



## **St. Mary Catholic High School Student/Parent Handbook**

1050 Zephyr Dr, Neenah WI 54956

Phone: 920-722-7796

Dr. Kelly Beisenstein-Weiss, Principal

Mr. Jordan Klein, Dean of Students

Dr. Sonja Jeter, Academic & College Success Advisor

Mr. Drew Kopitzke, School Counselor

[kbweiss@smcatholicschools.org](mailto:kbweiss@smcatholicschools.org)

[jklein@smcatholicschools.org](mailto:jklein@smcatholicschools.org)

[sjeter@smcatholicschools.org](mailto:sjeter@smcatholicschools.org)

[akopitzke@smcatholicschools.org](mailto:akopitzke@smcatholicschools.org)

**SMCS Mission**

St. Mary Catholic Schools prepares and inspires students to lead meaningful lives, rooted in the teachings of Christ in our Catholic tradition.

**SMCHS School Song**

St. Mary Catholic we're true to you, Our alma mater to you is true. All our loyalty and love, we ask God's blessing from above. Send out a cheer and raise voices high. Thunder a loud cheer up to the sky. From our path we'll never waiver; for you we'll carry on.

**School Colors**

Columbia Blue with Gold & Navy Trim

**Team Mascot**

Zephyr Train

**Daily Schedules**

SMCHS uses 3 daily schedules to provide in-depth learning time and more frequent interaction between teachers and students. A typical 5-day week will look as follows: C day, A day, B day, A day, B day. Special events, testing, retreats, exams, etc. may alter this schedule, however.

**3 Daily Schedules**

A days - blocks 9, 1, 3, 5, 7

B days - blocks 9, 2, 4, 6, 8

C days - blocks 1-8

| A days      |                  | B days      |                  | C days      |                  |
|-------------|------------------|-------------|------------------|-------------|------------------|
| 7:50-8:35   | 9th block        | 7:50-8:35   | 9th block        | 7:50-8:36   | 1st block        |
| 8:39-9:54   | 1st block        | 8:39-9:54   | 2nd block        | 8:40-9:26   | 2nd block        |
| 9:58-10:28  | Z block          | 9:58-10:28  | Z block          | 9:26-9:47   | Assembly         |
| 10:28-10:38 | Community Time   | 10:28-10:38 | Community Time   | 9:51-10:37  | 3rd block        |
| 10:42-11:57 | 3rd block        | 10:42-11:57 | 4th block        | 10:41-11:27 | 4th block        |
| 12:01-12:26 | 5th block lunch  | 12:01-12:26 | 6th block lunch  | 11:27-11:52 | 5th block lunch  |
| 12:30-1:45  | 5th block class  | 12:30-1:45  | 6th block class  | 11:56-12:42 | 5th block class  |
| 12:01-12:26 | 5thS block class | 12:01-12:26 | 6thS block class | 11:31-12:17 | 5thS block class |
| 12:26-12:51 | 5thS block lunch | 12:26-12:51 | 6thS block lunch | 12:17-12:42 | 5thS block lunch |
| 12:55-1:45  | 5thS block class | 12:55-1:45  | 6thS block class | 12:46-1:32  | 6th block        |
| 1:45-1:53   | Community Time   | 1:45-1:53   | Community Time   | 1:36-2:22   | 7th block        |
| 1:57-3:12   | 7th block        | 1:57-3:12   | 8th block        | 2:26-3:12   | 8th block        |

### Zephyrs block (Z-block)

Z-block is an advisory time built into the daily schedule. Students will be assigned to an advisory classroom for Z-block. During advisory time, students can meet with teachers, make up assessments, and work collaboratively with classmates. Z-block can be used for class level meetings and club meetings. On Thursdays and on Holy Days, Z-block will be used for our all-school Mass. Z-block is mandatory for all students. Seniors with release before or after Z-block, are required to stay on campus for Z-block.

## **I. Academic Information**

### **ACADEMIC LETTERS OF EXCELLENCE**

The SMCHS Academic Letter is designated to support the recognition of student academic achievement. The criteria for awarding the academic letter are as follows:

- three semesters of 3.75 GPA or above
- four semesters of 3.50 GPA or above
- six semesters of 3.25 GPA or above

After receiving an academic letter, a student may receive an academic medal if he or she maintains a GPA of 3.5 or above for five consecutive semesters.

After receiving an academic letter AND an academic medal, a student may receive an academic plaque if he or she maintains a GPA of 3.50 or above for seven consecutive semesters.

Awards are received at the academic awards ceremony in the spring.

### **ASSISTANCE FOR STUDENTS**

If a student experiences academic difficulty (indicated by his or her online reports, midterm progress reports, quarter grades and/or semester grades), assistance may be facilitated by:

- communicating via phone conferences, written contacts, or email messages between the student's teacher(s), the learning specialist, and administration and/or school counselor regarding student progress
- setting up meetings with the teacher(s), learning specialist, school counselor, administration, the student and the parent(s)
- monitoring the weekly homework and grades recorded online
- collaboratively developing individual learning contracts to support the student's academic success

The academic advisory, school counselor, administration and/or learning support, teachers, the student, and parent(s) will determine together strategies that will enhance the student's learning process. Parents are key partners in recognizing and addressing academic concerns. If your

child is struggling, we encourage you to reach out proactively to teachers, counselors, or administrators.

