



**St. Thomas More High School  
Student & Parent Handbook  
2017-2018**

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**Notice of Disclaimer**

Every effort is made to treat members of the STM community with respect and fundamental fairness. The Parent/Student Handbook cannot, obviously, cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. Additionally, the Archdiocese of Milwaukee Policies and Regulations Handbook will be conferred as appropriate. The administration has the right to amend the Parent/Student Handbook at any time. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Contents of this document are subject to the interpretation of the STM administration. All decisions made by the STM administration with regard to this handbook, its contents and its enforcement will be considered final. The rules specified in this handbook are applicable to all students in attendance at STM.

Dear St. Thomas More Students and Families,

On behalf of the St. Thomas More Administration and Board of Directors, we want to welcome you to our school community. We have nearly 150 years of tradition serving students in the beautiful city of Milwaukee and the surrounding areas. It is an honor to have you as part of our legacy. We look forward to molding you into a servant leader in our community and a steward of our Catholic faith.

When you walk through the hallways of St. Thomas More High School, you realize that you are becoming part of one of the most esteemed high schools in Milwaukee. As a Cavalier, you must learn to embrace our history of leadership, honor, tradition, and excellence. This year marks the beginning of a long journey for some and the ending of a long journey for others. Together we are emerging as an innovative educational institution that embraces change and welcomes the challenges tomorrow may bring. Together we will embrace every moment and make the most out of every day. Now more than ever it is time to work hard and make our dreams become a reality. Only you can make this happen.

As a student at St. Thomas More, you will develop essential qualities in leadership, stewardship, and sportsmanship. It is our mission to ensure that you will have the tools you need to be college and career ready. We wish you nothing but the best in the year to come. We pray for many blessings and happiness to be bestowed upon you and your family during the 2017-2018 school year. This is your time. This is your school. Respect and cherish it. We are St. Thomas More High School.

Regards,

*Nicholas J. Kelly*

Mr. Nicholas J. Kelly  
Principal  
St. Thomas More High School

# **St. Thomas More High School Mission and Vision Statement**

## **Mission**

St. Thomas More is a Catholic, coeducational high school that inspires students to embrace the values of our Patron Saint by becoming men and women for all seasons. Rooted in Christ and the Catholic tradition, the school community embodies the principles of Christian discipleship, service to others, and academic excellence.

## **Vision**

As a premier, Catholic institution, St. Thomas More High School will provide the foundation for our students to lead humbly, to always seek truth and knowledge, and to answer God's call to serve.

## **THE ST. THOMAS MORE GRADUATE AT GRADUATION**

St. Thomas More was a lawyer and author who lived a life of scholarship and faith in 15<sup>th</sup> and 16<sup>th</sup> century England. He was martyred for his refusal of both King Henry VIII's divorce from Catherine of Aragon in order to marry Anne Boleyn and the establishment of the king as the head of the Church of England, denying the primacy of the Pope. He was imprisoned over his conflict with the king, but remained dedicated to his letters and steadfast in his Catholic faith. At his execution, More famously told the gathered crowd that he was dying as "the king's good servant-but God's first."

In light of St. Thomas More's life and example, St. Thomas More High School provides a college preparatory education that puts God first in all things while instilling Catholic values into our young men and women. St. Thomas More High School sets the precedence to mold our students with Franciscan ideals and establish high academic standards which are met through rigorous curriculums and instruction. Consequently, St. Thomas More High School aims to create a community of graduates who strive for excellence in all their endeavors through continual scholarship, authentic Christian discipleship, responsible citizenship, and being men and women for all seasons.

### **SCHOLARSHIP**

St. Thomas More studied the classics, languages, history, mathematics, and law during his time at university. He continually gave lectures and wrote letters on legal and religious topics. St. Thomas More graduates work to follow More's scholarly example, understanding that learning is a life-long process in all its facets. Therefore, St. Thomas More graduates:

- explore opportunities to grow in mind, body, and spirit.
- remain intellectually curious.
- seek truth throughout their lifetime, think critically, and solve problems creatively and analytically.
- integrate their personal, social, academic, and spiritual lives with maturity, honesty, intentionality, and responsibility.
- strive to excel in their academics while utilizing their knowledge to understand the complexities of the modern world.
- demonstrate a mastery of the academic requirements for success in higher education, vocational work, and life beyond high school.

### **CHRISTIAN DISCIPLESHIP**

St. Thomas More was devoted to his Catholic faith and lived as a Professed Secular Franciscan, dedicating himself, like St. Francis, to a life of simplicity, poverty, and fraternity with everyone and all of creation. With a pervasive sense of joy in the Lord, he devoted himself to prayer and to sharing the good news of the Gospel to all who would hear it. Responding to God's call to holiness in their lives, St. Thomas More graduates:

- imitate Christ by being open to God's will in their lives.
- cultivate an interior life of penance through consistent honest self-reflection and prayer.
- grow in knowledge of the Catholic Faith and participate in the sacramental life of the Catholic Church.
- love, serve, and forgive others and promote solidarity and peace.
- develop a fuller understanding and respect for Catholicism while respecting the religions of others.

### **CITIZENSHIP**

St. Thomas More became a loyal servant to the king and community, serving as a Member of Parliament and eventually as the Chancellor of England. His fair and pragmatic practice of the law made him one of the most respected judges of the Court for his ability to uphold the law without attacking the person. In addition, he never sacrificed his beliefs to benefit or advance the plans of others or his own. As a result, More, like St. Francis, became a citizen servant, acting for others before himself. Therefore, St. Thomas More graduates:

- lead by serving others spiritually, emotionally, and physically.
- commit humbly to social justice, particularly serving the sick and poor.
- dedicate their efforts towards being active, responsible citizens who build and participate in a thriving community.
- respect and learn from all individuals in today's diverse, global community.

## **MEN AND WOMEN FOR ALL SEASONS**

St. Thomas More's good friend and schoolteacher, Robert Whittinton, called More "a man for all seasons," for he was able to be flexible and adapt to all sorts of company without sacrificing his own identity. As a result, More was a man "suited to all hours, times, and occasions" because of his intelligence and cheery disposition. Therefore, St. Thomas More graduates:

- live lives of integrity, never sacrificing their identity for the benefit of others.
- sustain a balance of humility and confidence in all their endeavors.
- depend upon God for all things.
- preserve their solidarity with whom they interact in today's diverse, global community.
- display fortitude in times of personal and social strife and challenges.
- uphold favorable qualities such as loyalty, trustworthiness, cheerfulness, and friendship.



***Be MORE...Do MORE...We Are MORE***

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This handbook applies to all parents and students of St. Thomas More High School (hereafter frequently referred to as STM)



## Personnel 2017-18

### Administration

Ms. Mary McIntosh, President  
Mr. Nicholas Kelly, Principal  
Ms. Mary Christensen, Assistant Principal/Dean of Students  
Mr. Kevin Dineen, Assistant Principal/Dean of Academics

\*denotes department chairperson

\*\*denotes past or current parent

### Administrative/General Office

Ms. Linda Janick\*\*, General Office Manager/Athletic Assistant

### Athletic Department

Mr. John Hoch\*\* (TM '87), Athletic Director

### Buildings and Grounds

Mr. Kevin Doan\*\* (TM '77), Director of Buildings & Grounds  
Mr. Dan Krenke, Building Engineer  
Mr. Chris Lalko\*\*, Groundskeeper

### Development Office

Mrs. Tammy Fricker, Director of Development  
Mr. Lucas Thomas, Director of Recruitment  
Mr. Kevin Russell, Director of Marketing  
Ms. Katelyn Putney (STM '10), Interactive Marketing Coordinator  
Mr. Dan Steffes, Alumni Director

### Finance Office

Ms. Martha Schier, CPA, Director of Finance  
Ms. Loriann Brenner (SMA '82), Bookkeeper

### IT Department

Mr. David Link\*\*, Director of Information Technology  
Ms. Karen Daluge, Student Information System Administrator  
Mr. Dylan Swirkowski (STM '17), Technology Operations Specialist

### Student Services

Mr. Tim Schultz, Director of Student Services (Last Names A-L)  
Ms. Kaci Smith, School Counselor (Last Names M-Z)  
Ms. Angela Peñaflor, College Counselor  
Ms. Cynthia Salisbury\*\*, Recruitment/Student Services Assistant

### Teachers

Ms. Iria Basoa Calvo, World Languages  
Ms. Jodi Brzezinski, Fine Arts  
Ms. Katie Burns, Mathematics  
Mr. Christopher Clarey\*\* (TM '87), Fitness/Health\*  
Ms. Nathalie Colignon, World Languages  
Mr. Miguel Crespo\*\*, Theology  
Ms. Ann Marie Dorn, World Languages\*  
Ms. Joan Flayter\*\*, Mathematics  
Ms. Edith Fork, Science  
Mr. Michael Fricke, Science  
Ms. Elizabeth Gevis, English  
Mr. Kevin Gleeson, Social Studies\*  
Ms. Marcie Greenberg\*\*, Science  
Mr. Michael Greuel, Social Studies  
Ms. Pat Hasek, International Student Advisor  
Ms. Sarah Hynes, Mathematics  
Mr. Patrick Idstein, Social Studies

Mr. Michael Karolewicz, Mathematics  
 Mr. Brian Killoran\*\*, Science  
 Fr. Christopher Klusman, (TM '95), Chaplain/Theology\*  
 Mr. Scott Kosidowski, Business  
 Mr. Andrew Kuzma, PhD., Theology  
 Ms. Darlene Langhoff, PLTW Biomedical Sciences\*  
 Ms. Leah Larson, English  
 Mr. James Litscher (TM '06), Fitness/Health  
 Ms. Ashley Lounsborough, English  
 Mr. Jacob Lukasiewicz, Social Studies  
 Ms. Casey Madden, Fine Arts  
 Mr. Michael Metoff, WIA Advisor  
 Ms. Teresa Mortell\*\*, English  
 Mr. Tom Nass, Campus Minister  
 Mr. Paul Pasquesi, Theology  
 Ms. Emily Pirkel, Mathematics/PLTW Engineering\*  
 Ms. Gordana Rajak\*\*, Mathematics  
 Ms. Natalie Robinson, Social Studies  
 Ms. Mary Spiegel\*\*, Mathematics\*/PLTW Engineering\*  
 Ms. Kathy Stelling, Science\*  
 Ms. Amy Waldoch, World Languages  
 Ms. Anne Wardecke (TM '11), Theology  
 Ms. Nancy Wiecki, Fine Arts\*  
 Mr. Eric Wolffersdorff, English\*

**Channels of Communication**

On occasion, school policies, events, or the action of an individual may result in a response from a parent or student. To assist communication in these situations, please follow the procedures below.

Communication should begin with the person(s) directly involved with the situation that concerns you. Contact and discuss the situation with that person first. If this does not result in a satisfactory resolution, please proceed in the following manner:

*If the concern is about:*

	<i>Academics</i>	<i>Athletics</i>	<i>Attendance</i>	<i>Discipline</i>
<b>Step 1</b>	Teacher	Head Coach	General Office Manager	Teacher
<b>Step 2</b>	School Counselor	Varsity Coach	Assistant Principal/ Dean of Students	Assistant Principal/Dean of Students
<b>Step 3</b>	Dean of Academics	Athletic Director	Principal	Principal
<b>Step 4</b>	Principal	Principal		

This method helps handle problems and concerns on the level at which they occur. It also provides for several levels of appeal. When you call the school regarding a concern, the General Office Manager will direct your concern to the appropriate staff member.

## **Whom to See Regarding...**

Academic Programming	Mr. Dineen
Academic Awards	Ms. Janick
Alumni	Mr. Steffes
Athletics	Mr. Hoch
Athletic Forms	Ms. Janick
Attendance	Ms. Janick
Buildings & Grounds	Mr. Doan
Café Store/Spirit Wear	Mr. Kosidowski
Calendar	Ms. Janick
Campus Ministry/Retreats	Mr. Nass
Computers/Laptops	Mr. Link/Mr. Swirkowski
Curriculum & Instruction	Mr. Dineen
Daily School Announcements	Ms. Janick
Development Donations/Fundraising	Ms. Fricker
Development Events	Ms. Fricker
Discipline	Ms. Christensen
PowerSchool	Ms. Daluge
Extra-Curricular Activities	Ms. Christensen
Financial Assistance	Ms. Salisbury
Fine Arts Awards	Ms. Wiecki
Graduation Ceremony/Fees	Ms. Janick
I.D. Cards	Mr. Link
Immunization Records	Ms. Salisbury
Liturgy	Fr. Klusman/Mr. Nass
Lockers	Ms. Christensen
Milwaukee Parental Choice Program	Ms. Salisbury
Notary of Public	Ms. Janick
Parking Permits	Ms. Janick
Recruitment	Mr. Thomas
Servant Leadership	Mr. Greuel/Mr. Kelly
STM Busing	Ms. Christensen/Ms. Janick
STM Friendly Reminders	Ms. Janick
STM Website	Ms. Putney
Sports Awards	Mr. Hoch
Student Data Base Information	Ms. Janick/Ms. Daluge
Student Medical Information	Ms. Janick
Student Shadowing	Mr. Thomas
Student Summer Work Program	Mr. Doan
Summer School	Mr. Schultz/Mr. Dineen
Transcripts (1999 and Earlier)	Ms. Janick
Transcripts (2000 to Present)	Ms. Salisbury
Tuition	Ms. Salisbury
Volunteer Coordinator	Ms. Katlyn Putney
Work Permits	Ms. Janick
Yearbook	Ms. Madden

**Class Schedule**

STM has adopted a “Drop 1” class schedule. As the name indicates, students will drop 1 of their 8 scheduled classes each day. This “dropped” class will then be the first class held the next school day. There will also be an 8-day lettered (A-H) rotation. In the rotation system, the letter day will indicate what the first class of the day will be.

The reasoning behind this type of schedule is the overwhelming preference of STM teachers to increase the frequency that their classes meet. With this schedule, classes will meet 7 times in every 8-day cycle. As a result, class length will be 50 minutes long (except slots 2 and 4 which will have a few additional minutes for prayer/pledge and announcements, respectively). Teachers and administration feel very confident that the increased frequency of scheduled classes positively impacts learning and overall experience within the classroom.

	Day A	Day H	Day G	Day F	Day E	Day D	Day C	Day B
First Slot 7:50-8:40	A	H	G	F	E	D	C	B
Second Slot 8:44-9:36	B	A	H	G	F	E	D	C
Third Slot 9:40-10:30	C	B	A	H	G	F	E	D
Fourth Slot 10:34-11:28	D	C	B	A	H	G	F	E
Lunch/Resource 11:30-11:53								
Lunch/Resource 11:55-12:18								
Fifth Slot 12:22-1:12	E	D	C	B	A	H	G	F
Sixth Slot 1:16-2:06	F	E	D	C	B	A	H	G
Seventh Slot 2:10-3:00	G	F	E	D	C	B	A	H

## **St. Thomas More High School 2017-18 Schedules**

### **Regular Schedule**

First Slot	7:50-8:40
Second Slot	8:44-9:36
Third Slot	9:40-10:30
Fourth Slot	10:34-11:28
Lunch/Resource	11:30-11:53
Lunch/Resource	11:55-12:18
Fifth Slot	12:22-1:12
Sixth Slot	1:16-2:06
Seventh Slot	2:10-3:00

### **Late Start Wednesdays**

First Slot	8:50-9:31
Second Slot	9:35-10:18
Third Slot	10:22-11:03
Fourth Slot	11:07-11:52
Lunch/Resource	11:54-12:17
Lunch/Resource	12:19-12:42
Fifth Slot	12:46-1:27
Sixth Slot	1:31-2:12
Seventh Slot	2:16-3:00

### **All Classes Day**

First Hour	7:50-8:33
Second Hour	8:37-9:22
Third Hour	9:26-10:09
Fourth Hour	10:13-11:00
Lunch/Resource	11:02-11:25
Lunch/Resource	11:27-11:50
Fifth Hour	11:54-12:37
Sixth Hour	12:41-1:24
Seventh Hour	1:28-2:11
Eighth Hour	2:15-3:00

### **Morning Assembly**

First Slot	7:50-8:31
Second Slot	8:35-9:18
Assembly	9:21-10:21
Third Slot	10:25-11:06
Fourth Slot	11:10-11:55
Lunch/Resource	11:57-12:20
Lunch/Resource	12:22-12:45
Fifth Slot	12:49-1:30
Sixth Slot	1:34-2:15
Seventh Slot	2:19-3:00

### **Long Morning Assembly**

First Slot	7:50-8:27
Second Slot	8:31-9:10
Assembly	9:12-10:42
Third Slot	10:46-11:23
Fourth Slot	11:27-12:08
Lunch/Resource	12:10-12:33
Lunch/Resource	12:35-12:58
Fifth Slot	1:02-1:39
Sixth Slot	1:43-2:20
Seventh Slot	2:24-3:00

### **Two Hour Delay Schedule**

First Slot	9:50-10:23
Second Slot	10:27-11:02
Third Slot	11:06-11:39
Fourth Slot	11:43-12:20
Lunch/Resource	12:22-12:45
Lunch/Resource	12:47-1:10
Fifth Slot	1:14-1:47
Sixth Slot	1:51-2:24
Seventh Slot	2:28-3:00

### **Half Day Schedule**

First Slot	7:50-8:17
Second Slot	8:21-8:50
Third Slot	8:54-9:21
Fourth Slot	9:25-9:56
Fifth Slot	10:00-10:27
Sixth Slot	10:31-10:58
Seventh Slot	11:02-11:29
Eighth Slot	11:33-12:00

### **Afternoon Assembly**

First Slot	7:50-8:31
Second Slot	8:35-9:18
Third Slot	9:22-10:03
Fourth Slot	10:07-10:52
Lunch/Resource	10:54-11:17
Lunch/Resource	11:19-11:42
Fifth Slot	11:46-12:27
Sixth Slot	12:31-1:12
Seventh Slot	1:16-1:57
Assembly	1:59-3:00

### **Long Afternoon Assembly**

First Slot	7:50-8:27
Second Slot	8:31-9:10
Third Slot	9:14-9:51
Fourth Slot	9:55-10:36
Lunch/Resource	10:38-11:01
Lunch/Resource	11:03-11:26
Fifth Slot	11:30-12:07
Sixth Slot	12:11-12:48
Seventh Slot	12:52-1:25
Assembly	1:29-3:00

### **After-school Supervision**

STM provides supervision from 3:30-5:30 p.m. on most days after school in the school's cafeteria. All students not participating in an extracurricular club or athletic team are expected to either exit the building or report to the cafeteria between these times. A staff member will be assigned to supervise students during this time and all students are expected to remain in the cafeteria until they depart.

## Faith Development

As a Catholic high school, one of STM's primary missions is to strengthen and enhance the growth and spirituality of its students, faculty, staff, and parents. STM strives to uphold and promote the Catholic spiritual tradition and identity. Rooted in the Catholic tradition, Christ is the center of our school. We offer various programs and activities to assist faith growth intellectually, personally, and morally.

### Prayer, Worship and Mass

We express and ritualize our spirituality and Catholic faith through prayer, worship, and Mass. Eucharist is the centerpiece of our faith. Every month the entire STM student body and staff gather for Mass. In addition, Mass is celebrated for various events, induction ceremonies, and families. Twice a year, during Advent and Lent, the entire school meets for Reconciliation. Opportunities for individual confession are offered to each student at these times, as well as with the chaplain whenever needed. Please note that all family members are welcomed and encouraged to join us during any of these events.

Daily prayer is strongly encouraged at STM. A morning prayer is used during announcements. Special communal prayer is also available at various times during the school day. This communal prayer includes traditional forms of prayer such as prayer for remembering feasts and Saints, prayer for different Christian or natural seasons, rituals such as blessings, moments of prayer in the classroom, Marian devotions, Stations of the Cross, or any form of prayer important to the group praying.

