends to participation in one's sport, fine arts, co-curriculars, and school-sponsored clubs.

Social Probation counts as one disciplinary point for each week of probation. Social Probation may be given for repeated minor violations or due to the following list of more egregious behaviors/actions. In these situations the length of social probation will be determined by the Administration.

- Hazing
- Bullying
- Inappropriate social media use
- Vandalism
- Smoking/vaping
- Physical altercation
- Tampering with emergency management systems
- Reckless behavior
- Gambling
- Stealing
- Immoral conduct

School Probation (Four points per week)

Students who fail to cooperate with school policy and rules, or who commit a serious offense, will be placed on probation. Probation status will be reviewed at the end of each year. Failure to improve will result in serious penalties, stricter probation, loss of privileges or dismissal from SMSA.

Probation may include loss of free periods, suspension from co-curricular activity, required meetings and other consequences as determined by administration.

Suspension (Eight points per day)

The Administration reserves the right to suspend students for consistent or serious disregard of school rules. The Administration further reserves the right to suspend any student whose conduct is detrimental to the reputation of the school, or when it hinders the advancement of the moral good of other members of the SMSA community.

Suspension may be either in-school or at home, as determined by the Administration. Home suspension will be used in cases where the student's continued presence at school is deemed detrimental to the institution. Suspension will last until a parental conference is held, and may be extended for a longer period to allow the student time to stabilize their behavior.

Expulsion:

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

Students make themselves liable for immediate expulsion for the following:

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

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

Discipline Board:

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

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

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

PLAGIARISM AND CHEATING

Cheating in any form is a serious offense against the rest of the student community. It damages the trust . 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 resource including programmable calculators, electronic devices and phones when not specifically allowed by the teacher.
- Plagiarizing. Using another individual’s words and/or ideas without giving proper acknowledgment. This includes cutting and pasting information into assignments without proper citation.
- Relaying information about an assessment to students who have not yet taken it, or obtaining information about an assessment prior to taking it.
- Copying another individual’s assignment or completing the assignment with others when the assignment is intended for individual completion.
- Allowing one’s work to be copied.
- Fabricating data and/or citations.
- Submitting for credit the same work in more than one course without prior approval from the teacher.
- Acquiring papers, answers and/or assignments from another source.

First Offense:

- Students who cheated on a homework assignment will be expected to redo the assignment on one’s own after the student and teacher have conferenced.

- Students who cheated or plagiarized on other assessments will be provided with an alternate assessment to complete. The alternate assessment will be completed after the teacher, student, and parent discussed the cheating.
- The violation will be referred to the Director of Student Life for further disciplinary action, including loss of co-curricular eligibility for the student's next competition.

Subsequent Offenses

- Penalties as in the first, plus meeting with the Director of Student Life for further disciplinary action.
- Mandatory co-curricular suspension.

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.

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

First Offense

- Anyone using, in possession of, or appearing to be under the influence of drugs or alcohol, or being in possession of paraphernalia associated with those substances, will be suspended until a decision is reached ~~relative to expulsion.~~ **regarding disciplinary action (change date 10-11-2018).**
- ~~Any student in the presence of a person who is using, possessing or under the influence of drugs, alcohol, or paraphernalia associated with those substances, is aware of the other student's situation, and does not report that student, is subject to the same penalties as stated above.~~ **(change date 10-11-2018)**
- 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, ~~and anyone in the presence of an individual who is using, possessing, or distributing drugs, drug paraphernalia, or alcohol~~ (change date 10-11-2018) will be **required to undergo AODA (Alcohol and Other Drug Abuse) education for a first offense whether or not that offense takes place during school events.** The sanctions for second offenses are listed below and apply whether or not the offense takes place during school events.

- While helium inhalation may not be considered illegal drug use, it is clearly an unsafe practice. Because students may have access to helium in setting up for dances, etc., inhalation of the helium while on campus is prohibited. Therefore, anyone caught inhaling helium at school or at a school function will be appropriately disciplined. The use of other inhalants and/or being under the influence of inhalants will be viewed as a violation of this policy and all stipulations above will apply.

Second Offense*

All actions listed under first offense are included, in addition to the following: (change date 10-11-2018)

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

- Required to undergo a ~~second professional~~ AODA assessment ~~by a trained professional~~ (change date 10-11-2018)
- 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 - High School as a condition of continued attendance at SMSA-High School

Further Offenses:

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

Referrals

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

Self-Referrals

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

STUDENT ASSISTANCE PROGRAM (SAP)

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

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

Policy on Prevention, Intervention and Postvention of Suicide

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

HARASSMENT POLICY

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

School Policy Statement on Harassment

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

Definition of Harassment

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

Procedures for Reporting Harassment:

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

- A. Victim of Harassment Initiates Corrective Behavior. Staff and students who are victims of harassment are encouraged to:

- a. Make it clear to the offender that the behavior is not welcome and must stop, or report the behavior to any staff member and ask the staff member to intervene, and
 - b. Keep a written record of specific harassing behaviors with dates, times, places and names of witnesses.
- B. Reporting of Harassment. If the situation is not settled satisfactorily through steps A above:
- a. The victim of harassment and the Director of Student Life 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 Director of Student Life/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 of Harassment

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

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

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

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: Prohibited Behavior

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

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, teacher's function as supervisors, this makes them legally liable for incidents of sexual harassment.
- C. Persons against whom a complaint is filed will be guaranteed 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.

POLICIES REGULATING STUDENT ACTIVITIES

Policy Statement

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

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

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

Assemblies

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

Field Trips

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

Student Initiated Trips

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

Bus Procedures

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

PROCEDURES FOR DANCES AND SPECIAL EVENTS

Scheduling – All dances and special events must be scheduled by the class/club advisor with the approval of the Director of Student Life and Principal. The completed Activity Form must be submitted no less than two weeks before the event. The Director of Student Life and Principal reserve the right to cancel an event not properly scheduled, for failure to submit a completed Activity Form, 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 Director of Student Life. In addition to the presence of the Director of Student Life or a designated supervisor, additional chaperones will be in attendance for the entire event.

Guests - If, at the discretion of the Director of Student Life, 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 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 substance are not allowed anywhere on the school campus.
- No fluids or food is allowed to be brought in to the event.
- 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 deemed inappropriate. Failure to comply with the school's standards will result in removal from the dance.

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, band equipment, amplifiers, etc. may not block any exit. Specific electrical **needs** or unique staging request should be handled prior to the activity. Loose cords must be taped to the floor.

GUIDELINES FOR ATHLETIC EVENTS

- Fans are guided by the demands of Christian courtesy and good citizenship on the road, in the parking lots, and in the bleachers.
- A unified spirit is exhibited when fans cheer enthusiastically under the leadership and good sportsmanship of the cheerleaders.
- SMSA fans are expected to abide by rules and regulations of the host school, conference and athletic association regulations.
- 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. This will be documented as an unexcused absence.

ACCEPTABLE USE POLICY FOR COMPUTER USAGE

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

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

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

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

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

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

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

- Loss of access to equipment.
- Additional disciplinary action.
- Notification to law enforcement agencies.

PARENT ORGANIZATIONS AND VOLUNTEERS

The St. Mary's Springs Academy Boosters Association is the primary parents' organization for St. Mary's Springs Academy, featuring three specific standing committees – Academic Boosters, Performing Arts Boosters and Athletic Boosters. The organization provides a variety of opportunities for education, informational networking and fundraising for parents/guardians of SMSA students. Parents/guardians of SMSA students are expected to volunteer in one or more of these organizations.