To be eligible to participate in extra-curricular activities, including practices, games, meetings, and performances, students must maintain a minimum of a 2.0 grade point average (GPA) and have not earned an "F" or an "I" at any grade checkpoints.

### **COURSE SELECTION AND COURSE LOAD**

After freshmen and new upper-class students/families are registered at SMCHS, course selections will take place. All returning and pre-registered incoming freshmen and upper-class students select their courses in early spring. Any other incoming students select their courses after they are registered at SMCS/SMCHS.

All students in grades 9-11 are required to have a minimum of 3.5 credits per semester, unless excused by the administration. Students in grade 12 are required to have a minimum of 3.0 credits per semester.

### **DROPPING OR ADDING CLASSES**

Schedule changes should take place prior to the beginning of each semester. However, a student may drop and/or add a class within the first five class days of the class without recourse.

Permission for dropping or adding must be obtained from the student's parent(s), teachers involved, the school counselor, advisor, and/or the principal before the change is finalized. If a student withdraws from a class after the fifth-class day, the student's grade will be recorded at the time of the drop and the transcript will reflect WP if the student withdrew with a passing grade, or WF if the student withdrew with a failing grade. These guidelines are waived if the class withdrawal is teacher-initiated and approved by the principal.

**EARLY GRADUATION REQUESTS**

Under special circumstances, graduation may be granted at the end of seven semesters. This procedure requires that the student and the parent(s) who wish to request early graduation submit to the administration a written letter of intent before May 1 of the student's junior year.

**FINAL EXAM INFORMATION**

Plan Ahead! Families are strongly encouraged to schedule appointments and vacations outside of final exams. Students are required to be in school only during the time of their scheduled exams.

Semester 1 exams: January 13-16

Semester 2 exams: June 2-5

**HONOR ROLL**

GPA needed for honor roll listings are as follows:

Highest Honors 4.00+

Higher Honors 3.75-3.99

High Honors 3.50-3.74

Honors 3.25-3.49

**LAUDE RECOGNITION**

St. Mary Catholic High School honors graduating seniors with diploma recognition based upon a laude system. Students graduating with the following cumulative GPA for the first seven semesters of their high school career (including transfer credits) receive this honor.

Summa Cum Laude 3.9 - 4.0

Magna Cum Laude 3.75 - 3.89

Cum Laude 3.5 - 3.74

## REPORT CARDS AND GRADING STRUCTURE

Semester report cards will not be mailed, however, are available upon request. Only semester grades are recorded on the permanent record. Students enrolled in SMCHS AP classes and CAPP classes will be on the weighted scale. All other SMCHS classes and virtual/online/distance learning classes will be on the traditional scale.

| Grade | Credit | Percentage | Grade Point | Weighted |
|-------|--------|------------|-------------|----------|
| A+    | .5     | 98-100     | 4.00        | 4.50     |
| A     | .5     | 94-97      | 4.00        | 4.50     |
| A-    | .5     | 91-93      | 3.67        | 4.17     |
| B+    | .5     | 88-90      | 3.33        | 3.83     |
| B     | .5     | 84-87      | 3.00        | 3.50     |
| B-    | .5     | 81-83      | 2.67        | 3.17     |
| C+    | .5     | 78-80      | 2.33        | 2.83     |
| C     | .5     | 74-77      | 2.00        | 2.50     |
| C-    | .5     | 71-73      | 1.67        | 2.17     |
| D+    | .5     | 69-70      | 1.33        | 1.83     |
| D     | .5     | 67-68      | 1.00        | 1.50     |
| D-    | .5     | 65-66      | 0.67        | 1.17     |
| F     | .0     | Below 65   | 0.00        | 0.00     |
| *P    | .0     | N/A        | N/A         | N/A      |

\*P=class passed; credit given, no grade point value

## RETAKEING A FAILED CLASS

If a SMCHS student fails a required course, he or she must retake and pass it, preferably at SMCHS. Any course requests outside of SMCHS **MUST** be approved by SMCHS administration prior to beginning the course.

The transcript will indicate a retaken class, which is not calculated into the cumulative GPA. The class will be re-listed on the transcript as P (pass) or F (fail). No student will be permitted to repeat any course more than once without prior approval of the administration.

Students may not retake a passed course in order to earn a higher grade.

### **STUDENT/PARENT/TEACHER CONFERENCES**

Student/parent/teacher conferences are held one time each semester (twice a year). The purpose of conferences is to be proactive regarding each student's academic performance. Any time a student, parent and/or teacher feels it is necessary to discuss a student's academic progress, individual conferences may be arranged.