**All students are expected to be present during all school Eucharist, worship, and prayer events. No matter what faith tradition or religion, all students are expected to show respect for the Catholic liturgy and worship. This includes standing and sitting with the congregation while showing respect for Catholic worship by refraining from talking, whispering, gum chewing, inappropriate body postures, and other signs of disrespect.**

**Students from faith traditions other than Roman Catholic are not required to pray aloud with the assembly, sing or complete any ritual considered a part of Catholic worship. However, we extend an invitation to all to participate and pray in our Catholic worship.**

STM encourages all students to assist and share in the spiritual growth of their peers. This includes opportunities in various liturgical and prayer ministries, leadership in the retreat program, and involvement and leadership in other activities sponsored by Campus Ministry.

### Theology Department Curriculum

As part of catechesis and faith formation, we provide a comprehensive religious education program for all students. The Theology Department's primary responsibility is to give students a deeper understanding and appreciation of faith. We offer a broad background of diverse topics in Catholic teaching to encourage our students to become future leaders for our churches parishes, and a wider community.

**All students of St. Thomas More High School are expected to complete the requirements of the Theology curriculum and Service Ministries for graduation.**

### Service Ministry

Jesus says that we love Him when we feed the hungry and thirsty, provide hospitality to the stranger, clothe the naked, care for the sick, and visit the imprisoned. Jesus said to us, "I have given you a model to follow, so that as I have done for you, you should also do." (John 13:15) STM students humbly serve one another and the community around them, in the imitation of Jesus Christ, who came not to be served, but to serve.

**A St. Thomas More graduate demonstrates a commitment to deep, ongoing Christian service.** This can be seen in their dedication to the following graduate ideals:

- Models of *Christian Discipleship* who "love, serve, and forgive others and promote solidarity and peace"
- Models of *Citizenship* who "commit humbly to social justice, particularly serving the sick and the poor," and "dedicate their efforts towards being active, responsible citizens who build and participate in thriving community"
- *Men and Women for All Seasons* who "preserve solidarity with whom they interact in today's diverse, global community" and "display fortitude in times of personal and social strife"

**During their time at St. Thomas More, student will progress from exposure to Christ-like service to exploration of their unique gifts and interests; from commitment to a particular community to immersion in the day-to-day life of an organization.** The service requirement is tracked through a student's homeroom (*with the exception of freshman, see below*).

The service requirement is recorded as follows:

- Students will submit their service logs electronically, each semester on a pre-determined due date. All service logs are kept in their *Service Portfolio* which students can access for college and scholarship applications.
- Completing the service requirement is necessary to fulfill the graduation criteria. If a student does not fulfill the graduation criteria they will not be allowed to graduate.

**In order to qualify in meeting the St. Thomas More requirement, the service site must meet the following criteria:**

- Students cannot be paid for their service nor may it be part of a civic disciplinary consequence
- The service must occur at a specific community organization or is *organized* by a specific community organization
- Service Events must be at least two hours in duration

**Freshman Year: *Exposure* – 1 Service Event per Semester**

Students will engage in various school-provided service opportunities. Freshman service experiences will be tracked through the Servant Leadership Program.

- Events sponsored through the Service Leadership Program
- Every freshman student will be assigned a date to attend a school-provided service trip to “The Gathering” in downtown Milwaukee. Students are notified by the campus minister when they will be serving at the Gathering.

**Sophomore Year: *Exploration* – 2 Service Events per Semester**

Throughout the course of the school year, students will diversify their service ministry by choosing service opportunities from categories rooted in the Works of Mercy and Catholic Social Teaching. This allows students the opportunity of discovering their unique gifts and interests. Students are expected to have fulfilled **all four categories** by the end of the school year. A diverse list of service sites will be provided through student’s lunch study homeroom.

1. Call to Community (*local groups such as St. Thomas More, a student’s grade school, a local place of worship, or a neighborhood organizations*)
2. Preference for the Poor (*organizations specifically serving low-income populations*)
3. Ministry of Presence (*working directly with children, the elderly, or other people in need through a specific organization*)
4. Justice & Advocacy (*organizations that work for change on the level of policy and society*)

**Junior Year: *Commitment* – 1 Service Site per Semester**

Having experienced a wide array of service opportunities, students will commit to a particular community. Students will select one service site to complete their service requirement, giving **15 hours** per semester. Students can switch sites at the change of semester. This requirement cannot be fulfilled at St. Thomas More.

**Senior Year: *Immersion* – Service Week Capstone Project (40+ hours)**

In pairs, students will select, research, and visit a service site in the Milwaukee community. During Senior Service Week, students will spend an entire week, a minimum of 35 hours, serving at their site. Students share their experience of full-time service with the STM community via a comprehensive video following their week of service.

**Incomplete Service Ministry Consequence**

Freshman, Sophomores, and Juniors

Because the commitment to servant leadership is integral to the formation of a successful St. Thomas More graduate, incompleteness of this requirement draws into question a student’s commitment to the school. Therefore, students who do not complete their semester service requirement by the due date will be required to complete double the amount of time during “Summer Service School.” This service will be determined by the school. Failure to complete “Summer Service School” will jeopardize a student’s continued enrollment at St. Thomas More.

Senior Service Week

Seniors who do not participate and/or meet the expectations of Senior Service Week will receive an incomplete in Service Ministry. If this occurs, the student should meet with the campus minister for an approved make-up day (and site, if necessary). Once the service is completed the student is eligible for graduation. Students who do not complete their hours will be required to complete additional service work in order to graduate.

### **Retreat Program**

STM's Retreat Program seeks to provide spiritual experiences for the entire student body. Each retreat is designed to encounter the various ways in which God has loved us and has called us to be His own. "We love because He first loved us" from 1 John 4:19 is the essential framework for the program. The goal is for each student to respond to God's love in a passionate and authentic way through the sacraments, prayer, and fellowship. This program sustains a larger vision of STM's Campus Ministry that ultimately encourages faithful Christian Discipleship along with imitating Christ as a servant leader.

- **Freshman Retreat:** Theme: "I've Got Your Back" - As part of the freshman year Servant Leadership experience, this collaborative retreat with Campus Ministry focuses on cultivating a deeper understanding of what it looks like to be a servant leader following the example of Jesus. Throughout this retreat experience, students will:
  - build deeper relationships with their classmates through small group activities and reflections
  - hear motivational messages from guest speakers, encouraging them to put others before themselves
  - provide direct support to community organizations who serve less fortunate individuals in Milwaukee
  - be encouraged to set personal, class-wide, and faith-based goals for how they can support their classmates and make our school an inclusive place to learn and grow
- **The Sophomore Servant Leadership Retreat** focuses on the universal longing for deeper meaning in our lives. Through experiences and events that challenge students this retreat will encourage the retreatants to go out of their comfort zone. Through prayer experiences, small group sharing, talks, and activities, students are led to consider the place of God in their lives, particularly in relation to the basic Gospel message of the love of Christ.
- **Kairos** is a senior retreat that focuses on self-reflection and sharing. It is an experience that is meant to be fully lived while on the retreat. Kairos is a Greek word meaning "God's time." A large amount of this retreat is meant to be kept secret from those who have not participated in it. The power of this retreat comes from the experiences on it but also the intriguing mystery of those who have not yet gone. There is an incredible community that forms students from this retreat, both in our school and nationwide from others who have participated. The seniors that go on this retreat find very deep connections with each other, one that transcends high school struggles and is rooted in something authentic.

### **Parish and Church Involvement**

Students are strongly encouraged to attend weekly Sunday worship, participate in their parishes' confirmation program, and to be active participants in parish life. Campus ministry distributes a large amount of information pertaining to local parish life as to allow STM students to continue to be men and women for all seasons in surrounding communities.

### **Human and Spiritual Growth**

It is hoped that a graduate of STM is a good citizen intellectually and socially and also a person who lives daily the moral and ethical Christian ideals and goals as expressed in the Gospels and through the spiritual traditions of the Catholic Church. Campus Ministry attempts to assist in this goal by offering spiritual guidance to students from all faith backgrounds while rooted in the Christ like mentality of loving your neighbor as yourself. The Faith Formation Team is available to meet with students, staff, and others who wish to discuss personal, family, school, or religious matters.



## **Academics, Attendance, and Student Behavior and Discipline Statement**

STM attempts to create and maintain a school environment that offers its students the opportunity to study and learn under the best conditions. To provide such, STM has an educational program to meet the academic needs of its students, religious activities to meet the spiritual needs of its students, and cultural, athletic and other activities to meet the social needs of students.

STM also sets forth its policy to ensure positive behavior by its students. This positive atmosphere depends upon the cooperative effort on the part of students, parents/guardians, faculty, staff, and administration.

The following policies are vital to the progress of all the students. These provisions apply in all situations in which students are involved with school activities on the property of STM; transportation to and from school sponsored activities (ex. field trips); off-site school sponsored activities; and off-site school activities (ex. regional/state tournaments).

### **Academic Policies**

#### **Philosophy**

As a college preparatory high school, STM maintains high academic standards for students. Students will be expected to do their best in all phases of their academic work. They will be enriched by a fine faculty that will challenge them to further develop their talents while providing the time and support students need to succeed.

#### **Admission and Registration**

STM operates under an admission policy of non-discrimination. STM will admit students of any race, color, national, or ethnic origin. We will not discriminate against any applicant on the basis of such factors.

Registrations are for one school year only; re-registration normally takes place in mid-winter. At that time, a student receives a copy of the registration manual and course selection guide containing descriptions of the courses that will be offered in the following year. Students also receive a course selection sheet on which they indicate the courses they wish to take. This form must be returned to the School Counselor with payment of a non-refundable registration fee (applicable to next year's tuition) if a student wishes to re-register at STM. Two or three weeks' time is given, and counseling is provided to assist students as part of this re-registration process.

Students are re-evaluated on a semester basis, and if their attendance, conduct, or academic status is not acceptable, STM reserves the right to deny re-admission for the next semester. This especially applies to those students who are on any type of probation.

#### **Graduation Requirements**

Students graduating must have a total of 26 Carnegie credits.

4.0 Credits – Theology	4.0 Credits – English
3.0 Credits – Mathematics	3.0 Credits – Science
1.0 Credit – World History	1.5 Credits – U.S. History/American Government
0.5 Credit – Social Sciences Elective	1.5 Credits – Physical Education
0.5 Credit – Health	0.5 Credit – Fine Arts Elective
6.0 Credits – Electives	0.5 Credit – Business/Personal Finance

Students or families with questions about graduation requirements should speak to their School Counselor.

The minimum yearly course load for freshmen, sophomores, juniors, and seniors is 6.5 credits.

Please note: In an effort to promote overall wellness and maintain a healthy balance in life, students may take a maximum of four weighted credits per year during their junior and senior years.

## **St. Thomas More High School Advanced Placement (AP) Application Process:**

The Advanced Placement (AP) Program is supported by the College Board, a not-for-profit organization that connects students to college success and opportunity. AP is a rigorous academic program built on the commitment, passion, and hard work of students and educators. The AP Program enables students to take college level courses and exams, and to earn college credit or placement while still in high school.

It is the mission of STM's AP Program to provide willing and academically prepared students the opportunity to participate in AP. In order to support this mission, the curriculum is designed to advance the student's analytical thinking skills, writing abilities, and knowledge in specific subject areas, not to strictly pass the AP test. Additionally, the rigorous instruction provided by the AP teacher will create a learning environment conducive to student success.

### **Requirements**

- Students and parents must attend the orientation meeting in January.
- Students with a B- or higher in the appropriate courses *do not* need to apply. They can register for the AP class on the condition that they maintain a B- average or higher in the core subject.
- Students with a C+ or lower in the appropriate courses need to apply and go through the formal process.
- Students must complete an application, which includes teacher recommendations
  - Recommendations must come from a teacher in the department in which the class is being taught. For example, a student applying for AP Language and Composition must get a recommendation from their English teacher.
- Submit all completed requirements by the last school day in January
- Attend a 10-15 minute AP interview per the request of the AP coordinator (dates/times TBD).

Acceptance letters will be delivered to students prior to the February registration period for next year's classes.

In the event a student is not selected for placement in AP, the student will have the opportunity to appeal the process. The following steps will occur:

- Write a letter of appeal to the AP Council.
- The AP Council will consider the appeal and further discuss the student's academic abilities, motivation level, attitude, and work ethic.
- The AP council will deny or accept the student.
- Student and parent(s) will be informed of the final decision in writing.
- A denied student will be able to reapply for AP courses the following year, if applicable.

Students currently enrolled in AP courses must maintain a B- average in all AP classes for the duration of the school year in order to register for additional AP classes the next school year. Students will have to obtain a signature from the instructor of the course they wish to take in lieu of the formal application process.

The following are the current Advanced Placement courses offered at STM: AP U. S. History, AP English Language & Composition (Jr.), AP Studio Art, AP U. S. Government, AP English Literature (Sr.), AP Spanish Language & Culture, AP Calculus, AP Psychology, AP Physics, AP Statistics, AP Microeconomics, AP Computer Science A, AP Biology.

### **Concurrent Enrollment Program (CEP)**

St. Thomas More High School and Cardinal Stritch University have partnered to create a Concurrent Enrollment Program (CEP). This program allows high school students to experience a college curriculum from high school instructors who have been approved to teach selected Stritch classes at our campus while concurrently earning high school and college credit. St. Thomas More students who choose to enroll in CEP from Cardinal Stritch University and pay the substantially reduced tuition rate for the college credit are admitted to the University as "non-degree seeking students." Upon earning a C or higher in these courses, these students will receive high school credits as well as college credits and an official Cardinal Stritch University transcript. These concurrent enrollment credits will transfer to most colleges and universities in the country.

The following are the current CEP courses offered at STM: American Popular Music, Christian Bioethics, Spanish Composition & Conversation, Webpage Creation.

*Grades in AP, CEP & Select PLTW classes are on a weighted grading scale. In order to earn the weighted grades, the student must earn a grade of B- or higher.  
To have a complete and successful experience in the AP Program, students should comply with the above requirements and are strongly encouraged to take the AP exam.*

### Honors Courses

Honors Courses are offered to qualified students, providing a foundation for success in STM's demanding college preparatory curriculum. Honors courses are geared to provide enrichment to students whose skills are advanced. Expectations in these courses are greater than in standard courses in preparation for taking Advanced Placement and other rigorous courses. Students who fail to maintain a level of achievement may not be placed in such courses the following school year and may be removed from classes mid-year. Please note that as of the 2016-17 school year, Honors courses are no longer figured as weighted grades.

### Course Failure/ Credit Policies/Credit Deficiencies

If a student fails a course for the first semester, no credit is received for that half of the course. This half unit of credit can be made up in different ways, depending on the nature of the course and the extent of the failure. In instances where this occurs, students should speak to their School Counselor in regard to making up lost credits.

**Freshman Level Continuation Content Courses**—In courses where success is directly dependent on skills or knowledge included in the first semester work, the first semester failure is made up if the student receives at least an 84% or higher average in the third and fourth quarter and a passing grade in the final exam. Courses classified as continuation content courses are only at the freshman level and include the required courses in Mathematics, Science, English, World History, and Theology. This policy applies only to courses taken at STM and will not be applied to courses taken for credit from other institutions.

**Non-Continuation Content Courses**—A half credit deficit from either first or second semester must be made up if the half unit lost is either a required unit for graduation or if the student does not have sufficient number of academic units for promotion to the next grade. A failure in the second semester of any course means a deficit of a half unit of credit in that course. If a senior fails a Theology course in the first semester, the credit must be made up by retaking that course or another course in the second semester. If a senior has not completed all of the Theology requirements by the end of the senior year, the credits must be made up before a diploma is issued.

**Summer School**—STM offers summer school for Credit Recovery purposes only, meaning that students can only take summer school to recover credit that they did not earn due to failing a class. The one exception to the credit recovery requirement is Physical Education classes, which can be taken during summer for scheduling purposes.

Students can only recover a 0.5 **semester credit** during summer school, not a full year credit. Failing both semesters of a full year course (ex. failing semester 1 and semester 2 of English) cannot be made up during summer school. The full year course will need to be made up the following year.

STM typically offers summer school in the following subject areas: Math, English, Theology, History, and Physical Education. Summer course offerings are based on course requests and enrollment.

Detailed summer school information and registration will be distributed during the end of second semester. Fees will be incurred if your son or daughter must take summer school.

Under normal circumstances, a student must have a minimum of 6 credits to advance to sophomore year, a minimum of 12 credits to advance to junior year, and a minimum of 18 credits to advance to senior year. A student who fails any course(s) is expected to make up credit deficiencies if the course is required for graduation or if it is needed for advancement to the following year. Students should meet with their School Counselor to learn of the various approved options. All courses taken for high school credit are to be recommended in writing by the School Counselor and approved by the Principal before the student is allowed to apply for credit. **Credit will not be given for a course that has not been approved in advance.**

### Course Additions/Changes/Withdrawals

A course may be added after the course selection forms are processed if it fits into the student's schedule without making year-long course changes and there is room in the class. The following are valid reasons for a schedule change:

- A student fails a course that was a prerequisite to a requested course.
- A teacher or School Counselor recommends a change.
- A change is necessary in order to resolve schedule conflicts.

Exceptions to the above are subject to approval by the department chair and the Principal. STM reserves the right to change teacher or student schedules if needed in order to provide the best educational experience for its students.

**A course may be dropped without consequence only during the first seven class days of the semester.** If a student elects to drop a course after the seven-class day deadline, depending on their grade at the time of the request, they will receive a Withdrawal Pass (WP) or Withdrawal Fail (WF) on their permanent transcript, and no credit is awarded.

A course change form can be received from the student's School Counselor. The form requires the student to receive a number of signatures, so students should plan accordingly.

### **Semester Examination Policies**

At the end of each semester, at least four full days are set aside for semester examinations. **No exams may be taken outside of the scheduled exam periods without the knowledge and prior approval of the Assistant Principal/Dean of Students.**

#### **The following policies apply to students who are absent for an exam:**

- Missed exams should be made up on (or the day following) the missed exam day.
- If a student does not complete an exam before the end of the last scheduled exam day:
  - The exam may have to be taken in either the General Office or Student Services if the teacher is unavailable.
  - Students making up an exam over Christmas break should contact the General Office 414-481-8370, x101 before arriving to school.
  - If a student has not taken a first semester exam by the end of the fifth day of the second semester, the student will not be allowed to attend classes until the exam is completed. All classes missed will be considered unexcused absences, and students will be responsible for all missed course work.
  - If a student has not taken a second semester exam by the end of the fifth business day after the last scheduled day of exams, an F will be given for the exam.

#### **The following policies apply to students arriving late to an exam:**

- Students who arrive late to an exam will not be allowed to enter the room without an admit slip from the General Office.
- Students who arrive more than 10 minutes late to an exam period will not be admitted to the classroom and must take the exam that day during their next open exam period or after exams are over for the day.

**Exceptions to the above exam policies must be approved by the Assistant Principal/Dean of Students.**

### **Exam Exemptions**

No credit will be given for a semester course unless the semester examination is taken. **It is up to the discretion of the teacher to allow exam exemptions or to require the examination to be taken.** In the classes that the teacher permits exemptions, they will only be made for those students who qualify for an exemption. Exemptions from a semester examination may be given if all of the following conditions are met for that course:

- The student must have an A- average. The semester average will be entered as the exam grade.
- The student must have a O, G, or S for the conduct grade for both quarters in that course.
- The student has no unexcused absences for the semester.
- The student has not received any suspensions (in-school or out-of-school) during the semester.
- The student has no outstanding administrative detentions.
- The student has not violated STM's cheating policy or committed any acts of academic dishonesty.

In addition to the above, seniors may be exempt from second semester exams if they have an average of A- 3<sup>rd</sup> and 4<sup>th</sup> quarter grades, had no unexcused absences during the second semester, and did not receive administrative detentions during the second semester.

**Seniors also have no limit to the amount of exemptions that they qualify for.** Once again, it is up to the discretion of the teacher to allow exam exemptions or to require the examination be taken regardless of exemption status.

The maximum number of exemptions per semester for students in **grades 9, 10, or 11 is two.** The course teacher has the option of requiring the examination even if the student qualifies for the exemption.

