



# STUDENT HANDBOOK

2025-2026

ASSUMPTION MIDDLE / HIGH SCHOOL



**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.

*We believe the successful education of children is achieved in large part by the partnership created between schools and parents. This handbook will familiarize you with our expectations. This is for the most part a set of policy guidelines for students, parents, teachers and staff to insure smooth day to day operations. These policies along with common sense, parental backing, and student responsibility lead to sound decisions with students being held accountable for their actions. This is by no means meant to be an all-inclusive document. Situations not mentioned in the handbook will be handled at the discretion and best judgment of the school administration. Thank you for your support.*



Assumption Middle and High School is a Catholic School under the direction of 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.

**Non-Discrimination Policy:** Every Catholic school in the Diocese of La Crosse respects the dignity of each individual and, therefore, will not discriminate on the basis of race, nationality, or sex in regard to enrollment.

*Reference: DSP 5101*

\*ACS reserves the right to revise and amend this handbook at any time during the year. When such revisions are made, all students, parents/guardians will be given electronic updates prior to the new policy or procedure going into effect.

## Standards of Excellence & Growth

- 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.

## Assumption Catholic Schools Philosophy

While reflecting Gospel teachings, Assumption Catholic Schools offer a unique education committed to excellence. We operate under the direction of the Diocese of La Crosse as part of the Roman Catholic Church. Along with the local parishes, Assumption Catholic Schools represent:

- a belief in Catholic morality, doctrine, and values; the enhancement of self-esteem and respect for others; and a Christian lifestyle;
- a belief in Catholic education which focuses on the spiritual, intellectual, and physical growth and development of the whole person;
- a belief in Catholic faith which is fostered through prayer, liturgy, service, and community experiences;
- a belief in stewardship reflected in personal commitment, responsibility, and accountability in support of the Catholic educational mission.

## 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.

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# Staff & School Information

## Office Hours

Regular School Days: 7:30 a.m. – 3:30 p.m. (MS Office: 715-422-9050; HS Office: 715-422-0910)

## Staff

- **Principal:** Amber France – [amber.france@acswr.org](mailto:amber.france@acswr.org)
- **Dean of Students:** Nicole Leberg – [nicole.leberg@acswr.org](mailto:nicole.leberg@acswr.org)
- **Guidance Counselor:** Holly Schenk – [holly.schenk@acswr.org](mailto:holly.schenk@acswr.org)
- **Registrar:** Shannon Shaw – [shannon.shaw@acswr.org](mailto:shannon.shaw@acswr.org)
- **Middle School Administrative Assistant:** Renee Kollock – [renee.kollock@acswr.org](mailto:renee.kollock@acswr.org)
- **High School Administrative Assistant:** Pat Hoffmann – [pat.hoffmann@acswr.org](mailto:pat.hoffmann@acswr.org)
- **School Chaplain:** Father Joseph Glatczak – [joseph.glatczak@acswr.org](mailto:joseph.glatczak@acswr.org)
- **Athletic Director:** Joe Birkhauser – [joe.birkhauser@acswr.org](mailto:joe.birkhauser@acswr.org)

**Teachers** – See [ACS website](#) for teacher contact information. Email – firstname.lastname@acswr.org

## Central Office Staff

- **ACS President:** Deacon Michael Pipitone – [president@acswr.org](mailto:president@acswr.org)
- **Admissions/Enrollment:** Kerry Meinel – [kerry.meinel@acswr.org](mailto:kerry.meinel@acswr.org)
- **Advancement Director:** Matt Zakowski – [matt.zakowski@acswr.org](mailto:matt.zakowski@acswr.org)
- **Finance Manager:** Nikita Lobner – [nikita.lobner@acswr.org](mailto:nikita.lobner@acswr.org)
- **Finance Assistant:** Destiny Wiltzius – [destiny.wiltzius@acswr.org](mailto:destiny.wiltzius@acswr.org)
- **SCRIP Coordinator:** Terra Duellman – [terra.duellman@acswr.org](mailto:terra.duellman@acswr.org)



# Academics & Support

Please refer to the [Assumption High School Course Description Book](#) on the ACS website for more detailed information on topics in this section.