### **VALEDICTORIAN/SALUTATORIAN**

The class rank selection process will be used for determining valedictorian and salutatorian. A student must attend SMCHS for at least three semesters to be eligible to be the valedictorian or salutatorian. Class rank is determined by the highest cumulative GPA. The only circumstance under which a student may be eliminated as the valedictorian or salutatorian is for a serious decline in grades in the eighth semester (below 3.0) or a serious breach of conduct. Under such circumstances, the SMCHS Administration will consider each case individually.

The recipient of the Wisconsin Academic Excellence Scholarship is awarded to one valedictorian/salutatorian. It is determined using the following criteria in descending order:

- Highest cumulative GPA  
Courses taken in grade 8 that appear on the high school transcript and are regarded in all respects as high school courses will be included in the calculation of the GPA for purposes of the Academic Excellence Scholarship.
- Greatest number of credits earned in advanced, AP, CAPP, honor level courses, or college courses.
- Highest composite ACT score taken by the December national test date of his/her senior year.
- Selection by a committee of administration and faculty, who will make the final decision.

## II. Student Behavior

### PHILOSOPHY

St. Mary Catholic High School strives to build a community of learning excellence. To build a community of learning excellence, SMCHS has expectations for student behavior, which are as follows:

- Respecting the rights of peers to learn and to be and feel safe
- Respecting the rights of teachers, staff, volunteers and any adult to teach and direct students
- Respecting the rights of the school property, resources, tradition and good reputation

As active and engaged members of the St. Mary Catholic High School community, we are all expected to act with integrity. Actions, behaviors and decisions, both inside and outside the classroom, should reflect and support the Zephyr Way:

*The Zephyr Way*

Be Respectful

Be Responsible

Be Kind

Be Joyful

Be Faithful

### ACADEMIC DISHONESTY

SMCHS upholds the core values of honesty and trust, and students should be honest in all interactions. Students found demonstrating dishonesty, cheating or plagiarism will receive disciplinary consequences. AI generated work must comply with the expectations outlined in the syllabus at the beginning of the semester, as well as the guidelines provided for each particular assignment/project/class activity. Anything submitted that does not comply with the expectations and guidelines will be treated as plagiarism.

## **CLASSROOM & SCHOOL BEHAVIOR**

At the beginning of each course, classroom expectations will be communicated clearly by the teacher and understood thoroughly by students. Classroom rules shall not contradict school rules.

Detention may be assigned for misbehavior/violations that occur during class. Teachers will submit a discipline referral form to the administration as needed. The administration will follow-up with the student, parent and teacher when a discipline referral is received. Teachers may also initiate a detention as warranted. Teacher-initiated detentions may be administered before or after school, or during the lunch period if the teacher so chooses. Teacher-initiated detentions are supported and encouraged by the administration as a means of enforcing classroom respect, discipline, rules and procedures.

The following behaviors and others, as determined by the administration, may result in school detentions:

- Unexcused tardiness
- Dress code violations
- Disorderly conduct in hallways, gym, lunchroom, etc.
- Violations of any school rules
- Defacing or damaging of school property
- Inappropriate or disrespectful language toward others
- Disobedience and/or disrespect of teachers/staff/adults
- Teasing, bullying, disrespectful treatment of peers
- Minor incidents of fighting (verbal or physical)
- Dishonesty or stealing
- Eating or drinking in non-designated areas or during class
- Inappropriate use of technology
- Inattentive behavior during class (sleeping, gaming, etc.)

A detention can be assessed before school, after school, or days with no school. Detentions are typically 30 minutes in length unless otherwise specified. A detention is used as a legitimate consequence of student misconduct, misbehavior or violation of a classroom rule or procedure. A Saturday detention may be assigned by school administration. Detention must be served no

later than the school day immediately following the issuance of that detention. Detention takes precedence over any extra-curricular activity, personal appointment and employment obligation.

Consequences for missing a detention may include:

- A detention in addition to the one missed by the student
- Loss of privileges for juniors and seniors
- Possible suspension
- Loss of extracurricular involvement

### **SERIOUS DISCIPLINARY ACTION**

The administration deals decisively with violations that seriously affect the safety and/or good order of SMCHS. Consequences may result in one or a combination of the following: in-school suspension, out-of-school suspension, expulsion, removal/suspension from an extra-curricular team or activity. Examples of actions that result in serious disciplinary actions include but are not limited to:

- Possessing a dangerous weapon on campus or at a school-sponsored activity
- Having serious criminal charges reported to the school by authorities, engaging in any act that is grounds for arrest or citation in the criminal or juvenile court system
- Using, selling, or possessing chemicals, drugs, tobacco, alcohol, steroids or possession of vaping paraphernalia on campus or at a school-sponsored activity
- Physically assaulting another student
- Excessively inappropriate or offensive conduct such as assaulting staff or students, or gross insubordination (talking back or refusing to cooperate with authorities)
- Stealing or vandalism of school or others' property
- Serious hazing or harassment, including sexual harassment, of anyone (this includes group conduct)
- Representing oneself or others unlawfully or inappropriately on the internet (on blog sites, instant messaging, on-line profiles and/or social networking sites, etc.)
- Igniting fused or incendiary devices (fireworks, stink bombs, etc.)
- Engaging in misconduct (during or outside the school day) that is seriously detrimental to the reputation of SMCHS

- Engaging in any situation or problem not specifically covered herein that may be viewed by the administration as seriously threatening

### **SCHOOL INITIATED WITHDRAWAL**

All members of the St. Mary Catholic Schools community, including parents, family members, and guests, are expected to comply with all school rules and policies while on campus, at school-related events, and in all communications with the school. Community members are expected to act respectfully, cooperate with school administration, and avoid behavior or communications that are disruptive, intimidating, overly aggressive, or that interfere with the orderly operation and mission of the school.