### Grading System

A letter grade is given for each course according to the following system:

100 99 A+ = 4.33 98	92 91 B+ = 3.33 90	84 83 C+ = 2.33 82	76 75 D+ = 1.33
97 96 A = 4.00 95	89 88 B = 3.00 87	81 80 C = 2.00 79	74 73 D = 1.00 72
94 93 A- = 3.67	86 85 B- = 2.67	78 77 C- = 1.67	71 70 D- = .67 69 below F = 0.00

**Weighted Courses:** STM offers the following weighted courses: AP Calculus, AP Literature & Composition, AP Language & Composition, AP Government, AP US History, AP Spanish Language & Culture, AP Studio Art, AP Physics, AP Psychology, AP Statistics, AP Microeconomics, AP Computer Science A, AP Biology, Engineering Design and Development, Biomedical Innovations, Medical Interventions, Principals of Engineering, Web Design, Spanish Language & Conversation, Christian Bioethics, and American Popular Music.

**Important! A final grade of B- or higher in a weighted class will be necessary to earn the weight as reflected in the grading scale below. Please note that grades of C+ or lower revert back to the standard grading scale.**

A+ 5.33	B+ 4.33	C+ 2.33	D+ 1.33
A 5.0	B 4.0	C 2.0	D 1.0
A- 4.67	B- 3.67	C- 1.67	D- 0.67 F- 0.00

### Grading - How to Figure Grade Averages

Grades are assigned quality points. For example, an A on the 4.0 scale is 4 quality points. Credit is assigned at semester, not at a quarter, so one would take the 4.0 X 0.5 credit which equals 2. Follow this procedure, add them up, and divide by the number of credits awarded.

### How to Calculate Semester Grades

First Quarter Grade = 40%	B
Second Quarter Grade = 40%	B-
<u>Semester Exam = 20%</u>	<u>D</u>
Semester Grade = 100%	C+

### Honor Roll

The STM Honor Roll is based on quarter grades and set up on a quarterly basis. To qualify for the Honor Roll, a student must fulfill the following requirements:

- Overall average of 3.0 or better
  - GPAs are not rounded up for purposes of determining Honor Roll status
- No failing grades
- Not on any type of probation (Academic, Attendance or Behavioral)

Highest Honors---- (3.85 or better)

First Honors----- (3.5 to 3.84)

Second Honors----- (3.0 to 3.49)

### Class Valedictorian and Salutatorian

In order to be eligible for status as class valedictorian or salutatorian you must be enrolled as a full-time student at STM for all four years of High School. Designation of both will be determined after seven semesters of grade achievement.

### Homework

The faculty of STM believe that teacher assigned homework has a variety of purposes. Homework is given to assess student knowledge prior to instruction; to check for understanding of key concepts; and to guide student practice or processing of new information and skill development. Individual departments may develop common homework practices. Teachers will provide individual homework policies in the course syllabus. All teacher assigned work is to be completed within the time allotted by the teacher. Managing responsibilities after an absence is an essential life skill.

**It is the student's responsibility to contact the teacher immediately upon returning from an absence to obtain and make-up all missing work according to the teacher's expectations.**

### Incomplete Class Work

Exceptions to late or incomplete work are outlined, as follows:

- The student and parent must have communicated with school counselor at the first sign of a problem to explain the circumstances surrounding the incomplete work.
- Any circumstances that warrant an exemption or extension must be submitted in writing from a medical professional. Special circumstances, such as death in the immediate family, would also warrant an exemption or extension, as determined by the school counselor.
- Reasonable deadlines for outstanding class work must be determined and discussed between the school counselor and communicated to all of the student's teachers.
- If absences become excessive and student is not present for the majority of work done in class, credit may not be given for the class. In this case, electives may be dropped and a credit recovery plan put in place.

### Incomplete Grades

Guidelines for incomplete class work that has been granted an extension is outlined, as follows:

- Incomplete class work that remains outstanding before the end of a grading period will warrant an "I" on a report card.
- The student and school counselor will create a plan for submitting outstanding class work. The plan must be approved within two weeks after the end of a grading period.
- After a plan has been created, the student, parent, and a school administrator will agree on the terms and due date and sign the approved plan.
- The student is responsible for communicating with teachers and counselor on a regular basis to fulfill the plan and complete missing work.
- If the recovery plan is not fulfilled by the due date, the student may not receive credit for missing work, which could result in an F, or loss of class credit, this is to be determined by the teacher and the counselor.

### Progress Reports

These reports will be available on PowerSchool, Schoology, and at parent/teacher conferences.

### Report Cards

Students' grades and progress in school are reported quarterly. The school calendar lists the dates on which each quarter will end. Report cards will be sent home with students and will be made available online soon after the end of each quarter unless a hold is placed on a student's report card for any financial obligations not met.

### Conduct Grades

In addition to academic grades, students will receive conduct grades from each of their teachers.

- O- Suggests outstanding conduct. In addition to being kind and considerate to other students and the instructor, the student is positively and constructively involved in all aspects of class activities.
- G- Suggests good conduct. The student is involved in most class activities and is kind and considerate to others.
- S- Suggests satisfactory conduct. The student's behavior is acceptable and does not negatively affect others.
- I- Suggests that the student needs to improve his/her behavior. Usually this indicates that a student is overly talkative or is repeatedly engaged in some other minor behavioral problems.
- U- Suggests that the student's behavior is unacceptable. Further suggests that the classroom instructor has tried without success to get the student to cease his/her disruptive behavior, which has occurred consistently throughout the quarter. Indicates that his/her conduct has seriously hindered the classroom instructor's ability to teach. It means that the student's behavior is not only affecting his or her learning, but also the learning of others as well.

**Consequences for poor conduct grades can be found in the explanation of Disciplinary Probation.**

### Permanent Records

A student's permanent record contains: semester grades, credits earned, grade point average, rank in class, and attendance and tardy record. A permanent record is available only to the student, his or her parent(s)/legal guardian(s), and authorized STM personnel.

### Transcripts

STM uses Parchment for its transcript services. Parchment is an internet-based service that allows students to send their transcripts to colleges and organizations sponsoring scholarships. More information regarding Parchment can be found in Student Services.

A student's transcripts will be released if:

- There are no holds due to non-payment of tuition and fees.
- A nominal fee per transcript is paid online to Parchment.
- Official transcripts are mailed by Parchment to the address requested.
- Transcripts 1999 and earlier are processed through the General Office Manager.

### Academic Probation

A student will be placed on Academic Probation when he or she earns a failing grade for two or more subjects per quarter grading periods.

#### **Academic Probation Procedures**

1. Parent(s)/guardian(s) will be contacted notifying them that their child has been placed on probation. If the parent(s)/guardian(s) desire, a conference will be arranged to discuss their child's lack of progress. Terms of the probation will be outlined, and the probation forms will be signed after received in the mail or at a conference.
2. An evaluation of the probation will be made quarterly by the Assistant Principal/Dean of Students using the report cards and other information gathered from the faculty and staff. Additionally, probation may be lifted when all requirements have been met in the subject areas or if all credits are made up during summer school/night school.
3. An administrator may place a student on Academic Probation anytime during the year for shorter or longer periods of time.
4. Students on Academic Probation become ineligible to participate in any extra-curricular activity for the duration of the probation period.
5. If parent(s)/guardian(s) wish to appeal Academic Probation standing, please contact the Assistant Principal/Dean of Students to schedule an appeal meeting.
6. All athletic and Extra-curricular code policies apply.

#### **Termination of Enrollment**

If after a period spanning two consecutive quarters, a student's academic performance has not improved per the academic contract, the student's enrollment may be terminated. Students not allowed to return due to failure to meet academic standards are not considered to be expelled. Therefore, students who are asked to leave STM for academic reasons are not given the opportunity to have an expulsion hearing. However, the school's administration is open to arranging a meeting with the student and/or parent(s)/guardian(s) to discuss the reasons for the termination of the student's enrollment. The final decision on a student's termination for academic reasons is made by the Principal.

#### **Termination of Enrollment for Chronic Probationary Status**

A student whose academic performance warrants a third consecutive sanction of Academic Probation during his/her high school career may have his/her enrollment terminated. Students not allowed to return due to failure to meet academic standards are not considered to be expelled. Therefore, students who are asked to leave STM for academic reasons are not given the opportunity to have an expulsion hearing. However, the school's administration is open to arranging a meeting with the student and/or parent(s)/guardian(s) to discuss the reasons for the termination of the student's enrollment. The final decision on a student's termination for academic reasons is made by the Principal.

### Cheating/Plagiarism/Academic Dishonesty

All students are responsible for completing their own work on school assignments. Copying the work of another student is wrong and using someone else's ideas or answers is deceptive and unacceptable. Presenting the work of other students or authors without giving proper credit in a bibliography or footnotes is a form of plagiarism and is considered dishonest and a form of cheating. A student who assists another student in cheating or plagiarizing is also wrong and could be subject to the same consequences as the person attempting to cheat.

The English Department has put together a non-exhaustive list of examples for academic dishonesty that will be thoroughly gone over in every English class at the beginning of the year. This list will be used as a benchmark for our Cheating/Plagiarism/Academic Dishonesty policy and is included below:

What is Considered Cheating and Plagiarism?

Plagiarism is using another person's words or ideas for your own without proper citation or credit given. The following is a non-exhaustive list of examples for academic dishonesty:

- copying or paraphrasing anything from the Internet without giving credit;
- copying or paraphrasing anything from text books and novels without giving credit;
- copying or paraphrasing another student's words and ideas and passing it off as your own;
- allowing another student to copy your work or giving your work to another student;
- purchasing any papers, essays, worksheets, etc. and passing them off as your own;

- sharing test questions and or answers to another student in or outside of the class;
- informing other students from other classes of pop quizzes and questions on said pop quizzes;
- taking pictures of tests, quizzes, or homework and sharing this information with other students;
- sharing answers to any assessment (test, quizzes, and homework) via phone, email, or social media or through personal conversation;
- unauthorized use of “cheat sheets” or any other form of aid;
- having parents, siblings, friends, etc. complete the work for you;
- willingly complete the work for someone else;
- distribution of tests, quizzes, and homework to other students;
- looking at other people’s tests or quizzes during testing times;
- using unapproved devices such as phones during tests and quizzes and;
- using translator pens inappropriately and without formal permission.

#### Collaboration or Cheating?

Collaboration is a discussion where brainstorming occurs, thus stimulating one’s own thoughts through the process of dialogue. Though there may be one correct answer or an overlap of ideas, individual student responses on particular assignments (homework, papers, etc.) should reflect the student’s own ideas in their own words and voices. Submitting one group member’s ideas and words as each individual’s work in the group is cheating.

\*When in need of help, the student should ask the teacher, not another student!

It is vital that all parents and students understand the consequences and the severity of this offense as listed below. STM has adopted the following consequences for acts of cheating/plagiarism/academic dishonesty:

#### First Offense:

- The teacher will inform the Assistant Principal/Dean of Students of the incident. The Assistant Principal/Dean of Students will then interview the student(s) to investigate and confirm that the Cheating/Plagiarism/Academic Dishonesty occurred. If confirmed, the student’s parent(s)/guardian(s) and School Counselor will be contacted.
- The student will redo the assignment, project, paper, etc. properly; credit granted is up to the discretion of the teacher
- The student will be assigned a Saturday School detention by the Assistant Principal/Dean of Students.
- A record of the incident will be placed in the student’s file in the school database.

#### Second Offense:

- The teacher will inform the Assistant Principal/Dean of Students of the incident. The Assistant Principal/Dean of Students will then interview the student(s) to investigate and confirm that the Cheating/Plagiarism/Academic Dishonesty occurred. If confirmed, the student’s parent(s)/guardian(s) and School Counselor will be contacted.
- The student will redo the assignment, project, paper, etc. properly; credit granted is up to the discretion of the teacher
- The student will be assigned a one day of in-school suspension as well as an additional Saturday School detention by the Assistant Principal/Dean of Students.
- A meeting will be held with the student, their parent(s)/guardian(s), the student’s School Counselor and the Assistant Principal/Dean of Students regarding the incident.
- The student and their parent(s)/guardian(s) will be notified by the Assistant Principal/Dean of Students that future offenses will result in a failing grade and removal from the class in which the third infraction occurs.

#### Third Offense:

- The teacher will inform the Assistant Principal/Dean of Students of the incident. The Assistant Principal/Dean of Students will then interview the student(s) to investigate and confirm that the Cheating/Plagiarism/Academic Dishonesty occurred. If confirmed, the student’s parent(s)/guardian(s) and School Counselor will be contacted.
- The student will redo the assignment, project, paper, etc. properly; credit granted is up to the discretion of the teacher
- The student will be assigned an appropriate disciplinary action to be determined by the Assistant Principal/Dean of Students. This disciplinary action could consist of but is not limited to: Potential de-enrollment; out-of-school-suspension; in-school suspension; Saturday School detention time.
- The student will be assigned a failing grade for the class in which the incident occurred, earn no credit, and be removed from the class by his or her School Counselor.
- A meeting will be held with the student, their parent(s)/guardian(s), the student’s School Counselor and the Assistant Principal/Dean of Students regarding the incident.
- The student will be notified that any additional offenses would result in termination of their enrollment at STM.

Cheating/Plagiarism/Academic Dishonesty offenses **are accumulated over the duration of a student’s enrollment at STM.** (Thanks to the school districts of New Berlin and Greenfield for sharing their policies.)



## Attendance Policies

Class time is an essential part of the learning process, and consistent attendance is expected in every course. Students will be challenged to be involved in class activities that include lectures, discussions, various activities, and interactions with faculty and peers. Completion of class assignments alone in lieu of actual attendance is not acceptable. After any absence, students are responsible for contacting their teachers about the work they have missed.

### School Day

The first class of the day begins at 7:50 a.m. and the last class of the day ends at 3:00 p.m. **Students must be seated in their first period class by the time the bell rings.** Students are expected to report to all classes, Lunch & Study Time, and all in-school functions during the school day. Once a student arrives at school, he/she is not to leave school grounds before 3:00 p.m. without the explicit permission of a parent/guardian and notification of the General Office Manager.

Students who arrive to school before 7:35 a.m. on regular school days and 8:35 a.m. on late-start Wednesdays should be in the cafeteria or main corridor. All students should make arrangements to be picked up in a timely fashion.

Students who arrive to school after 7:50 a.m. should report directly to the General Office Manager to obtain an admit slip.

Attendance in school is mandatory for participation in any extra-curricular activity\* on a school day. Students must:

- arrive to school by the beginning of the second class period.
- not leave school for any part of the school day.
- not be unexcused from any part of the school day.

\*This includes all school sponsored events, such as practices, games, meetings, dances, etc.

\*Exceptions to this rule require expressed permission by the Assistant Principal/Dean of Students.

### Absence Procedures

Wisconsin Statute 118.15 establishes the ultimate responsibility for regular school attendance with each student's parent/guardian. STM's procedure is to expect each student's parent/guardian to be responsible for his/her child's attendance, **even if that child is 18 years old or older.** Students who have reached the age of 18 are required to follow all attendance policies and may not excuse themselves from all or part of the school day.

#### **When a student is absent from school a parent/guardian must:**

1. Call before 8:30 a.m. each day the student is absent (**414-481-8370, press 1**). Please provide the student's name, the reason for the absence, and a phone number at which you can be contacted.
2. In all cases of excused absences, a **hand-written note**, stating the reason for the absence, from a parent/guardian must be presented to the General Office Manager before the student returns to classes. **No absence will be excused without a written note, even when the parent/guardian contacted has previously reported the student absent by telephone.** Administrators are authorized to require satisfactory explanation from the parent or guardian for the absence of a pupil from all or part of the school day.

For an absence to be excused, parent(s)/guardian(s) and students must follow these two guidelines.

#### **Absences will be considered excused for the following reasons:**

- Illness of the student – A physician's note may be required if the student has exceeded semester or yearly limits. If a student is absent for more than three days due to illness, the school may require documentation from a physician. Should a student fail to comply with such a request, the school reserves the right to determine those days missed as unexcused, and all pertinent consequences may apply.
- Medical or dental appointments which cannot be otherwise scheduled. Student should present proof of appointment.
- Serious illness, death in the immediate family or death of person outside of the immediately family.
- School/college visits – maximum of two per school year.
- Court appointment.
- Planned absence (see planned absence policy below).
- Unique or special situations which may arise occasionally and for which an excuse has been secured beforehand from the Assistant Principal/Dean of Students.

### Truancy and Unexcused Absences

Students who are absent from school, for all or part of the day, for reasons other than those cited above are considered unexcused and therefore truant. A student who is absent without an acceptable excuse for part or all of five days on which school is held per semester, is considered habitually truant. In compliance with Wisconsin State Statute 118.15, a student may not be excused from school by a parent/guardian for more than ten days in a school year.

In the event of unexcused absences, teachers are not required to provide make-up material, including exams, quizzes, labs, etc. Work turned in late due to unexcused absences will not necessarily receive full credit.

A student who is truant for any part of the school day will be subject to the following penalties:

- First through Third Violation – The student will be assigned an hour of Saturday School for each class period missed, up to four hours per day. Parents will be notified by the Assistant Principal/Dean of Students.
- Fourth Violation – The above penalty will apply, and the student will immediately be placed on Attendance Probation.
- Fifth Violation – The above penalty will apply, and the student will be referred to the proper legal authorities for action under Wisconsin State Statute 118.15 and 118.16.
- Further violations may result in the student being dismissed from school.

### **Planned Absences**

Absences from school are disruptive to the teaching and learning process. Vacation taken during the school year is strongly discouraged and detrimental to the student's education. If students know in advance they will be absent for three or more days for any special reason (trip, etc.), they are to inform the General Office Manager ten school days in advance in order to receive a Planned Absence Form for their teachers and parent(s)/guardian(s) to sign. Once completed, the form should be returned to the General Office Manager. This permits students to make arrangements for work they will miss. Failure to follow the ten-day guideline may result in no credit being received for work, tests, or quizzes missed. As a courtesy, students must remind each subject teacher of the planned absence three school days prior to leaving.

\*Planned absences during final exams are very strongly discouraged and should only occur for unavoidable conflicts. The ability to make up semester exams due to a planned absence is at the discretion of the Dean of Academics and the Assistant Principal/Dean of Students.

### **Tardiness**

Promptness is essential to the efficient operation of the school community and an important quality of every individual. For these reasons, STM emphasizes the importance of being prompt. Students who arrive to school after the start of the first class period of the day are considered tardy. Students are considered tardy to class if they are not inside the classroom prior to the bell.

Students are responsible for planning well in advance to avoid being late. Oversleeping, car problems, or "it's my parent's fault," are not valid excuses. Developing promptness and responsibility are lifelong lessons that will serve our students well in the workplace as well as life in general.

An accumulation of unexcused tardies per quarter will result in the following consequences being assigned to students:

- First through Third Violations - No disciplinary consequence, parents will be notified with the third violation.
- Fourth through Seventh Violations - A 30-minute detention will be issued for each violation.
- Additional Violations - A 60-minute detention will be issued for each violation. Saturday School will be utilized for repeat offenders.

If a student's excessive tardiness to school is cause for frequently missing classes, consideration will be given to dropping the student from the course and/or giving the individual a failing grade for the semester.

Students who arrive late to school before the end of the first class period will be marked tardy. A student who is absent for less than four class periods will be considered absent for half of the school day. Students who are absent for four or more class periods will be marked absent for the full day. Students who arrive late to class with less than half of the minutes remaining will be considered absent for that class.

### **Early Release From School**

Permission for early dismissal must be obtained from the General Office Manager before the beginning of the school day. Requests for early dismissal must be accompanied by a handwritten note from the student's parent/guardian. Students are to take care of personal business (i.e., doctor appointments, drivers test, etc.) on non-school time. The school reserves the right to approve or disapprove of early dismissal requests. Appointments during the school day result in an absence being added to the student's attendance record. Students must sign out with the General Office Manager before leaving. If a student returns to school, he or she should sign in at the General Office and receive an admit slip before returning to class. Calls reported after the student has left the building (without permission to leave) may not be accepted and the absence considered unexcused. Failure to follow this procedure will result in the incident being reported to the Assistant Principal/Dean of Students.

### **Leaving the Building or Grounds**

Whenever students leave the buildings or grounds, they must receive permission from the General Office Manager, even in cases of emergency. Without proper permission, a student is never allowed to leave the building or grounds during the school day. If this procedure is not followed, the student will be issued a detention and/or Saturday School and be considered truant for any classes missed.