## Academic Standards

- View [Online](#)
- Request via Email: [kmein@assumptioncatholicschools.org](mailto:kmein@assumptioncatholicschools.org)
- Phone: 715-422-0901

## Curriculum Overview

### Middle School

- Core Subjects: Religion, Language Arts, Literature, Reading, Math, Science, Social Studies
- Electives/Specials: Art, Computer Applications, Foreign Language, Health, Phy Ed, Band, Choir
- *High school credit offered in Algebra and Latin/Spanish for qualifying 8th graders.*

### High School

- Refer to the [Assumption High School Course Description Book](#) for detailed course information and graduation credit requirements.
- *Note: All students, including non-Catholics, are required to participate to the same extent in all school activities.*  
*Reference: DSP 6255*

## Course Registration Process

1. Students receive the Assumption High School Course Description Book for review.
2. Meetings with Guidance Counselor and Registrar for advising.
3. Course registration takes place in February.
4. Registration based on grade level, prerequisites, teacher recommendation, and class availability.
5. Administrative approval required for placement in courses without prerequisites.

## Drop/Add Procedures

Schedule changes are made for serious reasons only. Wanting to be in a friend's class, for example, would not be considered a serious reason to change one's schedule. Student requests for any schedule changes may be made through the registrar's office ([shannon.shaw@acswr.org](mailto:shannon.shaw@acswr.org)):

- During the **summer**.
- The **first TWO DAYS of school**. (only in extenuating circumstances and with approval from registrar and guidance counselor)

Process:

1. Student and/or parent makes request for change with the registrar.
2. Student and/or parent discusses with registrar scheduling options.
3. Registrar initiates **informal** add/drop form.
4. Parent signature is required if a **core** class schedule change is requested by student.
5. Student discusses with teacher and counselor reason for schedule change.
6. Student obtains signature of both teacher(s) on informal add/drop form.
7. Student returns form to registrar and a copy is reviewed by principal.
8. Schedule change is made.

Student requests for schedule changes **after the first two days of school** will be considered on an individual basis; which may result in a status of **withdrawn** on a student's transcript. This **formal** add/drop process requires faculty, parent and administrative approval.

## Grades & Student Progress

### Grading Periods

- Two semesters per school year (3 Hexes each)
- HS Only: Each semester grade includes: 3 Hexes + Final Exam (10–20% of semester grade).
- HS Only: Semester grades appear on transcripts and are used for GPA.

### Report Cards

Report cards are issued one week after each hex.

### Online Progress Monitoring

- Access via FACTS online gradebook.
- FACTS login information found on the [ACS website](#).
- Questions regarding a class should be directed to individual teachers via email.

## Grading Scale

Grade	% Range	GPA (Regular)	GPA (Honors)
A+	98–100*	—	4.5
A	93–100	4.0	4.25
A-	90–92	3.67	3.92
B+	87–89	3.33	3.58
B	83–86	3.00	3.25
B-	80–82	2.67	2.92
C+	77–79	2.33	2.58
C	73–76	2.00	2.25
C-	70–72	1.67	1.92

Grade	% Range	GPA (Regular)	GPA (Honors)
D+	67–69	1.33	1.58
D	63–66	1.00	1.25
D-	60–62	0.67	0.92
F	<60	0.00	0.00

*Note: A+ is reserved for Honors courses only.*

## Alternate Grading Codes

- **P** – Pass (Credit earned, no GPA impact)
- **F** – Fail (No credit, GPA impacted)
- **S** – Satisfactory (No credit, no GPA impact)
- **U** – Unsatisfactory (No credit, no GPA impact)
- **I** – Incomplete (2 weeks to complete work)

## Credit Recovery

High school students who have failed a required course (grade of “F”) have the following options to recover the credit:

- Summer school or online recovery *\*recommended*.
- May retake failed course at AHS once with administrative approval.
- If recovery is completed before the next school year: replaces "F"; max grade = C.
- If recovery is completed after the start of the next school year: both grades appear; max grade = C.