Behavior by parents, family members, or guests that disrupts school operations may result in restrictions on that individual's access to campus or participation in school activities. Disruptive behavior includes, but is not limited to, harassment or threats toward school personnel and refusal to respect school policies, instructional methods, or disciplinary decisions. Such behavior, separate from a student's conduct, may require further action by the school, including administrative withdrawal of the student.

### **HAZING/HARASSMENT**

Students engaging in harassment or abusive behavior toward other students will face serious disciplinary consequences. Consequences for hazing and harassment may result in the loss of extra-curricular participation or expulsion.

### **THEFT**

Stealing from another student or staff member is a serious violation of Catholic values. In addition to it being a moral issue, it is a legal matter and law enforcement may be contacted if necessary.

### **THREATS**

Students are expected to show respect to other students, teachers, administration and staff members. Every individual at SMCHS has a right to feel safe and secure. Threats of physical harm will result in contact with law enforcement.

### **WEAPONS**

No one shall possess or use a dangerous weapon or look-alike weapon in the school, on school grounds, or at school-sponsored events. According to state law, any person who knowingly possesses or goes on school premises with a dangerous weapon is guilty of a misdemeanor or a felony, depending on the seriousness of the offense. Possession of weapons will result in contact with law enforcement.

### **SOCIAL MEDIA**

Students must remember that they are representatives of St. Mary Catholic Schools and St. Mary Catholic High School, whether interacting with others in person or online. Any student creating or sharing a social media post that represents the SMCS community in a negative or harmful way, will receive a disciplinary consequence.

We encourage families to partner with the school in guiding students toward healthy and respectful online behavior.

### **2025-2026 SMCHS DRESS CODE**

St. Mary Catholic Schools reserves the right to determine dress code norms. Appropriate dress reflects the virtues of modesty and self-respect and is essential to maintaining a positive atmosphere for learning.

#### **Regular Dress Code**

Bottoms (pants, shorts, skirts)

- Solid colored or patterned dress pants with a finished/hemmed bottom. Athletic pants, jeans, jeggings, leggings are not allowed.
- Dress shorts (non-athletic) and capris may be worn 1st and 4th quarters. Shorts must be at least fingertip length.

- Skirts/dresses (girls only) must be at least fingertip length.

#### Tops

- Any dress shirt with an appropriate neckline (button down, polo, V neck, round neck) and long or short sleeves. Logos must be smaller than 2" x 2".
- All SMCS approved tops may be worn.
- Shirts must be full length (no skin showing at the waist when arms are raised) and have a solid back (no open-back shirts).
- Sweaters with a modest neckline.
- Dresses must have an appropriate neckline and sleeves.
- Sweatshirts (crew neck, ¼ or full zip, hooded) with a small logo no larger than 2"x2" may be worn.
- Tops may be solid or patterned, however, no logos, emblems, or graphics.

#### Footwear

- Heels must be modest in height (approx. < 3 in.).
- Lab students must have teacher-approved footwear with them each day.

#### Jewelry/Makeup

- Students are allowed one nose piercing with a stud post.
- Hooped nose piercings are not allowed.
- Brow or lip piercing is not allowed.
- Extremes in jewelry and makeup are not allowed.
- Males with pierced ears must wear stud earrings only.

#### Hair/Facial Hair

- Hair must be clean, neatly combed, out of the eyes, and of reasonable style and a natural shade.
- Boys must be clean shaven.

#### Not allowed on regular dress code days:

- Tie-dye
- Camouflage

**Game Day**

- Student athletes may wear the designated team top (approved by Athletic Director) on game days.
- Team uniform bottoms are not allowed.

**Liturgy Dress** (Holy Days, Graduation, Baccalaureate Mass, Special Mass/ Presenters)

## Females

- Skirts and dresses must be at least fingertip length and modest style.
- Dresses must have an appropriate neckline and long or short sleeves.
- Dress pants with belt loops, zipper, and button closure.
- Dress shirt with appropriate neckline and long or short sleeves.

## Males

- Dress pants with belt loops, zipper, and button closure.
  - Cargo pants are not allowed.
- Button-down dress shirt with a collar and an appropriate tie. The tie must be tied and worn at the traditional collar level, and shirttails must be tucked in.
- Sweaters may be worn over the dress shirt and tie.

**Zephyrs Spirit Days**

- Tops and/or bottoms must be Zephyrs-approved apparel.
- Jeans, sweatpants, athletic shorts, leggings, and other shorts may be worn. Shorts of any type must be longer than the student's fingertips when fully extended down the leg.

