

ASSUMPTION HIGH SCHOOL

Student/Parent Handbook

Grades 9 – 12

2024 - 2025



**ASSUMPTION
HIGH SCHOOL**

"To inspire excellence and personal growth grounded in Catholic principles and tradition"

ASSUMPTION HIGH SCHOOL
STUDENT/PARENT HANDBOOK
2024 - 2025

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SCHOOL /SYSTEM INFORMATION:

<u>School Phone Contacts</u>	Assumption High School Main Office	715-422-0910
	Mrs. Amber France, Principal	715-422-0913
	Father Steven Weller, Chaplain	715-422-0906
	Ms. Jessica Lange, Campus Ministry	715-422-0952
	Ms. Holly Schenk, Guidance Counselor	715-422-0931
	Mrs. Nicole Leberg, Dean of Students	715-422-0937
	Mrs. Shannon Shaw, Registrar	715-422-0918
	Mr. Joe Birkhauser, Athletic Director	715-422-0915
	Mrs. Pat Hoffmann, Secretary	715-422-0910

General Information

School Address:
445 Chestnut Street
Wisconsin Rapids, WI 54494

System Website:
www.assumptioncatholicschools.org

System Email Addresses:
First initial last name @ assumptioncatholicschools.org
(Ex: Mr. Jimmy Lynch = jlynch@assumptioncatholicschools.org)

<u>System Phone Contacts</u>	Assumption Catholic Schools Central Office	715-422-0900
	Mr. Dan Minter, President	715-422-0902
	Ms. Amanda Krautkramer, Finance Manager	715-422-0917
	Mr. Matt Zakowski, Advancement Director	715-422-0914
	Ms. Kerry Meinel, Enrollment Manager	715-422-0901
	Mrs. Joann Cephas, Hot Lunch Coordinator	715-422-0922

ASSUMPTION HIGH SCHOOL AT A GLANCE....

Mission and Vision:

Mission: To inspire excellence and personal growth grounded in Catholic principles and tradition.

Vision: A community of academic excellence, Catholic in spirit and culture, nurturing integrity and respect.

Standards of Excellence & Growth

AHS Graduate:

- Demonstrates a strong faith and love of God through prayer.
- Supports the mission of the Catholic Church
- Possesses principles of integrity including honesty, patience, fortitude, generosity, and self-control
- Recognizes and fulfills responsibility to community, society, and the world.
- Affirms principles of loyalty, commitment, sacrifice, and trust.
- Recognizes and respects the dignity and achievement of others.
- Models Christian standards of ethical behavior in the workplace including charity toward others, respect for authority, pride in achievement, and the ability to be an effective team member.
- Demonstrates an appreciation of the arts and other cultural achievements.
- Exhibits leadership skills.
- Formulates and effectively pursues worthwhile goals founded on the discernment of personal vocation
- Displays practical life skills, competency in math, writing skills, reading comprehension, scientific reasoning, use of technology, and research skills.
- Develops habits of lifelong learning and employs critical and creative thinking as well as organizational skills.

Profile:

Assumption High School is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Assumption High School (AHS) is a co-educational school-serving student's in grades 9 – 12. The school is accredited through Wisconsin Catholic Schools Accreditation. AHS is part of the Assumption Catholic Schools system. AHS is an educational venture of the Diocese of La Crosse, subject to the policies and procedures established by the Superintendent of Catholic Schools for the Diocese of La Crosse. The school currently enrolls 150 students from the Wisconsin Rapids area. Assumption Catholic Schools elementary operate at Our Lady Queen of Heaven and St. Vincent de Paul parish sites. An Assumption Catholic School middle school operates in the same building as the high school.

Assumption High School has a longstanding reputation as a superior college preparatory school. The school continues to attract Catholics and other Christians who seek formation in the traditions of Christian culture. Though the majority of Assumption graduates attend four-year liberal arts universities, AHS students also attend Technical schools and go on to serve in the Armed Forces.

Admissions and Enrollment

Assumption Catholic Schools is dedicated to educating students of all faiths in a Catholic, Christ-centered environment. As a school community we strive to fulfill our mission, to inspire excellence and personal growth grounded in Catholic principles and tradition.

Assumption Catholic Schools is a Catholic School in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught. The passing on of our Catholic Faith is our number one priority.

Assumption Catholic Schools has the following additional admissions policies and procedures:

Students are accepted without regard to race, color, or national or ethnic origins. Children of all faiths are welcomed and expected to share in religious education.

Order of Priority

After reaching the early enrollment deadline, ACS will determine if there are available places for all enrolled students. If there are more enrollments than places available, the following will be considered in order of priority:

1. Kindergarten through 12th grade students who are enrolled at ACS and in good standing on tuition and fees owed to ACS.
2. Siblings of Kindergarten through 12th grade students who are currently enrolled at ACS.
3. Active members of our supporting parishes (Holy Rosary, Our Lady Queen of Heaven, Sacred Heart, St. Alexander, St. Joachim, St. James, St. Lawrence, Saints Peter and Paul, St. Philip, and St. Vincent de Paul) who are practicing Catholics.
4. Children of Assumption Catholic Schools employees.
5. Children enrolled at St. Lawrence Early Childhood Center.
6. Children enrolled in an ACS-based Wisconsin Rapids Area School District 4K program.
7. Family home address and school district boundaries for busing considerations.
8. Transfer from another Catholic school outside of the ACS system.
9. Date of application/first to enroll.

C. Wisconsin state guidelines for age and grade level will be followed in the admissions process.

D. An age-appropriate development and/or educational assessment by the principal and/or faculty may be given to students entering the school. This assessment assists in the placement of a child. Admission requirements include but are not limited to: review of previous school records, standardized tests, a meeting with the Enrollment & Tuition Coordinator and/or member of the ACS Administrative Team, a school tour, and classroom visitation.

E. Due to the building and academic setting of mind, body, and spirit it may not be possible to accommodate the needs of all children. The admission process facilitates determining if ACS can provide a suitable educational program for the child seeking admission. We are participants in the SNSP(Special Needs Scholarship Program). If your child has academic or physical needs, please talk to the building administrator for more information on what resources may be available.

F. All transfer/new students are considered probationary students for the first twelve weeks after enrollment during this time, grades, attendance, and discipline are monitored, and the student may be dismissed if the student is unable to comply with school policy/ expectations or if staff is unable to meet the student's academic/behavioral needs. The probationary period may be extended if warranted.

G. Admission of students in one year does not guarantee readmission of that student in subsequent years. ACS may decide not to readmit a student in a subsequent year for any reason unless prohibited by Federal or State Civil Rights laws.

H. Class size is guided by the Enrollment and Class Offerings Policy and determined by the President. When a class is at capacity, all waiting list requests will continue to be considered by application date for future admission.

I. Students accepted into the Wisconsin Parental Choice Program (School Voucher) who are new to ACS cannot displace other currently enrolled students from a building. Accommodations will be made to make sure there is room for the new students to be in a grade-appropriate class.

Adopted January 2023

PRACTICES AND PROCEDURES

Academic Support Center

The staff of the ASC provides tutorial support for students of all abilities. The center is open before school, during school hours, and after school. Students may seek assistance in doing homework and studying for tests by requesting attendance in the ASC during study halls or after school. Students with an ISP are scheduled into ASC by the registrar/guidance department.

Acceptable Use Policy

Assumption Catholic Schools (hereafter referred to as ACS) is committed to the effective use of technology to enhance the quality of student learning, staff efficiency and management of school operations. It also recognizes that in order to ensure the benefits of technology and prevent negative side effects, safeguards must be established to ensure the protection of staff and students as well as the school's investments in hardware and software

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state and federal law. As required by Federal Law (CIPA), ACS filters web sites believed to be inappropriate for students. However, no filtering system is perfect. ACS cannot and does not represent that inappropriate or objectionable material can be completely filtered. Parents and guardians must consider this risk in deciding whether to permit their children access to ACS technology resources.

In addition, the use of technology resources at ACS is to be consistent with the mission and vision of Assumption Catholic Schools. All users, faculty, staff, administrators and students, are expected to exhibit high standards of behavior at all times in line with Catholic teaching, doctrine, morality and values when using the Internet, e-mail and other technologies. This Acceptable Use Policy is provided so that staff, students, and members of the community using ACS technology resources are aware of their responsibilities. The use of these resources is a privilege that requires a high level of personal responsibility and may be denied due to inappropriate use.

Inappropriate use shall include but not be limited to the following activities listed in each of the four areas:

Access:

- Attempting to gain access to restricted or unauthorized servers, files, or other network information
- Attempting to read, delete, copy or modify another person's files or information
- Engaging in, arranging to engage in, or advocating any illegal act
- Sending false or defamatory information about a person or organization
- While at school, connecting to any wired or wireless network outside of the school network including portable Internet hotspots
- Utilizing proxy avoidance IP numbers, sites, and programs
- Bypassing or attempting to bypass the school's filtering system
- Utilizing any method to obtain control of another person's computer through the use of their own computer
- Uploading, creating or spreading computer viruses, worms, or other malicious code
- Playing games, chatting, or instant messaging during school hours except as a part of class or professional activities
- Viewing, sending, posting or receiving inappropriate materials and messages. These materials include, but are not limited to, items of a sexual or pornographic nature, extremist or militant materials, depictions of violence, and items of an obscene, or abusive nature. If a user accidentally accesses

inappropriate material, her/she is to notify a teacher, school administrator, or the Technology Coordinator as quickly as possible.

- Any intentional disruption or network services involving software or hardware (vandalism of any sort) is strictly prohibited.
- Using the network for personal or private business purposes

Files and Software:

- Downloading, installing or running any unauthorized files or programs on school computers. This includes, but is not limited to,
- Internet Browsers, games, file-sharing programs, and instant-messaging programs.
- Making additions, modifications, or deletions of files that you did not create, that you do not recognize, or to which you are not authorized.
- Failing to respect the resource limits of technology at ACS—using large amounts of bandwidth, failing to share a computer, failure to delete large unused files, etc.
- The school reserves the right to remove any file or program that has been loaded onto a school computer.
- ACS is not responsible for damaged or lost data transferred through its network or stored on laptops, computers or its files servers.

Copyright and Plagiarism:

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software.
- Illegal use, transfer, storage, or downloading of copyrighted materials. These materials include, but are not limited to, software, text, photos, images, audio files, music, movies, and videos.
- Failure to give proper credit to all Internet sources used in academic assignments and projects, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music and text.
- Plagiarizing works found using electronic resources. Plagiarism is taking the ideas of writings of others and presenting them as one's own.

Privacy, Safety, and Security: (Do not give out personal information about yourself or others and do not use the computes to go where you are not supposed to go)

ACS is not responsible for materials stored on or activities conducted on school computers or the network, or for any information a user releases over the Internet. The following actions are strictly prohibited for any user of ACS technology resources:

- Participating in an act of cyberbullying. Cyberbullying is defined as intentional harm inflicted through electronic media and includes, but is not limited to, sending or posting on the Internet, social networking sites, or other digital technologies harassing messages, direct threats, socially cruel, intimidating, terrorizing, or otherwise harmful text or images, as well as breaking into another person's account and assuming that person's identity for harmful purposes.
- Giving out any personal information regarding themselves or others through electronic mail or the Internet including name, phone number, address, passwords, credit card numbers, or social security number without making reasonable accommodations for the security of such information.
- Providing e-mail addresses or other personal information regarding other students, faculty or administration to anyone outside of the school without their permission.
- Recording, posting, or distributing audio or video without the prior permission of all parties being recorded.

- Accessing faculty, administration, and staff computers, files or e-mail, as well as school file servers for any reason without explicit permission from the user or administrator.
- Distributing any confidential information via e-mail about students, staff or parents at ACS.

ACS cannot guarantee privacy of electronic data. ACS also retains the option to monitor activities that take place on school-owned computers and school networks up to and including logging website access, bandwidth and network use.

ACS reserves the right, without notice or consent, to access and monitor users of ACS technology resources, including computers (hardwired, wireless or handheld), mobile devices, hardware, software, files (current or deleted), portable media, portable storage devices, mobile devices, the Internet and e-mail, including attachments. This includes, but is not limited to, accessing stored information, reviewing logs of incoming and outgoing information and messages, as well as the content of that information.

Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of this Acceptable Use Policy including the right to view the content of the device at any time, the right to remove content from the device, and the right to retain the device in the school's possession if there is an infraction to this Acceptable Use Policy that deserves that consequence.

Consequences: Each school reserves the right to enforce appropriate consequences for the violation of any section of the ACS Acceptable Use Policy. Users are to report any known violation of this policy to the appropriate school officials. Failure to use information technology resources in accordance with this agreement will result in any or all of the following consequences:

- Loss of computer, network, and Internet privileges
- Detention
- Suspension from school
- Dismissal from school
- Expulsion from school
- Civil or criminal liability under applicable laws

Administrative Recourse

Any grievance by a parent/guardian against the school or its employees shall be resolved through Diocesan Administrative Recourse. DSP 1391

Order of due process to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. Area Administrator
4. Pastoral Authority
5. Dean
6. Diocese

See DSP 1391 in Appendix

AIDS Policy

Assumption High School complies with the Diocesan Policy on personnel and students with AIDS. That policy is located in the Principal's office and is available to parents and students at any time.

Alcohol and Other Drug Abuse Program (AODA)

Assumption High/Middle School coordinate an Alcohol and Other Drug Abuse Program that serves as prevention and early intervention against alcohol and other drug abuse. (DSP 5505/5508)

The following is a list of services used at Assumption Middle School and High School.

- 8th grade Health (required course) – topics of tobacco, alcohol, illegal drugs, choices, consequences and responsibility.
- 10th grade Health (required course) – reinforcement and further discussion about topics learned in 8th grade
- Athletic Development (elective course) harmful effect of alcohol and drugs on the body including steroids, HGH, etc.
- Speaker Series – Speakers are invited to address the entire student body covering a variety of topics relating to AODA.
- WIAA Athletic Code and Assumption Student Code of Conduct enforce our AODA policies.
- Wood County Youth Initiative Program
- Ropes Course
- Teachers and Coaches reinforce the importance of being alcohol and drug free
- Guidance Office – Addresses referrals of students who may have a need for help with regards to any AODA problems.

Asbestos

The school's asbestos management plan is located in the maintenance office. This document is available for review by all parents upon their request. (DSP/R 3230)

Attendance Guidelines

Regular attendance at school is vitally important as it can directly affect student progress academically and development of attitudes and habits which the student will carry into adulthood.

Assumption Catholic Schools will follow state and local laws regarding truancy. According to Wisconsin Rapids Municipal Code number 25.26 TRUANCY (MC #866) and Wisconsin State Statues [118.15 (3) (c)], truancy is defined as missing more than 5 days of school in a semester whether or not the days are excused.

Any student whose attendance in a specific class falls below the 90% attendance (10 days absent) per semester are notified by administration. Students and parents will be notified if a concern arises due to excessive absences. Parents will also be notified that the student has exceeded the ten-day absence limit. In such cases, credit for a course may be denied. In most cases, a meeting of the parent, student, teacher and principal will be scheduled once the ten days of absence have been reached in any **one class**.

Absence Procedures

Daily attendance is essential to success in school: however, if it is necessary for a student to be absent or tardy, the parent or guardian must call the office by 7:45 am to inform the school each day the student will be late or not in attendance. The parent should request homework at that time if the parent wishes to pick it up by 3:00 pm. The student is responsible for keeping up with homework during absences, unless illness prevents the student from completing work on time. The school reserves the right to determine whether an absence or tardy is excused or unexcused. **"Overslept"** will not be considered an acceptable excuse.

Absences will be considered un-excused unless there has been a prior communication from the student's parent or guardian. Unexcused absences will result in disciplinary actions which may include detentions, community service, lowering of grades, or suspension. Teachers are encouraged to give an unexcused student a zero on any daily work assigned for the day of absence. **Students will be allowed to make up tests, projects, or papers that reflect cumulative progress over a period of time.**

Students must attend a full day of classes for the day in order to participate in a school-sponsored extracurricular activity or practice with the exceptions of faith or family events that are deemed by the administration to be absolutely necessary or any other activity, event or appointment that has been approved by administration and does not remove a student from school for more than three periods (2 ½ hours). Students are expected to be in school on the day following athletic events.

Absences – Extended

In the case of an extended absence for medical reasons, the principal must receive a written note regarding this absence. Student work will be accumulated during the absence, and students will have no more than the number of days of the absence to make up the work. Families are encouraged to plan vacations around the school schedule to avoid missing valuable class time. **A student who will miss school for a planned absence must submit a pre-arranged absence form.** Students should be attentive to the expectations of individual teachers regarding make-up work after an absence from school.