## GPA / Class Rank / Honor Roll

- **GPA** calculated by semester and cumulatively for courses taken throughout high school.
- **Class Rank** is calculated internally each semester. Final class rank for valedictorian and salutatorian is determined after hex 5. *\*Please refer to the Assumption High School Course Description Book for more detailed information.*
- **Honor Roll** is published at the end of the first and second semesters.
  - *High Honor Roll*: GPA 3.75+
  - *Honor Roll*: GPA 3.25–3.749

## Graduation Requirements

- **Credits Required**: 26 total (core + electives)
- **8th Grade High School Credit**: Counts toward graduation credits not GPA; only 9–12 grades count for GPA.
- Whenever a student’s academic performance indicates that the student may not have achieved the academic expectations of the school, a certificate may be awarded instead of a diploma.

# Retention & Acceleration

## General Policy

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 accelerate should be made only after serious reflections, evaluation, and consultation with the teacher and parents. The school administrator is the individual responsible for making the final decision. (DSP 5210)

## Promotion Criteria (8th to 9th Grade)

1. Grade level academic performance
2. Teacher recommendation
3. Administrator input

## Retention (Grades 6th–8th)

Same criteria as promotion, plus agreement from teacher, parent, and administrator to retrain. For WPCP students, the criteria will also include scores on required state and federally mandated tests.

## Summer School

Middle school students who receive a failing grade in the same class for three or more hexes during the school year will be required to attend the school's summer program in order to advance to the next grade. Assumption offers a six-week summer school program from June through July. If a student is at risk of failing three hexes, the guidance counselor and principal will schedule a meeting with the student and their parents or guardians.

## Transfer of Credit / Coursework

ACS will accept, without prejudice, coursework that was completed and passed from a transfer student, in the school from which they transfer.

- Credit accepted for passed courses (D- or above).
- No credit received for courses with "F" or "U" grades.
- Coursework must be equivalent in scope and duration.
- International credit considered individually.

Students entering 6<sup>th</sup> and 9<sup>th</sup> grade will maintain grade level status from the school which they have transferred from.

## Standardized Testing

- Administered as determined by the Diocese of La Crosse and ACS administration.
- WPCP students may take additional assessments.
- Results are shared with parents via mail or pick up – not provided to the student.

## Homework Policy

- Homework reinforces learning and is required.
- Late assignments may result in reduced grades or zeros.
- **5+ missing assignments** will be assigned to the ASC during study halls/Royal Time and parents are notified.

## Academic Support Center (ASC)

- Available **Monday–Friday** during school & **Monday–Thursday** after school (2:45–3:30 p.m.).
- ASC supports academic success by providing additional tools and resources.
- Students with an ISPs are automatically scheduled into ASC by the registrar/guidance department.

## Guidance Services

- Available for academic, personal, career, and college counseling.
- Supports teachers with academic/social/behavioral student needs.

## Library

- Shared by middle and high school students.
- Librarian available for checkouts and assistance.
- Students are responsible for lost/damaged books.
- High school study halls take place in the library.
- Computer lab usage requires permission from the librarian.

# Activities, Athletics & Eligibility

## Athletic Program

Refer to the [Athletic Handbook](#) for comprehensive athletic program details.

### Physical Examinations

All student-athletes are required to have a physical exam every two years. A physical card, signed by a licensed physician, is required. In alternate years, a parent-signed alternate year card must be submitted.

*All physical and alternate year cards are kept on file in the athletic office.*

# Eligibility, Ineligibility & Probation

## Eligibility

A student becomes **academically ineligible** if:

- They fail a course
- Have an incomplete in a course  
→ Eligibility is restored once the incomplete is resolved and updated in FACTS.

## Ineligibility Periods

- **1 Failing Grade (Hex 1–6):** Minimum **2-week ineligibility**
- **2+ Failing Grades (Hex 1–6):** Minimum **3-week ineligibility**
- **1+ Failing Semester Grade:** Minimum **3-week ineligibility**

During ineligibility, students may:

- Attend practices (no contests).
- Not travel for or dress for contests.
- Return to contests **ONLY after passing status is confirmed** by the registrar.