**Relaxed Dress Days**

- Jeans, sweatpants, athletic shorts, leggings, and other shorts may be worn. Shorts of any type must be longer than the student's fingertips when fully extended down the leg.

- Shirts must be modest, appropriate, include short or long sleeves, and full-length (no skin showing at the waist when arms are raised).

#### Clothing Never Allowed

- Clothing that is very tight or very loose
- Hoods/ hats inside the building
- Clothing not in agreement with Catholic teachings is not permitted at school or any school-sponsored event
- Clothing displaying alcohol, drugs, inappropriate messages, or sexual references
- Tattered, torn or frayed clothing
- Tank tops, shirts without sleeves, off-the-shoulder sleeves (shoulders must be covered)
- Visible undergarments, including sports bras
- Pants below the waistline
- Crop shirts

All students' attire must comply with the dress code. It is the responsibility of parents to ensure their child is dressed according to the SMCHS dress code before leaving for school. Parents may be notified regarding infractions of the dress code and may be asked to bring a change of clothes to school. Detentions may be issued for dress code infractions. Multiple infractions may warrant further disciplinary actions. SMCHS Administration reserves the right to make final interpretations or changes in the dress code above.

### **III. SMCHS Protocol**

#### **ACCEPTABLE USE POLICY AND LAPTOP AGREEMENT**

An educational goal at St. Mary Catholic is to ensure that our students are proficient and ethical computer operators. Students at SMCHS have access to internet resources for educational purposes only. Each user is held responsible for his/her use of the internet. See the Acceptable Use Policy for consequences for improper use

**SMCHS BYOD Program**

All students will be required to bring their own device. [BYOD Requirements and Specifications](#). WPCP students may be assigned a SMCS-owned laptop.

**BUS RULES**

Students who are eligible to be transported to SMCHS by their local public school district will receive pertinent information prior to the beginning of the school year and must make arrangements with that district. SMCHS also owns its own school buses and vans that students may ride periodically throughout their time at SMCHS. All students who ride the bus must abide by the rules of the transportation provider. Bus drivers will report misconduct to the local school authorities.

**EMAILS**

When registered at SMCHS, students will be provided with a school email account. This email address will be used for school communication. Parents' emails entered in the PowerSchool database will be used for all school communication. Parents are required to have a PowerSchool account and keep mailing/email addresses updated in PowerSchool.

**EMERGENCY SCHOOL CLOSINGS**

SMCS closings will be communicated via the text alert text system. SMCS uses an emergency alert system called Simple Texting to let families know about school closings and critically important events. To enroll your phone number, please text SMCS to (844) 947-5948. You will receive a confirmation text and a text indicating that when you want to opt out of this service you simply need to reply STOP. You may enroll multiple cell phone numbers using that same process - text SMCS to (844) 947-5948. This text alert system will only be used for closures and emergencies. In the event SMCHS closes due to an emergency, all after school activities will either be cancelled or postponed.

SMCS will also communicate school closures via email and SMCS social media accounts.

**FIELD TRIPS**

Student field trips serve valid instructional purposes when they are thoughtfully planned and related to classroom learning. The SMCHS Field Trip Permission Form must be signed (physically or electronically) via PowerSchool by parent(s) and is required for the student to attend a field trip. Typically, students travel by bus, however, SMCHS vans or a student's personal transportation is sometimes used. Bus and van safety rules are always enforced.

**FIRE, TORNADO AND LOCKDOWN DRILLS**

Drills are held periodically throughout the year. Students are asked to remember basic rules:

- Check posted instructions in each classroom indicating the direction to be taken for leaving the school building.
- Walk. No talking. Move quickly and quietly to designated areas.
- If an assigned exit or area is blocked, follow the directions of the teacher in charge of the group.

**RESOURCE CENTER**

Unless otherwise notified by the school, students may use the Resource Center during the school day beginning at 7:15 a.m. until 4:00 p.m.

**LOCKERS**

A student locker and individual lock are assigned to every student at the beginning of the school year. We always encourage the use of the lock on the locker in order to protect personal belongings and valuables. SMCHS is not responsible for personal belongings and valuables lost or stolen from an unlocked locker. Students must report any damage, missing items, or needed repairs to the school office as soon as possible when noticed.

Students may appropriately decorate the inside of their lockers, but they cannot decorate the exterior of lockers. Prolonged storage of food and drink in lockers is prohibited. All personal items not being used for class, including winter jackets, must be stored inside student lockers.

The locker and the padlock are the property of SMCHS, and the school reserves the right to inspect the lockers assigned to students at any time. The student will be held responsible for contents within the locker, damage to locker, and lost items including lock. The lock and locker were issued in a like new condition and need to be returned in the same condition. Failure to clean your locker, validate your lock, and follow proper check out procedures at the end of the school year will result in a \$10 fee. Only SMCHS padlocks are allowed on lockers unless a prior arrangement has been made with administration. School officials will remove any other lock immediately.