### **Illness During School**

In case of illness or any other emergency situation, a student is to report to the General Office. At no time is a student allowed to leave during the school day without first obtaining proper permission from the General Office and notification of parents/guardians.

### **Emergency Medical Transportation**

Non-St. Francis residents (those who reside outside of the city limits of St. Francis) who use St. Francis ambulance services will be required to pay for that service. STM will continue to call for this service when in the best interest of the injured/ill person immediate conveyance to a hospital is deemed necessary. The cost of this service is the responsibility of the student and his/her parents/guardians. STM is not responsible for any part of this cost. Parents/guardians will be contacted in case of a medical illness or emergency.

### **Attendance Probation**

The purpose of Attendance Probation is to make the student and the parent/guardian aware that the number of tardies and/or absences may have a detrimental effect on the student's grade(s). Probation expresses the concern of both the administration and the teachers.

Students will be placed on Attendance Probation when in the span of a quarter they have:

- accumulated 7 or more absences (excused and unexcused), or
- accumulated 7 or more tardies to school (excused and unexcused)

Generally, the probation period lasts through the next full quarter. Probation will be lifted when improvement as stipulated in the contract in attendance/tardiness is demonstrated.

### **Attendance Probation Procedures**

1. Parent(s)/guardian(s) will be contacted notifying them that their child has been placed on probation. If the parents/guardians desire, a conference will be arranged to discuss their child's attendance. Terms of the probation will be outlined and the probation forms will be signed after having been received.
2. An evaluation of the probation will be made by the Assistant Principal/Dean of Students at the end of the quarter using the student's attendance record and other information gathered from the faculty and staff.
3. An administrator may place a student on Attendance Probation anytime during the school year for shorter or longer periods of time.
4. Students on Attendance Probation become ineligible to participate in any extra-curricular activity for the duration of the probation period.

### **Termination of Enrollment**

If after a period spanning two consecutive quarters, a student's attendance has not improved in accordance with the contract, the student's enrollment may be terminated. Students not allowed to return due to failure to meet attendance standards are not considered to be expelled. Therefore, students who are asked to leave STM for attendance reasons are not given the opportunity to have an expulsion hearing. However, the school's administration is open to arranging a meeting with the student and/or parent(s)/guardian(s) to discuss the reasons for the termination of the student's enrollment. The final decision on a student's termination for attendance reasons is made by the Principal.

### **Termination of Enrollment for Chronic Probationary Status**

Students whose attendance warrants a third sanction of Attendance Probation during their high school career may have their enrollment terminated. Students not allowed to return due to failure to meet attendance standards are not considered to be expelled. Therefore, students who are asked to leave STM for attendance reasons are not given the opportunity to have an expulsion hearing. However, the school's administration is open to arranging a meeting with the student and/or parent(s)/guardian(s) to discuss the reasons for the termination of the student's enrollment. The final decision on a student's termination for attendance reasons is made by the Principal.

## Policies and Procedures

### Passes

1. Hall passes are granted at the discretion of the individual teacher. Students receiving hall passes to restrooms, lockers, etc. will be given a pass by their respective teacher. Students are responsible for returning the pass to that teacher.
2. If a student wants to check out of a study hall room to go to another part of the building (see a teacher, art room, music room, etc.), there needs to be communication between teachers either by a written pass or via e-mail. Failure to do so will result in student being marked tardy and/or truant in some cases.
3. Students leaving a classroom at any time must sign out with name and time prior to leaving the room.
4. Students arriving late to a class must have a pass from their previous teacher or General Office in order for the tardy to be excused.
5. Hall passes may be limited during the first and last week of each semester.
6. No passes are to be issued during Lunch/Study time. Students must report to and remain in their assigned classes during this time. Resource rooms and Club meetings are the only exceptions to this role.

### Dress Code

STM has adopted a dress code that is accepting of diversity, yet demonstrates modesty, professionalism and self-respect. This is an integral aspect of the preparation of your son/daughter for life in future professional, academic, and religious environments. Each school day we focus on academic and spiritual growth that requires greater attention to the dignity of the human person. Since Christian love and respect should be reflected in all that we say and do, faculty and students are expected to dress at all times in a manner that promotes self-respect, fosters a positive learning atmosphere, and endorses that which is appropriate for a Christian learning environment.

Please note: Extreme weather conditions and classroom temperatures will be taken into consideration as necessary.

### **Not Permitted**

- **Leggings, unless worn underneath appropriate skirts or dresses. No long t-shirts, sweaters, sweatshirts, etc. will be allowed to be worn with leggings as pants.**
- Any clothing or accessories that promote drugs, alcohol, tobacco, or any derogatory messages.
- Any clothing or accessories that support distractions or that may jeopardize safety.
- Shorts, skirts, and dresses that are deemed inappropriate by faculty or staff.
- Shirts, blouses, and tops **revealing any cleavage**. Violations will be at the discretion of staff and the Assistant Principal/Dean of Students.
- Pants worn below waistline.
- Visible underwear/undergarments.
- Torn, ripped, cut/modified, worn out, or dirty clothing regardless if there is fabric underneath the rip or tear.
- Shirts and blouses that are too small or too tight.
- Pants and shorts that are not of traditional fit (i.e. excessively baggy or excessively tight).
- Any type of sweat or fleece pants, yoga pants, athletic pants, wind pants with or without snaps down the sides, PJ pants, doctor/nurse's scrubs, or athletic style sports shorts. "Joggers" are only permitted if they are not made of sweatpant or athletic material.
- Tank tops without an appropriate shirt worn over the top.
- Skin showing at the midriff (crop tops).
- Hats, caps, head scarves, bandanas, stocking caps, and/or any other head gear **including hoods and headphones of any type**.
- Coats (Exceptions will be made by Administration for extremely cold days).
- Boxers, cut-off shorts, spandex shorts, and any type of beach wear.
- Slippers or no footwear.
- Visible tattoos or piercings that are distracting, inappropriate, or draw undue attention.

A student who violates one or more provisions of the dress code will be given an opportunity by the teacher to correct the dress code violation. If this is not possible or the student is not willing to comply, he/she will be sent to the office of the Assistant Principal/Dean of students, who will deem appropriate consequences for dress code violations. Depending on the situation, the student may:

- be required to put on a replacement t-shirt, change clothes at school, or contact a family member to have someone bring appropriate clothing to school. He/she will wait out of class until the appropriate clothing items arrive.
- receive a detention
  - first-third offense 30 minutes for each violation
  - fourth and beyond 60 minutes or Saturday Detention

The dress code is in effect as soon as students enter the building and remains in effect until their departure. Any exceptions to the dress code will be announced beforehand over the P.A. system and via STM student email. For the sake of order, when there are differences of opinion concerning dress, the judgment of faculty and/or administration will be respected. STM expects that parent(s)/guardian(s) will offer the first and best counsel to their son/daughter in the matter of dress.

### **Honor Dress Code**

On certain school days, the administration will announce “Honor Dress Code”, which means students will need to be dressed more formally than on typical school days. Business-causal is a good rule of thumb on Honor Dress Days. Examples include: Mass days, guests in the building, invited speakers, etc.

### **Visitors**

All visitors during the school day must enter the building from the North Entrance and report immediately to the General Office to identify themselves, sign in, and receive a visitor’s badge. This policy is for the safety and protection of all. Students are not allowed to open doors for visitors. Any student allowing a person into the building without authorization will be issued a Saturday School Detention. Continued or multiple violations of this policy will result in the student’s suspension from school.

Parents and guardians are welcome to visit the school, but arrangements should be made in advance with the appropriate faculty/staff member or administrator. Visitors should be considerate of a teacher’s time and classroom schedule. A visitor’s ability to enter the school is at the discretion of school administration. Persons on school premises or in the school without permission may be subject to legal action.

### **Shadow Visits**

Prospective students are welcome to visit STM during regular school days by shadowing another student. In such cases, the following procedures are followed:

- A parent/guardian must call the Director of Admissions to arrange for a visit. Student visitors must have a signed permission slip in order to shadow visit at STM.
- Students can request permission to have a visitor only if the student visitor is **truly** interested in transferring to STM. School visits are to be used as an admissions tool.
- On the morning of the visit, the student visitor’s first stop will be the General Office. The student visitor must present the signed permission slip/emergency contact information form. After this is done, a visitor’s permit will be issued. The STM Ambassador will meet the student visitor in the General Office and proceed to take his/her student visitor to daily classes.
- The Assistant Principal/Dean of Students has the final say in authorizing the visiting and/or shadowing by guests.

### **Administration of Medication to Students**

- School administrators and school personnel must receive medication training in accordance with DPI regulations. No medication will be administered by school personnel without the medical consent from the parent/guardian.
  - Written consent must be on file from the parent/legal guardian and addressed and returned to the General Office Manager.
  - The General Office Manager shall maintain an accurate medication file which includes all of these necessary forms on each student receiving medication.
- Prescription medication must be sent to the school in a pharmacy-labeled container with the student’s name, the name of prescriber, the name of prescription medication, the dose, the effective date, and the directions for administration. The prescription medication must be supplied by a parent or guardian.
- Nonprescription medication must be sent to school in the original manufacturer’s packaging with a list of active ingredients and recommended therapeutic dosage. The over-the-counter medication must be supplied by the parent or guardian. Nonprescription medication may only be administered in higher than the recommended dosage by written approval of the medical provider and parent or guardian.
- Medication will be taken by the child at the designated time administered by the individual who has been identified to do so.
- Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of trained school staff/ volunteers. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student’s physician, parent/legal guardian, principal, and homeroom teacher (refer to Form 5140.2c). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her emergency medication. The school is absolved from any responsibility in safeguarding the student’s emergency prescription medication. The parent must provide to the school a copy of a health care plan (refer to Form 5140.2d) for a student who requires an emergency prescription medication.
- Only limited quantities of any medicine are to be kept at school.
- All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

- The length of period for which the drug is to be administered, which is not to exceed the current school year, shall be contained in the written instructions from the prescribing physician, and further written instructions must be received from the physician if the drug is to be discontinued or the dosage time it is to be administered is changed from the original instructions.
- Documentation of every dose of medication and medication errors must occur. An accurate and confidential system of record keeping shall be established for each pupil receiving medication.
  - It is advisable to have in the General Office, a list of pupils needing medication during school hours, including the type of medication, the dose, the time to be given, and the date the medication is to be discontinued. This list should be updated periodically.
  - An individual record for each pupil receiving medication shall be kept, including the type of medication, the dose, and the time given, and the duration.
  - School personnel are asked to report any unusual behavior of pupils on medication.
- Drugs that may be administered in the school setting must be listed in the U.S. Pharmacopoeia and National Formulary or the official homeopathic pharmacopoeia. (Archdiocesan Policy 5140.2)

### Personal Belongings

Students should refrain from bringing unnecessary personal property which is valuable or may interrupt the learning environment to school, for example: jewelry, collectibles or items with sentimental or monetary value. If these items are brought to school, they must be stored in the student's locker throughout the time they are in school. Failure to do so may result in the confiscation of the item as well as further consequences. The use of personal technology equipment is only allowed during the school day if an individual teacher permits use within their classroom. These types of devices are never allowed in hallways during passing time.

### Messages for Students

Parent(s)/guardian(s) should make arrangements with their son/daughter **before school** for rides home, appointments, and other family matters. Class time should not be interrupted for these types of routine messages. However, emergencies and other important situations will receive prompt attention.

### Cell Phones and Other Electronic Communication Devices

During the school day, cell phones and other electronic communication devices may only be used in the General Office. These devices are to be kept **off the student's body** at all times and out of sight during the school day. Students must keep their cell phones concealed in a backpack or in their locker. At no time can students have their cell phone in hand, hanging out of/in pockets, or exposed in any fashion, this includes being connected to earbuds or headphones, which are strictly prohibited during school hours. Students may use their phone up until the first bell (7:50 am) in the hallway and again after the last bell (3:00 pm after announcements). Students who violate these rules will have the item confiscated and turned over to an administrator. Exceptions to this rule will only be made by teachers within their respective classroom. Students with designated health issues will be handled on a case by case basis by the Assistant Principal/Dean of Students.

The first violation of this policy will result in a 30-minute detention. Each additional violation will result in a 30-minute detention being issued and a \$20 fine. The student can substitute the \$20 fine by having his or her parent/guardian pick up the cell phone or other electronic communication device in person at the General Office. School administrators have the right to access any content of a cell phone confiscated from a student. (Archdiocesan Policy 5145.2.)

### Identification Cards

Students have a right to attend a school where all persons are known or will identify themselves. All students will have their picture taken at Freshman Orientation/Welcome Back Day for I.D. cards. Student I.D. cards are to be carried at all times and must be presented to any staff member, bus driver, police officer, or other proper official upon request. Student I.D. cards are used for school functions (dances, musicals, plays, etc.) and as a debit card for the school cafeteria. Students will pay \$5 for reissuance of an I.D. card.

### Lockers

School lockers, gym lockers, and desks are the property of the school, and at no time does the school relinquish its exclusive control of lockers and desks provided for the convenience of students. **For reasons of safety and the common good, periodic general inspections of lockers and desks and any items in the lockers and desks may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant** (Archdiocesan Policy 5145.2).

Students are not to share their lockers or combinations with other students and should ensure that their lockers are locked at all times. Students should not open another student's locker. Report any difficulty with your locker or its combination to the Assistant Principal/Dean of Students via the General Office. Students will be held responsible for any damage done to the locker and writing or marks on the inside or outside of the locker. Items of an inappropriate nature are not to be displayed on the inside or the outside of a locker. Items left in lockers at the end of the school year will be donated or discarded.

### **Gym Lockers**

A school issued combination lock will be checked out to each student for the semester in which they are enrolled in a Physical Education Course. The teacher will keep a record of students and lock serial numbers. All locks must be returned to the teacher by the end of the semester or the student will be assessed a fee of \$10 to replace the lock. All items kept in gym lockers must be locked up prior to the student leaving the locker room. STM is not responsible for lost or stolen items.

***Loss of valuables should be reported immediately to the Assistant Principal/Dean of Students. Students are cautioned against keeping items of value in their lockers. STM is not responsible for items that are lost or stolen.***

***Each physical education student is assigned a gym locker at the beginning of the school year. Students are required to purchase combination locks from STM, and these are the only locks allowed on the school's PE/Sports lockers. Students are prohibited from placing a lock on their regular locker. Violations will result in the lock being removed by maintenance and a detention being issued to the student.***

### **Student Parking**

Students may purchase a Parking Permit for the school year for \$75.00. One-day temporary parking passes may be purchased for \$2.00. Parking spaces are sold on a first-come, first-served basis. Parking permits will be granted only after the student has supplied all pertinent information about his/her vehicle on the registration form. Students should submit any changes to this information to the General Office Manager.

Registered vehicles will be issued a parking permit in the form of a hang-tag that must be displayed from the vehicle's rearview mirror. By purchasing a permit, students agree to have their car searched when deemed necessary by administration. Students are to park in the northeast section of the rear parking lot and are not allowed to park in unnumbered spots reserved for faculty and staff.

The following regulations apply to all students parking on school grounds:

- Parking hang-tags must be properly displayed at all times.
- The speed limit on school property is 10 M.P.H.
- Students are not to park in the visitor spaces at the north entrance or any other area not deemed for student parking without the permission of the Assistant Principal/Dean of Students.
- Parking is not permitted along the driveways as these are identified as fire lanes and must be kept free of vehicles.
- Student vehicles should be locked at all times.
- In the event that a student's car must be towed or a license plate/registration checked by the local police department, the student will be required to pay the cost of these services.
- All parking areas are off-limits to students during the school day unless permission has been granted by the General Office.

Warnings for violations of student parking regulations will not be given. Failure to abide by these regulations will result in the following consequences:

- 1<sup>st</sup> Violation: \$10 fine.
- 2<sup>nd</sup> Violation: \$15 fine.
- 3<sup>rd</sup> Violation: \$20 fine and parking privileges suspended for one month.
- 4<sup>th</sup> Violation: Loss of parking privileges for remainder of school year.

Failure to pay fines within five school days will result in the student's parking privileges being suspended.

Reasons for immediate loss of parking privileges include, but are not limited to:

- Speeding on school grounds and/or complaints from neighbors about speeding.
- Riding over playing fields, lawns, or through restricted areas.
- Repeated violations of school parking regulations.
- Criminal use of vehicle on school property.

STM is not responsible for any theft or damage done to any vehicle that a student brings to school. Also, faculty and staff have been advised, due to liability concerns, not to "jump start" stalled vehicles on school property or attempt to open cars with keys locked in them.

Student bicycles should be secured to the bike racks.

### **Fire Drill and Fire Equipment**

The fire alarm is sounded to signal the immediate evacuation of the building. Absolute silence is necessary during the fire drill exercise, and all movement by classes should be single file. Please follow instructions posted in the classrooms.

Vandalizing or setting off fire extinguishers or fire alarms for improper reasons is a violation of state law. Wisconsin State Statute 941.13 reads "Whoever intentionally does any of the following may be fined not more than \$500 or imprisoned not more than one year in county jail or both: interferes with, tampers with (pulls false alarm) or removes, without authorization, any fire extinguisher, fire hose or any other fire equipment." It is also a serious violation of school rules warranting expulsion because it severely endangers the safety of the student body if the equipment is needed for an emergency.

### **Severe Weather Policy**

The U.S. Weather Service is responsible for issuing tornado and severe weather alerts. They have asked all schools to establish a policy to deal with the matter. School authorities will be notified of the potential situation through radio and internet forecasts. The signal to move would follow notification through the Milwaukee County emergency siren system. In the event that this occurs, the students and staff will be informed over the P.A. to move to the designated areas of the school. All personnel and students should be familiar with the tornado safety procedures as posted in the classrooms.

### **Emergency School Closing**

If school must be closed or started late because of a snow emergency, severe weather, etc., every effort will be made to provide such announcements by 6:00 a.m. Please use the radio (WTMJ 620), the television (Channel 4), or the Internet ([www.todaystmj4.com](http://www.todaystmj4.com)) and ([www.tmore.org](http://www.tmore.org)) to find out if school is cancelled or starting late for that day; please do not call the regular school lines. If there is no announcement of school cancellation, it is to be assumed that school will operate as usual. *STM will make a decision independently of the Milwaukee Public Schools. Listen or watch for STM to be listed individually.* It is school policy that the cancellation of school means that all school activities such as practices, club meetings, etc. are cancelled for that day. Information regarding the cancellation of games that involve other school or other special activities will be put on the STM website when the information becomes available. It is always the parents'/guardians' decision to keep a student home in the event of dangerous road conditions locally even if school is not closed.

### **Elevator**

The use of the elevator is prohibited without permission. A student who wishes to be issued an elevator key must request one from the General Office Manager and return it at the end of the day or when it is no longer needed. Students who need an elevator key for a longer period of time should provide a written explanation from a doctor or physician. Unauthorized use of the elevator will result in the issuance of Saturday school. **Keys not returned to the General Office Manager are subject to a \$50 fee.**

### **School Reputation**

Positive concepts of discipline are built on a belief in the dignity of each person. A central goal of the school is to help students develop self-discipline. Self-direction, rather than external control, is the ultimate aim of true discipline. A climate of mutual understanding, respect, and trust based upon faith in the worth and dignity of each individual does much to promote self-discipline. Students attending a Catholic school are representatives to the civic community of the school they attend and the Archdiocese that sponsors the school. Any behavior on the part of the student, in or out of school, which causes negative or adverse publicity for the school, may be a cause for disciplinary sanctions including, but not limited to, suspension and expulsion.