## When Ineligibility Starts

- Begins **Monday after report card issuance** for Hexes 1–5 and Semester I
- For Hex 6 or Semester II failures:
  - Fall athletes: First day of fall practice
  - Non-fall athletes: First day of school

## Probation

- Occurs when a student receives one or more **D (below average)** grades
- Student remains eligible if grades do not decline

**Note:** Students under probation, suspension, or expulsion may be ineligible for activities, as determined by the administration.

## Physical Education Exemptions

Physical Education is a required class. Exemptions can be granted if the following criteria are met:

- **Short-Term Absence:** Written parent note required
- **Long-Term Absence:** Written physician statement required  
→ Alternative assignments will be given.

## Service Hours

All students are required to meet a minimum number of service hours per semester. Hours count toward religion semester grades. Service hours are turned into the middle school religion teacher and the high school office by the week prior to the end of the semester. Service hour sheets can be found in the middle and high school offices. Minimum hours per semester.

- 6<sup>th</sup> grade = 6 hours
- 7<sup>th</sup> grade = 7 hours
- 8<sup>th</sup> - Senior = 8 hours

## Field Trips

- A signed [permission slip](#) from a parent/guardian is required.
- Field trips are a privilege with **minimum academic, effort, and conduct standards** required for participation.

*Reference: DSP 6325*

## Student Socials & Dances

Rules for Participation:

1. Student signs in upon arrival.
2. No re-entry once a student leaves.
3. Coats must be removed and hung.
4. No food or beverage can be brought – Food/beverages provided.
5. Guest sheets must be pre-approved by the principal for guests to attend.
6. Violation of school rules (e.g., alcohol use) results in dismissal.
7. Unsafe/inappropriate behavior is not tolerated.
8. Clothing, music, and behavior must reflect **Christian values**.

## Attendance, Daily Life & Procedures

### Attendance / Absences / Tardiness

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 Statutes [118.15 (3) (c)], truancy is defined as **absent 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. 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.

## Absences

- **Parents must call** the school office by **7:45 AM.** for each day a student is absent/late.
- Homework can be requested and picked up by 3:00 PM from the middle/high school offices. The student is responsible for keeping up on their homework.

## Unexcused Absences

- A student is considered unexcused if no phone call or email is received.
- Unexcused absences result in discipline (e.g., detentions, zeros on assignments, suspension)

Students **cannot participate in school-sponsored extracurricular activities or practices** if they miss more than 3 class periods. Exceptions, with prior approval, include:

- Faith or family events deemed necessary by the administration.
- Activities, events, or appointments that have been approved by the administration.

## School Event Absences

- Do not count against attendance record.
- Student remains eligible for activities.
- Student is still responsible for all missed work.

## College Visits

- Juniors/Seniors allowed **2 per year** without penalty for absence.
- Must arrange with the **Guidance Counselor.**

## Tardy Policy

Students are considered tardy if they are not in their assigned room by the time the bell rings.

- **Tardy to School:**
  - Sign in at the middle/high school office to receive a pass.
  - 3 tardies = 1 absence (counts toward 10-day attendance cap).
  - Tardy >10 mins = absence for the period.
  - More than 5 tardies = after-school detention for each additional tardy.
- **Tardy to Class:**
  - Not in seat when bell rings = unexcused tardy.
  - Once the classroom door shuts, students wait silently in the hallway until they are admitted by the teacher – students may not get a pass from the office.
  - Students who are consistently tardy for class (>5) will receive a detention.

**Skipping class or Mass = ineligibility for extracurricular activities** that day (and possibly the next).

The school reserves the right to determine whether an absence or tardy is excused or unexcused. "Overslept" will not be considered an acceptable excuse.

## Planned Absences

It is recommended that families plan vacations around the school schedule.