Absences – School Events

Students who are missing all or part of a school day as part of a school activity will need to have a permission slip on file. The teacher advisor for the school activity will file an Extracurricular Activities Field Trip Release Form. This absence will not count against the student absence record and the student will remain eligible for all athletic and extracurricular activities on this day. Students are responsible for all assignments, tests, quizzes, homework assignments, etc. for classes missed.

Absences – Course Credit

Students are expected to attend classes daily. Students who miss a class, whether excused or unexcused, must work with the teacher to schedule a time to make up the class time lost in their absence. Students who miss more than 5 days (excused or unexcused) of a class in a hex will meet with the Attendance Review Board to determine a course of action.

- Students will explain excessive absences.
- Students must have a parent attend this meeting.
- The outcome of the Attendance Review Board will determine what action will be taken for excessive absences. Action may include loss of course credit.

Tardy Procedures

Tardy to School: When a student is tardy to school, the student must sign in at the main office. Three tardies to class will constitute one absence and will count in the ten- day attendance cap. A tardy of ten minutes or more is considered an absence from that class for the day. **The student will be allowed no more than 5 tardies in a semester after which the student will receive a lunch or after school detention for each additional tardy.**

Tardy to Class: A student is tardy if s/he is not present in the room and ready for class. Each teacher is expected to outline his/her tardy policy in his/her syllabus for the course.

*****Students who skip Mass, class, study hall, or school day event, or are truant or absent unexcused from school are not allowed to participate in an athletic or extracurricular activity that school day. The subsequent day of school may also be affected.**

Truancy

Assumption Catholic Schools will follow state and local laws regarding truancy. According to Wisconsin Rapids Municipal Code number 25.26 TRUANCY (MC #866) and Wisconsin State Statues [118.15 (3) (c)], truancy is defined as missing more than 5 days of school in a semester whether or not the days are excused.

- When a student misses five days in a school year, a warning letter will be sent home.
- When a student misses ten days in a school year, they (with or without parent/guardian) will meet with Student Services Team to discuss excessive absences.
- Truancy tickets may be issued for excessive absences.
- Students may be referred to Wood County Social Services after a second truancy ticket.
- Middle school students with excessive absences may be considered for retention.
- High school students with excessive absences may not earn the required credit.

Review Board

- Review Board may consist of Student Services Team (Principal, Counselor, Dean of Students, and Teachers as needed)

Attendance Review Board

- Students who miss more than ten days of school will be required to meet with the Student Services team.
- Students will explain excessive absences.
- Students must have a parent attend this meeting.
- The outcome of the attendance review board will determine what action will be taken for excessive absences.

Bullying –See Harassment

Bomb Threats

The health, safety, and well-being of students should be a primary concern for school staff. If a bomb threat is received by a school, procedures shall be followed that keep the safety of the students foremost in mind. Student conveyance of bomb threats constitutes grounds for suspension and/or expulsion. DSP 6122 In the event of a bomb threat, fire drill evacuation procedure will be used immediately and the police notified of the threat. Re-entry to the building will take place only after the authorities have checked the building and found everything in order.

Bus Transportation

Lamers and Safeway bus companies provide transportation for our students. Students are obligated to follow the bus companies' rules of conduct. Students who misbehave may lose bus transportation privileges. The bus company will notify the principal of misconduct. Questions about bus service can be directed to the appropriate bus company or school office.

Calendar

All schools follow the Assumption Catholic Schools' system calendar. Please keep a copy of this calendar handy for easy reference. A monthly calendar update will be sent home via email or in the Friday Folder.

Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan Schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion. DSP 5112

All co-curricular and extra-curricular clubs, teams and other organizations are expected to be consistent with the teachings of the Catholic Church, both in philosophy and practice.

Cell Phone/Smart wearable device Possession and Use

- Students may not have access to the admin network.
- No cell phones or smart watches in class. Instructors who incorporate technology in their classrooms should use the school's resources.
- Teachers who see a student access a cell phone or smart watch from the beginning to the end of the school day are expected to confiscate the device and turn it into the front office. ***First violation***: Student will be allowed to pick it up at the end of the school day. ***Second violation***: The parent will be notified to pick up the device. If the parent does not pick up the device, the student may collect it at the end of the following school day.
- Students whose devices have been confiscated on two prior occasions of the same semester will, upon the ***third violation***, serve a Saturday morning detention and will not be permitted to have any phone or wearable smart device on school grounds for the remainder of the school year. If the student violates that restriction, the student will be suspended for one day.
- Students suspected of using cell phones or smart watches in the lavatory due to repeated or extended trips to the lavatory will be asked to report to the Guidance Counselor. The counselor will conduct an investigation to see if the student is abusing the privilege.

Change of Emergency Card Information

Parents or guardians must notify the school IMMEDIATELY when there is a change of address, phone number, any change in parent (s) or guardianship, or any other change the school should be aware of.

Cheating and Plagiarism (See Honor Code in Appendix)

The work that students present is to be their own. Academic dishonesty such as copying another's work, cheating on quizzes and tests, and plagiarism of any kind is unacceptable. Penalties for cheating and plagiarism are assigned by the teacher and may result in loss of credit for the course. Teachers are asked to refer to the Faculty Handbook for norms regarding the assignment of penalties for cheating and plagiarism.

Class Rank

Class rank is calculated each semester for internal use with the exception of computations determining who will be valedictorian and salutatorian. With the exception of valedictorian and salutatorian class rank is only released to outside parties (e.g. colleges, scholarships) when requested by parents in writing.

Class Trip

1. Because of the loss of authority after graduation, teachers who chaperone graduates undertake substantial additional risks. For this reason the senior class trip may not without an abundance of good reasons, extend beyond 10:00 pm of the day of origin.
2. Advisors are encouraged to schedule the trip to occur on a weekend or as soon as possible after graduation.

Closing of School Emergency

Check local radio and TV stations, and an email will be sent through RenWeb. Please be sure to have arrangements made with your student as to how and where he/she should go if school is canceled during the school day due to inclement weather or an emergency.

College Visits

Juniors and seniors must make arrangements for college visits through the Guidance Counselor. Students are allowed a total of two absences per year for these visits without penalty for absence.

Communication/Correspondence

Communication between school and home is essential. Daily email, weekly newsletters, Parents Web and Friday Folders are all tools used to relay information to parents in a timely fashion. Please make it a priority to review all information sent home.

Concerns

If you have a concern about your student, you should contact the teacher or guidance counselor by calling the office or emailing that person directly. **If you need to meet with the teacher or principal, it is advisable to make an appointment.** This is for the parent's convenience as well as that of the teacher and the principal. Anyone coming into the school for any reason must first report directly to the office. Parents are asked not to interrupt a teacher during class time, and are expected to remain in the front office or the lobby area when seeking to speak to a teacher, administrator or student.

Conduct Expectations and Student Responsibilities

Assumption High School students are expected to demonstrate acceptable standards of Christian behavior. It is necessary for students to exhibit courtesy in their relationships with fellow students, staff members, other school employees, and members of the community.

1. Students are expected to treat others with respect at all times. Physical or verbal abuse or harassment of another person which includes vulgar, profane, sexist, racial or other disrespectful language and/or gestures will not be tolerated.
2. Students are expected to treat the school grounds, building, and equipment with care and respect. Damage to school property resulting from carelessness, misuse or vandalism may result in fines to students or parents.
3. Students are expected to demonstrate honesty in homework, classwork, examinations, athletics, etc. Examples of dishonesty include, but are not limited to plagiarism, copying others' work, using translation services, forging parents' signatures, sharing answers to a test, use of non-authorized electronic devices during a test, stealing, lying, etc.
4. Students are expected to act in a way that positively reflects on themselves and the school in all environments including opportunities for prayer and liturgy, in the classroom, on the bus, at social and athletic events, in the community, etc.
5. Students are expected to follow all rules within the classroom, school and common areas.
6. Students are expected to be in dress code attire, report to school and class on time, and be adequately prepared for class.
7. Students are not free to disregard the sufferings of others, but should act in a way consistent with the corporal and spiritual works of mercy.
8. Students are expected to contribute to the common good.

Conduct Violations

Minor violations include, but are not limited to the following: presence in unauthorized areas or outside of the classroom without a pass; rude, discourteous or abusive behavior; class disruptions; insubordination or chronic rudeness, fighting; inappropriate display of affection; forged or invalid excuse; bullying, abusive, intimidating or other inappropriate language; use of electronic devices during the school day.

Potential consequences for minor violations include, but are not limited to the following: warning of future consequences; community/school service; detention (weekday or Saturday); in school suspension; parent/guardian notification; parent meeting; behavioral contract; confiscation of inappropriate possessions.

Major violations include, but are not limited to: violations of laws; hazing; indecency; tampering with school computers; harassment or intimidating behaviors, violations of safety and fire codes; use or possession of tobacco products, alcohol or illegal drugs; guilt by association for tobacco products, alcohol, or illegal drugs; vandalism to school property and/or equipment; gross misbehavior toward school personnel and/or school rules.

Potential consequences for major violations include, but are not limited to: parent/guardian notification; community service; parent/student meeting; behavioral contract; confiscation of inappropriate possessions; detention (weekday or Saturday); in-school suspension; out –of-school suspension, dismissal or expulsion.

Administration reserves the right to deviate from the above process in the interest of safety and the welfare of students and staff.

Confidentiality

Rather than strict confidentiality in regard to student-school employee communication (verbal and written), the Diocese of La Crosse Catholic schools operate under a “spirit of confidentiality.” This means that outside of the sacramental confidentiality between priest and penitent, strict confidentiality cannot be promised to the student if the information disclosed by the student includes, but is not limited to, one or more of the following:

1. Information that concerns violation of the law.
2. Matters involving the health and safety of the student or any person.
3. Serious moral issues.
4. Any other matter that raises serious enough concern in the mind of the employee that he or she believes it is important to share the information with the school administrator.

The school administration, after consultation with the Office for Catholic Schools, may choose to disclose the information to parents, legal authorities, medical personnel or other deemed necessary personnel. DSP 5310

Credit Recovery

Students who have failed a required course (grade of “F”) may repeat the course at Assumption High School one time with administrative approval. It is advised that the student attend a summer school session or take an online course during the summer to recover this credit. If a failed course is “recovered” during the same academic year that the failing grade occurred, it will replace the “F” on the student’s transcript; no grade above C may be recorded for credit recovery. If credit recovery is done after the summer following the academic year in which the F was received, both grades will appear on the transcript. The course outcomes and course description of the credit recovery course must meet the criteria of the original course. Teachers should be aware that students who fail a class may be eligible for credit recovery under certain conditions and that the teacher of the class which the student failed may be asked to participate in credit recovery design and implementation.

Curriculum

The Course Description Book describes courses and outlines credit requirements for graduation. Parents can view and discuss course and unit outcomes by meeting with the Director of Instruction.

Detention

Faculty/Staff Detention is for minor infractions that take place in the classroom. The student serves up to one hour with the person issuing the detention, within two days of when the detention was assigned.

Administrative Detention is for repeated or more serious infractions.

Lunch Detention: Student sits silently at assigned table, eats when all students have gone through the line, cleans and wipes tables and takes out trash.

Saturday Detention:

What is Saturday detention? The requiring of a student to remain outside of normal school hours as a disciplinary action or because of some misbehavior on the part of the student.

Why is the detention process necessary? The detention process exists for the purpose of holding a student accountable for their misbehavior/non-adherence to school rules, and completing school work.

Times for students to serve Saturday detention occurs on designated Saturdays and runs from 8:00am - 10:00. School transportation to and from Saturday Detention will not be provided.

Time/Process for Saturday detentions: When a student is issued a detention, they will have two Saturdays to clear their time. All students must report to the Saturday detention room by 8 a.m. Students will then stay the required number of hours. Late students will not be admitted. Failure to serve detention may result in two consecutive Saturday Detentions and/or suspension from school.

Saturday Detention Rules

1. No eating.
2. Earbuds and headphones are not allowed.
3. Phones are not allowed.
4. No talking
5. No sleeping
6. Arrive by 8:00am and enter through the High School doors. Late arrivals will not be admitted. Students must come back the following week.

Please bring a book or homework to work on during your work time. Students be completing tasks in and around the school. Failure to adhere to detention rules could result in hours served not being counted.

Saturday detention emergencies: If a student is unable to serve a detention due to an emergency, a parent or guardian must contact the school by 8am on Saturday identifying their student and the emergency.

Valid excuse list: Illness, family emergency, or funeral. Parents/guardians must call before 8 a.m.

Invalid excuses: Sports games/tournaments, vacations, “going up north’ for the weekend, hunting, etc.

Disciplinary Procedure

Teachers are the first line of enforcing the student conduct standards. When a teacher makes a referral to Administration it will be interpreted as a transfer of responsibility for handling the situation, determining the appropriate action, and assigning consequences.

1. Notification of parents
2. Conference with administration and parties concerned
3. Possible detention, or suspension (in-school or out-of-school)
4. If appropriate, suspension or recommendation for dismissal or expulsion after consultation with the Director of Catholic Schools.
5. Referral to other agencies if judged appropriate by the Administration in consultation with the Director of Catholic Schools
6. Payment for property or restitution

Discipline

Probation: Intended as a warning, that unless conduct is improved, suspension or dismissal is a definite possibility. Probation may be given for any of the causes listed under suspension or expulsion. Written notice is given to parents when a student is placed on probation.

Suspension: Suspension is a disciplinary action to be used when serious or in continued infractions of the behavior code. Suspension may be either in-school or out-of-school as determined by the principal. In either case, the student is responsible to complete all work and/or tests immediately upon return to the classroom setting. Any of the following reasons, as well as others, may be cause for suspension:

1. Truancy
2. Smoking, chewing tobacco or vaping on school property.
3. Being present with a student who uses, possesses, buys, or sells drugs or alcohol in the school or on school grounds or during an off school grounds extra-curricular activity.
4. Disrespect or defiance of an adult in a position of authority. (Insubordination)
5. Obscenities: oral, written, or gestured.
6. Destruction of school property.
7. Actions seriously disruptive to class conduct.
8. Behavior that endangers other students or staff.
9. Theft
10. Possession of computer access to pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities or on school busses.
11. Unauthorized and/or improper use of school computers and equipment
12. Unauthorized entry into the elevator.
13. Loitering in the neighborhood before/after school or causing a disturbance for the neighbors.
14. Giving a false report to an administrator. Students who have been shown to falsify statements of fact in order to avoid a disciplinary action may receive a one-day suspension in addition to the prior consequence.
15. Disruptive behavior on school busses.
16. Fraudulent use of lunch room code.
17. Behaviors that constitute bullying or harassment of others.
18. Any of the grounds for expulsion.

Suspension may lead to permanent expulsion. A conference with parent/guardians, teacher, principal and student is a prerequisite for re-admission of a student.

Dismissal and Expulsion: The dismissal or expulsion of a student from a Catholic school is a very serious matter and should be invoked only in extreme cases. Care should be taken that fundamental fairness is offered the students in the process of expulsion. All dismissals and expulsions are to be approved by the diocesan director of the Office for Catholic Schools. Parents will be notified of any action taken by a student that will be considered grounds for suspension, dismissal, or expulsion.

Dismissal: Termination of a pupil as a student from the school for an indefinite or impermanent period of time.

Expulsion: Termination of a pupil as a student from the school permanently (no opportunity for reinstatement.)

Any of the following may be, but are not limited to, cause for dismissal/expulsion:

1. Use, possession, buying, or selling drugs or alcohol in the school or on school grounds, during an off school grounds extra-curricular activity, or on school busses.
2. Possession of a weapon on school grounds
3. Bringing a weapon to school.
4. Serious destruction of school property.
5. Insubordination or failure to comply with instructions or directions given by the school staff.

6. The use of indecent or abusive language or gestures to any of the staff or students.
7. Behavior that adversely affects the status of the school.
8. Behavior that deteriorates the morals of other students or the staff.
9. Behavior that endangers the safety of other students or staff.
10. Behaviors that constitute legally defined harassment.

Dress Code

Our Assumption Catholic School (ACS) system promotes the virtues of modesty and self-respect. Student dress and personal grooming not only demonstrate respect for ourselves and others, but also reflect the seriousness with which children and young people approach all their efforts as students. With a goal of promoting a genuine Christian learning environment, the dress code outlined here will govern students dress at Assumption Middle and High School. At all times, there is not to be any saying, picture or reference on clothing that is inconsistent with Catholic faith and morals. Items which reference drugs, alcohol, or have content inconsistent with Catholic teaching are not allowed.