### **Immunization Requirements**

According to the State of Wisconsin Immunization Law SS252.04 and 120.12 (16) each student must present evidence of immunizations against certain diseases. These requirements can be waived if a properly signed health, religious, or personal conviction waiver is filed with the school. Each student must have an immunization record that contains at a minimum of:

- 4 doses of Diphtheria, Tetanus and Pertussis (DPT)
- 4 doses of Polio (OPV or IPV)
- 3 doses of Hepatitis B
- 2 doses of Measles, Mumps and Rubella (MMR) given after their first birthday
- 2 doses of the Varicella Vaccine OR the MONTH and YEAR they had chickenpox
- 1 dose of Tetanus, Diphtheria and Acellular Pertussis (Tdap)



**Work Permits – State of Wisconsin**

St. Thomas More High School is authorized to issue work permits to STM students. Effective June 23, 2017, 16- and 17-year-old minors do NOT have to obtain a work permit prior to beginning work. In order to obtain a work permit, students at least 14-years old and under the age of 16 should bring the following information to the General Office Manager (Work Permit Officer) in the STM General Office:

- 1) Birth or baptismal certificate, driver's license, or Wisconsin ID Card.
- 2) Letter of Intent to Hire from the employer.
- 3) Note from parent or guardian granting written permission to work.
- 4) \$10 (to be reimbursed by employer).
- 5) Social Security card.

If you have any further questions, please contact the General Office Manager.

# Student Behavior Guidelines and Disciplinary Procedures

## **Positive Behavior**

Students are expected to be polite, respectful and truthful. They are expected to be people with values and standards. Each is to treat others with human dignity and adhere to the principles of the school.

Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in the school and to protect school property and the health, safety, and welfare of students and staff. Students have the responsibility to refrain from conduct that does not respect the rights, dignity, and safety of all individuals. They are also expected to express their thoughts and feelings in a manner that does not offend, slander, or ridicule others. Special school activities (Pep Rallies, Assemblies, Masses, etc.) also warrant respectful and responsible behavior. Appropriate cheering and applauding, proper participation, and respect for the physical safety of others is essential.

## **Negative Behavior**

Inappropriate behavior, both physical and verbal, will not be permitted on school property or at school sponsored functions. Such behavior includes, but is not limited to: verbal abuse, battery/fighting or similar behavior, possession and/or intent to use any article as a weapon to threaten or injure others, and possession or use of potentially dangerous, illegal or disruptive articles or missiles such as fireworks in any form, smoke bombs, stink bombs and squirt guns. All weapons, pepper spray, and other items that could cause injury to students or staff will be confiscated and reported to local authorities. Unlawful student assemblage, group acts of violence, disruption, vandalism, actions by students to interfere materially or substantially with the operations of the school, or interference with the functioning of school personnel or any student or group of students is prohibited. Violators may be subject to suspension and/or expulsion.

Inappropriate displays of affection, both physical and verbal, are not condoned.

## **Cafeteria Policy**

The cafeteria is a place for students to enjoy good food and friendly conversation. Students are expected to behave in a way that promotes respect for one another and for their school. Theft from the cafeteria will result in serious consequences for the offending student. Cafeteria workers and faculty supervisors will expect mature and appropriate behavior/conduct from students.

Consequences for theft are as follows:

- First offense:       Parents will be called  
                              Reimbursement for all items  
                              One day in school suspension  
                              5 hours community service
  
- Second offense:     Parents will be called  
                              SFPD/MPD will be called  
                              SFPD/MPD Fine  
                              Two day in school suspension  
                              10 hours of community service
  
- Third offense:       Parents will be called  
                              SFPD/MPD will be called  
                              SFPD/MPD Fine  
                              Expulsion proceedings

STM is a closed campus. Students are not permitted to leave the school building for lunch or order out for lunch. During the lunch period, students are to remain in the cafeteria until the lunch period is over. Consumption of food and drink at all times of the school day is limited to the cafeteria. Food taken out of the cafeteria must not be opened or it will be confiscated. Detention time may be given for violation of this expectation.

## **Hallway Traffic**

Students in the hallways during class or study periods are to have a hall pass. It is especially important during the lunch periods that students remember that other classes are in session; they are not allowed to go to their lockers during their assigned lunch hour. When in the hallways, students are to use appropriate decorum at all times. They are not to run, shout, throw items, etc. in the halls.

### Lunch & Study Expectations

All students will be scheduled a Lunch/Study slot opposite their lunch period. This Lunch/Study is an important part of our daily schedule. It provides our students with an additional pocket of time to complete assigned work. It is also a time that can be utilized as a resource period for students to get help from other teachers in resource rooms. The Assistant Principal/Dean of Students will determine with resource rooms will be available during this time.

- Students will report to their assigned Lunch & Study every day for attendance. Teachers will ensure that only assigned students are in their Lunch/Study and only allow students to leave if they have a pass or verify that they have previously arranged to go to a different area of the school.
- This time is to be used for students to participate in productive learning collaboration while respecting others around them.
- Students are not allowed to sleep, play games on laptops or use any non-STM issued electronic device.
- This time will periodically be used for the verification of service hours and servant leadership activities.

### Study Hall Expectations

- Students will report on time, with appropriate schoolwork or reading material.
- Students will take a seat immediately and remain in their seats. Moderators are encouraged to assign seats.
- Students will keep talking to a minimum. All students will be doing school work or reading. Students may work together with voices no louder than a whisper and at the discretion of the study hall moderators.
- Students are not allowed to sleep, use electronic devices, or play games on laptops.

### Behavior at Dances/Guidelines

STM sponsors dances in order to enhance the social development of students, foster wholesome friendships, provide healthy entertainment in a secure environment and, at times, to raise funds for student activities. Students are always welcome to attend the dance without a date.

#### **General Dance Guidelines**

- Generally, dances are held from 7:30 p.m. - 10:30 p.m. Doors close 30 minutes after the start of the dance and reopen 30 minutes before the end. While the doors are closed students may not leave the dance without parental permission and will not be readmitted after leaving.
- Students may not enter areas of the school building considered off-limits during the dance nor use any entrances that are not for student use during the dance. Gym bleachers are off-limits to dance attendees.
- Unless otherwise noted, dances are closed to non-STM Students except for Homecoming, the Winter Formal, and Prom.
- Guests must have on file a current "Dance Guest Request Form" in order to attend a dance.
- Guests must be no more than one year removed from high school and not over 20 years old.
- High school picture I.D. required.
- STM and its property are Smoke/Tobacco/Drug-Free.
- No student is asked to leave the dance without prior awareness of, or contact with, parent(s)/guardian(s). He/she is kept at school until a parent(s)/guardian(s) arrives or they verbally approve release of the student from the dance. If neither of these occurs, the student is kept at school until the end of the dance.

The following guidelines have been established for appropriate dancing, clothing, and behavior at dances:

**Inappropriate dancing** – Student dancing should be free of movement/dancing that is dangerous or sexually suggestive in nature. If a student or guest is stopped for inappropriate dancing, his or her I.D. will be taken by a chaperone as a first and final warning. If the student or guest is stopped again, he or she will be asked to leave the dance using the procedure explained above.

**Inappropriate clothing** – Students are expected to dress appropriately. Clothing considered overly revealing, offensive, dangerous, or contrary to our Christian principles will have to be remedied. If the problem cannot be remedied, he or she will be asked to leave the dance using the procedure explained above.

**Inappropriate behavior** – Vulgar language, pushing/shoving, and other acts of inappropriate behavior are not permitted at STM dances. Students and/or guests who violate this guideline will be asked to leave the dance using the procedure explained above.

**Suspected use of drugs, alcohol, or possession of a weapon** – Students and guests are to refrain from possessing or using alcohol, tobacco, drugs, and weapons anywhere on the premises, including vehicles on school property. If a chaperone or dance supervisor suspects or knows that a student or guest has violated this guideline, police or other emergency officials will be called and parent(s)/guardian(s) will be notified. STM reserves the right to require students to be tested by a breathalyzer. This may occur as students enter the dance or at any other time. Refusal to submit to the breathalyzer test is cause for removal from the dance, school suspension and a potential expulsion hearing.

Students who violate dance guidelines will be reported to the Assistant Principal/Dean of Students for review and possible sanctions. Guest behavior will be reported to his or her school for review and possible sanctions.

### **Behavior at Off-Campus School Functions and Fan Conduct Code**

Students are reminded that at all off-campus school functions they are representatives of the school, and the school will be judged by their conduct and appearance. The same norms and guidelines that apply at functions on campus apply as well for those away from school. Good sportsmanship is especially important at all athletic events. It is the belief of the member schools of the Metro Classic Conference that athletic competition should be a positive educational experience for the fans as well as for the athletes. As a Catholic high school, STM believes that certain behaviors are inconsistent with a positive, Christian educational experience.

The following are *WIAA Guidelines for Students Attending Athletic Contests*:

- No smoking, liquor, or controlled substance - A person that has been drinking before the games will be denied attendance.
- Throwing anything on the floor will lead to expulsion from the game.
- Interrupting the game by running on the floor will lead to removal from the game.
- Cheerleaders should work together so that both cheerleader groups are not on the floor at the same time. Derogatory cheers are forbidden.
- Noisemakers are forbidden (examples: bells, horns, whistles, kazoos).
- Damage to school and stadium property can lead to disciplinary action by the school plus payment for all damages.
- Fighting or any form of harassment before, during, and after games is forbidden.
- Groups that come to a game for the purpose of initiation into some school club or group can be denied admission.
- All cheering should be of a positive nature.
- Host school rules are in effect, as well as STM rules.
- Stealing uniforms, balls, or other school equipment will lead to disciplinary action by the school.
- Any physical signs of a derogatory nature are forbidden.
- No signs are to be posted or carried. Bare chests are prohibited.

Penalties for misconduct or violations of the above may result in suspension from participation in activities or suspension from school. The meet manager, Athletic Director, and/or administrators have the authority to remove anyone (students/adults) who is demonstrating negativism (obscenity, belittling the officials, players, pushing people in the stands, etc.).

### **Smoking/Tobacco Use**

STM buildings and property are considered smoking and tobacco-free. The possession and use of tobacco products by any person is prohibited. Possession of matches and lighters by students is prohibited on school grounds.

Students found to be using, possessing, or distributing tobacco or tobacco paraphernalia in any form or contributing to such actions in the school buildings, on school grounds, buses, or in a vehicle on school grounds are in violation of this rule and are subject to the following consequences:

- Parent(s)/guardian(s) will be notified of each offense.
- First offense: Saturday School
- Second offense: Suspension.
- Third offense: Suspension and expulsion hearing.

### **Alcohol, Illegal Substances, and Non-Prescribed Drugs**

Students have the right not to be subjected to the influences or related problems associated with the issues of alcohol, non-prescribed drugs, chemicals, or other illegal substances.

Students have the responsibility of abstaining from the use or possession of alcohol, non-prescribed drugs, chemicals, or other illegal substances. Additionally, students have the responsibility of adhering to Wisconsin Statutes relating to alcohol, non-prescribed drugs, chemicals, or other illegal substances. The use, possession, sale or furnishing of alcohol, non-prescribed drugs, chemicals, or illegal substances anywhere on the school property by a student at any time is prohibited. Consequences for violations of this policy include, but are not limited to: notification of parent(s)/guardian(s), Saturday School detention, suspension (in or out-of-school), expulsion, and notification of the incident to the police department, referral to counseling, and potential randomized drug testing.

No student may appear at any school sponsored function under the influence or possession of alcohol, non-prescribed drugs, chemicals, or illegal substances. (Wisconsin Statutes 125.09, 961.495)

Use and/or possession of medication must have parental consent. Notification of use and/or possession of medication must be furnished to the General Office.

### **Weapons, "Look Alike" Weapons, and Other Potentially Harmful Items**

The possession, sale, or use of weapons, "look alike" weapons, and any other object deemed potentially harmful to others is prohibited on STM property and at off-site events or functions sponsored by STM. Where appropriate, violations of the policy will be reported to the proper authorities, including the police, and may result in the student receiving disciplinary sanctions including, but not limited to, suspension and expulsion.

### School Property

It is of the utmost importance that all members of the STM School Community have a sense of pride in their school. Care should be taken in the use of buildings and equipment. This includes putting all trash into proper containers. Students have the responsibility to protect school property assigned for their use. Students have the responsibility for reporting damage of school property to the Assistant Principal/Dean of Students.

Desks, lockers, and equipment loaned to students remain school property while in possession of the student. Such property is provided for the convenience of the students and shall be used only for authorized purposes. They may be opened and inspected by school authorities at any time.

Vandalism to school property will not be tolerated. Any damage to the school building or its contents and equipment, even through recklessness or carelessness, will result in fines sufficient to cover the cost of replacement, including labor, and make the student liable for disciplinary action. Such disciplinary action may include service work, detention, suspension, and/or expulsion.

### Theft

Theft is the unauthorized taking of the property of another person or of the school. Theft is a contradiction to the philosophy of STM and to a Christian community. Consequences for theft include, but are not limited to: notification of parent(s)/guardian(s), suspension, expulsion, and notification of the incident to the police department.

**Students have the responsibility to secure belongings to avoid theft and to respect the property of others as well as property of the school. STM and its personnel are not responsible for lost or stolen items, but will do their best to recover stolen items. Incidents of lost or stolen property should be reported to the Assistant Principal/Dean of Students.**

### Keys

Unauthorized possession, use, selling, or copying of school keys by students may result in notification of parent(s)/guardian(s), Saturday School detention, suspension (in or out-of-school), expulsion, and notification of the incident to the police department. Students violating this rule may be held liable for expenses related to rekeying of locks and/or theft or damage of property due to student actions.

### Gambling

All forms of gambling are banned for any person on the school premises (Wisconsin Statutes 945.01; Wisconsin Statutes 945.02). Students are not to use playing cards on campus unless given expressed permission to do so. Consequences include, but are not limited to: confiscation of betting devices/money, notification of parents/parental conference, detention, suspension, and expulsion.

### Gangs

Gang-related activity is contrary to the educational environment and Christian principles of STM. Therefore, any behavior, clothing, jewelry, graffiti, or any other attribute that indicates or implies gang membership or affiliation will not be tolerated and is strictly prohibited. Students who demonstrate or promote such activity will be referred immediately to the Assistant Principal/Dean of Students. Based on severity of action/situation, students who violate this policy will receive one or more of the following: parental notification; detention; in-school or out-of-school suspension; or recommendation for expulsion; police involvement.

### Harassment/Bullying/Cyber Bullying

Students will be held responsible for acts of harassment, bullying and cyber bullying that occur in or out of school. This includes, but is not limited to: soliciting, being in possession of, archiving, or sharing inappropriate files of any type.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following (Archdiocesan Policy 5131.1):

- Threatening behavior.
- Racial insults.
- Derogatory ethnic slurs.
- Unwelcome sexual advances or touching.
- Sexual comments, jokes, or gestures.
- Physical or mental abuse.

According to Wisconsin Statute 111.32(13), "Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome physical contact of a sexual nature or unwelcome verbal or physical conduct of a sexual nature. "Sexual harassment" includes conduct directed by a person at another person of the same or opposite gender. "Unwelcome verbal or physical conduct of a sexual nature" includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments of a sexual nature; the deliberate, repeated display of offensive sexually graphic materials which is not necessary for

business purposes; or deliberate verbal or physical conduct of a sexual nature, whether or not repeated, that is sufficiently severe to interfere substantially with an employee's work performance or to create an intimidating, hostile or offensive work environment.”

Bullying and Cyber bullying are not tolerated at STM. Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student that has the effect of:

- Physically, emotionally, or mentally harming another student.
- Damaging, extorting or taking a student's personal property.
- Placing a student in reasonable fear of physical, emotional or mental harm.
- Placing a student in reasonable fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:

- Physically, emotionally or mentally harming a student or staff member.
- Placing a student or staff member in reasonable fear of physical, emotional or mental harm.
- Placing a student or staff member in reasonable fear of damage to or loss of personal property.
- Creating an intimidating or hostile environment that substantially interferes with a student's or staff member's safety and comfort or a student's educational opportunities.

Students at STM, are required to follow student handbook guidelines, even though an event may happen off school property and/or outside of school hours. Attending STM is a privilege. Students are held in the highest regard and are seen as role models in the community and have the responsibility to portray themselves, their families, and the school in a positive manner at all times. Social network sites such as Facebook, Twitter, Snapchat, Instagram and other digital platforms and distribution mechanisms facilitate students' communication. Participation in such networks has positive appeal, but can be extremely detrimental to a student's future if not used in the appropriate fashion. It is important that all students fully understand the consequences of the misuse of social media. All students are to exercise extreme caution if they choose to use social media.

Students are not restricted from using any on-line social network sites and digital platforms. However, students must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, State of Wisconsin, STM, Archdiocese of Milwaukee, WIAA, and NCAA laws/regulations. Students must be aware of the STM Parent/Student Handbook regulations. Ignorance of these regulations does not excuse students from obeying these rules.

All and anything posted online is public record. Users should always be sensitive to how others might perceive their profiles. Limited access to a student's site does not protect his/her information. Once a photo or comment is posted on a social networking site, that photo or comments becomes the property of the site and may be searchable even after it has been removed. Students must refrain from posting any inappropriate pictures or comments. Many college admissions officers or potential employers regulate and check these sites to measure a person's character and discretion. Students must consider how this may jeopardize their athletic or academic future.

*All students must follow the seven rules listed below. The listed consequences below have been put in place by the STM administration and athletic department. Students are forbidden to do any of the following while on social media sites:*

1. Post derogatory language or remarks about other students, student-athletes, teachers, coaches, alumni, administrators or representatives of STM and/or other schools.
2. Make defaming or demeaning statements about or threats to anyone.
3. Post incriminating photos or statements depicting violence, bullying, racism, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, insinuating or encouraging the use of controlled substances, or any other inappropriate behaviors.
4. Create a danger to the safety of another person or make a credible threat of physical or emotional injury to another person.
5. Indicate knowledge of an unreported felony theft or felony criminal damage to property.
6. Indicate knowledge of an unreported school or team violation—whether the violation was unintentional or intentional.
7. Engage in any actions that depict inappropriate, embarrassing or dangerous behaviors contrary to Christian/Catholic beliefs.

STM students must be very careful when using online social networking sites and keep in mind that sanctions may be imposed if these sites are used improperly or depict any of the aforementioned situations. Those sanctions can include, but are not limited to public or private reprimand, suspension from practice or competition, dismissal from the program, and loss of financial aid, if applicable. Any found in violation will face the penalties found in the Parent/Student Handbook titled Student Behavior Guidelines and Disciplinary Procedures, subcategory Harassment/Bullying/Cyber Bullying.

**NOTE:** Any person wishing to report a potential violation of this code should contact the Assistant Principal/Dean of Students or Athletic Director, giving their name and all pertinent information regarding the alleged violation. They need to be prepared to put the information in writing and provide a screen shot of the incident if requested to do so. STM reserves the right to amend this policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

STM reserves the right to amend this policy in our judgment to address issues that may arise and changes in our operations or the law.

#### **Procedure for Reporting and Obtaining Relief from Harassment**

The following steps should be taken when dealing with an incident that involves harassment or any form of bullying:

1. The harassment or bullying should be reported to a faculty/staff member or an administrator as soon as possible.
2. Those involved in the act of harassment or bullying will be interviewed by the Assistant Principal/Dean of Students.
3. Parent(s)/Guardian(s) will be advised of the incident.
4. Appropriate consequences will be issued to the offending individual(s).

Acts of harassment, bullying and cyber bullying will result in the student receiving disciplinary sanctions including, but not limited to, suspension and expulsion, and where appropriate, these actions will be reported to the proper authorities, including the police.

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes.

**No retaliation against a student or adult for reporting harassment will be tolerated and will result in immediate termination of enrollment.**

#### **Obscenity**

A student who imports, prints, advertises, sells, has in her/his possession for sale, or publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or video, or who has in her/his possession with intent to transfer to a person under 18 years of age any of the above materials, or whoever makes any lewd, obscene or indecent drawings or writings in school is guilty of a felony by Wisconsin State statutes (s.944.21 and s.944.23). Students in violation of this law are subject to suspension and/or expulsion and referral to the proper authorities.

Any student who solicits, imports, maintains, archives, collects or shares inappropriate files including images and/or videos of any person under the age of 18 years of age will result in an immediate expulsion hearing and will be immediately reported to the police.

#### **Fighting/Battery**

Fighting and the unlawful beating or use of force on a person without his/her consent is prohibited and a violation of Wisconsin Statute 940.19. Any threatening or violent behavior (verbal or physical) such as fighting, hitting, pushing, and other intimidating actions will be considered serious breach of conduct, sanctioned accordingly by the school and may be referred to legal authorities. Such unchristian action may result in suspension and/or expulsion. Students have the right to attend school and related activities without being exposed to physical or verbal abuse.