- **Planned Absences:**
  - Must be pre-approved 1 week in advance
  - Student completes a **Pre-arranged Absence Form**
  - Time allowed to make up work = days absent

## Excessive Absences (WI Statute 118.15):

Under WI Stats. Provision, s. 118.15 (3)(c), a student is truant if he/she is unexcused for 5 of 10 consecutive days and/or part or all of 10 days in a semester. When a concern arises, a letter will be sent to the parent/guardian apprising them of our concerns and additional follow-up action will be taken as necessary. 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. **Assumption Catholic Schools will follow State Law regarding truancy.**

A student is considered truant if:

- When a student misses five days in a semester = a warning letter is sent.
- When a student misses ten days in a school year = meet with Student Services Team to discuss excessive absences.
- May result in:
  - **Truancy tickets**
  - Referral to **Wood County Social Services**
  - **Retention (Middle School) or denied credit (High School)**

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

- 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.

## After School Rules

- Students are not allowed in the building after **3:30 PM**, unless they are supervised by a faculty member or coach.
- No loitering outside the building.
- Arrange transportation prior to 3:30 PM.

## Student Parking

ACS Students must register their vehicles with the high school office before the first day of school. [Parking Permit Form](#) is located on the ACS website and in the high school office. Approved parking areas include:

- Designated student lot (east of school). **Must have parking pass.**
- Mead Street (East of the faculty lot by the student lot).
- Hill Street (ONLY south of Chestnut Street).

Parking in the faculty lot is not permitted until after 3:00 PM. Unauthorized parking may lead to disciplinary action or towing.

## Bus Transportation

Bus transportation is provided by **Lamers and Safeway**. All busing questions should be directed to the bus company.

All discipline for misconduct on the bus will be handled by the Dean of Students/Principal. This may result in **loss of bus privileges**.

## Hall Passes / Office Passes

Students are not permitted to be in the hallways between classes. If a student needs to leave the classroom during class they must:

- Receive permission from the teacher.
- **Sign out and carry an approved hall pass.**
- Sign in when returning to class.

If students are in the hallway during class without an approved hall pass, they will be follow disciplinary action for a level one type infraction.

Office passes are only issued for illness or pre-arranged absences and will not be issued for unexcused tardies. Students who are held behind by a teacher will receive a pass from that teacher.

## Leaving the Building

Students may not leave school grounds during the school day for any reason without parental permission. Students must:

- Have **parental permission and receive an office pass**. Parents must call or email prior to the start of the school day.
- Must **sign in/out at the office** when entering or leaving the building.

**Seniors with privileges** may leave for lunch or during 1st/8th period during approved days.

## Lunch Rules

- Students must follow cafeteria staff directions.
- Allowed areas: cafeteria, gym, or supervised courtyard.
- All other areas are off-limits.

## Food & Beverages

Only **water** in water bottles are allowed outside the cafeteria. All other food/beverages must be kept in the cafeteria. No food/drinks in computer or science labs.

## Elevator Use

Allowed only for students who have been given permission due to physical impairment.

## Emergency Drills & Safety

Emergency drills will be held throughout the course of the school year, and coordinated with local authorities.

### Types of Drills:

- **Fire:** Silent evacuation as instructed. 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:** Move to assigned area, remain silent.
- **Lockdown:** Follow all procedures until "all clear".

### Bomb Threats:

- Treated seriously—evacuation procedure will be used immediately, and authorities notified. Re-entry into the building will take place after the authorities have issued clearance.
- False alarms may lead to **suspension/expulsion** (*DSP 6122*).

## School Transfers / Record Release

- Families withdrawing must:
  - Notify the Principal and Enrollment Coordinator.
  - Complete an exit interview.
  - Resolve all financial obligations before records are released.

## Changes in Contact, Guardianship, or Medical Info

- Notify the school **immediately** if:
  - Address, phone, guardianship, or medical info changes

# Emergency School Closings

- Announced via **text/email through FACTS**.
- Also available on local radio/TV.

Ensure students have a plan for early dismissal due to inclement weather or emergency.

# Behavior & Discipline

## Conduct Expectations and Student Responsibilities

ACS students are expected to exhibit Christian character and respectful behavior at all times. Respect, responsibility, honesty, and care for others are core expectations both on and off campus.