The ACS administration reserves the right to deviate from the dress code at their discretion when circumstances warrant and final decisions regarding student dress is reserved for administration. Students out of dress code will be addressed privately and respectfully. See Dress Code Enforcement for directive.

The following requirements apply to all students enrolled at Assumption Middle and High School:

General Items

The following apparel is **not permitted** for any high school student during a regular school day.

- No outerwear, including hats, caps, coats, and gloves
- No slides, beach shoes, flip flops, or heels over 2 inches (Birkenstock style sandals are allowed)
- No clothing with logos advertising illegal or illicit substances, sexual content/innuendo and inappropriate messages
- No logos larger than 2 inches
- No workout clothing such as leggings, yoga pants, wind pants, joggers, athletic shorts, spandex or sweatpants
- No blue jeans/denim
- No oversized hoodies
- Clothing must fit properly: no tight fitting or ill-fitted clothing
- Clothing must be clean and free of slits, tears, holes, patches, personal alterations, and stains

Young Women Dress Code

Tops:

- Button- down, dress shirts, polo, collared shirt, sweater, dress t-shirt, or Assumption logo t-shirt.
- Plain or Assumption crewneck sweatshirt, hooded sweatshirt, or ¼ zip pullover
- Shirts must meet modesty standards-midribs and cleavage must be covered at all times. No tight fitting shirts or crop tops. Cleavage or necklines going beyond 3 inches are not allowed.
- No visible undergarments such as bra straps and underwear.

Pants/Bottoms:

- Dress pants, capris, colored jeans, solid colored khakis, chino pants, or Dockers style pants
- No blue denim
- No tight or ill-fitting pants
- Shorts may NOT be worn November 1-March 31

Dresses/Skirts

- Must have a hemline extending to 2-3 inches above the knee

- If leggings are worn underneath, hemline must fall below the fingertips
- Must meet all modesty requirements

Shoes

- Dress shoes, athletic/tennis shoes
- Acceptable sandals-Birkenstock style, dress sandals
- Socks should be worn when applicable
- Shoes need to remain on feet and pose no safety hazard
- No flip flops, slippers, or athletic slides

Hair and Accessories

- Hair must be clean and a natural color. Any hairstyle that draws undue attention to the student is not permitted (e.g., mohawks or shaved designs).
- Any accessory that draws undue attention to a student is not permitted. This includes but not limited to makeup and unreasonable body jewelry such as; tongue, nose, lips, eyebrows, excessive piercing in the ears, etc.

Mass Day/Graduation/Concert Attire:

- Dress slacks, khakis, (NO colored jeans/denim) or skirt with blouse, dress shirt, or sweater
- Blouses or dress shirts (must be tucked in, if so designed)
- Dress or skirt to knees or longer
- **No shorts or any ACS spirit wear can be worn at Mass.** Exceptions granted if temperature is 80 degrees or above. On Game Day with Administration approval, teams may wear their team clothing (team jacket, etc.).

Physical Education

- Students are required to wear athletic shorts (appropriate length) and a t-shirt (t-shirt cannot be cut, torn, or altered).
- Students may wear joggers, thick sweatpants, or wind pants. No leggings, yoga pants, or spandex.
- Non-marking athletic shoes are required.
- Students must change back to dress code clothing after class.

Young Men Dress Code

Tops

- Button down, dress shirt, polo, collared shirt, dress t-shirt, sweater, Henley, or Assumption logo t-shirt.
- Plain or Assumption logo crewneck sweatshirt, hooded sweatshirt, or ¼ zip pullover
- Shirts must have sleeves

Pants/Bottoms

- Dress pants, Docker/Khaki style pants, or colored jeans worn at the natural waistline
 - Navy blue, black, tan/khaki, or gray in color
- No blue jeans
- Shorts may NOT be worn November 1-March 31st
- No tight or ill-fitting pants

Shoes

- Dress shoes, athletic/tennis shoes
- Acceptable sandals-Birkenstock style, dress sandal-no heels higher than 2 inches
- Socks should be worn when applicable
- Shoes need to remain on feet and pose no safety hazard
- No flip flops, slippers, or athletic slides

Hair and Accessories

- Hair must be clean and a natural color. Any hairstyle that draws undue attention to the student is not permitted (e.g., mohawks or shaved designs).
- Excessive facial hair is not allowed.

- Any accessory that draws undue attention to a student is not permitted. This includes but not limited to makeup and unreasonable body jewelry such as; tongue, nose, lips, eyebrows, excessive piercing in the ears, etc.

Mass Day/Graduation/Concert Attire:

- Tucked in dress shirt must be worn with dress pants, Dockers/khaki pants
- A tie of the appropriate length is highly encouraged
- No cargo pants or colored jeans/denim
- A sports coat/blazer, sweater, sweater vest, or dri-fit zip up may be worn with a dress shirt, a tie is highly recommended (dress shirt collar must be visible)
- **No shorts or any ACS spirit wear can be worn at Mass.** Exceptions granted if temperature is 80 degrees or above. On Game Day with Administration approval, teams may wear their team clothing (team jacket, etc.).

Physical Education

- Students are required to wear athletic shorts (appropriate length) and a t-shirt (t-shirt cannot be cut, torn, or altered).
- Students may wear joggers, thick sweatpants, or wind pants.
- Non-marking athletic shoes are required.
- Students must change back into dress code after class.

ACS Spirit Wear-Show your Royal Pride!

The normal dress day rules apply with the following exceptions:

- Spirit wear clothing should promote a sense of community and enthusiasm for our school.
- Dress code permitted ACS spirit wear tops must display our Assumption logo and reflect our school colors of Royal Blue & White; approved background colors are white, royal blue, black or gray.
- All ACS Spirit Wear must adhere to the above requirements
**Note: Background color exceptions will be made for our co-op hockey & wrestling spirit wear only.
- To order spirit wear items, see clothing order forms provided from Royal Parents & Athletic Association.
- Any questions, please contact the school office.

Friday Dress Down

Friday's will be dress down days. A fee of \$25 will be collected at the start of the school year to pay for this privilege. Students are allowed to wear clothes outside of the normal dress code, provided they meet the modesty requirements in the dress code and are not tight/ill fitting. Students are allowed to wear jeans or joggers during this day. No leggings, jeggings, pajama pants, or yoga pants. Jeans cannot have holes or frays and must remain at waist level (no sagging, low-rise, low-riding pants).

These guidelines are also used for Final exam protocol. Administration, Dean of Students, and Principal reserve the right to modify this statement as necessary and reserve the right to determine what might be disruptive, unsafe, or inappropriate.

Semi-Formal Dance Dress Code

Young Women

- Skirts/dresses must be no higher than 6 inches from the true knee (this can be measured while dress shopping as the length of a dollar bill when kneeling).
- If movement causes the dress to ride up, it may not go higher than 6 inches from the knee.
- The dress should not have to be pulled down to maintain this measurement expectation
- If your dress has a slit, the slit must end at 6" above the true knee
- Tops cannot be low cut, revealing or have a deep scoop neckline
- No skin should be visible in the midriff area. This includes sheer and see-through fabrics.
- Cutouts below the waist line are not allowed

- Cutouts should not be larger than the size of your hand
- Jeans, T-shirts, and shorts are not allowed
- Clothing should be clean and presentable – no rips or tears

****Administration reserves the right to approve a dress prior to the dance****

Young Men

- A properly buttoned shirt is required and a tie highly recommended
- Clean, presentable shoes in good condition are required (dress shoes preferred)
- Jeans, T-shirts, and shorts are not allowed
- Clothing should be clean and presentable – no rips or tears

Dress Code Enforcement

Dress code will be enforced daily. “Dress Code Minute” will occur during the first part of the day to address any dress code concerns. The Dean of Students will also stop in classrooms to assess students’ dress on a regular basis. Students not in compliance with the dress code will be asked to change. They will be given a warning and the infraction will be documented in FACTS and an email sent to the parents. The student has the following options to change into dress code appropriate clothing:

- If the student has dress code compliant clothing with them, they can change into it.
- If the student does not have dress code compliant clothing with them:
 - Clothing can be provided from the office. The non-dress code compliant item is left with the Dean of Students or office and picked up at the end of the day.
 - The student has the option to call their parents to bring dress code compliant clothing. The student will remain with the Dean of Students until clothes arrive.
- If the student refuses to change, parents will be called.

If a dress code infraction occurs after the first month of school, a lunch or afterschool detention will automatically be given. If multiple infractions occur, the student meets with Dean of Students and is given a detention to be served afterschool. If the infractions continue, there will be a meeting with the student, parent/guardian, Dean of Students and Principal.

Drinks in the Classroom

1. Outside of what is served by the cafeteria for breakfast students may only have water in the classroom.
2. Water bottles may not be used in computer labs or science labs.

Drop /Add Procedures

Informal: Any student or parent request for schedule changes made during the **spring, summer, and first week of school** will follow the INFORMAL process for Drop/Add.

Informal Process:

1. Student/parent makes request for change with registrar
2. If change is requested during 1st week of school, Registrar initiates Drop/Add form
3. Student/Parent meets with registrar/ guidance to discuss options
4. Registrar seeks administrative approval of change if needed; may include administration, teachers, and/or parents
5. Parent or teacher is notified of change

Parent/student requests for schedule changes after the first week of school will be considered on an individual basis and must follow the formal process for Drop/Add. Changes will be made at this time only for serious reason. Personality conflicts and dislike for the course are not considerations for course changes.

Formal: Parent Initiated

Parent/ student request for schedule changes **after the first week of school** will be considered on an individual basis and must follow the FORMAL process for Drop/Add. Changes will be made at this time only for serious reasons. Personality conflicts and student preferences are not considerations for course changes at this point.

Formal Process:

1. Parent/student meets with teacher
2. If a change will be considered, the Drop/Add form is initiated.
3. If the teacher declines the request, parents may appeal the decision by contacting the guidance counselor.
4. The Registrar, Principal, Student Services Coordinator, and Guidance is notified.
5. The Registrar provides options for change to the Guidance Counselor, Principal, student and parent.
6. Change made if appropriate
7. Parents, affected teachers and Principal are notified of change

Formal: Teacher Initiated

If a teacher has a concern that a student may not have been properly placed in class based on available data and recommendations, the teacher may suggest a schedule change to the registrar and administration.

Process:

1. Teacher confers with student/parent
2. Teacher initiates Add/Drop form
3. The Registrar, Director of Instruction, Principal, and Guidance is notified.
4. Registrar provides options for change and discusses with Director of Instruction, Guidance Counselor, Principal, student and parent
5. Change made if appropriate
6. Parents and teachers notified of change

Drug and Alcohol Policy

Students and parent should recognize the fact that Assumption High School prohibits the use of tobacco products, alcohol and illegal drugs by members of its student body. Student use of these substances is strictly prohibited. (DSP 5508)

Drug /Medication Administration

Written permission from parents is necessary for the school to dispense prescription or non-prescription drugs to a student. Prescription medication must also have a note stating the reason for the medicine and the signature of the doctor. Any needed over-the-counter medications (including cough drops, pain reliever etc.) are to be brought from home and stored in the school office, along with instructions for dispensing.

Administration of Medication at School

Over the counter (non-prescription) medications administered to students at school.

- **Must be supplied** by the parent or guardian.
- Must have signed permission and written instructions from the parent or guardian.
- Must arrive at school in the sealed original bottle with the list of ingredients and recommended therapeutic dose.
- School must have a written doctor's order to exceed the package recommended dose on all over-the-counter medication
- May not have exceeded the printed package expiration dates.
- This includes herbal or homeopathic medications
- Medications are stored in the AHS office.

Prescription medications administered to students at school

- Must have a signed written order from your primary medical provider or specialist.
- Must have signed permission from the parent or guardian.
- Must be supplied in the original pharmacy-labeled package listing:
 - a. The student's name
 - b. The prescriber's name
 - c. The name of the medication
 - d. Dose and route for administration
 - e. Effective dates for administration
 - f. Specific directions for the medication

Medication being transported from school back home should be transported by the parent unless the school has received written permission from the parent to send the medication home with the child. These changes may require the pharmacy to divide the prescribed dosage into two bottles, one for the home and one for school. (DSP 5505)

Education Commission

The Commission is formed by the member parishes as a consultative body to assist the president, dean, and pastors in overseeing the operation ACS. The commission meets monthly, August through May, and the minutes of these meetings are sent to all parents via the web. Commission meetings are generally open meetings, except during discussion of personnel matters, or other times when the Commission decides to go into closed session. If you have items for discussion, please contact your parish representative or the school principal.

Electronic Devices

iPods, cd players, mp3 players, DS, or any type of electronic toy or game, are not allowed in the classroom and may not be used during the school hours. Students should NOT bring these items to school. The school is not responsible for lost or stolen items. If a student has any of these items in his/her possession during the school day, they will be confiscated and held until retrieved by a parent. Other disciplinary measures may also be taken. (See also regulations regarding cell phones).

Elevator

Students may not use the elevator unless given permission to do so due to physical impairment or for the purpose of transporting equipment or supplies.

Eligibility

A student will be declared academically ineligible if he or she failed a course or has an incomplete in a course; once an incomplete is resolved and the grade has been updated in Renweb, the student is eligible again. The ineligibility period will begin the Monday following report card issuance. Students will be ineligible to participate in athletic contests and certain extracurricular activities.

A student who receives one failing grade in any hex (1,2,3,4,5,6) will be made ineligible for a minimum of two weeks. A student receiving failing grades in two or more classes during any hex (1,2,3,4,5,6) will be made ineligible for a minimum of 3 weeks. Students receiving a failing SEMESTER grade in one or more classes will be made ineligible for a period of 3 weeks for Semester I or Semester II. Ineligibility will include at a minimum one contest.

During a period of ineligibility, students may attend practices but may not participate in contests. They may not travel to away contests or dress in the team uniform for home contests. At the end of the ineligibility period for a failed hex course, the student becomes eligible to participate once the registrar receives verification from the teacher that the student currently holds a "passing" status in this course. If not, the student will remain ineligible until this status is achieved. The Registrar will contact the Athletic Director to verify playing status. The Athletic Director will communicate this updated status to Coaches.

Ineligibility periods will begin on the Monday following the date of report card issuance for Hex 1,2,3,4,5 and Semester I grades. The period of ineligibility incurred because of failure for Hex 6 or a Semester II course, begins on the first day of practice if the student is in a Fall sport, or on the first day of school if not a Fall athlete.

**See WIAA regulations.*

Emergency Forms

Each student is to have an Emergency form on file in the office. This is to be completed by the parent or guardian at the beginning of the school year. Parents are responsible for keeping this information current.

Emergency Drills

Emergency drills will be held throughout the course of the school year.

Fire Drills – All students must proceed in silence and in an orderly manner to the appropriate exit as posted. Each class should stay together and walk across the street from the building to the sidewalk. Students should wait silently outside until instructed to return to the building. Anyone who intentionally gives a false fire alarm warning or interferes with the proper functioning of the fire alarm system is subject to legal action.

Tornado drills – All students are to leave their classroom and go to the assigned area. Silence must be maintained throughout the drill. Students will return to classes in an orderly manner following the all clear signal.

Enrollment

Annual school enrollment begins in January. Those enrolling need to complete and return all necessary paperwork to the school office or Central Office by the deadline. Enrollment information is necessary to determine staffing and supplies. The principal may decline the return enrollment of a student who is not willing to adhere to the philosophy of the school or if it is determined the school cannot meet the student's special needs.

Extracurricular Activities

Along with athletics, a wide variety of extracurricular activities are available for the students. Such activities include the following: Jazz band, Jazz Choir, Musical, Student Council, Retreat Team, Chess Club, Forensics, AcaDec, International Studies, Math League, Key Club, and Pep Club. Faculty/Staff members serve as advisors for these clubs.

Family Educational Rights and Privacy Act (FERPA)

This is a law that protects the privacy of student education records. [See Appendix]

Field Trips

Permission slips will be sent home prior to all field trips; parents/guardian should sign and return them promptly. No student may participate unless a signed parental permission slip for the specific event is on file with the school. (DSR 6325) Field trips are a privilege. Schools can set minimum academic and behavioral expectations for participation in such trips. (DSP 6325)

Financial Aid

Assumption High School attempts to provide financial aid to families in need. Financial aid forms and information are available at the Assumption Catholics Schools Central office, 715-422-0917

Fundraising

Assumption High School students will participate in ACS fundraisers, as approved by administration.