#### **Disciplinary Sanctions**

##### **Dismissal from Class**

Dismissal from class is considered a serious matter. A student who is dismissed from class is to report IMMEDIATELY to the General Office. The student's time of arrival will be noted and the incident will be referred to the Assistant Principal/Dean of Students.

##### **Detentions**

Students who disturb the learning atmosphere of the school or violate school regulations will be subject to detentions. Students must learn responsibility for their actions, and detentions are one way of reminding them of this responsibility. Therefore, detentions take precedence over athletic events, jobs, appointments, and any other non-emergency commitment the student may already have scheduled. A student who misses an assigned detention could be required to serve it during Saturday School. Most detentions fall into two categories:

### **Teacher Detentions**

A teacher may issue a detention to a student after school to correct a student's unacceptable behavior. Any student who is told by a teacher to report after school, but for any reason cannot report, must first clear the matter with the teacher. Any student who takes it upon him/herself not to show for a teacher's detention may be referred to the Assistant Principal/Dean of Students and be subject to more serious consequences.

### **Administrative Detentions**

Administrative detentions are issued in increments of 30 minutes depending on the nature of the violation. Students are expected to serve a detention within one school week of it being issued. A student who fails to serve the detention within this time period will have the time doubled. The student will then have one school week to serve the doubled detention time. If a student fails to serve the detention time within this time frame, the student will be assigned to Saturday School. If after numerous Administrative Detentions behavior problems persist, a student may be placed on Disciplinary Probation.

### **Saturday Detention**

Saturday School operates on scheduled Saturday mornings during the school year, usually beginning at 8:00 a.m. and lasting until noon, unless otherwise communicated to students and parents. Students who are assigned to Saturday School will be fined \$10 per assigned hour. Students who fail to arrive to Saturday School by 8:15 and without the full amount of the fine will not be admitted (unless financial arrangements were made with Assistant Principal/Dean of Students). Students are usually assigned manual tasks and jobs around the school building and grounds. In some cases, students will be allowed to do school work and will be directed to bring homework, reading materials, etc. to keep them occupied. This will be at the discretion of the Assistant Principal/Dean of Students. If permitted to do school work, students are not allowed to talk, sleep, eat, drink beverages other than water, or use any electronic device during Saturday School. Laptops will be monitored by the supervisor for appropriate use.

Students who are dismissed from Saturday School for violating the above regulations or other disciplinary matters will have their time doubled and reassigned for the following Saturday. Students who fail to report to an assigned Saturday School session will receive a one-day in-school suspension as well as be required to make up the owed Saturday School detention time the following Saturday. Further non-compliance may result in dismissal from STM.

### **Disciplinary Probation**

Students may be placed on Disciplinary Probation for repeated or serious violation of school policy, including undesirable conduct in class. Conduct marks for all classes, including study hall, are reviewed at the end of the quarter. Low conduct marks for study hall will be reported to the Assistant Principal/Dean of Students but may not appear on a student's report card. Any student who receives three or more conduct marks of 4, or one 5, will be placed on Disciplinary Probation. Generally, the probation period lasts through the next full quarter. Probation will be lifted when acceptable improvement in student conduct, as determined by the Assistant Principal/Dean of students, is demonstrated.

### **Probation Procedures**

1. Parent(s)/guardian(s) will be contacted notifying them that their child has been placed on probation. If the parents/guardians desire, a conference will be arranged to discuss their child's conduct. Terms of the probation will be outlined, and the probation forms will be signed after having been received.
2. An evaluation of the probation will be made by the Assistant Principal/Dean of Students using the student's report card and other information gathered from the faculty and staff.\*
3. An administrator may place a student on Disciplinary Probation anytime during the year for shorter or longer periods of time.
4. Students on Disciplinary Probation become ineligible to participate in any extra-curricular activity for the duration of the probation period.

\*At the end of that grading period, the student's behavior is reviewed to determine whether he/she should remain on probation for the next quarter or semester, be removed from probation, or be asked to leave the school permanently. A student who is on Disciplinary Probation for a grading period, but who receives no conduct marks of 4 or 5 will be removed from Disciplinary Probation providing no behavior concerns are expressed by teachers/staff and/or administrators. Students on Disciplinary Probation are not eligible for the Honor Roll or any scholarship from the school and are accountable for any other consequences of probation.

### **Termination of Enrollment**

If after a period spanning two consecutive quarters a student's behavior and conduct has not improved per the behavior contract, the student's enrollment may be terminated. Students whose enrollment is up for termination for this reason will have the right to an expulsion hearing. The final decision on a student's termination is made by the Principal.



### **Termination of Enrollment for Chronic Probationary Status**

A student whose behavior and conduct warrants a third sanction of Disciplinary Probation during his/her high school career may have his/her enrollment terminated. Students whose enrollment is up for termination for this reason will have the right to an expulsion hearing. The final decision on a student's termination is made by the Principal.

### **Probation**

All students are on probation during the first two semesters of their attendance at STM. Violation of school rules and policies or poor academic achievement may result in an extension of the probation period or removal from STM.

### **Suspension**

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student will be advised of the reason for the proposed suspension. The parent or guardian of a suspended student is given prompt notice of the suspension and the reasons for the action.
3. In-school suspension can be directed for varying lengths of time, but shall not exceed five days. In-school suspension conditions are to be determined by the Assistant Principal/Dean of Students.
4. Out-of-school suspension is considered a rarity. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notices shall not allow more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. Out-of-school suspension may be given by the Assistant Principal/Dean of Students immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

### **Appeal of a Suspension**

If a student or their parent(s)/guardian(s) wish to appeal a suspension, they must do so in writing within five business days. The appeal must be directed to the Principal whose decision in the matter is final.

**Please note:** A student exhibiting a disrespectful or inappropriate behavior and/or attitude toward a school administrator during an appeal meeting or expulsion hearing will not be tolerated. Should this occur, the meeting will be immediately concluded and the appeal will be denied.

### **Expulsion**

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

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

Students asked not to return the following year for behavior reasons are considered to be expelled. Students not allowed to return due to failure to meet required academic and attendance standards are not considered to be expelled. These academic and attendance requirements are well-articulated in the Parent/Student Handbook.

### **Expulsion Procedures**

1. Expulsion can take place only after an expulsion hearing has been held. Parents/legal guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents and school if an expedited hearing date is advisable. Additional information will be provided at this time regarding Archdiocesan expulsion procedures.
2. The Disciplinary Hearing Committee is composed of 3-5 faculty members representing various departments. The student will be afforded the opportunity to select one of the committee members.
3. The hearing committee makes a recommendation to the Principal. The recommendation will be to:
  - Expel.
  - Suggest other disciplinary actions in lieu of expulsion.
  - Exonerate the student of any wrong doing.
4. Before the hearing is held, the parents and student are informed that the student may be voluntarily withdrawn up until the time that the final disciplinary action that is approved takes effect.
5. An expulsion hearing is not a legal proceeding; therefore, neither party may have an attorney present during the hearing.
6. If the decision to expel the student is made, parents are notified in writing of the action. The right to appeal is made known to the parents.

**STM reserves the right to expel, without the benefit of a hearing, any student who enrolls at STM after being expelled from another school. Expulsion is at the discretion of the Principal following a review held with the student's School Counselor, the Assistant Principal/Dean of Students, and a faculty member. The expulsion will occur on the first day of classes, or on the first day after STM learns of a prior expulsion.**

**Appeal of an Expulsion**

The student or his/her parent or guardian may, within five school days following announcement of the expulsion, appeal to the Superintendent of Catholic Schools for the Archdiocese of Milwaukee in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the school with a recommendation about at which step of the procedure needs to be further processed.

**STM reserves the right to terminate a student's enrollment at any time, for any action or behavior on or off school premises which occurs at any point throughout the calendar year, including vacations, that is considered to be unethical, contrary to acceptable Christian/moral standards of behavior, or detrimental to the reputation of the school community. This action on the part of the school is at the discretion of the administration and supersedes any other disciplinary procedure or action outlined in the Parent/Student Handbook.**

## General Information

### Announcements

Announcements are to be submitted to the General Office Manager and are read over the P.A. at the beginning of the 4<sup>th</sup> Period and again at the beginning of the 7<sup>th</sup> period (end of the day). Announcements for the daily bulletin should be submitted to the General Office Manager by 8:00 a.m. for the morning announcements and 1:00 p.m. for afternoon announcements. Announcements will be reviewed by the General Office Manager and/or the Assistant Principal/Dean of Students for approval. So as not to disrupt classroom instruction, all other public address announcements within the school day are limited, unless of an emergency nature. PA announcements are made at the final discretion of administration.

### PowerSchool

PowerSchool is an easy way for parents to keep an up-to-date account of the progress of their child/children in their classes. Parent(s)/guardian(s) can check grades, receive e-mail alerts about new grades, school or class information, notes from teachers, homework not turned in, and other pertinent information. **PowerSchool will be updated at least every two weeks throughout the school year. Questions regarding course grades should be directed to the teacher.**

### Schoology

All students will have an account created for them on Schoology (STM's Learning Management System). If weekly online updates are not provided, please contact the School's administration, and provide the course and the teacher's name.

### Business Office

The Business Office is open Monday through Friday, 8:00 a.m. - 4:00 p.m. year-round, or by appointment. Messages for the Director of Finance can be left at 414-481-8370 x103.

### Volunteer Information

For information regarding volunteer opportunities, please contact the Volunteer Coordinator at 414-481-8370 x108.

### Tuition Policy

A deposit, which is part of the tuition, is non-refundable and must be paid at the time of registration when the course selection sheet is submitted. Parents will be notified of the amount each year. The tuition balance must be paid by July 31 unless you choose to sign up for a monthly payment plan that is formally established and offered by the school. Additional tuition policies are as follows:

- If tuition payments or promissory note payments are delinquent, STM may refuse to release transcripts and/or report cards, and the student may jeopardize future enrollment at the school and impact eligibility to receive financial aid. Promissory note terms comply with Wisconsin laws.
- If a student withdraws during the course of the school year, the amount of tuition owed is pro-rated to the end of the semester in which the student withdraws.
- Delinquent accounts may be turned over to a collection company and eventually an attorney for collection through the legal process. Late fees and collection fees will be assessed.
- A fee of \$25 is charged for all checks that are returned for non-sufficient funds.

**Important!** Accounts must be in good standing for students to participate in foreign travel. Delinquency in account balance may also result in ineligibility to participate in extra-curricular activities and/or events.

### Tuition Assistance

Application forms and information are available in the Admissions Office for various aids. These include the Archdiocesan Scholarship Program, Catholic Financial Life Foundation, STM Scholarships, the Student Work Program, and other sources. For a complete list, contact the Admissions Office.

### General Office

The General Office is open during regular school days from 7:15 a.m. - 3:30 p.m. Summer office hours are Monday through Thursday, 8:00 a.m. - 3:00 p.m. (unless noted otherwise). During the summer, the General Office is closed on Fridays.

### Lost and Found

Found articles should be submitted promptly to the General Office Manager, and students looking for lost items should check there. Unclaimed items are donated or discarded at various times in the school year.

### Foreign Travel/Mission Trip Programs

Travel abroad is a formative experience for high school students. At STM these experiences are valued and multiple opportunities for foreign travel are offered to our students over the course of their four years of high school. Various academic departments may

sponsor special international trips for students and specific information regarding travel abroad is communicated to families as opportunities become available. Trips are consistently offered to Italy with the Theology department and to a Spanish-speaking country or France through the World Languages department.

STM also offers an exchange program with Colegio San Juan El Precursor, a private Catholic high school located just outside Buenos Aires, Argentina. Students from Colegio San Juan El Precursor travel to the United States to stay with STM families and attend STM for 2 weeks each February. *Please note: student travel to Argentina has been suspended for the 2017-18 school year.*

For all foreign travel programs, students who have an interest in participating must be in good standing in terms of their academic performance as well as have acceptable attendance and behavioral records. Determination of eligibility will be a combined decision between the Assistant Principal/Dean of Students and the particular trip coordinator. **Students must be in good standing regarding tuition balance in order to be eligible to participate in foreign travel program.**

### **School Yearbook - The Chancellor**

Recording a year in pictures and print is the work of the *Chancellor* staff. Any student who is interested in recording the memories of the year is welcome to select the course. Work continues year-round and offers the students a chance to develop talents in the area of graphics and journalism.

### **Student Services**

Student Services is designed to serve a number of student needs. Among the services provided are counseling, discussing personal concerns, and guidance for educational and vocational planning with respect to your future as well as your plans during high school. School Counselors help in selecting courses with regards to your interest and abilities, and making decisions about getting a job, going to a technical school or college, getting an apprenticeship or going into the military services. STM also provides testing services such as ACT Aspire, PSAT, ACT, and AP tests, which can assist students in choosing courses and making future plans. Student Services is a student-oriented department. If you have any questions or problems, please stop in for help.

#### **Confidentiality and Its Limits**

What is said in the context of individual counseling or advising sessions is confidential within certain limits. Those limits to confidentiality include the threat of serious and imminent danger to a student's well-being, such as suicidal intentions, the intent to seriously harm another, concern that a serious alcohol/drug problem may exist, cases of physical or sexual abuse or sexual assault. In such cases, school personnel are obligated to get help for the student by contacting the student's parent(s)/guardian(s) and in case of abuse, contacting civil authorities. If it is reported that a student is suicidal or experiencing mental health issues, we confer with the student as well as his or her parent(s)/guardian(s) to make sure he or she receive assistance. If a problem of a serious nature regarding a student at

### **Peer Tutors**

Peer tutors are available for students who desire extra help in their class work, in addition to assistance freely given by their teachers. Students should contact a School Counselor to be assigned a peer tutor in a particular subject. Tutoring is done outside class time. To prevent students from falling behind, and because there are a limited number of tutors available, students should request peer tutors early in the semester.

### **Afterschool Supervision**

STM provides supervision from 3:30-5:30 p.m. on most days after school in the school's cafeteria. All students not participating in an extracurricular club or athletic team are expected to either exit the building or report to the cafeteria between these times. A staff member will be assigned to supervise students during this time and all students are expected to remain in the cafeteria until they depart.

### **STM Bus Service**

STM will provide bus service for its students over three routes during the 2017-18 school year. **Bus passes will be issued to students using the service. Students must present the bus appropriate pass, which corresponds to the route, when boarding.** All students must abide by rules outlined by the bus company and act in accordance with the Positive Behavior section of this handbook. Ridership on STM's bus routes is to be considered a privilege that can be suspended or revoked. Any discipline or bus issue will be referred to the Assistant Principal/Dean of Students for consideration. Based on severity of action/situation, students who violate this expectation will receive one or more of the following: parental notification; bus suspension; bus privilege revocation; detention; in-school or out-of-school suspension; or recommendation for expulsion. There is no eating or drinking on the bus at any time. Questions about the STM buses can be directed to the General Office Manager. The routes have been arranged for the following pick up and drop off points. **Exact pick up and drop off times will be determined and distributed at a later date via mail and/or email. Administration reserves the right to change or cancel a bus route at any time.**

<b>Blue Route</b>	<b>Silver Route</b>	<b>Cavalier Route</b>
2652 N. 52 <sup>nd</sup> St, Milwaukee (St. Catherine playground)	9520 W. Forest Home Ave, Hales Corners (St. Mary)	6000 W Loomis Rd, Greendale (St. Alphonsus)
29th & Orchard St, Milwaukee (Nativity Jesuit)	60th & Oklahoma Ave, Milwaukee (St. Gregory the Great)	29th & Parnell Ave, Milwaukee (St. Charles Borromeo)
14th & Scott St, Milwaukee (Notre Dame)	40th & Oklahoma Ave, Milwaukee (Blessed Sacrament)	7219 South 27th St, Franklin (St. James)
9th & Washington Ave, Milwaukee (UCC)	6th & Lincoln Ave, Milwaukee (St. Josaphat)	1441 West Oakwood Rd, Oak Creek (St. Stephen)
	Oklahoma & Lenox Ave, Milwaukee (United Church of Christ) ***As Needed	9303 S. Chicago Rd, Oak Creek (St. Matthew)
		695 College Ave, South Milwaukee (Divine Mercy)

**IMPORTANT:** All families that intend on using the STM bus ridership at any time throughout the school year must submit a bus usage form no later than **Thursday, August 24, 2017**. Your prompt response is appreciated. Noncompliance with this request may result in your bus route being canceled or your son/daughter being removed from these services. At the beginning of every year a thorough review of bus ridership will be made to determine the necessity of all routes. This will allow us to allocate this service appropriately to those families who need it the most. Thank you in advance for your cooperation.

## Student Computer Use and Laptop Policy

The STM laptop program provides the school community with a powerful tool that will expand learning opportunities for its members. It opens limitless possibilities; users may go virtually anywhere and interact with anyone. With such great opportunity also comes great responsibility. Use of the STM network and its related computer facilities is a privilege afforded to members of the school community. The school provides a set of guidelines for security and acceptable use.

How students use their computers reflects their personal character. The Parent/Student Handbook states that all members of the community must uphold the values of honesty and integrity. All members of the STM community must understand that this tool should be used with good judgment, common sense, and integrity.

The laptop that has been issued to each student is the property of STM. When the laptop comes into possession of school personnel, it will only be returned to the registered owner or parent(s)/guardian(s) of the owner. The computer is on loan to the student and must be used in accordance with the following policies.

### Laptop Computer Security

Student laptops should be treated as a valuable resource that deserves protection. During the school day, students should always keep their laptops in their possession or secure in their school lockers. Laptops should be taken home each evening so that homework may be completed and batteries may be recharged. Students involved in after-school activities need to ensure that their laptops are secure in a school/athletic locker, not left on a playing field, in a bus, etc. Laptops should never be left unattended at any time, including during off-campus activities. When found, unattended laptops must be taken to the IT office immediately. Students must notify the school immediately if their laptop is missing.

In order to promote student responsibility and to increase security of the laptops, the following are consequences for leaving a laptop unattended:

- 1<sup>st</sup> Violation – warning from the Assistant Principal/Dean of Students.
- 2<sup>nd</sup> Violation – 30-minute detention issued, parent(s)/guardian(s) contacted.
- 3<sup>rd</sup> Violation – 60-minute detention issued, laptop will be returned only after meeting with parent(s)/guardian(s) occurs.

### Laptop Damages/Repairs

STM is NOT responsible for repair or replacement of STM computers. The student and parents will be responsible for the full repair or replacement cost of damages.

**Fees will be charged for laptop repairs of software and hardware that result from student misuse.** To ensure computer maintenance and prevent further problems, all damages to laptops should be reported immediately. Damage as a result of repeated accidents, misuse, or vandalism will be charged the following fees for repairs:

- Screen Replacement           \$125
- Screen Covers                 \$35
- Keyboard                        \$35
- SSD Hard Drive                \$120
- Hinges                          \$30
- Power Cord                     \$45
- Battery                         \$60
- Palm Rest/Touch Pad         \$45
- Motherboard                  \$225
- Bottom Base Cover            \$70

Repairs that result from more serious misuse, or that are more time-intensive, may result in additional fees and/or consequences.

### Laptop Acceptable Use Policy

STM's network and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of STM. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

**Since the school is, to a certain extent, responsible for the actions that take place during school hours, students, parents, and guardians should be aware that administration and/or designees reserves the following rights:**

- to remove student accounts on the network to prevent unauthorized activity.
- to define inappropriate use of technology.
- to randomly monitor on-line actions of students. This includes, but is not limited to, students accessing Websites, news-groups, protocols, bandwidth usage, and networks.
- to inspect any computer, application or peripheral device associated with any computer equipment used at STM. This includes, but is not limited to, e-mail, documents, pictures, or other components associated with all computers.
- to confiscate any computer equipment used at STM for any reason at any time.