### **LUNCH PERIOD**

St. Mary Catholic is a closed campus. Students, except those seniors who have senior privileges, must remain in designated areas during the lunch period. Food and drinks must remain in the Commons. When weather permits, students will be allowed to eat outside on the patio. No student is allowed to go to any vehicle during lunch without the permission of a faculty or staff member. If a student without senior privilege leaves the campus or goes to his/her car without permission, the consequences may be, but are not limited to:

- Detention
- Being considered truant for that period, thereby ineligible for extra-curricular activities including practice, performance and/or games

### **MEDICATION**

Any student who requires medication during the school day must get permission from his/her teacher to come to the school office where meds will be dispensed according to specific instructions received from parent(s). Students are allowed to carry personal inhalers with them during school, as long as the school office has a signed medical release form and a medical authorization form on file. Parent supplied medication must be in its original, labeled bottle. For each prescription a medication authorization form must be on file.

An acetaminophen or ibuprofen product will be dispensed to students as needed, provided parent consent was received on the back-to-school forms.

It is the responsibility of the parents to inform the school office of any chronic medical conditions their student(s) may have. Asthma, diabetes, epilepsy, seizures and rare heart conditions are examples of conditions that should be recorded on the medical information sheet collected from families at the beginning of each school year.

### **NON-LUNCHTIME FOOD AND BEVERAGES**

While food and drinks are permitted in the Resource Center, this privilege is dependent on student behavior. If food, drink, wrappers, trash, etc. is not properly disposed of, students will lose this privilege. Individual classroom policies are at the discretion of the teacher. To ensure the safety of our students, administration may check the contents of a student's beverage.

Food and beverage deliveries are only permitted during lunch periods, passing times, and community time. Students may not leave class to receive a food or beverage delivery. Food and beverage deliveries may only be received in the entry way of the high school office.

### **PARKING**

All students intending to park on campus must register their vehicle with the high school office. A google form will be sent to students the first week of school gathering vehicle information. All vehicles must be parked appropriately in the designated areas using one stall. Students are required to park in the east lot (back of school) during and after school hours. To allow for a better and safer student drop-off area, there is NO parking in LANE ONE during school hours. The west lot (front of school) is reserved for faculty, staff and school visitors. The consequences for poor parking may be, but are not limited to:

- Loss of parking privileges
- Towing the car at the owner's expense
- Detention

### **PERSONAL ELECTRONIC DEVICES (CELL PHONES, IPODS, CAMERAS, TABLETS, etc.)**

Students may bring personal electronic devices to school. Students may use these devices in

common areas only during passing time and lunch time or as allowed by the classroom teacher. Students may not use electronic devices in classrooms unless permission is granted by a teacher. Smart phones are not permitted during exams or quizzes.

Students misrepresenting their phone with a burner phone will be referred to the Dean of Students for disciplinary action.

The administration reserves the right to check the content of confiscated devices. If the device is password protected, the student must tell the administration the password to unlock it. If the device was used to cheat or if inappropriate material is found on it, consequences may be imposed.

Cameras/video recorders are never allowed to be used in restrooms or locker rooms. Unauthorized recording of other students or teachers is not allowed. Violation of this policy will include disciplinary action and possible police involvement.

### **SENIOR/ JUNIOR PRIVILEGE**

Seniors have open campus during lunch and during their senior privilege class period *if* they are passing all classes, no excessive late work, no behavior citations, and have completed the Privilege Agreement. The administration will make the final determination if privileges are to be revoked due to behavior. Juniors are allowed to be in the commons for their junior privilege. Juniors are not allowed to leave the building for their study hall/lunch.

### **SERVICE HOURS**

Students should complete at least 15 hours of service every year. A total of 60 hours must be completed to earn a SMCHS diploma. Service hours must be done for a non-profit agency, churches, schools, school athletic events or camps, nursing homes, hospitals, soup kitchens, libraries, nature centers, etc. Students may not claim service hours for a for-profit business, even if the students do not get paid. Students may not claim service hours for family, including extended family. Students may not claim babysitting as service hours, unless it is done for a church-type function or fundraising event, etc.

## **STUDENT DIRECTORY AND PHOTO PUBLICATION**

SMCS students' likenesses may be used in a variety of media including photos accompanying news stories, posts on the SMCS Facebook page and website, and school/system publications and newsletters. If parents prefer that their children's pictures not be used, they must notify the advancement office in writing prior to September 1st of the relevant school year.

## **TUITION/FEES**

Prior to the opening of each school year, a tuition payment plan must be selected by each family. Additional school fees include, but are not limited to, extra-curricular, fine arts classes, J-term courses, and yearly retreats. All financial responsibilities must be met at the conclusion of each semester during the school year. Any school fines or fees still outstanding will be transferred to the family tuition bill/account.

## **VISITORS**

All visitors to school during the school day should have a pre-arranged meeting with a staff member. Visitors are expected to report to the front office upon arrival, sign in and obtain a visitor's pass. Upon leaving the school building, visitors are expected to sign out at the front office desk.

## **WORSHIP**

St. Mary Catholic provides a faith-filled environment for students, faculty and staff. Faith is expressed in personal prayer, liturgy, retreats, Reconciliation opportunities, devotions, etc. All who enter SMCHS are encouraged to use the school chapel as a place for personal prayer, meditation, and reflection. Students may use this space as time and availability permit.