Grade Book Access

An online grade book is available through RenWeb. The purpose of this feature is to help parents and students monitor progress in classes. Each family has a personal password obtained through RenWeb to access this information. If you have questions regarding your student's progress, please email the teacher.

Grade Point Average (GPA)

The semester GPA is based on grades earned in courses taken during the semester and is used for report cards and to determine honor roll status.

The cumulative GPA is based on all semester grades earned for courses taken throughout high school. Cumulative GPA is reported on transcripts.

Grade Reports

Report cards will be sent home approximately one week after the end of each hex.

Grade Scales

The Assumption High School Grade Scale is designed to give a detailed view of each student's achievement. This scale mathematically reflects the student's proficiency in the subject. Teachers assign grades based on each student's demonstration of skills and mastery of content in the subject area.

Criteria for establishing grade ranges:

A - Superior

SCHOLARSHIP – Mastery of course skills and content.

INITIATIVE – Excellent Participation and Resourcefulness.

B - Above Average

SCHOLARSHIP – Proficiency in course skills and content.

INITIATIVE – Adequate Participation and Resourcefulness.

C - Average

SCHOLARSHIP – Basic Achievement of learning goals.

INITIATIVE – Improve attention, participation or practice.

D - Below Average

SCHOLARSHIP – Improvement needed to progress in learning goals.

INITIATIVE – Listening, note-taking, homework, or test-taking jeopardize progress

F – Failing (Not passing)

Student must either do credit recovery or retake the class.

In certain special cases administrative approval may be given to use Pass/Fail grading. A student assigned a "P" passes the course and receives credit but the grade does not impact the GPA. If a student is assigned an "F", he or she does not receive credit and his or her GPA will be negatively impacted.

Satisfactory/Unsatisfactory grading: student assigned an "S" has completed work to a satisfactory level, but does not receive credit and the grade point average is not affected. A student receiving a "U" did not work to a satisfactory level, and does not receive credit, but the grade point average is not affected.

Incompletes: A student may be assigned an "I" due to an illness or absence from school within 2 weeks of the end of a grading period. The student will be given 2 weeks to turn in work and receive a letter grade for that Hex.

Grade Scale

Grade	%	Mid Range	Regular	Honors
A+	Honor course only 98-100	99	NA	4.5
A	93-100	96	4.0	4.25
A-	90-92	91	3.67	3.92
B+	87-89	88	3.33	3.58
B	83-86	85	3.00	3.25
B-	80-82	81	2.67	2.92
C+	77-79	78	2.33	2.58
C	73-76	76	2.0	2.25
C-	70-72	71	1.67	1.92
D+	67-69	68	1.33	1.58
D	63-66	66	1.00	1.25
D-	60-62	61	.67	.92
F	Below 60	59	0	0

Grading Periods

Assumption High school has two semester grading periods in a school year. Within those semesters, there are three hex grading periods and an exam grade. Semester exams comprise between 10 and 20% of the student's semester grade. The semester grade is obtained through a mathematical formula, which configures the three hex grades and the semester exam. It is the semester grade that is used for determining student GPA (Grade Point Average). Only semester grades appear on student transcripts.

Graduation Requirements

Students who wish to earn a diploma from Assumption High School must complete 26 credits of coursework made up of required and elective courses. Please refer to the Assumption High School Course Description Book for more detailed information.

High school courses taken in eighth grade may be counted in the student's total earned credits for graduation; however, only those courses which earn credit in grades 9-12 are calculated in the student's cumulative GPA. Whenever a student's academic performance indicates that the student may not have achieved the academic expectations of the school, teacher recommendations and achievement scores on the ITBS, and ACT may be used in making a final determination regarding graduation. In all other cases, the faculty recommends student advancement in individual courses, for grade level advancement, and for graduation, by awarding passing grades.

Guardianship

In any situation where there is a custody agreement, the schools should obtain the portion of that agreement that stipulates custody and any other information pertinent for the school. The proof of guardianship will be kept as part of the student's confidential record.

Guidance

The high school guidance counselor is responsible for assisting students with personal and academic problems, career exploration, and post-secondary education planning. The counselor works with teachers to assist in handling issues with students, whether academic or behavioral.

Hall Passes

Hall passes are used when a student must leave the room during class time.

Harassment/Bullying

We strive to provide a safe, secure and respectful learning environment for all students. Bullying has a harmful social, physical, psychological and academic impact. We will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. **Harassment** involves, but is not limited to, physical or verbal behaviors which demean a person because of his/her gender, race, age, sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or because of a physical, mental, emotional or learning disability. Actions or words that are unwelcome and whose purpose or effect interferes with a student's or employee's performance or creates an intimidating, hostile or offensive work or learning environment, constitute harassment. Hazing or initiation acts or rituals are in and of themselves wrong and may constitute harassment.

Sexual harassment includes, but is not limited to, any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. Unwelcome verbal or physical conduct of a sexual nature includes, but is not limited to, the deliberate repeated making of unsolicited gestures or comments, or the deliberate repeated display of offensive, sexually graphic materials. (DSP 4175 and 5512) No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith. (DSP 5512)

No student or employee in Assumption Catholic Schools shall be subjected to harassment and any person(s) engaging in harassment will be subjected to severe disciplinary measures. Confidentiality will be maintained.

If a harassment incident occurs, the following procedure is followed:

1. Any person who believes s/he is being harassed or bullied must:

- a. Immediately report the initial incident to a faculty/staff member, the Principal, or a counselor.
- b. Report any subsequent incident(s) to school authorities listed above

2. School authorities will:

- a. Investigate the allegation;
- b. Notify the Diocesan Director of Schools;
- c. Apprise parents, appropriate social agencies and, possibly, law enforcement officials of the incident;
- d. Determine appropriate disciplinary penalties, which may include probation;
- e. Have the option of dismissal or expulsion for the perpetrator(s) immediately, or in the event of further harassment;
- f. Maintain appropriate documentation on file;

Action Plan for Handling Harassment/ Bullying

When harassment/bullying is observed or has been reported, the administrator retains the right to adjust the following steps in accordance with the age of the child and his or her developmental level.

1. Teacher, parent, or staff member talks to student—verbal warning. This is also documented in the principal's office.
2. A conference is called with staff member/s and principal to discuss the particular problem. This is also documented.
3. If the harassment/bullying continues, the principal or designee calls parents. The system president and counselor are informed. This is documented.
4. The principal calls a conference with parents, teacher, counselor, and, if deemed necessary, the system president. A behavioral contract will be drawn up, and then signed by the student and parent/s. Compliance is expected. This is documented.
5. Failure to meet the contract stipulations may result in suspension and/or expulsion.

- *In school—under supervision of school personnel but isolated from other students and school activities
- * Out of school—temporary removal from school and school activities
- * In either case, all class work assigned must be completed before readmission

Health Concerns

Parents must notify the school in writing with any of their child’s medical condition, of which the school staff should be aware of. These will be kept in the student’s confidential file, along with the student’s immunization records, as required by Wisconsin state statutes. The Wood County public health nurse is available to our students as needed.

Homework

Homework is an extension of the structured class period and enhances student learning by helping students gain proficiency in the subject. Students are expected to complete assignments according to the instructions given by the teacher. All work is to be turned in by the given due date. Assignments that are turned in late may receive a lower grade.

Honor Code

To accomplish our vision and mission statements, the discipline system at Assumption High School is designed to support a safe environment for our community based on faith, honesty, integrity, mutual respect and responsibility. [See **Honor Code** in Appendix]

Statement of Philosophy

Assumption High School places great emphasis upon integrity, an essential ingredient of one’s moral development, character and faith. Students are expected to uphold the Academic Honor Code by representing themselves truthfully, doing their own work, and claiming for themselves only that which is truly theirs.

The principles embodied in the Academic Honor Code are as follows:

- All students are worthy of trust.
- Being trustworthy is an essential ingredient of character.
- Personal integrity is central to one’s moral development.
- Part of the mission of the school community is to foster a sense of moral responsibility in each of its students.

Honor Roll

Honor Roll and High Honor Roll will be published at the end of the first and second semesters. An AHS student is considered to be on the High Honor Roll if his/her grade point average for a semester is 3.750 or above. An AHS student is considered to be on the Honor Roll if his/her grade point average for a semester falls between 3.25 and 3.749.

Hot Lunch Account

Hot lunch accounts are assigned to a family unit. Make checks payable to **ACS Hot Lunch**. All students in a family will be debited against the family account. **The lunch program is strictly a pre-pay (pay ahead) program. If the balance in the family lunch account falls below a zero balance or a designated credit balance families will automatically receive emails via RenWeb.**

If you qualify for free or reduced lunch, please return the necessary paperwork to Director of Food Service at Assumption High School, 445 Chestnut St. Should your eligibility or ineligibility change or if you have other questions, please call the food Service Director at 715-422-0922 so the necessary changes may be processed.

Illnesses and Accidents

If a student becomes ill during the school day and needs to go home, parents will be notified. For less serious concerns, students will be allowed to rest for one school period in the office sick room. If a student is ill and cannot come to school, parents/guardians must call the office by 8:15 AM. Parents may call the office to arrange pickup of missing work. For an illness of more than five days, a statement from a doctor must accompany the student's return to school.

All accidents or injuries at school are reported to the principal and an accident report is completed. If there is a serious injury, parents will be notified. The school does not carry accident insurance for its students. All medical expenses incurred are the responsibility of the parent/guardian. Parents should obtain insurance to cover accidents if coverage is desired.

Immunization Records

Immunization records must be up to date and are kept on file in the school office.

Internet and Computer Use Policy ACS P 6420

In providing Internet services, Assumption expects that those who use the school's information technology facilities will do so in a way that is consistent with the school's mission and philosophy.

Leaving the Premises

Students may not leave the school grounds during the school day for any reason without the written permission of a parent or legal guardian. Students are required to sign out with the front office before leaving.

Library

The school library is located on the 1st floor and is shared with the middle school. Students may use the library during the school day and after school. If they wish to use the library during a class or study hall, they must request a library pass from the teacher. The library is open for one hour after school and students are welcome to come in and study quietly.

General Library rules:

Walk quietly to and from the library

Speak quietly when in the library or remain silent

Return books at librarian's desk; students may ask the librarian for help if needed.

Students are allowed to check out books for a two-week period; books may be renewed.

Replacement fees are charged for books that are not returned or damaged.

When selecting a book, any unwanted book removed from the shelf must be replaced in the proper shelf in the upright position (or ask the librarian to help).

Students may use library computers with the teacher/librarian's permission.

Disruptive students may lose library privileges.

Lockers

A locker is provided for each student to store school supplies and outerwear. Students are expected to keep lockers organized and may bring in a personal lock to keep assigned locker locked. **Students should not bring valuables (large sums of money, electronic equipment etc.) to school. The school is not responsible for lost or stolen items.** Lockers may not be switched. Student's backpacks/bags are to be kept in their lockers during the school day. Bags too large to fit into lockers, may be kept in a designated approved area. Backpacks are not to be carried during the school day. They're distractions, serve as obstacles, and pose a school security concern. School officials maintain the right to periodically inspect student lockers and desks. DSP 5520

Lunch

Courtesy is always expected in the lunch room. All students are expected to follow the direction of the cafeteria staff and supervisors. Students may be told to sit in specific areas due to lack of cooperation. Students are allowed in the following designated areas during lunch: cafeteria, first floor bathrooms, meeting rooms, chapel, library, ASC, courtyard or gym. Second and third floor access is restricted during lunch except for students with a pass.

Non-Catholic Student Participation

Non-Catholic students fully enrolled in a Catholic school are required to participate to the same extent in all school activities (both curricular and extra-curricular) and courses of study as Catholic students provided such activity is permitted by Catholic Church law. DSP 6225

Nondiscrimination

Every Catholic school in the La Crosse Diocese respects the dignity of each individual and therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment. The Diocese of La Crosse has the obligation to publicize its nondiscrimination policies. DSP 5101

Office Hours

The normal operating hours of the office during school days are 7:30 am to 3:30 pm.

Parent Involvement

Parents are strongly encouraged to attend school functions such as concerts, open house, Royal Parent meetings, athletic events, parent/teacher conferences, parent education programs, etc. Parents that enter the building must check in with the front office; If a parent wishes to meet with the building principal, a teacher or any staff member they are encouraged to make an appointment.

Parent-Teacher Conferences

Conferences are to be scheduled at least twice a year, once in the fall and again in the spring. Parents are encouraged and students are welcome to attend these conferences. Parents wishing to confer with a teacher at other times should make an appointment with the teacher.

Photo, Video, Audio, Student work permission and waiver for use policy:

Adult Waiver

As parent/s or guardian/s, I/we agree to permit the Assumption Catholic Schools to collect video and/or Photos in which I/we appear or create for purposes of producing promotional and informational material. I further permit ACS to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the "**Statement of Compliance**" form indicates that I/we waive all claims for allowing this use.

Parent/Guardian Waiver

As parent/s or guardian/s, I/we agree to permit Assumption Catholic Schools to collect video tape, audio tape, or photos in which my minor child/children appear or students work for purposes of producing promotional and informational material. I/we further permit ACS to distribute this material in its normal course, in commercial form and/or documentary form and allow its showing to audiences. Signature and date on the "**Statement of Compliance**" Form indicates that I/we waive all claims for allowing this use.

*****Signing of the compliance form in this handbook signifies your agreement to the above policy.**

Physical Education

Physical Education is a required class. To be excused from participation, the student must present a written note from the parent indicating the reason. **To be excused from class for any extended period of time, a written statement from a physician indicating the cause for non-participation will be required.** Alternative assignments may be given. To return to class after an extended period of time, a written note from the doctor indicating extent of participation will be required.

Physical Examinations

Physicals are required of all students involved in athletics every two years. Physical cards must be signed by a licensed physician. All students must have an alternate year card signed by a parent/guardian if a physical card is on file from the previous year. All physical and alternate year cards are kept on file in the **athletic office.**

Registration

1. Students/parents will be given a course description book to review prior to registration.
2. The Guidance Counselor and Registrar will meet with students to discuss and advise course selection for the new school year.
3. Students will register for classes in February for the next school year by submitting a completed course registration form. Families must also submit an enrollment form
4. Class registration is based on grade levels, teacher recommendation, prerequisites, and availability of classes.
5. Students who seek advanced placement in courses for which they do not meet the pre-requisites must receive administrative approval to take the class.

Religion Program

Assumption High School students will be provided with many opportunities to live the Gospel message and to grow in their faith. Faith experiences will include planning and participating in regularly scheduled liturgies, reconciliation, prayer services, retreats, and meaningful service projects. Prayer will be an integral part of the school day. Emphasis will be placed on maintaining parish identity for our students. Teachers certified in religious education from the Diocese will teach religion classes. The Chaplain/Spiritual Advisor and principal will work with the staff to coordinate the religion program.

Residence Policy:

All Assumption High School students are expected to reside with their parents, legal guardians, or approved host parents, including those who are 18 or over. The achievement of the mission and vision of Assumption High School is ordinarily contingent upon the school's ability to work with parents to help students mature. The administration reserves the right to waive the application of this policy only when it is deemed necessary for the safety of the student.

Retention and Acceleration

The school is responsible for making the decision to retain a child or to accelerate a child to another grade. The decision to retain or to accelerate a student should be made only after serious reflection and

evaluation and consultation with teachers and parents. The school administrator is the individual responsible for making the final decision. DSP 5210

Safe Environment Program

For the safety of your child, the Diocese of La Crosse has instituted a safe environment program. The policies and procedures are outlined in the appendix section of this handbook. *Child Sexual Abuse Policies and Procedures (Green Book)/ Sexual Misconduct for the Diocese of La Crosse (Red Book)*

A video of this information is available online by accessing the Diocese of La Crosse website.

School Security

For the safety of our students all doors entering the Assumption building are locked during the school day 8:00am-2:45 pm. To gain entrance to the building during these hours, visitors must ring the doorbell to the right of the entrance door, state their name and purpose. After visitors have identified themselves, the Security Administrator will unlock the door. All visitors should report to the main office to sign in. Additionally, it should be noted that security cameras monitor all activity in the schools' entrances and hallways.

Entrances to the Assumption building will be unlocked for various events throughout the year. Visitors wishing to gain access to the building after school hours should contact the principal for approval.