**The following are general standards that all students are expected to follow:**

- Students may not use vulgar, derogatory or obscene language.
- Students may not engage in personal attacks or harassment of others.
- Students are prohibited from accessing any type of social media websites on school premises without teacher consent for educational purposes. This must be done in collaboration with the Director of Information Technology.
- Students may not engage in actions that are immoral, un-Christian, and/or contrary to STM standards.
- E-mail and other forms of electronic communication are to be used in a responsible manner.
- School e-mail is for school use only. If students register or sign up for anything via the Internet or e-mail, they may not use their assigned school e-mail address.
- Sound should be turned off at all times except when being used as part of a class.
- Headphones, earbuds, or any listening device that is not used for a disability or medical purpose are not allowed in the hallway or lunchroom during school hours. Only when permission has been given by a teacher can a student use these devices to listen to music in the classroom.
- Use of the computer for anything other than a teacher-approved activity is not allowed during class time.
- Students should not download programs other than assigned onto the school-owned laptops.
- The use of peer-to-peer sharing programs is prohibited at STM for any reason.
- Internet/computer games are prohibited during regular school hours unless expressed permission has been granted.
- The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously.
- No student may use another person's laptop to distribute e-mail or for any other activity.

The Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Websites, newsgroups, or chat areas that contain material that is obscene or promotes illegal activity. If students accidentally access this type of information, they must notify a teacher immediately.

Computer programs, MP3's, pornography, or copyrighted material may not be distributed over the network. This includes sending files through e-mail, as well as setting up servers on a student's laptop or any other physical or electronic means. Also, students should not download copyrighted MP3's or non-shareware programs. Students are NOT to save music/pictures to their network folders. Copyright laws must be respected. If you have a question about what constitutes a copyright violation, please contact an administrator, media specialist, or English department member.

Students are not to deface their laptop in any way, such as by applying stickers, scratching, or etching into the case or the use of paint and markers. **Students must not remove, deface, or alter any identifying stickers, labels, or barcodes in any way, shape, or form.**

STM owned laptops have established virus protection programs. No other virus protection is needed; therefore, students should not attempt to install additional virus protection on their laptop. Please update it regularly!

Students need to maintain approximately 5GB of free space on the hard drive for school software, information, and additional school installations. Keep in mind that the help desk may erase everything on the hard drive and reinstall the default school programs if software problems or conflicts are found.

Students are required to back up school-related files regularly to their OneDrive account or a flash drive. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Computer malfunctions are not an acceptable excuse for not submitting work. Please make sure you have a flash drive to back up your files.

Deliberate attempts to degrade the network or to disrupt system performance will result in a fine, laptop suspension, and/or disciplinary action.

**Student Abuse or Misuse of School Technology**

**Student abuse or misuse of school technology will result in consequences commensurate with the infraction(s) and will be determined at the discretion of the school administration. Abuses and misuses of technology are referred to the Assistant Principal/Dean of Students for review and possible consequences. Serious breaches of the Laptop Acceptable Use Policy could result in students losing their laptop privileges, earning after school or Saturday School detentions, being suspended, expelled, and/or required to make full restitution to STM for resources consumed, face other legal action including action to recover damages and referral to law enforcement authorities. The administration reserves the right to impose penalties other than those defined above for violation of the Laptop Acceptable Use Policy.**

## Extra-Curricular Activities

The following is a list of extra-curricular activities offered at STM. Please note that this list may change during the school year.

Academic Decathlon	Ambassadors	Anime Club	ASL (American Sign Language)
Art Club	Baseball (Boys)	Basketball (Boys/Girls)	Bowling (Boys/Girls)
Chess Club	Cross Country (Boys/Girls)	Football (Boys)	Forensics
Green Club	Golf (Boys/Girls)	Intramural Sports	Latino Student Organization
More Robotics/VEX Robotics	Music Ministry	National Art Honor Society	National Honor Society
Native Circle	Peer Tutors	Pep Band/Drumline	Poms (Girls)
Relay for Life	SADD	Sixth Man	Soccer (Boys/Girls)
Stage Crew	Strength, Speed, & Agility	Student Council	Softball (Girls)
Swim (Boys/Girls)	Theatre	Tri-M Music Honor Society	Tennis (Boys/Girls)
Track (Boys/Girls)	Volleyball (Girls)	Wrestling (Boys)	

Depending on various circumstances, not all of the above student activities are offered each school year. Please visit the General Office for more information regarding each activity.

### Student Groups and Organizations

STM is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and the Metro Classic Conference and subscribes to all the policies of these groups. STM has its own detailed Extra-Curricular Code and all students participating in extra-curricular activities are expected to be cognizant of its contents. The Extra-Curricular Code is included at the end of the handbook.

Parents/guardians are strongly urged to secure insurance coverage for students participating in extra-curricular activities. STM does not provide insurance coverage for any injury/accident related to extra-curricular activities, including athletics. This includes any emergency vehicles needed to convey a student to a medical facility for treatment. All medical costs that could occur from such conveyance and subsequent treatment are the sole responsibility of the parents/guardians. STM, its employees, and representatives will assume no liability for the cost of said conveyance or treatment. Extra-curricular participants are responsible for lost and/or stolen equipment, materials, etc.

The following are descriptions of some of the many extra-curricular clubs and activities offered at STM. Information about sports is available through the Athletic Director.

### Academic Decathlon

The Academic Decathlon team meets from August through November to study various topics including Mathematics, Music, Art, Literature, Science, Economics, English, etc. In November, the Academic Decathlon team competes against teams from other schools to determine who will advance to regional, state, and national competitions.

### Ambassadors

Members of the STM Ambassadors serve as student representatives to the school. In the fall, they travel to and participate in presentations at various grade schools. They are also required to serve as tour guides for the fall Open House dates. Other services they may perform throughout the school year include leadership and Christian hospitality. A designated recruiter may be asked to serve as a host to incoming or transfer students on shadow days. Recruiters must be exceptional individuals since they represent STM in the best light at all times throughout the school year.

### Anime Club

Anime: A style of cartoons that originated in Japan and have become heavily popular worldwide. The biggest difference between anime and American cartoons is that Anime has many different genres that have a story to it, and is made for a variety of audiences. Anyone who is interested in Anime, Manga, video games, TV shows, comics, and so much more, should join. Anime Club discusses or watches a different anime every week, getting a feel for the different stories and appreciating how the makers created their stories and their art. Watching different Anime has even sparked the imagination of our club members, helping them think more creatively. Anime Club also hosts a video game tournament and fund raise money for Relay for Life. Anime Club also attends the annual Anime Milwaukee Convention. There, one can dress as their favorite characters and mingle with people who enjoy anime. To sum it up, Anime Club is a place for fun – a place where you can be free to let out that inner geeky side and not be judged – a place to make new friends!

### ASL (American Sign Language)

The ASL club provides an opportunity for any student to learn and practice basic American Sign Language. The club's purpose is to share the beautiful language and culture of ASL while providing students an opportunity to meet and engage with their peers.



### **Art Club**

Art club is for all interested students who have the desire to create art, regardless of whether or not they are enrolled in an Art class. Art Club meets once a week, and students can work on class assignments, projects that they are interested in, and/or murals around the school. Students are expected to follow all Art Room requirements and guidelines.

### **Bowling**

The bowling teams play during the winter sports season offering both girls and boys varsity teams and a coed junior varsity team. Bowling competes in the Milwaukee High School Bowling Conference against schools in the greater Milwaukee area. The team begins practice in late October, and the season ends with a state tournament in early March.

### **Chess**

STM has a dedicated chess team comprised of novices and experts. Students who do not know how to play are welcome to join and will receive help and instruction by team members and the moderator. The chess team focuses on having fun with chess as well as learning skills, drills, strategies, proper notation and how to be a gracious competitor. Practices are held regularly and the team participates in a number of tournaments (local and state-wide) and also hosts meets at STM.

### **Forensics**

The forensics team participates in competitive speech events including debate, extemporaneous speaking, original oration, formative speaking, prose and poetry interpretation, and dramatic interpretation.

### **Green Club**

Green Club is a student-ran organization that focuses on enhancing the environmentally friendliness of the STM Community. Green Club officially started during the 2010 school year and has taken part in many school activities since its inception.

### **Intramural Sports**

Intramural sports are organized leagues of students competing in designated athletic contests outside of class time. Participants must be academically eligible, as with all extra-curricular activities, and in accordance with the school's philosophy; use both team names and uniforms approved by the moderator; conduct themselves in an appropriate manner as defined in the Parent/Student Handbook (as in all school behavior), and bear consequences through the Assistant Principal/Dean of Student's office as needed.

### **Latino Student Organization**

The STM Latino Student Organization (LSO) is a group of students interested in learning about and promoting Latino culture in the STM community. Membership is open to all students. The goals of the STM Latino Student Organization are to promote an understanding and appreciation of Hispanic culture and language, to provide opportunities for service work at school and in the Hispanic community, and to develop leadership among club members. Members of LSO participate in cultural and religious activities, service projects, and teacher/staff appreciation events.

### **MORE Robotics/VEX Robotics**

The STM Community Robotics Club's mission is to give young people exposure to and an appreciation for the study of science, technology, engineering, and math in a motivating and relevant way to build knowledge, self-confidence, leadership, and life skills through participation in the FIRST (For Inspiration and Recognition in Science and Technology) robotics programs. For more information on this exciting and dynamic opportunity, see <http://www.morerobotics.org>.

VEX Robotics is an introductory level club open to any student interested in learning more about robotics. The focus is on basic building principles and concepts.

### **Music Ministry**

Music Ministry is for students who wish to share their musical talents in leading the assembly at school Masses. Students may choose to sing with the group, be a cantor, play an instrument, and/or help choose music that is used for Masses. Students also have the opportunity to perform for Reconciliation services. All students are eligible to participate in Music Ministry. Rehearsals are scheduled before each Mass and are announced through morning announcements and the daily bulletin. Attendance at rehearsals is a prerequisite to performing at a Mass.

### **National Art Honor Society**

National Art Honor Society is a branch of the National Honor Society sponsored by the NAEA (National Art Education Association). Membership is based on art scholarship, service, and character. Students who are interested in being a member must take at least one semester of art each school year and maintain a B+ average. In addition, students must maintain an overall GPA of at least 3.0. During the year members have the opportunity to work on art work individually, for the STM school community and for the community at large. Meetings are held weekly, and students are expected to attend all meetings.

### **National Honor Society**

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor students who demonstrate excellence in the areas of Scholarship, Leadership, Service, and Character. Membership in NHS is both an honor and responsibility. In August 2016, juniors and seniors with cumulative grade point averages of 3.50 and higher will be invited to apply for membership into NHS. The applications will be due in early September and evaluated. Members will be selected in October 2016 with an induction ceremony held shortly after the selection process. All eligible candidates are rated by the faculty in the four pillars of NHS (scholarship, leadership, character, and service). A faculty council consisting of five voting members (the NHS moderator is a sixth non-voting member) studies the faculty ratings, comments on the student information form, and reviews each student's contribution of services to the school and the community at large. The contributions of leadership and service are, in many cases, pivotal in determining membership. If a student receives a majority vote of the faculty council, the student gains membership to the National Honor Society. Students who have not been elected but feel that they deserve membership have the right to appeal the decision of the faculty council. Students should contact the NHS moderator for information regarding the procedure for appeal. If the appeal is denied, the process is finished.

Membership in the National Honor Society carries with it the responsibility for ongoing service to school and community. Members are expected to serve the school by tutoring other students, assisting with the school's fund raising and admissions efforts, and participating in NHS service projects. Juniors applying for membership into NHS have a minimum expectation of 40 hours of school service and a minimum of 60 hours of community service. Seniors applying for membership are expected to have a minimum of 60 hours of school service and 90 hours of community service. Service hours required for graduation do not count in these totals.

### **Native Circle**

The Native Circle strives to be a positive representative of STM in the Indian Community and in the process, keep the students culturally connected and charitable. The group meets year-round and offers students many volunteer opportunities, frequently attends ceremonies at the Indian Community School, and organizes and hosts cultural events for the community at STM.

### **Pep Band/Drumline**

The STM pep band performs regularly at home football and basketball games. Typically, students who perform with the pep band are enrolled in band. However, other students may choose to join. Students interested in participating in pep band who are not enrolled in band should see the music director as early in the school year as possible to discuss their options. In addition to the pep band, the STM drumline has also been active participating at home games and in community parades. Students interested in drumline should see the music director and/or listen to morning announcements for more information.

### **Poms**

The purpose of this organization is to promote school spirit, provide entertainment for the school/community, and instill within its individual members good sportsmanship qualities and a healthy spirit. The pom squad performs during the entire school year at football and basketball games and participates in camps, competitions, and community events. At all times the squad must follow the STM Extra-Curricular Code.

### **Relay for Life**

The Relay for Life team began as a club called Faith Can Cure Cancer, a cancer awareness club that was created in 2009. Some of the fundraisers we participate in include the Susan G. Komen Breast Cancer Walk, Pennies for Patients Foundation, Caps for Kids Foundation, and the Free to Breathe Lung Cancer Walk. The Faith Can Cure Cancer Club has also created different fundraisers such as, raising money for breast cancer through the Digs for the Cure volleyball night, selling carnations for Sweetest Day, sending Christmas cards to a little boy with lymphoma for his last Christmas, and many others. You can join Relay for Life, too! Create a team and help support STM's fight against cancer at [www.relayforlife.org/tmore](http://www.relayforlife.org/tmore). Raising money for cancer research by doing many different fundraisers shows how the students of STM support those suffering from cancer, how they admire those who have survived cancer, and how they will always fight to find a cure for those affected in the future.

### **SADD (Students Against Destructive Decisions)**

SADD's mission is to provide students with the best prevention tools possible to deal with the issues of underage drinking, drug use, impaired driving, and other destructive decisions. STM's SADD chapter is a student-run organization sponsoring several positive activities during the school year. In recent years, STM's chapter held statewide conferences bringing students together from throughout Wisconsin.

### **Sixth Man**

This club is a student-led spirit club that supports all extra-curricular events. The members promote attendance and, when applicable, crowd participation by representing STM in a positive manner. Cheers and crowd involvement will comply with WIAA and STM guidelines and expectations.

### **Stage Crew**

Do you enjoy working with power tools? Well, even if you don't, stage crew may be the place for you. Students involved in stage crew help design and build the sets for all theatre productions and are involved in running crew, make up, and costumes. All members are expected to be at all meetings for the entire time unless prior arrangements are made with the stage crew director. STM students interested in constructing the sets and props are eligible for stage crew, provided they meet the school's eligibility requirements for activities.

### **Strength, Speed, & Agility**

Strength, Speed, & Agility is an after-school program that provides students at STM with the opportunity to improve strength, speed, mobility, flexibility, agility, and injury prevention as they prepare for their next sport season. The program has Certified Strength and Conditioning Specialists on staff that will ensure that technique is done properly, training programs are followed, and athletic potential is achieved. The students will become better overall athletes as a result of this program, helping them to excel in their competitive sport of choice. A Strength, Speed, & Agility program will take place in the fall, winter, spring, and summer. Sign up dates for each season will be announced to students before the start of each sport season.

### **Student Council**

The Student Council is comprised of a President elected by the student body, class Presidents, and homeroom representatives elected by members of their class. The goals of the Student Council of STM are to:

- PROMOTE a positive relationship among members of the STM community, a mutual exchange of ideas between students and staff members, an environment characterized as a rich school spirit and an atmosphere conducive to learning.
- SERVE as a liaison between the administration and the student body and as a clearing house for all problems of interest to the student body.
- PROVIDE an opportunity for students to participate in the democratic process and actively support important school projects.
- DEVELOP leadership among members of the council.
- ACT as a representative of the student body.

Activities include Prom, dances, homecoming activities, blood drives, and aiding other school groups in their missions.

### **Theatre**

STM Theatre is for students who enjoy being in the spotlight. Generally, two shows are produced each year, a play in the fall and a musical in the spring. However, there are years when three shows are performed. This allows STM theatre participants to do a play or a musical that makes use of a small cast, in addition to the shows that use a large cast. This is done to allow more students to have the opportunity to gain experience on stage. Students who are cast in any show are expected to be at all required rehearsals. Typically, rehearsals are Monday-Friday from 3:15 p.m. - 6:30 p.m. Saturday rehearsals and longer rehearsals take place during the last two or three weeks before a performance. All students in grades 9-12 who meet extra-curricular eligibility requirements are encouraged to join.

### **Tri-M Musical Honor Society**

Sponsored by the National Association for Music Education, Tri-M Music Honor Society is an honor society for students who are dedicated to the school music program. Although music grades and overall grades need to be honor roll status, being the "most talented" is not the primary concern. Tri-M Music Honor Society recognizes students who exemplify the desire to succeed and are dedicated to STM's music program.

Tri-M Music Honor Society is a service organization to the school and community. Some activities that have been sponsored include the junior musical for middle school students, flower sales, toy drives, singing valentines, and talent shows. Proceeds collected from Tri-M activities are used to purchase items for STM, such as pianos, microphones, music, and more. In addition, we have collected food for Second Harvest and have given a monetary donation to Catholic Relief Services.

Students who are in a performing ensemble (band, chorus, string ensemble) with an average of "A" in music and are on the honor roll, are eligible to join Tri-M. The requirements for joining include meeting grade requirements, having one year of experience, continued enrollment in the school music program, performing or giving an oral report, taking part in an induction ceremony, and participating in Tri-M events including weekly meetings.

# St. Thomas More High School Extra-Curricular Code

## THIS CODE IS IN EFFECT TWELVE (12) MONTHS A YEAR.

All extra-curricular activities are a privilege made available to the students of STM with the desire that participation be an enriching and healthful experience in which physical, mental and social growth shall be stimulated. Part of the learning process, however, is the realization that laws are always present in society, choices have to be made and penalties are the consequences of violation. With every privilege comes responsibilities and the primary responsibility for living within the code belongs to the participant and his/her parent(s)/guardian(s).

### **I. Philosophy**

The following information has been prepared for the benefit of the participants, parents, and the activity coaches/advisors/moderators in an effort to keep the extra-curricular program a contributing and worthwhile part of the total school program. A better understanding of the aims, objectives and educational values of the program and the training rules will be realized by careful reading and discussion of this material by the student and parent(s)/guardian(s). STM believes the following to be true:

- The extra-curricular program at STM promotes the four character traits of Honesty, Integrity, Respect and Responsibility.
- The educational value of extra-curricular programs beyond their particular focus includes sportsmanship, teamwork, a sense of accomplishment, pride in school, leadership, and expanded personal acquaintances, learning life-long activities, new experiences, perseverance and dedication. Others recognize these values in awarding of scholarships, consideration for employment and involvement in community activities.
- All extra-curricular activities are a privilege made available to students who abide by the school rules. Involved students have an obligation to present a positive image to fellow students and the public in general.
- Extra-curricular activities are secondary to scholastics and should be made available only if the student meets the academic and conduct requirements of the code.
- All extra-curricular activity participants should be treated equally. The rules and procedures of this code apply to athletes and non-athletes alike.
- STM policies govern student behavior and will be enforced whenever student actions:
  1. Affect the orderly operation of classes and/or school activities/programs.
  2. Affect the public image of the school and/or community.

### **II. Procedures**

- A. To ensure a complete understanding of the regulations and procedures to be followed under the code, coaches/moderators/advisors will review the rules established by this code with student participants in one of the first meetings of the extra-curricular activity.
- B. All participants in extra-curricular activities shall, with their parent(s)/guardian(s), read, discuss and sign a pledge annually to follow the rules of this school prior to any participation. No student may participate in practice or activities until his/her pledge copy is signed and on file in the General Office.
- C. Violations of the extra-curricular code may seriously jeopardize a student's opportunity for post-season/post-activity awards or recognition.
- D. The end of a season will be the last meeting of the extra-curricular activity or the awards presentation, whichever is later.
- E. Extra-curricular activities shall include, but not limited to, the following:
  1. All sports teams, managers, cheerleaders and pom poms.
  2. All non-athletic extra-curricular activities. This includes all competitions and activities for which the school provides partial or total financial support.
  3. All school sponsored organizational trips and/or activities.