Eucharistic Adoration is available each month on the first Friday. The schedule will vary slightly due to vacation days. Weekly all-school Masses and other worship activities are a regular part of the school schedule. Any unusual exception for not attending scheduled religious services must be pre-arranged through the administration.

## **IV. Attendance and Tardiness**

Regular attendance and punctuality are essential for learning. Attendance is recorded at the beginning of each class period.

### **ATTENDANCE**

#### **I. Purpose and Scope**

This attendance policy promotes student success, supports regular instructional engagement, and ensures compliance with Wisconsin compulsory attendance laws (Wis. Stat. §§ 118.15 and 118.16).

This policy applies to all students, regardless of enrollment pathway or funding source.

#### **II. Definitions**

##### **A. School Day**

A school day is defined as a period of student instruction meeting minimum requirements as set by the State of Wisconsin.

Saint Mary Catholic High School Specific: A student is expected to attend all scheduled class periods. Absence from any period without a valid excuse may be counted as a partial-day absence.

##### **B. Excused Absence**

An absence will be marked excused if reported within 24 hours and verified as one of the following:

Illness or medical appointment

Death or serious illness in the immediate family

Family wedding

Religious observance

Court or legal obligation

Pre-approved family vacation (max 5 days/year)

Circumstances approved in writing by school administration

##### **C. Unexcused Absence**

An unexcused absence occurs when:

The absence is not reported or does not meet criteria above

Tardiness exceeds administrative limits

A student leaves school without permission

Family travel exceeds pre-approved limits or is not coordinated

#### D. School-Sponsored Events

Absences due to verified school-sponsored activities do not count against attendance limits.

### III. Attendance Expectations

To ensure strong academic progress:

Maximum Excused Absences: 10 days per academic year

Maximum Unexcused Absences: 5 days per academic year

If a student exceeds either limit, the school may initiate a formal intervention process.

### IV. Academic Responsibility During Absences

Students must proactively communicate with teachers to retrieve missed work.

Assignments missed due to unexcused absences may not be eligible for credit.

Remote learning is not offered for discretionary absences.

### V. Intervention Process for Excessive Absences

#### A. Initial Threshold Reached

If a student exceeds the excused or unexcused absence limit:

A mandatory meeting will be scheduled with parents/guardians

An Attendance Improvement Plan (AIP) will be created, outlining required supports, expectations, and follow-up. The AIP is a formal agreement designed to help the student regain consistent attendance.

#### B. Continued Absenteeism

If attendance does not improve despite implementation of the AIP:

The school may engage local truancy authorities as provided by state law

Additional meetings or updated AIPs may be required

The school may conduct a formal enrollment status review (see Section VI)

#### VI. Formal Review and Termination of Enrollment

If, after significant documented efforts to support improved attendance, a student continues to demonstrate chronic absenteeism:

The school may initiate a formal enrollment review process. This process includes:

Written notice of the concerns

An opportunity for the student and parent/guardian to respond

A meeting or hearing with designated school leadership

A final decision issued in writing regarding whether continued enrollment is in the best interest of the student and school community

A student may be removed from enrollment after this process is complete.

#### VII. Re-Enrollment Decisions

Students who have failed to meet attendance expectations, even after supports and formal review, may be:

Declined for re-enrollment in the following school year

All decisions regarding re-enrollment will be made in compliance with school policy and applicable state reporting requirements.

#### VIII. Appeals

Families may appeal any decision regarding removal or non-continuation of enrollment by submitting a written request to the School System President within three (3) school days of receiving notice. The President's decision will be final.

#### IX. Compliance

This policy is designed to comply with:

Wis. Stat. §§ 118.15 & 118.16 – Compulsory Attendance and Truancy

Wis. Stat. § 120.13(1)(c) – Grounds and process for student removal (when applicable)

All applicable Department of Public Instruction (DPI) requirements for private and Choice schools

The school ensures that all disciplinary and attendance actions are applied equitably and in compliance with state and federal law.

Any student who has been absent from a class 16 days in a semester may not receive credit for that class unless the following conditions are met:

- Beyond the 15th absence, a physician's written excuse or the principal's permission is obtained
- A withdrawal grade, approved in advance by the administration, is issued by the teacher if competency has not been achieved in a subject because of repeated excused absences

School Year Attendance Policy

(Compliant with Wisconsin Compulsory Attendance Law and Applicable to All Students)

### **EXCUSED ABSENCES**

Students who will be absent due to illness must be excused by a parent/guardian contacting the school office before 7:45 a.m. Contact may be made by calling the school office at (920) 722-7796 or sending an email to [hsattendance@smcatholicschools.org](mailto:hsattendance@smcatholicschools.org). Absent students are responsible for securing class information online via the platform for each class. If a student is absent for several consecutive days, any assignments or materials not available online may be picked up from the school office by parent(s).