School Pictures

School pictures are taken in the fall.

Semester Exams

Students are required to take semester exams according to the established semester exam schedule. Semester exams contribute between 10 and 20% of the student's semester grade.

Sexual Harassment

All students of the Catholic schools of the Diocese of La Crosse are entitled to learn in an atmosphere free from sexual harassment.

Provisions:

1. Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact or a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical contact of a sexual nature" includes, but not limited to, "the deliberate, making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes."
2. No student shall be subject to sexual harassment as a Catholic school student.
3. Any student or employee who engages in sexual harassment shall be subject to severe disciplinary measure.
4. Any student who believes that he or she is being sexually harassed shall report immediately such information to the school principal. Any information reported shall be treated as confidential. All claims of sexual harassment shall be thoroughly investigated by the school principal after consultation with the diocesan director of schools.
5. No student shall receive any retaliation or disciplinary action for reports of sexual harassment, made in good faith. DSP 5512

Socials and Dances

Several times throughout the year socials and dances are planned by the students. The following rules apply:

1. Once the student has entered an event, he/she may NOT leave the building and return to the event or dance.
2. All students entering the event must remove coats and hang them on the rack provided.
3. Guests (students) must have a completed guest pass.
4. Any student suspected of drinking or violating any of the school regulations must be told of the violation and dismissed. Parents and principal will be notified.
5. Behavior deemed unsafe or morally inappropriate is not allowed.
6. Clothing, dance, and music should positively reflect Christian values.

Social Media Guidelines

Students are reminded to make use of the many forms of social media in a God-pleasing manner. Posting confidential information, derogatory, discriminatory, negative or sexist messages or photos on social networks, (ie: Facebook, Snapchat, Twitter, Instagram, etc.) is harmful to your neighbor's reputation and not reflective of the sanctified lifestyle of God's children. Students will not publicly criticize teachers, staff, other students, or Assumption Catholic Schools. While at school, students will not take or post images of any student, teacher, or staff member without their expressed consent. An exemption is granted for a public performance (sports, play, or concert). Student misconduct through these media outlets will be dealt with on an individual basis and may include disciplinary measures such as suspension and/or expulsion.

Standardized Testing

The following standardized tests are taken by Assumption High School students:

- Freshman – Pre-ACT, Iowa Assessment
- Sophomore – Iowa Assessment
- Juniors – ACT, Diocesan Faith Literacy Assessment, PSAT
- Seniors – ACT

Student Parking

Students must register their vehicles with the front office at the start of the school year. Student cars must be parked in the parking lot east of the school. Students are not allowed to park in the faculty parking lot until after 5:00 pm. Students with vehicles parked in restricted areas will be subject to disciplinary consequences, which may include vehicles being towed at the owner's expense.

Telephone

Students may use the telephone in the office with the permission of the secretary. Students or teachers will not be called to the phone during class hours unless it is an emergency. Parents may leave messages to be delivered to their students.

Messages should be called in for your student no later than 2:15 p.m. to guarantee that the message reaches the student before the end of the day

Textbooks

The school issues textbooks for student use during the school year. Books must be returned to each teacher in the same condition in which they were received. The replacement cost for the book will be charged for books that are damaged or lost.

Tuition

The school relies upon the tuition for a substantial portion of the budget to operate an excellent spiritual and educational program. Tuition assistance is available through Central Office at 715-422-0904. Delinquent accounts may require holding of student records. See appendix.

Truancy

Truancy is any unexcused absence. A student who is truant from school violates not only school regulations, but also Section 40.77 of the Wisconsin State Statutes. Students who are truant from all or any part of the school day will forfeit the right to submit all work due for or to make up any work (including tests/quizzes) done in the class(es) missed.

Visitors

All visitors must first report to the Assumption High School Office to receive a pass. Students who wish to bring a visitor for the day must receive prior approval from the principal.

Volunteers

To ensure compliance with the Diocese of La Crosse Safe Environment Policy, all volunteers are required to complete, as a condition of their service, the following:

- Form for Basic Criminal Background Check
- Form entitled “Confidential Employee and Volunteer Questionnaire”
- Statement of compliance indicating having reviewed “The Revised Policy and Procedures on Sexual Misconduct for the Diocese of La Crosse” (Red Book) and “The Revised Policy and Procedures on Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse (Green Book). These manuals are included in the appendix of this handbook and online at www.assumptioncatholicschools.org or www.dioceseoflacrosse.com.
- Statement of compliance indicating having viewed the “Safe Environment Training Video” shown at regular intervals at each of the schools or available online at www.dioceseoflacrosse.com.

Because of the mandate of the charter for the protection of children and young people, we cannot permit anyone to work in our schools or to volunteer without having satisfied the requirements.

Wellness Policy ACS P 6422

Assumption Catholic Schools (ACS) promotes a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The system supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our schools contribute to the basic health status of children. Improved health optimizes student performance potential and encourages that no child will be left behind.

This policy handbook is a guideline for student, parents, teachers and staff to insure smooth day to day operations of Assumption High School. These policies along with common sense, parental support, and student responsibility lead to sound decisions with students being held accountable for their actions. Please note that this is by no means meant to be an all-inclusive document. Situations not mentioned in this handbook will be handled by the discretion and best judgment of the school administration.

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, and the Wisconsin Fair Employment Practices Act, and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/or conviction record, marital status or sexual preference, except as permitted by law.

APPENDIX

Action Plan for Handling Bullying

When bullying is observed or has been reported, the administrator retains the right to adjust the following steps in accordance with the age of the child and his or her developmental level.

1. Teacher, parent, or staff member talks to student—verbal warning. This is also documented in the principal’s office.
2. A conference is called with staff member/s and principal to discuss the particular problem. This is also documented.
3. If the bullying continues, the principal or designee calls parents. The system president and counselor are informed. This is documented.
4. The principal calls a conference with parents, teacher, counselor, and, if deemed necessary, the system president. A behavioral contract will be drawn up, and then signed by the student and parent/s. Compliance is expected. This is documented.
5. Failure to meet the contract stipulations may result in suspension and/or expulsion.
 - * In school—under supervision of school personnel but isolated from other students and school activities
 - * Out of school—temporary removal from school and school activities
 - * In either case, all class work assigned must be completed before readmission

Honor Code

To accomplish our vision and mission statements, the discipline system at Assumption High School is designed to create a safe environment for our community based on faith, honesty, integrity, mutual respect and responsibility

Statement of Philosophy

Assumption High School places great emphasis upon integrity, an essential ingredient of one's moral development, character and faith. Students are expected to uphold the Academic Honor Code by representing themselves truthfully, doing their own work, and claiming for themselves only that which is truly theirs.

The principles embodied in the Academic Honor Code are:

- All students are worthy of trust.
- Being trustworthy is an essential ingredient of character.
- Personal integrity is central to one's moral development.
- Part of the mission of the school community is to foster a sense of moral responsibility in each of its students.

Student Responsibilities

In each of your classes, you must become familiar with any directions given to you by your teachers. Special care needs to be made in the following areas:

- Material that is and is not permitted for use on an exam or assignment
- Limit of collaboration on homework assignments, projects and laboratory investigations.
- Attribution of sources of research (sources cited).

The overall guiding principle is ***"If your teacher does not explicitly allow material to be used, assume that it is a violation of the Academic Honor Code to use that material" or "When in doubt, ask your teacher."***

Faculty Responsibilities

As a faculty member, you are responsible for clearly articulating the principles of the Academic Honor Code and to clearly define how the Academic Honor Code applies to your courses(s). You should:

- Strive to create a positive learning environment that encourages academic integrity by following normal classroom practices that discourage students from having the opportunity to violate the Academic Honor Code. Examples are being present and attentive in the classroom, expanding the distance between students when they are taking summative examinations, making multiple versions of exams, etc.
- Explain clearly the conditions under which collaborative learning can take place in your classroom by offering guidelines when asking students to work in groups.
- Clarify the distinction between collaborative and individual work in a manner that prevents unintentional violations of the Academic Honor Code.
- Articulate clearly to students what constitutes plagiarism when you assign a writing project in your courses. One of our goals is to teach students to cite and use documents appropriately.
- Abide by the procedures of the Academic Honor Code for dealing with a violation of the Code.

Statements of the Academic Honor Code

Teachers are encouraged to use an equivalent to the Statement of the Academic Honor Code on all summative assignments.

- I will treat others as I would want to be treated. I will not lie, cheat, steal or tolerate those actions in others. I understand that if I violate the Assumption High School Academic Honor Code I am subject to disciplinary action. I understand that regardless of intent, student's actions determine whether or not the student has violated the Academic Honor Code.

OR

- I have neither given nor received unauthorized help on this _____. I will not tolerate this behavior in others. I understand that if I violate the Assumption High School Academic Honor Code I am subject to disciplinary action. I understand that regardless of intent, student's actions determine whether or not the student has violated the Academic Honor Code.

Types of Violations, their Definitions and Examples

Cheating is defined as acting to gain an unfair advantage by means of deception: these acts include, but are not limited to, representing another's work as one's own, working collaboratively in a way not authorized by the teacher, copying another student's assessment answers, or aiding another student in such practices.

Examples of cheating include any attempt by a student to use any item or form of assistance that is not approved by the teacher on an examination or assignment. Note the following examples:

- Using a "cheat sheet" with work/information to be used on an essay or exam.
- Passing notes during a test or assignment.
- Using gestures or signals (tapping fingers, sign language, clicking of pens, etc.) with the intent of communicating answers.
- Writing information where it can be seen during the test or assignment.
- Leaving any notes, spirals, or related material out during a test or to be used on an assignment (unless specifically allowed by the teacher).
- Sharing or handing over any work, notes, spirals, or related material about a test or assignment to another student (unless specifically allowed by the teacher).
- Programming information into a graphing calculator for use on any examination.
- Sharing of calculators during an examination.
- Using exchange students/native speakers either in person or via other media to complete assignments in a World language classroom. (for example foreign exchange students, GAPP partners)
- Passing specific information from one class to another concerning examination material (including essay prompts).
- Citing hours of service that have not been completed.

The attempt to use or actual use of any electronic device to gain an unfair advantage is also a form of cheating. The use of electronic devices in a manner that is not permitted by the teacher is prohibited. These can include, but are not limited to:

- Using a text message to communicate information about an exam or other assignment.
- E-mailing messages to communicate information about an exam or other assignment.
- Looking up information on the internet or on your computer while taking an on-line test.
- Programming the answers into a calculator for your use on an exam or for you to give to another person for his or her use.
- Using computer notes or pop-ups to display information.

- Intentionally hiding websites that can give you an unfair advantage on your assignment or examination.
- Using audio and visual media devices that contain information.
- Using cameras or cell phones to take photos of the exam.
- Using a cell phone or other electronic device in a manner not allowed by the teacher.
- Using sources other than what is assigned by the teacher.
- Using an English translation of a work that is to be read in its original language.
- Using a condensed version or study aid (Spark Notes, or Cliff Notes) that is not allowed by the instructor.
- Using translation sites or programs to complete work assigned in a world language.

Lying is defined as making a false statement and/or avoiding the acknowledgment of the truth with the intent to deceive concerning academic performance.

Some examples of lying can include, but are not limited to

- Giving information that could alter a statement's overall validity.
- Manipulating information on academic records.
- Manipulating personal work, including altering grades or answers after submitting work (including altering answers while grading the assignment in class).
- Passing off another student's work as one's own. (including Accelerated Math/Reading and other on-line assessments)
- Stating half-truths to administrators or teachers.
- Falsifying or giving false results on quizzes and Accelerated Math/Reading tasks or assessments.
- Falsely claiming illness or other extenuating circumstances for the purpose of gaining extended time to complete an assignment or study for examinations.
- Exceeding time limits on timed tests (whether in class or take-home tests).
- Claiming false computer problems to gain extended time on assignments.
- Exaggerating the amount of work that you have performed in a group project.
- Making up interviews and citing them.
- Falsifying laboratory data on any experiment.
- Falsifying information about service hours, whether it is the number of hours or signature.
- Sitting in a seat that is not assigned to you and telling a substitute teacher that it is your assigned seat.

Stealing is defined as taking something that is not yours or not given to you.

Some examples of stealing can include, but are not limited to

- Removing items from another person's bag, locker, etc. without his or her permission.
- Removing files from another person's computer
- Removing items from a classroom or other school room without permission.
- Taking papers or items from a desk, office, etc. without permission.
- Taking an answer key without the consent of that teacher.

Copying is defined as using another person's work to complete a test, essay, laboratory investigation or assignment or to allow another student the use of your own work for that purpose.

Some examples of copying can include, but are not limited to:

- Copying another student's homework, test, or any form of an assignment.
- Taking another student's work and using his or her work and claiming it is yours alone, including receiving or emailing a word document to another student and having that student turn it in as his/her own.
- Taking/Using an answer key without the consent of that teacher.
- Giving another student your own work and allowing him or her to copy it for their use.
- Copying another student's computer code (computer program)
- Copying service hour sheets, whether it is your own from a previous session or another student's.
- Cutting and pasting off the Internet without citing the original author of that specific piece of work and/or turning that work in as your own.

Plagiarism is defined as using someone else's ideas or expressions in your writing without acknowledging the source.

Some examples of plagiarism can include, but are not limited to

- Having a parent or another person write an essay which you turn in as your own work.
- Using a translation program to write an essay in another language which you turn in as your own work.
- Purchasing from the Internet a paper that you turn in as your own work.
- Paying anybody to write or complete an assignment for you.
- Failing to cite the source of a statement used in one's own work.
- Giving a false citation for a statement used in one's own work.
- Failing to cite a source in your bibliography (or sources cited section).
- Copying someone's work (from a book or Internet) without citing the source.
- Using a document as one's own
- Using opinions, arguments, problem analyses, or an outline of ideas that are not your own.
- Conducting interviews and not citing or attributing the words to the interviewee.

Intent is defined as the aim, purpose or state of mind at the time of an action.

Some examples of actions that can lead to a violation of the honor code (no matter your intent) can include, but are not limited to:

- Giving your assignment to another student (with or without your knowledge of their purpose) to look at.
- Talking about an exam or writing prompts with students before they have taken the test or completed the writing assessment.
- Talking about formulas used on exams with students before they have taken the test.

In conclusion, if you provide another student with the opportunity and means to cheat (no matter your motive) you are in violation of the Academic Honor Code.

Intent is not always considered in order to determine whether or not the student has violated the Academic Honor Code. Ordinarily, the student's actions alone will be used to determine whether or not a violation has occurred.

Collaborative Learning

Collaborative learning, which is defined as two or more students in active discussion and working on assignments, can have positive educational benefits. However, collaborative consultation must specifically be allowed by the teacher. If the student is to be allowed to work collaboratively on assignments (please see notes about summative assignments below), care should be exercised to avoid the appearance of cheating while working with other students:

- When students work together to solve problems on worksheets or other assignments, all members of the group should satisfy the learning requirements of the assigned task.
- If a teacher explicitly forbids collaborative actions, then it is a violation of the Academic Honor Code to engage in such actions.
- Allowing a student access to the work of another student without permission of the student and/or teacher is a violation of the Academic Honor Code.
- If an assignment has both collaborative and individual components, the students should ensure that no work is shared on the individual portion.
- Taking credit for work performed in a group project even when the student has made little or no contribution to the work of the team could be a violation of the Academic Honor Code precepts of representing oneself truthfully.

Summative assignments (test, major laboratory investigations, final exams, major projects, etc.) are intended to measure a student's understanding of the material. It is assumed that students will complete these assignments on their own; hence, collaborative consultation is prohibited, unless specifically allowed by the teacher.

Philippians 4 v. 8

Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable, if anything is excellent or praiseworthy – think about such things.

Other Forms of Dishonesty

Multiple submission of work

Teachers assign work to assess student's understanding of material and to foster learning of new concepts. Students shall not submit academic work, or a service hour sheet, that has previously been submitted without the prior approval of the appropriate teacher for whose class the student intends to turn in the work. The teacher is justified in expecting that a learning objective will be met by the assignment; however, handing in something done previously may preclude this learning. Consequently, if a student hands in work done previously for another class without receiving the teacher's approval, he or she will have violated the Academic Honor Code.