Note: This excludes activities that are curricular in nature, that is to say, part of a classroom experience, such as class field trips, mandatory performances, etc.
- F. All athletes are subject to WIAA rules and participants in other activities are also subject to rules established by their state or regional organization. By WIAA rule, the minimum penalty for violation, which results in a student being suspended for one or more WIAA tournament competition, is immediate disqualification of the student for the remainder of the total tournament series in that sport.

In order to be eligible to participate in the athletic program, a student must:

- Fulfill the necessary requirements of insurance, physical exams and athletic fee. Each athlete must have and pass a physical examination before he or she can participate. A valid examination must be on file in the General Office before practice begins. Physical examinations after April 1 of a given year are good for two school years.

- Parent(s)/guardian(s) are strongly urged to secure insurance coverage for students participating in extra-curricular activities. STM does not provide insurance coverage for any injury/accident related to extra-curricular activities, including athletics. This includes any emergency vehicles needed to convey a student to a medical facility for treatment. All medical costs that could occur from such conveyance and subsequent treatment are the sole responsibility of the parent(s)/guardian(s). STM, its employees, and representatives will assume no liability for the cost of said conveyance or treatment.
- Be in compliance with all eligibility policies regarding academics, behavior and attendance.
- Fulfill all of the other requirements of WIAA and the Metro Classic Conference as to eligibility. According to WIAA regulations, a student's eligibility is completed four years from the date he/she begins his/her first semester of the 9th grade.
- In order for transfer students to be eligible to participate in our athletic program, they must meet all WIAA transfer requirements.

Coaches of the athletic program will make students aware of these requirements and be responsible for their fulfillment.

**NOTE:** Any person wishing to report a potential violation of this code should contact the Assistant Principal/Dean of Students or Athletic Director, giving their name and all pertinent information regarding the alleged violation. They need to be prepared to put the information in writing if requested to do so.

### **III. Responsibilities**

Participating in extra-curricular activities is a privilege extended to all students providing they are willing to assume certain responsibilities. STM has established the following expectations of students who wish to represent the school in extra-curricular activities:

- Displays the character traits of Honesty, Integrity, Respect and Responsibility.
- Displays the highest standards of sportsmanship.
- Displays high standards of social behavior, which includes use of social media.
- Use socially accepted language. Profanity will not be tolerated.
- Meet all eligibility requirements, including the specific requirements provided in this code.
- Return all equipment.

Furthermore, certain actions on the part of students will jeopardize their ability to participate in extra-curricular activities. Potential violations (which may occur throughout the year as this is a 12-month policy) and their consequences are broken down into the following classifications and are cumulative during the student's entire enrollment at STM.

#### **Classification 1: Alcohol, tobacco, illegal substances and serious misconduct**

- A. The use or possession of tobacco in any form is prohibited.
- B. Consumption or possession of alcoholic beverages is prohibited.
- C. The unlawful use or possession of controlled substances, as that term is defined in the Wisconsin Statutes or the Uniform Controlled Substances Act, including anabolic steroids, or the paraphernalia associated with the manufacture, distribution, sale or use of controlled substances is prohibited. The seriousness of the offense regarding controlled substances may result in immediate elevation to a higher level of penalty for the first offense.
- D. Serious misconduct, including but not limited to, criminal behavior, in or out of school, which brings discredit to the participant, his/her parents, the school, the team or performance group is prohibited.

#### **Procedures**

The Assistant Principal/Dean of Students or Athletic Director will rule on any alleged violation and impose appropriate penalties as per this code. A participant in extra-curricular activities who denies the alleged violation will have the matter referred to the school Principal.

#### **Penalties**

In case of serious misconduct, STM reserves the right to impose penalties in addition to those stated below, including, but not limited to, rescinding the privilege of participating in extra-curricular activities. Such imposed penalties are not subject to the appeal process of this code.

#### **First Violation**

A participant must serve a disciplinary period during which time the participant must practice, follow all guidelines established by the advisor or coach and demonstrate a good attitude. The participant must complete the season or activity in good standing or the penalty will be reassigned. The participant shall be ineligible to participate in contests, competitive events, scrimmages, and/or performances during the disciplinary period. The disciplinary period shall begin immediately upon the ruling of a violation and shall end after a prescribed length of time computed below.

For activities involving contests, competitive events or performances, the length of the disciplinary period shall be determined from the mathematical equivalent of one-fourth (1/4) of the number of scheduled contests or performances rounded to the next highest whole number. For other organizations, not involving contest, competitive events or performances, the length of the disciplinary period shall be one-fourth (1/4) of the scheduled length of the school year for which that organization is active, rounded to the next highest whole number. The ending date of the disciplinary period shall be the conclusion of the prescribed number of contests and/or period of time as determined above. The disciplinary period for violations, which occur at a time which causes the disciplinary period to overlap two (2) different activity seasons, shall be pro-rated over the two (2) seasons rounded to the next highest whole number.

#### **Second Violation**

A second violation will result in a disciplinary period equivalent to one-half (1/2) of the scheduled events computed in the same manner as described in First Violation. In activities where practice time is involved, the participant will be allowed to resume at the discretion of the Assistant Principal/Dean of Students and Athletic Director.

#### **Third Violation**

The participant will be suspended from participation in all extra-curricular activities for one (1) calendar year beginning on the date of the third violation. The one-year penalty for the third violation must be served immediately and in its entirety. At the third violation, a student going through the complete counseling program described below is still not eligible for participation for at least one full year.

#### **Fourth and Subsequent Violations**

The participant will be ineligible for participation in all extra-curricular activities for the remainder of his/her enrollment at STM beginning on the date of the violation unless he/she satisfactorily completes a full counseling program. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling. A student who satisfactorily completes the entire counseling program may be reinstated for participation in extra-curricular activities upon agreement of the Assistant Principal/Dean of Students and Athletic Director after a minimum of one (1) year ineligibility from the date of the violation.

#### **Classification 1: Penalty Reduction**

##### **Penalty Reduction for Honesty and Integrity**

For the first offense only, where the police are not involved and the school is not likely to obtain information about the offense, if the student voluntarily turns himself/herself in to the Assistant Principal/Dean of Students or Athletic Director, the penalty will be one contest or performance. If the school has knowledge of the situation leading to the violation, the regular penalties will apply.

For a first or second offense, should the student admit immediately upon being questioned that he/she engaged in conduct which violated the Extra-Curricular Code, the penalty for the first or second offense will be reduced 25%. Subsequent violations of the code will be treated as any other repeat violation of the code and the normal penalties for such violations shall be imposed.

##### **Counseling for use of alcohol and controlled substances**

Controlled Substance and Alcohol Assessment Program - On the first or second violation of the rules prohibiting use or possession of alcohol and other illegal substance, adult students (18 or over) or the parents of a minor student, at their expense, may voluntarily enroll the student in a drug and alcohol assessment program. If the student cooperatively participates, the penalties for the first and second violations will be reduced by 25% rounded to the next highest whole number, to a sum total of 50% total reduction including the reduction for honesty. The student and parent/guardian must sign for a release of information at the assessment so that the school can get verification that the student cooperatively participated. Failure to follow these guidelines will cause the original penalties to be restored.

##### **Counseling for use of tobacco**

On the first or second violation of the rules prohibiting use or possession of tobacco, a student, at their expense, may voluntarily participate in an educational program designed to fully educate students regarding the hazards of tobacco use and the consequences to their health. The program shall be designed to include a variety of educational experiences and shall include a counseling requirement. If the student successfully completes the educational/counseling program, the penalties for the first and second violations will be reduced by 25% rounded to the next highest whole number. Failure to complete the program will cause the original penalties to be restored.

### **Counseling for serious misconduct**

On the first or second violation of the rule, which prohibits serious misconduct, including but not limited to criminal behavior, a student may voluntarily participate in a counseling program, at their expense, designed to modify his/her behavior. The counseling program will be individually designed to fit the circumstances of the student involved and may require behavioral contracts and involvement in professional counseling agencies. If the student successfully completes the behavioral counseling program, the penalties for the first and second violations will be reduced by 25% rounded to the next highest whole number. Failure to complete the program will cause the original penalties to be restored.

### **Classification 2: Social Activities and Misconduct (Rules)**

- A. Students may not be in attendance at a social activity where there is illegal consumption of alcohol or the use of controlled substances. (This rule is not meant to eliminate students from participating in family gatherings, weddings, etc. but to control situations where students are at activities with underage drinking or use of controlled substances). If a student attends a social activity with the reasonable belief that there will be neither illegal consumption of alcohol nor use of controlled substances, the student will not be in violation of this rule if, upon learning of such illegal consumption or use, the student IMMEDIATELY leaves the social activity.
- B. Students may not be in vehicles or in any situations in which there is illegal consumption/use or known possession of alcohol or controlled substances.
- C. Students may not engage in conduct, either in or out of school, that brings discredit to himself/herself, the school, or their team, group or activity. This shall include, but not limited to, actions which results in in-school suspension, or out of school suspension.

### **Procedures**

The Assistant Principal/Dean of Students or Athletic Director will rule on any alleged violation and impose appropriate penalties as per this code. A participant in extra-curricular activities who denies the alleged violation will have the matter referred to the school Principal.

### **Penalties**

Any violation of Classification 2 Rules will result in suspension from the next scheduled extra-curricular event (contests, competitive events, scrimmages, and/or performances) in each of the activities the student is a participant.

### **Classification 3: Organizational Codes and Conduct (Rules)**

- A. Attendance in school is mandatory for participation in any extra-curricular activity\* on a school day. Students must:
  - o arrive to school by the beginning of the second period.
  - o not leave for any part of the school day.
  - o not be unexcused from any part of the school day.Exceptions to this rule require expressed permission by the Assistant Principal/Dean of Students or Athletic Director.  
\*This includes events, practices, games, meetings, etc.
- B. On the day after a contest or performance, students are expected to be in all classes.
- C. The reasonable appearance of participants may be regulated and participants shall receive further direction in all related matters from their respective advisors, moderators or coaches.
- D. Participants kept after school for disciplinary reasons or who are serving a suspension from school shall not be allowed to participate in practice or activities during the time specified in the disciplinary action.
- E. The coaches and advisors may determine dress before, during and after performances.
- F. All participants are required to travel to and from contests and performances with the group and or school provided transportation unless otherwise arranged in accordance with STM policy.
- G. Participants may ride home from contests or performances with their parent(s)/guardian(s) provided said parent(s)/guardian(s) speaks to the advisor/coach/moderator in person and/or provides a written documentation of the request as per specific requirements of the advisor/coach/moderator of the activity. Other transportation arrangements must be approved at least one day in advance of the activity by the Assistant Principal/Dean of Students or Athletic Director and be in accordance with school policy.
- H. Each participant is responsible for proper care of all supplies and equipment issued to him/her. The participant must pay for lost or damaged items.
- I. Curfews may be set by the coaches/advisors/moderators and must be followed by the participants.
- J. Participants are expected to display high standards of sportsmanship, use socially acceptable language and act in a first class manner.
- K. A coach/advisor/moderator of an activity may set other regulations for his/her activity. Such regulations, including requirements for awards, will be communicated to the participants at the beginning of the activity.
- L. No student may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with STM. The school prohibits hazing, harassment and discrimination.

### **Procedure**

Violation of Classification 3 Rules will be investigated by the coach/advisor of the activity involved, the Assistant Principal/Dean of Students, and the Athletic Director, and will be penalized by the most appropriate person.

### **Penalties**

The assessed penalty will be served immediately.

### **Classification 4: Causes of Student Ineligibility**

To be eligible for participation in extra-curricular activities, a student must be enrolled as a full-time student. All athletes must meet WIAA standards. In addition, every student must meet the following standards:

#### **Eligibility**

A student's eligibility is determined by grades earned for the **first quarter, second quarter, third quarter and fourth quarter.**

#### **Ineligibility due to GPA**

A student who is below a 1.67 GPA at each grading period as defined above will be placed on probation for fifteen (15) school days. While on probation for the fifteen (15) school days the participant may continue to practice, but may not compete. At the end of the fifteen (15) school days if the participant is still below a 1.67 GPA, the participant will be ineligible until the next grading period.

#### **Ineligibility due to Probation**

Any student that is placed on any type of probation (Academic, Disciplinary or Attendance) is ineligible until removed from probation status. Please refer to individual descriptions in the Parent/Student Handbook for such policies.

#### **Other Issues**

- A. For eligibility purposes an I (Incomplete) will count as an F as per WIAA Regulations. However, as soon as the incomplete is replaced with a passing grade the student may regain full eligibility if the student is removed from Academic Probation status and meets the GPA requirement.
- B. Students may replace failing grades by successful completion of the same course or pre-approved equivalent course during summer school, however, they must still serve the required suspension time per the school athletic code.
- C. The Assistant Principal/Dean of Students will determine eligibility status of all students involved in extra-curricular activities. Coaches, advisors and moderators will be notified of the status and are responsible for insuring that only eligible students participate. Allowing participation of an ineligible student is a violation of school and WIAA policy and may result in forfeiture of a contest.

### **Classification 5: Social Media Policy**

Students and/or student-athletes at STM, are required to follow student handbook guidelines, even though an event may happen off school property and/or outside of school hours. Playing, performing and competing for STM is a privilege. Students and student-athletes are held in the highest regard and are seen as role models in the community and have the responsibility to portray the team, the school, and themselves in a positive manner at all times.

Social network sites such as Facebook, Twitter, Snapchat, Instagram and other digital platforms and distribution mechanisms facilitate students' communication. Participation in such networks has positive appeal, but can be extremely detrimental to a student or student-athlete's future if not used in the appropriate fashion. It is important that all students and student-athletes fully understand the consequences of the misuse of social media. All students and student-athletes are to exercise extreme caution if they choose to use social media.

Students and Student-athletes are not restricted from using any on-line social network sites and digital platforms. However, students and student-athletes must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, State of Wisconsin, STM, Archdiocese of Milwaukee, WIAA, and NCAA laws/regulations. Students and/or student-athletes must be aware of the STM Parent/Student Handbook regulations. Ignorance of these regulations does not excuse students or student-athletes from obeying these rules.

All and anything posted online is public record. Users should always be sensitive to how others might perceive their profiles. Limited access to a student's site does not protect his/her information. Once a photo or comment is posted on a social networking site, that photo or comments becomes the property of the site and may be searchable even after it has been removed. Students must refrain from posting any inappropriate pictures or comments. Many college admissions officers or potential employers regulate and check these sites to measure a person's character and discretion. Students must consider how this may jeopardize their athletic or academic future.



All students and student-athletes must follow the seven rules listed below. The listed consequences below have been put in place by the STM administration and athletic department. Students and student-athletes are forbidden to do any of the following while on social media sites:

1. Post derogatory language or remarks about other students, student-athletes, teachers, coaches, alumni, administrators or representatives of STM and/or other schools.
2. Make defaming or demeaning statements about or threats to anyone.
3. Post incriminating photos or statements depicting violence, bullying, racism, hazing, sexual harassment, vandalism, stalking, underage drinking, selling, possessing, or using controlled substances, insinuating or encouraging the use of controlled substances, or any other inappropriate behaviors.
4. Create a danger to the safety of another person or make a credible threat of physical or emotional injury to another person.
5. Indicate knowledge of an unreported felony theft or felony criminal damage to property.
6. Indicate knowledge of an unreported school or team violation—whether the violation was unintentional or intentional.
7. Engage in any actions that depict inappropriate, embarrassing or dangerous behaviors contrary to Christian/Catholic beliefs.

STM students and student-athletes must be very careful when using online social networking sites and keep in mind that sanctions may be imposed if these sites are used improperly or depict any of the aforementioned situations. Those sanctions can include, but are not limited to public or private reprimand, suspension from practice or competition, dismissal from the program, and loss of financial aid, if applicable. Any student-athlete found in violation will receive the following consequences:

1. First violation: Violation of the above listed forbidden rules will result in a minimum of one contest, performance, or event suspension.
2. Second violation: Further non-compliance with said rules and regulations will result in ¼ season suspension.
3. Third violation: At any point after the second violation, the actions continue, that athlete will be removed from athletics for one calendar year from the completion of all inquiry about said violation.

*Non-student athletes will face the penalties found in the Parent/Student Handbook titled Student Behavior Guidelines and Disciplinary Procedures Subcategory Harassment/Bullying/Cyber Bullying.*

*Student-athletes will be subject to **both** disciplinary categories as a result of their actions.*

**NOTE:** Any person wishing to report a potential violation of this code should contact the Assistant Principal/Dean of Students or Athletic Director, giving their name and all pertinent information regarding the alleged violation. They need to be prepared to put the information in writing and provide a screen shot of the incident if requested to do so, which includes the date and time of the alleged incident.

STM reserves the right to amend this policy in our judgment to address issues that may arise and changes in our operations or the law.

## **V. Appeal Process**

### **Classification 1 and 2 Violations**

- A. After a ruling of ineligibility resulting in suspension from extra-curricular activities has been made, a participant and/or his/her parent(s)/guardian(s) may formally appeal the decision in writing to the Principal provided an appeal is received within five (5) school days from the first day such ineligibility shall take effect.
- B. After an appeal has been received, a date for a hearing before the Appeal Committee shall be established by the Principal. The Appeal Committee will be composed of the Principal and two additional designees. This hearing shall be held within five (5) school days of receipt of the appeal. The participant will appear before the Appeal Committee, whose purpose is to judge whether a rule violation occurred. The student and his/her parent(s)/guardian(s) will be provided with an opportunity to present other evidence on his/her behalf. In such cases, the student shall be allowed to practice and compete in contests or performances until the ruling is made. Efforts will be made to convene the council before any scheduled contests or performances occur.

### **Classification 3 Violation**

The Principal will review any concerns relating to this type of violation.

**Classification 4 and 5 Violation**

- A. Any student has the right to appeal rulings of ineligibility from academic, disciplinary, or attendance probation based on extenuating circumstances. Such appeal must be made to the Assistant Principal/Dean of Students in writing within five (5) school days of ruled ineligibility.
- B. The Assistant Principal/Dean of Students, Athletic Director, and the student’s School Counselor will hear the appeal within five (5) school days of receipt of the appeal. The student and his/her parent(s)/guardian(s) may present evidence of the extenuating circumstances at the appeal. The student and his/her parent(s)/guardian(s) will be informed in writing of the ruling.

**VI. Changing of Sports**

An athlete shall be allowed to participate in one sport at a time during a season; however, an athlete may quit one sport and begin another during the same season with the coaches’ mutual agreement. The athlete who quits a sport has a twenty-four (24) hour period to notify the coach. If the coach is not notified within forty-eight (48) hours, he/she is considered no longer a participant on the team. If he/she does drop, he/she is personally responsible for school equipment that was issued to him/her.

**VII. Acceptance of Extra-Curricular Code**

The form for Acceptance of Extra-Curricular is available online or from the General Office Manager. **It will read as noted below:**

**Notice of Disclaimer**

Every effort is made to treat members of the STM community with respect and fundamental fairness. The Parent/Student Handbook cannot, obviously, cover every possible situation. Other special rules and regulations are applicable and enforced in specific areas as needed. Additionally, the Archdiocese of Milwaukee Policies and Regulations Handbook will be conferred as appropriate. The administration has the right to amend the Parent/Student Handbook at any time. The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at their discretion.

Contents of this document are subject to the interpretation of the STM administration. All decisions made by the STM administration with regard to this handbook, its contents and its enforcement will be considered final. The rules specified in this handbook are applicable to all students in attendance at STM.

## **Acknowledgment of St. Thomas More High School Parent/Student Handbook**

I have read and understand the STM Extra-Curricular Code My signature below signifies my agreement to comply with this code. This code is a year-round code (12 Months). Parents/Guardians: any violation of this code in your presence is not permissible.

I agree to pay for any and all equipment, which I may lose, misplace or damage through carelessness or intent. I further agree to assume full responsibility for all equipment issued to me and to confine the use of the equipment to practice, games, meets or activities. Equipment is not used or worn in physical education classes or any other time unless with permission from coaches/advisor/moderators, the Assistant Principal/Dean of Students or the Athletic Director.

\_\_\_\_\_  
Student Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

All students participating in extra-curricular activities at STM must have this form on file with the General Office Manager as a condition of their participation. It is the moderator's/coach's/advisor's responsibility to check to ensure that a completed form is on file before the student is allowed to participate/practice in the activity.