If a student knowingly will be absent for three or more days, a pre-absence form must be filled out, returned and approved by school administration. A student who is absent for five consecutive days may be required to have a written explanation from a physician or permission from the administration for the absence to be excused.

In the event of one of the following state-recognized excusable circumstances, a parent must submit a written excuse prior to the absence.

- A family member's wedding or funeral
- Religious instructions allowed by WI 118.155
- Family observation of a religious holiday that falls on a school day
- Circumstances with the principal's approval
- A court appearance or other legal procedure that requires the student's attendance
- Taking a driver's license examination

Students and families are asked to schedule appointments after school or during school breaks and vacations.

According to Wisconsin state law, pre-excused absences in excess of ten school days are considered unexcused. Requests for exceptions to this ten-school day limit should be addressed with the administration by the parent(s) prior to the student's absence.

### **EXCUSED ABSENCE DUE TO TRAVEL**

Every effort should be made to have vacations coincide with the school calendar. For all absences of three or more days, an Student Pre-Absence Form must be obtained from the office and signed by all the student's teachers and the administration. The student assumes full responsibility for completing assignments missed during the prolonged absence. Academic standing could be jeopardized because of prolonged travel. Students missing school for travel will have a considerable amount of work due when they return to school. Travel is not allowed during final exams unless approved by the administration.

Any student who has been absent from a class 16 days in a semester may not receive credit for that class unless the following conditions are met:

- Beyond the 15th absence, a physician's written excuse or the principal's permission is obtained
- A withdrawal grade, approved in advance by the administration, is issued by the teacher if competency has not been achieved in a subject because of repeated excused absences

### **UNEXCUSED ABSENCE**

All absences from school for reasons other than those listed above are considered unexcused and by law the student shall be considered truant. A student is considered habitually truant (under WI 118.15) when the student is truant for all or part of five days in a semester. Habitually truant students may be referred to law enforcement. Truant students will receive disciplinary action that may include, but may not be limited to:

- Not receiving credit for any assignments and/or tests missed during the period of truancy
- Detention for each class the student was truant from
- Ineligibility for extra-curricular activities including practice, performance and/or games

**ILLNESS DURING THE SCHOOL DAY**

Any student who becomes ill during the school day will be sent to the office by his/her teacher. A member of the school staff will care for the student temporarily. If the student continues to feel ill after resting, a parent or emergency contact person will be notified. In the event of a serious medical problem, the school may contact emergency medical personnel. We ask for sick students to be picked up within 45 minutes of being in the sick room.

**SCHOOL DAY APPOINTMENTS/ BRIEF ABSENCES**

If a student will miss part of the school day, the office must be notified before the start of school. The notification can be via a written note, phone call or email from the parent/guardian and must identify the reason for the absence, the date and time of the appointment and the time that the student is expected to return to school. The student is to stop in the office before school to be given a student pass from the office allowing them to leave class at the designated time. The student pass must be presented to the teacher before class to be allowed to leave. The student must sign out in the office before leaving. Upon return from his/her appointment, the student must report to the office to sign in and receive a student pass allowing him/her to return to class. Any student who fails to follow these procedures will be considered truant and the consequences will follow the guidelines for an unexcused absence.

**TARDINESS**

Students are expected to be in the classroom when the bell rings at the beginning of each period. If a student is tardy for the first class of the day, he/she must report to the school office to receive a pass to class. If excused for an appointment, the parent/guardian should have notified the office prior to the student presenting in the office. If these procedures are not followed, he/she will be considered unexcused. If a student is tardy for other class periods, he/she must bring a pass to that class that has been signed by the previous teacher or by office personnel with knowledge of the tardiness. Students arriving without such a pass may be issued a detention by the teacher.

**UNEXCUSED TARDINESS**

A tardy for reasons that have not been cleared with school administration are unexcused. Tardiness for other reasons (i.e. traffic, oversleeping, forgotten lunches, homework or gym clothes, etc.) are unexcused. A discipline referral will be made for each tardy. Students who incur five tardies during the semester will receive a verbal warning. For the sixth and each subsequent tardy, the student will serve detention. On the eleventh tardy, a Saturday detention may be imposed. An unexcused tardy that extends beyond the first half of the block is considered an unexcused absence/truancy. The consequence will follow the guidelines of an unexcused absence.

**ATTENDANCE AT SCHOOL FOR EXTRA-CURRICULARS AND PRACTICE**

To participate in extra-curricular practices, rehearsals, meetings, etc., students must be in school by 11:00 a.m. and stay through the end of the day on the day of the scheduled activity, unless pre-arranged and/or excused by the administration. To participate in extra-curricular competitions such as performances and games, students must be in school the entire school day. Students who are too ill to attend classes are too ill to perform in extra-curricular activities. Exceptions to this rule include serious illness or death in the immediate family, medical or dental appointments that cannot otherwise be avoided; and special situations for which prior approval has been obtained from the administration. Coaches, directors, and advisors are to check the absence list each day (see Section 6 in the SMCHS Extra-Curricular Code of Conduct).

Please note: SMCHS does not allow students 18 years of age or older to excuse themselves from school. Absences must be reported by parents and legal guardians.