Assignment review

If a student did not complete an assignment that the teacher is reviewing or re-teaching, it is the student's responsibility to notify the teacher that he or she did not complete the assignment. The teacher may ask the student to stay in the classroom to benefit from the review or may ask him or her to step out of the classroom while the review is in progress

Note-taking

In the matter of open-note tests, quizzes, and notecards for final exams, **students must use their own notes**. The taking of notes is an integral part of the learning process. The unauthorized use, including digital or electronic copying of another student's notes, distracts from the learning process and is considered a violation of the Academic Honor Code. Notes may include, but are not limited to:

- Lecture notes
- Reading notes
- Book notes (annotations)

In the event of an absence from school or a stipulation from a student's ISP, the teacher may allow the student to obtain the lecture notes from another student or may offer a second student tutorial time to cover the material missed.

Extra Credit

Extra credit may include, but is not limited to the following:

- Replacing a low grade (either formative or summative assignments)
- Extra points on an assignment or project.
- Study aid for use on a summative assignment
- Additional grade in the grade book

Since the nature of extra credit varies widely, if a student is in violation of the Academic Honor Code on any extra credit assignment or assignments, the student's case will be referred to Administration for discipline.

The following are guidelines that the Administration will follow to determine the penalty.

- Nature of the assignment.
- Gravity of the violation of the Academic Honor Code.
- Circumstance of the violation.
- Previous infractions of the Honor Code.

Depending on the nature of the violation and the lack of previous infractions of the Honor Code, the redemption process may be deferred to the second violation of the Academic Honor Code.

Procedures for Suspected Violations of the Academic Honor Code

If a teacher becomes aware (through their own observation or via the testimony of another student or faculty member) of a possible violation of the Academic Honor Code, he or she is expected to meet with the student and discuss the matter. The discussion should result in one of the following three outcomes:

- If it was determined to the teacher's satisfaction that the initial suspicion was inconclusive, no office referral is required. However, the teacher is encouraged to use the discussion as a "teachable moment" and explain why the student's action appeared suspicious.
- If the teacher and the student both agree that there was a violation of the Academic Honor Code, the teacher is expected to follow the guidelines for *acknowledging a violation*.
- If the teacher and the student cannot agree that there was a violation of the Academic Honor Code, the teacher is expected to follow the guidelines for *contesting a violation*.

Acknowledging a Violation: If there is agreement between the teacher and student:

- Teacher documents the incident in RenWeb and notifies appropriate school personnel.
- Student receives a grade of zero on the assignment.

- Teacher may assign an alternate assignment (for no grade)
- Redeemed grade (based on alternative assignment) is entered in the grade book. (See section entitled “Redeemed Grade” for more information)

Contesting a Violation: If there is no agreement between the teacher and student:

- Teacher documents incident in RenWeb and notifies the principal and guidance counselor of the contested matter.
- The Guidance Counselor meets with the student and the student is given the opportunity to:
 - a. Acknowledge that a violation of the Academic Honor Code did, in fact, occur (the student is given the opportunity to recant the previous denial that no violation of the Honor Code occurred) the student would then be admitting a violation of the Academic Honor Code.
 - b. Request a meeting with the principal, teacher and guidance counselor to determine if a violation of the Academic Honor Code has occurred. If such a **meeting** is requested, the meeting will be held within a reasonable length of time (usually within 48 hours if possible).

Levels of Disciplinary Action

For first offense:

- Student receives a failing grade on the assignment
- A detention may be issued for actions that exacerbate the offence.
- If the student completes an alternative assignment, the grade may be raised to a 60.

For second offense:

- The student receives a failing grade on the assignment
- Seniors may lose senior privileges.
- Saturday Morning Detention may be assigned for actions that exacerbate the offense.
- National Honor Society members will be placed on probation.
- Students in leadership roles in clubs and organizations of AHS may be asked to step down based on the discretion of the advisor in consultation with the principal.

For third offense:

- The student receives a 0 on the 100% scale
- The student will be suspended in-house for one day.
- Possible denial from membership for those seeking membership in National Honor Society or removal of membership from National Honor Society or denial of NHS recognition at commencement.

For fourth offense (and any additional offense):

- A minimum three-day suspension
- Additional sanctions that may result in the student’s failure from the course(s) and/or expulsion

The number of offenses of the Academic Honor Code is recorded within each academic year at Assumption High School. However, the penalties for violations in subsequent years may be more severe based on a perceived

pattern of earlier offenses by the student. For each subsequent violation of the Academic Honor Code following the first offense, the student services coordinator or guidance counselor will notify the advisors of extra-curricular clubs and organizations of which the student is a participant to see whether a violation of their by-laws has occurred or whether a leadership role has been impaired. It will be the responsibility of each organization, in consultation with the principal, to determine an appropriate action.

Alternative Assignment

The goal of teachers is to instruct their students and assess their level of mastery of the material in the curriculum. If a student violates the Academic Honor Code, then there has not been a valid assessment of a student's level of learning. Teachers are justified in asking for a demonstration of a student's level of mastery of work before proceeding further into the curriculum. The alternative assignment is not designed to be punitive in nature; rather it is used to determine the level of mastery of the curricular material.

Redemptions

A central tenet of Catholicism is the concept of redemption and forgiveness. The Assumption High School Academic Honor Code allows students to learn from their mistakes and to develop guidelines for moral and ethical living. Redemption, however, does not diminish the initial consequences of the violation.

Grade Redemption: Students will have an opportunity to "redeem" the grade to no more than 60%. This redeemed grade will be based on the alternate assignment. After the student has successfully completed the alternative assignment, the referring teacher will notify the administration of the student's grade redemption.

Integrity Redemption: If a student is found guilty of violating the Academic Honor Code, the student may be assigned a school service project to complete. The school service project may be assigned for any violation of the Academic Honor Code, e.g. cheating, lying, stealing, copying, and plagiarism.

Administrative Recourse DSP 1391

Diocesan Administrative Recourse shall constitute the exclusive method for resolving such disputes and parents are bound by its determination as final and binding upon them. No dispute shall be submitted to Diocesan Administrative Recourse unless, within 30 days of the occurrence giving rise to the dispute, the first step of the Diocesan Administrative Recourse is commenced by the parent/guardian. DSP 1391

Order of due process to be followed in resolving disputes:

1. Teacher or other school employee
2. Principal
3. Area Administrator (if there is one)
4. Pastoral authority
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within 30 calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

If the grievance is against an authority in the parish, the appeal first is to be made to the pastor who is to seek to reconcile the two parties. At this level and at the successive levels, the pastor may seek the assistance of others, especially those respected for their ability to reconcile; but in the end the pastoral authority remains responsible for seeking the resolution of the conflict. No consultative body as such or members of consultative bodies, in virtue of their membership, should be given the pastoral responsibility of resolving such conflicts. The consultative body, e.g., the parish pastoral council, has responsibility for assisting the pastor in drawing up good policies for the pastoral activity of the parish and for assisting the pastor in clarifying policies in cases of conflict or interpretation. It does not, however, engage in the administration of the policies. The pastor is obliged to respond to the recourse within fifteen calendar days from the time he receives it. Once the pastor has given his response to the recourse, the conflict is considered reconciled, unless the pastor's response is appealed to the dean within fifteen calendar days from the date the parties in conflict receive the response.

If reconciliation is not achieved with the pastor's help, or the grievance is against the pastor himself, the appeal is to be made to the local dean who by office has special responsibility for promoting harmony of pastoral action and unity of Church life in his deanery. (cf. Can. 555, 1, 10:2, 20) If the grievance is against the pastor, and the pastor is the local dean, then the appeal is to be made to the dean of the closest neighboring deanery, with the consent of the Diocesan Bishop. The dean is obliged to respond to the recourse within fifteen calendar days from the date he receives it.

If reconciliation is not achieved on the deanery level, or if the grievance is against the dean in the exercise of his office of dean, then the appeal is to be made to the Diocesan Bishop directly. The Diocesan Bishop may carry out the work of reconciliation himself or he may name another to act for him in the matter. In the latter case, the Diocesan Bishop makes his own response to the person named. The Diocesan Bishop is obliged to respond to the recourse within 15 calendar days from the date he receives it.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Canon 1732-1739)

It should be kept in mind that the Code of Canon Law requires a special procedure to be followed by the Diocesan Bishop in the case of the removal of a pastor (cf. Canon 1740-1747) or the transfer of a pastor unwilling to be transferred. (cf. Canon 1749-1752) DSR 1391

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied. DSP 1392

ATHLETIC CODE HANDBOOK

ASSUMPTION CATHOLIC SCHOOLS

**Middle School Grades 6-8
High School Grades 9-12**

The Assumption Catholic Schools Are Catholic Schools in the Diocese of La Crosse. As Catholic Schools, we shall teach and advocate our Catholic Faith. All students are welcome in our schools, and all parents/legal guardians must understand that Catholic Doctrine shall be taught. The passing on of our Catholic Faith is our number one priority. Daily prayer and reflection will be a part of our teams' practices, meetings, and competitions. Student-athletes should expect to participate in: Mass, faith-filled events, and service activities.

Approved by Bishop William Patrick Callahan
June 30, 2022

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I. OVERVIEW OF ATHLETIC CODE HANDBOOK

A. PHILOSOPHY

A sound interscholastic athletic program must be based on sound Catholic educational principles. Interscholastic athletics outside the traditional school day is an extension of the education process provided during the classroom day. Every interscholastic athletic sport sponsored and supported by the Assumption Catholic Schools should be considered a phase of the Catholic educational process for each student. Participation in interscholastic athletics is a privilege (not a right) and should elicit great pride in the student, his or her family, and the respective school and community. Interscholastic athletics shall provide opportunities to students for spiritual and personal growth, skill development, physical fitness, socialization, development of moral qualities, and growth in emotional maturity, development of a strong character, creativity, and competition. Each middle school and high school of the Diocese of La Crosse also upholds the concept that an interscholastic athletic program is a cooperative effort involving the Catholic Church, student-athletes, parents/legal guardians, coaches, staff, administration, and the schools' respective communities. Participants who comply with this code of conduct demonstrate a desire to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, coaches, and the Church, school and community. If accepted, this privilege carries certain responsibilities and this athletic code presents these responsibilities.

B. GOALS

Participating in interscholastic athletics as a privilege (not a right) is an integral part of the middle and high school experience, is an extension of the school day, and provides learning experiences beneficial to the student-athletes participating. The following goals are listed as a part of this athletic code handbook:

1. Provide a safe, faith-filled environment for all participants including practices, contests, facilities, equipment, coaching, transportation, and interpersonal relationships among all based on sound Catholic teaching and expectations.
2. Provide an educational experience teaching motivation, self-discipline, self-confidence, loyalty, leadership, commitment to team, sacrifice, encouragement, extra effort, team spirit, and a positive attitude within the spirit of Christ's followers.
3. Teach and display high quality Christian conduct, interscholastic sportsmanship, ethical behavior, responsibility, and integrity which represent our Church, ourselves, our families, our Assumption Catholic Schools, and our communities in the Diocese of La Crosse.
4. Allow for broad participation of student-athletes to the developmental level of each student respectively to the level of competition expected within the interscholastic athletic framework broadly from middle school to varsity levels in a Christian manner.
5. Allow for the outcomes of the athletic experience to be a positive expression of Christ's love for ourselves and our fellow competitors.
6. Treat all persons respectfully regardless of individual differences just as Christ would.
7. Show respect for legitimate authority, such as administration, coaches, officials, and captains just as Christ respected his family and friends.
8. Show respect for opponents: players, coaches, supervisors, administrators, and communities, just as Christ respected all people.

C. PURPOSE OF ATHLETIC CODE HANDBOOK

The Assumption Catholic Schools accept the responsibility to develop policy and procedures and establish resources for the purpose of providing an optimal environment for the spiritual, mental, physical, social, and emotional development of its students. In addition to scholastic pursuits, students are provided an opportunity to develop self-respect and respect for others, a willingness to accept responsibility, and the ability to make sound decisions and interact effectively. Providing an environment conducive to developing these skills requires an active combined effort of home, Church, school, and community.

This handbook has been prepared for the benefit of the students, parents/legal guardians, and coaches and has been approved by the Diocese of La Crosse. The purpose of this handbook is to set forth the rules and responsibilities that regulate participation in interscholastic athletics.

Students and parents/legal guardians are expected to carefully read the entire athletic code handbook. Each season, the coaches will emphasize the rules found within this handbook. The student's participation in interscholastic athletics and the rules set forth in this handbook should be discussed by parents/legal guardians with their son or daughter who desires to be a participant in the school's athletic program.

Those not willing to comply with the rules and regulations shall not be permitted to participate in the interscholastic athletics.

D. WHEN THIS ATHLETIC CODE IS EFFECTIVE FOR THE PARTICIPANT

The athletic code handbook applies to all middle school (grades 6-8) and high school (grades 9-12) students over the course of their middle school or high school years and includes the signing of the "Athletic Code Agreement". This requirement and agreement begins the timeline for this code to the first fall season of grade 6 and grade 9, respectively, including practices and contests which may occur prior to the beginning of the school year. This code shall remain in effect throughout the entire middle school or high school career including any post-season practices and contests following middle school completion or high school graduation.

The Athletic Code is in effect for each participant 24 hours per day, 365 days a year.

E. EFFECTIVE DATE OF ATHLETIC CODE

The rules and regulations set forth in the Athletic Code Handbook are to apply effective immediately upon adoption and proper communication to the Catholic Schools by the Diocese of La Crosse including any disciplinary action then pending. Any new updates to the code approved by the Diocese of La Crosse shall require the signing of a new "Athletic Code Agreement".

F. NONDISCRIMINATION: What is "discrimination"?

The Diocese of La Crosse shall not discriminate in student participation in athletic programs, standards and rules of behavior, disciplinary actions, or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation or physical, mental, emotional or learning disability. Guidance on nondiscrimination within the Diocese of La Crosse is governed by the Code of Canon Law and may take precedence on civil nondiscrimination.

G. SUPERVISION

Student-athletes are students first. Therefore, those who normally supervise students: administration, faculty, and support staff, continue to have the duty to supervise student-athletes when those student-athletes are participating in a school activity, even if that activity is outside normal school hours or off of school property.

Assistant coaches, head coaches, and the athletic director are specifically charged with the duty of supervising student-athletes during practice and competition times. This includes during times of school sponsored transportation, clean-up, and locker room changing.

H. SUMMARY NOTE TO PARENTS/LEGAL GUARDIANS AND STUDENT-ATHLETES

Because the participation of your student in interscholastic athletics is a privilege (not a right), the expectations of this athletic code by the Assumption Catholic Schools for your student-athlete are high but not impossible. They are, however, necessary in order for our teams, your teams, to be competitive, faith-filled, and the best possible.

What we ask for on your part is dedicated commitment to your fellow student-athletes, teams, and coaches. In return you shall be extended the privilege of representing your school, and for some, to be able to receive school, conference, and state awards and recognition.

Finally, we ask that you enter into this contract in good faith and fully live up to all responsibilities and rules therein.

II. CODE OF CONDUCT

A. DEFINITION

Interscholastic athletics are defined as those interscholastic sports specifically sanctioned by their representative school with the approval by the Diocese of La Crosse for which students participate or compete as student-athletes. Interscholastic athletics are not extensions of a specific course for grading. At the high school level, each school belongs to an interscholastic athletic conference (as noted on the title page of this handbook) and is a member of the Wisconsin Interscholastic Athletic Association (WIAA). At the middle school level, each school may belong to an interscholastic athletic conference. This athletic code handbook does not cover non-school sanctioned athletics, club sports, or intramurals.

B. INTERSCHOLASTIC SPORTS

The interscholastic sports covered by this code include but are not limited to the following as designed by each individual school in the Diocese of La Crosse:

1. Middle School

- a. Boys - football, cross country, soccer, basketball, wrestling, baseball, track
- b. Girls - volleyball, cross country, soccer, basketball, softball, track
- c. At this level, there is a “no cut” policy which dictates that all athletes will make the team and all athletes will play in each game.

2. High School

- a. Boys - football, cross country, basketball, co-op wrestling, co-op hockey, baseball, golf, track
- b. Girls - volleyball, tennis, cross country, soccer, basketball, co-op hockey, softball, track

The number of student-athletes interested and participating in the program shall determine team formation. All students who wish to participate in an interscholastic sport and who meet the eligibility requirements shall have the opportunity to be on a team. If participation numbers are down or there are not enough students to field a team for any interscholastic sport listed above, as recommended by the coach or athletic director, that particular interscholastic sport may not be offered that particular season.

C. ELIGIBILITY

1. The Wisconsin Interscholastic Athletic Association (WIAA) establishes the foundation for eligibility for high school athletics. Yearly, the WIAA publishes the “High School Athletic Eligibility Information Bulletin” and this document is an addendum to this Assumption Catholic Schools Athletic Code Handbook. Each student-athlete, parents/legal guardians, and coaches are to review these minimum requirements prior to each season.
2. For the middle school student-athlete, all students are eligible to participate in athletics and this athletic code handbook covers the code of conduct requirements.
3. The Assumption Catholic Schools may adopt a higher standard for eligibility than the WIAA and those higher standards supersede the WIAA minimum requirements. Student-athletes, parents/legal guardians, and coaches are to review these additional standards in the Athletic Code Handbook prior to each season.

D. PROCEDURE FOR JOINING INTERSCHOLASTIC SPORTS

The procedure for joining any of the interscholastic sports sanctioned by the Assumption Catholic Schools includes the following. These requirements must be completed and approved prior to any participation in an interscholastic sport including practices.

1. Athletic Code Agreement – signed by all students and parents/legal guardians prior to the beginning of grade 6 or grade 9, respectively. These agreements are validated by the athletic director for compliance and cross-checked with the coaches of their respective interscholastic sports each season when the student-athletes sign up. This agreement also includes parent/legal guardian permission for the student-athlete to participate in interscholastic athletics. (NOTE: Coaches will review the Athletic Code each season.)
2. Medical Release, Emergency Contact, and Insurance Waiver Form – completed and signed at least yearly and updated if the student-athlete participates in multiple interscholastic sports in a school year. Insurance information is provided on this form.
4. Concussion Form – completed and signed at the beginning of each school year. Each school shall test each student-athlete to establish a “baseline” for future reference in the event a concussion may be evident.
5. Athletic Physical Card – a physical card must be completed and filed with the athletic director as prescribed by the WIAA.
6. Athletic Fee – pay the appropriate athletic fee as prescribed by the individual school.
7. Transfer Students – in addition to WIAA requirements, the athletic director with all due diligence seek to place transfer students in the appropriate timeline from the prior school(s) with respect to their eligibility in interscholastic sports including all known consequences.

E. PARTICIPATION EXPECTATIONS

1. Team Rules – Each coach may enact and enforce rules, expectations, and consequences in addition to those stated in this Athletic Code Handbook. These rules, expectations, and consequences shall be provided in writing to the participating student-athlete upon approval of the athletic director.
2. Practices and Contests – Student-athletes are expected to attend all practices and contests. They may be excused from practice or contest by the coaching staff with advance notice. Consequences for unexcused absences from practices and contests shall be handled by the coaching staff.
 - a. Coaches and the athletic director will give special consideration to religious activities, including parish events, if a player needs to be excused.
 - b. Family vacations over scheduled school breaks (example: Christmas and spring) will be given special consideration if a player needs to be excused.
3. Two Sport Athlete in One Season – A student-athlete who wishes to participate in two sports during one season must have written approval from the principal and athletic director and must declare one sport to be the “primary” sport and the other to be the “secondary” sport. The student-athlete is expected to attend all practices and contests of the primary sport while working with the secondary sport’s head coach to be present at practices and competitions when possible.

4. Biological Sex Guideline – To participate, a student-athlete’s biological sex must conform to the sport, club, or extra-curricular activity he or she wishes to join. All persons must use the bathroom or locker room which matches their biological sex.
5. Sunday Rule – No competitions, practices, meetings, team dinners, or other team activities may take place on Sundays without approval from the Dean for the Wisconsin Rapids Deanery.
6. Holy Days of Obligation Rule – If the Holy Sacrifice of the Mass is not offered during the school day for students, all competitions, practices, meetings, team dinners, or other team activities must end so the student-athlete may leave school at least one hour prior to the start of the earliest Mass scheduled in that locale.
7. Easter Triduum Rule – Competitions are not allowed Holy Thursday through Easter Sunday.
 - a. Holy Thursday - Practices, meetings, team dinners, or other team activities times must end so the student-athlete may leave school at least one hour prior to the start of the earliest Mass scheduled in that locale.
 - b. Good Friday - Practices, meetings, team dinners, or other team activities times must end by 12:00 p.m.
 - c. Holy Saturday and Easter Sunday - No competitions, practices, meetings, team dinners, or other team activities are allowed.
8. Student Health - all practice and contest participation injuries must be reported immediately to the coaching staff by the student and/or parents/legal guardians. An accident report shall be completed and submitted to the athletic director. The student-athlete or his or her parents should report any injuries that happen outside practices and competitions to the respective coach. Whenever a student receives medical treatment that prohibits practice and contest participation in an interscholastic sport, a note signed by the attending physician giving a date for medical clearance for continued participation must be on file with the coach and athletic director in order for the student to return to participation.
9. Transportation
 - a. To Practices and Contests Off-Site of the Home School – when transportation is provided by the school to off-site practices or contests, it is expected that student-athletes will use the transportation provided by the school, excepting only when a student-athlete’s parent(s) or legal guardian(s) timely provide the school with a completed Travel Release Form. (See pg. 19). Parents assume responsibility for personally transporting students or arranging for the transportation with another licensed, insured adult (non-student) for the student to off-site practices and contest when transportation is not provided by the school. The Assumption Catholic Schools shall assume no responsibility for any student who misses the prescribed mode of transportation to a practice or contest outside the home school and attempts to travel to the destination on their own. The coaching staff shall review transportation rules before leaving for the practice or contests and all student-athletes are expected to follow the transportation rules. Coaching staff may assign consequences for any student-athletes who fail to use school-provided transportation to or from off-site practices or contests.

- b. From Off-Site Practices and Contests Back to the Home School - when transportation is provided by the school from off-site practices or contests to return to the home school, student-athletes will use the school-provided transportation, excepting only when a student-athlete's parent(s) or legal guardian(s) timely provide(s) the school with a completed Travel Release Form. (See pg. 19).
- c. Contests which Occur Overnight (i.e. WIAA Tournament Series) – student-athletes must follow all rules and expectation established by the coaching staff, adult chaperones, and school policy.

10. Modesty

“Modesty means refusing to unveil what should remain hidden. It guides how one looks at others and behaves toward them in conformity with the dignity of persons. Modesty protects the mystery of persons and their love. Modesty is decency. It inspires one's choice of clothing. It is discreet. Teaching modesty to children and adolescents means awakening in them respect for the human person” (CCC 2521-2522, 2524).

Modesty is necessary because each person is created in the image of God and therefore each person inherently has dignity and deserves respect and honor. When we encounter another person, we want to see the person, not just a part of the body. When we dress in a manner that draws another person's attention to a specific part of the body, we are dressing in an immodest way.

Student-athletes are expected to dress, speak, and behave in a modest manner. Tight fitting uniforms and tight fitting warm-up clothing should be avoided, but it is understood that some sports' required athletic uniforms are unfortunately immodest. In these cases, student-athletes must wear the required or necessary uniform only during actual competition or practice, but as soon as the competition is completed or practice concluded, the student-athlete must quickly return to being dressed in a modest manner, such as putting on a modest warm-up. If an immodest uniform is required or necessary, it must not be worn outside the competition or practice times / facility.

Please note, during practices and competitions, student-athletes must wear a shirt (clothing that modestly covers their upper torso).

Being modest also requires the student-athlete to behave appropriately in locker rooms and bathrooms. While in a locker room or bathroom, student-athletes must: modestly cover up whenever possible, keep his or her eyes to him or herself, always use modest language, and not play, sing, or recite inappropriate music.

11. School Attendance

- a. A student-athlete is expected to be present the full day of school prior to practices and contests.
- b. Student-athletes with absences from school are not allowed to participate in practice or a contest on the day of the absence.
- c. The athletic director in consultation with the school principal has the discretion regarding appointments and special absentee situations on a case-by-case basis.

- A. For the day of a practice, team meeting, or competition, student-athletes are required to be present for 65% (miss up to 2.5 hours) of the school day prior to practices and contests.
- d. The athletic director in consultation with the school principal has the discretion regarding academic absentee situations on a case-by-case basis. (Examples: standardized testing and college visits or enrollment interviews)
- e. Student-athletes will attend school the day following a contest to ensure that they are maintaining a high standard of academic excellence.

Note: Unexcused absences are addressed in Section II (F)(2) Below-the-Line Behaviors

F. BEHAVIORS AFFECTING CONTINUING ELIGIBILITY TO PARTICIPATE AND CONSEQUENCES

DSP 5112 - Catholic Faith and Moral Standard

As a condition of initial and continued enrollment as a student in the diocesan schools, a student's conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.

1. Academics

A student must be doing passing work in all classes with no failures. This requirement includes all credited course work on and off campus.

High School:

A student will be declared academically ineligible if he or she failed a course or has an incomplete in a course; once an incomplete is resolved and the grade has been updated in FACTS the student is eligible again. The ineligibility period will begin the Monday following report card issuance. Students will be ineligible to participate in athletic contests and certain extracurricular activities.

A student who receives one failing grade in any hex (1,2,3,4,5,6) will be made ineligible for a minimum of two weeks. A student receiving failing grades in two or more classes during any hex (1,2,3,4,5,6) will be made ineligible for a minimum of 3 weeks. Students receiving a failing SEMESTER grade in one or more classes will be made ineligible for a period of 3 weeks for Semester I or Semester II. Ineligibility will include at a minimum one contest.

During a period of ineligibility, students may attend practices but may not participate in contests. They may **not** travel to away contests or dress in the team uniform for home contests. At the end of the ineligibility period for a failed hex course, the student becomes eligible to participate once the registrar receives verification from the teacher that the student currently holds a "passing" status in this course. If not, the student will remain ineligible until this status is achieved. The Registrar will contact the Athletic Director to verify playing status. The Athletic Director will communicate this updated status to Coaches.

Ineligibility periods will begin on the Monday following the date of report card issuance for Hex 1,2,3,4,5 and Semester I grades. The period of ineligibility incurred because of failure for Hex 6 or a Semester II course, begins on the first day of practice if the student is in a Fall sport, or on the first day of school if not a Fall athlete.

Middle School

Eligibility

The following criteria will be used to determine eligibility for Assumption Middle School students: Participation in athletics and extra-curricular clubs is a privilege which carries with it responsibilities. Academics and behavior take priority over athletics and extra-curriculars. Participation is dependent on the student maintaining good grades and good behavior in school. The following criteria will be used to determine academic eligibility.

Ineligibility

Ineligibility occurs when a student receives one or more failing grade(s) on a progress check, or report card. Missing or incomplete work may initiate an earlier status of ineligibility. A minimum of one week (seven days) ineligibility period is enforced. The ineligibility period will start the Monday the ineligibility notice is given. Thus, the ineligibility period will run Monday to Monday. The student is ineligible from extra-curricular clubs, athletic practices and games. If, after that time, the student has raised the grade(s) to a passing mark, the student will be eligible. The student will remain on probation for the remainder of the marking period. Any drop in grade status will result in immediate ineligibility.

Probation

Probation occurs when a student receives one or more below average grades (D) on progress check, or at minimum, report cards. Eligibility is maintained if current grade status does not drop. ***Any behavior subject to student probation, suspension or expulsion will result in ineligibility from extra-curriculars and athletics for a period of time determined by school administration.

Illnesses and extenuating circumstances may be considered on a case-by-case basis.

The following are noted explanations for Below-the-Line and Bottom-Line Behaviors

Note 1: School's Student-Parent Handbook application

A student-athlete whose behavior falls below-the-line or bottom-line may be subject to consequences within this athletic handbook and the school's student-parent handbook.

Note 2: Simple corrections from authority

Authority – pastors, coaches, athletic directors, teachers, school administrators – can give simple corrections to a student-athlete's behavior that comes close to below-the-line behavior. Two examples are a correction for the flippant or accidental use of inappropriate language or easy directions to fix small displays of immodesty.

Note 3: Student with documented behavioral plans

When working with student-athletes who have a documented behavioral plan (for example an ISP), school administration will review consequences to make sure those consequences are in agreement with the student-athlete's documented behavioral plan. To be in agreement with the documented behavioral plan, necessary consequence changes may be implemented on a case by case basis.

Note 4: Locker rooms and Bathrooms

All persons must use the bathroom or locker room which conforms to their biological sex.

The Assumption Catholic Schools recognize it is difficult to supervise locker rooms and bathrooms. Therefore, student-athletes know that their time within a locker room or bathroom will be limited. No student-athlete should be in a locker room or bathroom for an extended period of time.

While in a locker room or bathroom a student-athlete's behavior is to be far Above-the-line. The authority has the discretion to judge a student-athlete's unacceptable behavior within a locker room or bathroom as below-the-line behavior or bottom-line-behavior.

- Cell phones and other recording devices may NOT be used.
- The dignity given to each person by God will be respected.
- Use of modest language is absolutely required.
- Student-athletes need to modestly cover up whenever possible.
- Each student-athlete should keep his or her eyes to him or herself.
- Students must not play, sing, or recite inappropriate music – music with lyrics that are hateful, sexual, or violent
- Locks should be used to secure personal belongings.
- Student-athletes need to keep locker rooms and bathrooms clean and tidy.
- The use of spray deodorant and perfume should be limited.
- Rough-housing, fighting, physical horse-play is forbidden.

2. Below-the-Line Behaviors

Student-athletes are representatives of the Catholic Church, their respective schools, families, communities, and the Diocese of La Crosse. With themselves, teammates, coaching staff, at contests, in school, and within the community, it is expected that "above-the-line" behaviors be consistently exhibited.

Above-the-line behaviors fall into three primary themes: safety, respect, and responsibility. In the Christian spirit, behaviors exhibited in all three themes positively shall promote exemplary outcomes.

Below-the-line behaviors violate the basic tenets of being and feeling safe, showing and having respect, and taking responsibility as an individual and as a part of a team.

The list of below-the-line behaviors is cause for consequences through this Athletic Code Handbook:

- Dishonesty – academically or with clergy, administration, faculty, and staff of the school
- Unexcused absences (an unexcused absence may include any part of a day including being unexcused for one class period in a day)
- Consistently poor classroom behavior
- Poor interscholastic sportsmanship
- Disrespect to clergy, administration, faculty, and staff of the school
- Continued use of flippant or "accidental" swearing after authority correction
- Chronic dress code violations
- Inappropriate use of social media on or off school grounds
- Any in-school suspension from school

- Negative attitude by condoning or encouraging athletic code violations (engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the extracurricular code, the regulations within the WIAA, or the ideals, principles, and standards of the schools of the Diocese of La Crosse).
 - An accomplice is one who encourages another to behave or speak in an unacceptable manner. An accomplice might also be a person who is aware of another person's unacceptable behavior or speech and does not correct or report the offending person. An accomplice fails to restore dignity to the person who is hurt.
- Any acts that are believed to reflect poorly on the reputation of the Assumption Catholic Schools and the Diocese of La Crosse

Consequences

The consequences outlined below for below-the-line behaviors are cumulative over the course of the student athlete's middle school or high school athletic career.

FIRST VIOLATION OF BELOW-THE-LINE BEHAVIORS

- a.** Suspension for 15% of the total scheduled contests.
- b.** The suspension shall be carried over to the next season at a prorated amount.
- c.** When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d.** With the athletic director's approval, the participant may practice with the sport.
- e.** Leadership positions are suspended at both practices and contests for the duration of the consequence.
- f.** Honesty Clause – A student athlete who, when initially confronted about a first offense violation, is honest and tells the truth shall have an opportunity for an adjustment of the consequences. A student who is honest about the code violation shall accept a 5% suspension of total scheduled contests. Minimally, the suspension shall be reduced by one contest.
- g.** If only one contest is affected by the suspension, the suspension still applies.
- h.** If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

SECOND CUMULATIVE VIOLATION OF BELOW-THE-LINE BEHAVIORS

- a.** Suspension for 40% of the total scheduled contests.
- b.** The suspension shall be carried over to the next season at a prorated amount.
- c.** When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d.** With the athletic director's approval, the participant may practice with the sport.
- e.** Leadership positions are suspended at both practices and contests for the duration of the consequence.
- i.** Honesty Clause - a student who is honest about the second cumulative code violation shall accept a 20% suspension of total scheduled contests. Minimally, the suspension shall be reduced by two contests.
- j.** If only one contest is affected by the suspension, the suspension still applies.
- k.** If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

THIRD CUMULATIVE VIOLATION OF BELOW-THE-LINE BEHAVIORS

- a.** Suspension for 75% of the total scheduled contests.
- b.** The suspension shall be carried over to the next season at a prorated amount.
- c.** When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d.** With the athletic director's approval, the participant may practice with the sport.
- e.** Leadership positions are revoked.
- f.** If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

FOURTH CUMULATIVE VIOLATION OF BELOW-THE-LINE BEHAVIORS

- a.** Suspension for all activities for rest of school career in either middle school or high school.

3. Bottom-Line Behaviors

Bottom-line behaviors are behaviors that are an affront to the dignity given to all people by God. These behaviors are so egregious (extremely negative, usually illegal, or significantly below the norm of human interaction) that severe consequences are in order.

Bottom-line behaviors which occur on or off school property listed below are cause for consequences through this Athletic Code Handbook:

- Hazing or initiation pranks
- Possession, consumption, buying, or selling of alcohol or imitation alcohol, tobacco products, vapor devices, body-altering chemicals (such as steroids) or mind-altering chemicals (illegal drugs, controlled substances, and abuse of prescription medications) (Prescription medicines are exempt when used by the individual for whom they were prescribed in a manner and amount prescribed as prescribed by a physician.)
- Vandalism or property destruction
- Being intentionally and excessively immodest in dress or language while representing the school or at a school event
- Being intentionally obscene and vulgar with excessive swearing or use of obscene gestures
- Insubordination to school administration or pastoral leadership
- Theft or stealing
- Bullying or cyberbullying
- Harassment
- Any out-of-school suspension from school
- Use of communication devices which have a camera and are capable of recording in the locker room area
- Proven violations of civil law brought to the attention of school officials not defined as a felony

Consequences

The consequences outlined for bottom-line behaviors are cumulative over the course of the student athlete's middle school or high school athletic career. If the first violation of a bottom-line behavior is extremely egregious a student-athlete may be subject to the second violation consequence.

FIRST VIOLATION OF BOTTOM-LINE BEHAVIORS

- a. Suspension for 50% of the total scheduled contests.
- b. The suspension shall be carried over to the next season at a prorated amount.
- c. When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- d. Student-athlete shall not practice with any school-sanctioned sport until the suspension is completed and after a parents/legal guardians/legal guardians meeting is held to re-establish the expectations of this code.
- e. Leadership positions are revoked permanently.
- f. If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

SECOND VIOLATION OF BOTTOM-LINE BEHAVIORS

- a. Suspension from all interscholastic athletics for a full 12 months from the date of the violation.
- b. If this violation ends during a future athletic season, the student-athlete shall be allowed to practice at the start of the season in which the suspension ends but cannot participate in a contest until the 12-month suspension is completed.

THIRD CUMULATIVE VIOLATION OF BOTTOM-LINE BEHAVIORS

- a. Suspension from the interscholastic athletic program for the rest of school career in either middle school or high school.

4. Legal Felonies, Crimes of Moral Turpitude, and Delinquent Acts

- a. Scope: The consequences outlined below for this Section II(F)(4) relate specifically to (1) any conduct that constitutes a felony, (2) any conduct that would be a felony if committed by an adult, (3) any criminal conduct that involves moral turpitude (e.g., an act or behavior that gravely violates moral sentiments or accepted moral standards of the community), or that if committed by an adult would constitute criminal conduct involving moral turpitude, or (4) any conduct that results in or that could result in a juvenile delinquency proceeding. All such conduct shall collectively be referred to throughout this section as "Criminal Conduct."
- b. Consequences:
 1. Arrest: A student who has been arrested for any Criminal Conduct shall be suspended from the interscholastic athletic program pending either the declination of charges, the filing of charges, and/or the school's investigation of the underlying conduct.
 2. Charging: A student who has been charged with any Criminal Conduct, as defined above, or about which the school has received notice, shall be suspended from the interscholastic athletic program pending either the dismissal of charges, the student being found not guilty, or the student fully paying his/her debt to society.

3. Conviction or Admission: A student who has been convicted of or who has admitted to any Criminal Conduct, as defined above, shall be suspended from interscholastic athletic programs for the rest of the student's school career in either middle school or high school.
- b. Consequences pursuant to this Section II (F)(4) are not subject to appeal.

G. POLICY ENFORCEMENT

1. Notification

- a. Any report with specific and credible information of a potential violation of the Athletic Code received from any source will be promptly investigated by the athletic director, and / or the school's administration, and / or an authority assigned by the administration.
 1. Authority may request a written report.
- b. Those reports substantiated as a violation will cause the athletic director to enforce the appropriate consequences of the Athletic Code immediately.
- c. The student-athlete and parents/legal guardian shall be notified immediately of a violation.
- d. The penalties shall be assessed immediately.

2. Administrative Recourse (adapted from DSR 5901)

Outline of the chain of authority to be followed in resolving athletic department disputes

<u>Parish Schools</u>	<u>Catholic School Systems</u>
1. Teacher, coach, or other school employee	1. Teacher, coach, or other school employee
2. Athletic Director	2. Athletic Director
3. Principal	3. Principal
4. Pastor	4. President
5. Dean	5. Dean
6. Diocesan Bishop (or assigned delegate)	6. Diocesan Bishop (or assigned delegate)

Administrative Recourse Procedure in the Diocese of La Crosse:

Note 1: The consequence during the recourse procedure is to be enforced. (DSP 5902)

Note 2: During the administrative recourse process, it is understood that while working to reconcile an authority may seek the assistance of others, especially those respected for their ability to reconcile; but the authority remains responsible for seeking the resolution to the conflict.

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she, within fifteen days is to first seek reconciliation or request reconsideration in writing with the person exercising pastoral or administrative authority. The person exercising pastoral or administrative authority has fifteen days to reconsider and respond in writing.

If the party who judges himself or herself injured is not able to achieve reconciliation with the authority involved, he or she may present the grievance to the next office in the chain of authority within fifteen days of the time of the decision made by the lower authority. The recourse is to be made in writing and is to state the facts of the conflict and the reason or reasons why the party judges himself or herself injured. The

response by the next office in the chain of authority to the recourse must be made in fifteen days, is to be made in writing, and is to state the reasons for the response given.

If reconciliation is not achieved by working with the next office within the chain of authority, the party who judges himself or herself injured may continue the process of presenting his or her grievance to the next office in the chain of authority. Each time the party who judges himself or herself injured presents his or her grievance it must be done in writing and within fifteen days of the previous decision. Each next office in the chain of authority has fifteen days to reply in writing.

If the party who judges himself or herself injured reaches the final office in the chain of authority, the Bishop or his assigned delegate's office has thirty useful days to respond from the day he or she receives the request.

The Bishop or his assigned delegate's office is the final authority within the administrative recourse process.

If the grievance is against the Diocesan Bishop, the legislation in the Code of Canon Law is to be followed. (cf. Can. 1732-1739)

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ATHLETIC CODE AGREEMENT

Assumption Catholic Schools

- 1) I have made the CHOICE to participate in interscholastic athletics. I view participation in interscholastic athletics as a PRIVILEGE (not a right).
- 2) I AGREE to abide by all rules and regulations set forth in the pages of this Athletic Code and all others established by the coaches of my interscholastic sport. I also UNDERSTAND that by signing this agreement that I am bound to uphold the rules as stated on a year-round basis.
- 3) I further UNDERSTAND that if I am found in violation of any of the aforementioned policies and regulations (not all inclusive) I am subject to the consequences as stated in the Athletic Code Handbook and/or subject to the discipline of the Principal and/or the Athletic Director if the action is not covered by the Athletic Code Handbook.
- 4) I AGREE to pay for any equipment which I may lose, misplace, or damage. I further agree to assume full responsibility for all equipment issued to me and to confine the use of that equipment to practices and contests. I also AGREE to pay the respective school's athletic participation fee prior to the beginning of any sport in a season.
- 5) I CERTIFY that I have read, understand, and agree to abide by all of the information contained in the WIAA High School Athletic Eligibility Information Bulletin. I further certify that if I have not understood any information contained in this document I have sought and received an explanation of the information prior to signing this statement.

DATE _____ SIGNATURE OF STUDENT-ATHLETE _____

I, WE, AS PARENTS/LEGAL GUARDIANS OF _____ have read the Athletic Code Handbook and fully understand the foregoing rules and regulations and shall help and encourage my student-athlete to uphold them. My signature also gives my student-athlete permission to train and compete with practices and contests, respectively, under adult supervision, on and off of school property during various athletic seasons.

DATE _____ SIGNATURE OF PARENTS/LEGAL GUARDIANS _____

***This code is in effect for the student's entire middle school years or high school years
24 hours per day and 365 days per year.***

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MEDICAL RELEASE, EMERGENCY INFORMATION, AND INSURANCE WAIVER FORM

Assumption Catholic Schools

School Year: _____ Student-Athlete: _____

Parents/Legal Guardians: _____

School Attending: _____

Medical Release

In the event that parents/legal guardians of the above name student-athlete cannot be contacted through reasonable efforts, the undersigned parents/legal guardians do hereby empower and grant medical personnel the permission, consent, and authorization for medical treatment. This authorization is in force for the above mentioned school year or until revoked.

I do hereby indemnify and hold harmless the medical personnel who act in reliance upon this authorization.

Signature of Parents/Legal Guardians

Date

Emergency Information

Phone Number(s) where you can be reached at work or at home.

Allergies of Student-Athlete

Medications Student-Athlete is taking

Name of Family Doctor &/or Health Facility

Phone Numbers

Name of Health Insurance Carrier, Subscriber Number, and Group Number

Emergency Contacts if Parents/Legal Guardians are Unable to be Contact with Phone Numbers

Insurance Waiver

I also understand that my child must be covered by medical and/or accident insurance in order to participate in interscholastic athletics and hereby certify that my student-athlete is covered for injuries and/or death occurring as a result of participation in, or the practice for, all athletic events organized and hosted by the Assumption Catholic Schools and / or the Diocese of La Crosse. I also certify that said insurance will be kept in force during the full time that my child engages in the practice for or participation in athletic events throughout the entirety of the aforementioned school year.

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CONCUSSION and SUDDEN CARDIAC ARREST FORM

I, _____, of the following school of the Assumption Catholic Schools, _____
Student-Athlete Name

hereby acknowledge having received education about the signs, symptoms, and risks of sport-related concussions and sudden cardiac arrest during youth athletic activities, as well as information about electrocardiogram testing. I acknowledge my responsibility to report to my coaches, parents/legal guardians any signs or symptoms of a concussion. I also understand that I should stop activity if I have any warning signs of sudden cardiac arrest and report the symptoms to my coaches and parent(s)/guardian(s).

Student-Athlete Signature

Date

We, the parents/legal guardians, of the student-athlete named above, hereby acknowledge having received education about the signs, symptoms, and risks of sport-related concussions, sudden cardiac arrest during youth athletic activities, and information about electrocardiogram testing. We have also read the information regarding sudden cardiac arrest and understand that the above-named student-athlete should stop activity-exercise immediately upon the occurrence of any warning signs of cardiac arrest. We understand that it is recommended that the student-athlete have a medical examination completed before returning to participation in athletics, and that in the medical examination, any family history of heart problems or warning signs of sudden cardiac arrest should be reported to the medical provider conducting the examination.

Parents/Legal Guardians Signatures

Date

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TRAVEL RELEASE FORM

Assumption Catholic Schools

Student Name _____ Parents/Legal Guardians _____

As parents/legal guardians of this student-athlete of a middle school or high school of the Diocese of La Crosse, I certify that the student has my permission

NOT TO RIDE SCHOOL TRANSPORTATION ...

Check One:

TO

FROM

BOTH WAYS

the _____ contest
or practice _____ at _____
Date School, City, or Other Place

I certify that I am personally transporting the above-named student or have arranged for transportation with another licensed and insured adult (non-student).

I agree to release the Assumption Catholic Schools and the Diocese of La Crosse and their employees and officers from all liability with reference to the above stated transportation request.

Date _____ Parents/Legal Guardians Signatures _____

Advisor/Coach Signature _____

****Note: This form must be on file at the School in advance of the event or provided to the head coach at the event by the parent/legal guardian of the student-athlete(s) to whom the form applies.**

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ADDENDUM

Concussion and Head Injury Information

[Wis. Stat. § 118.293 Concussion and Head Injury](#)

What Is a Concussion? A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes.

What are the signs and symptoms of a concussion? You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling, if symptoms are getting worse, or if you/they just "don't feel right." Most concussions occur without loss of consciousness.

If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

These are some SIGNS of concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred.

They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering
- Irritable, sad, or feeling more emotional than usual
- Sleeps *more* or *less* than usual

If you or your child or teen has signs or symptoms of a concussion

Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration.

Information adapted from the [Centers for Disease Control and Prevention's \(CDC\) Heads Up Safe Brain, Stronger Future.](#)

For more information view the [CDC's Heads Up to Youth Sports webpages for athletes, parents, and coaches.](#)



Sudden Cardiac Arrest Information

[Wis. Stat. § 118.2935 Sudden cardiac arrest; youth athletic activities](#)

Sudden cardiac arrest (SCA), while rare, is the leading cause of death in young athletes while training or participating in sport competition. Even athletes who appear healthy and have a normal preparticipation screening may have underlying heart abnormalities that can be life-threatening. A family history of SCA at younger than age 50 or cardiomyopathy (heart muscle problem) places an athlete at greater risk. **Athletes should inform the healthcare provider performing their physical examination about their family's heart history.**

What is Sudden Cardiac Arrest? Cardiac arrest is a condition in which the heart suddenly and unexpectedly stops beating. If this happens, blood stops flowing to the brain, lungs, and other vital organs.

Cardiac arrest usually causes death if it is not treated with cardiopulmonary resuscitation (CPR) and an automated external defibrillator (AED) within minutes.

Cardiac arrest is not the same as a heart attack. A heart attack occurs if blood flow to part of the heart muscle is blocked. During a heart attack, the heart usually does not suddenly stop beating. In cardiac arrest the heart stops beating.

What warning signs during exercise should athletes/coaches/parents watch out for?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain/tightness with exertion
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)

Speak up and tell a coach and parent/guardian if you notice problems when exercising.

If an athlete has any warning signs of SCA while exercising, they should **seek medical attention and evaluation from a healthcare provider before returning to a game or practice.**

The risk associated with continuing to participate in a youth activity after experiencing warning signs is that the athlete may experience SCA, which usually causes death if not treated with CPR and an AED within minutes.

Stop activity/exercise immediately if you have any of the warning signs of Sudden Cardiac Arrest.

What are ways to screen for Sudden Cardiac Arrest (SCA)?

[WIAA Pre-Participation Physical Evaluation](#) - the Medical History form includes important heart related questions and is required every other year. Additional screening using an electrocardiogram and/or an echocardiogram may be done if there are concerns in the history or physical examination but is not required (by WIAA). Parents/guardians/athletes should discuss the need for specific cardiac testing with the medical provider performing the review of family history and physical evaluation or after experiencing warning signs of sudden cardiac arrest while exercising. The cost of the pre-participation physical and any follow up examinations or recommended testing including an electrocardiogram is the responsibility of the athlete and their parents/guardians. **Not all cases or causes of SCA in young athletes are detected in the history, examination, or with testing.**

What is an electrocardiogram, its risks, and benefits? An electrocardiogram (ECG) is one of the simplest and fastest tests used to evaluate the heart. Electrodes (small, plastic patches that stick to the skin) are placed at specific spots on the chest, arms, and legs. The electrodes are connected to an ECG machine by wires. The electrical activity of the heart is then measured, interpreted, and printed out. No electricity is sent into the body. Risks associated with having an ECG are minimal and rare. The benefits include that it

is an easy procedure to do, can be performed in many health care offices and it may detect heart conditions in children with no symptoms. **ECGs are good at detecting certain heart conditions that may increase risk for SCA but may not detect all such conditions.** If not performed correctly the information is not valid and may lead to more (unnecessary) testing and further examinations. ECGs should be interpreted by experts in reading ECGs in children (i.e., pediatric cardiologists). For more information, [view the Johns Hopkins Medicine - Electrocardiogram website.](#)

How may a student athlete and parent/guardian request the administration of an electrocardiogram and a comprehensive physical examination? Athletes participating in WIAA sports are required to have a physical examination and review of family history every other year. Other youth sports have similar requirements. Although the cost of these medical examinations is the responsibility of the athlete's family many school districts can assist students to find low cost or no cost ways to obtain these examinations. Athletes should contact their school athletic director if they need assistance in getting an examination. If an athlete has risk factors, family history of heart disease, or has had warning signs associated with sudden cardiac arrest while exercising, they should tell the medical provider performing the history and physical examination and discuss the possible need for an electrocardiogram.