Students are expected to:

1. **Treat others with respect.** Any form of physical or verbal abuse, harassment, vulgarity, profanity, sexist, racial, or otherwise inappropriate language or gestures will not be tolerated.
2. **Respect school property.** Vandalism, carelessness, or intentional damage may result in restitution and disciplinary consequences.
3. **Demonstrate academic honesty.** Cheating, plagiarism, use of unauthorized electronic devices, and forgery are unacceptable.
4. **Reflect Christian values in all settings,** including classrooms, prayer, liturgy, school events, and the broader community.
5. **Comply with all classroom, school, and campus rules.**
6. **Adhere to the dress code,** be punctual, and come prepared for class.
7. **Show compassion,** aligned with the corporal and spiritual works of mercy.
8. **Contribute to the common good** through positive behavior and active participation.

## Disciplinary Procedure

Discipline is first addressed by the classroom teacher. Referral to administration transfers responsibility for investigation and consequence.

Procedures may include but administration may deviate from this sequence:

- Notification of guardians written or verbal.
- Conference with administration, if consequence greater than detention or requested by guardians.
- Detention, in-school or out-of-school suspension
- Probation or recommendation for dismissal or expulsion, if necessary
- Referral to external agencies (if warranted)

**Administration may deviate from this sequence to protect the safety and well-being of students and staff.**

# Discipline Responses

**Note: All disciplinary actions for infractions are determined at the discretion of the administration and may differ from the guidelines listed below.**

## **Probation**

A formal warning indicating that failure to improve conduct may result in suspension or expulsion. Parents are notified, and a conference is held.

## **Detention**

Used for minor behavior violations. Any of the following reasons, but are not limited to, may be cause for detention:

1. Being in unauthorized areas.
2. Present in the hallway between classes without a pass.
3. Rude/discourteous/disruptive behaviors.
4. Class disruptions, which result in being removed from the classroom.
5. Continued disruptive or inappropriate behavior after multiple verbal warnings and attempts to redirect.
6. Obscenities towards or with other students: oral, written, or gestured.
7. Inappropriate display of affection.
8. Forged or invalid notes.
9. Repeated unauthorized use of electronic devices (cell phones, smartwatches, etc)
10. Unauthorized parking in the faculty parking lot.
11. Repeated dress code violations.
12. Repeated eating and drinking in unauthorized areas.
13. Skipping class.
14. Leaving the building without permission.
15. Accumulating five tardies, and for every additional set of five tardies thereafter.

## **Suspension**

Used for serious or continued behavior violations. May be in-school or out-of-school. Students must complete all missed work. Re-admittance for an out-of-school suspension requires a parent/guardian conference.

Any of the following reasons, but are not limited to, may be cause for suspension:

1. Habitual/repeated behaviors that have not been corrected by detention.
2. Truancy
3. Possession of tobacco products or smoking, chewing tobacco or vaping on school property.
4. 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.
5. Use or possession of tobacco products, alcohol or illegal drugs off school grounds.
6. Guilt by association for tobacco products, alcohol, or illegal drugs on or off school grounds.
7. Disrespect or defiance of an adult in a position of authority. (Insubordination)
8. Obscenities: oral, written, or gestured – toward staff or repeated offenses.
9. Minor fighting or physical violence.
10. Inappropriate gestures that indicate violence regardless of intention (i.e. pretend weapons).
11. Destruction of school property.

12. Actions seriously disruptive to class conduct.
13. Being removed from class more than 5 times in a hex.
14. Behavior that endangers other students or staff.
15. Theft.
16. Hazing.
17. Possession of computer access to pornographic, violent, sacrilegious, or otherwise offensive items on school grounds, at school activities or on school busses.
18. Unauthorized and/or improper use of school computers and equipment.
19. Unauthorized entry into the building or elevator.
20. Loitering in the neighborhood before/after school or causing a disturbance for the neighbors.
21. Giving a false report to an administrator. Students who have been shown to falsify statements of fact to avoid a disciplinary action may receive a one-day suspension in addition to the prior consequence.
22. Negative attitude by condoning or encouraging violations (engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of Assumption Catholic Schools.
23. An accomplice 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.
24. Disruptive behavior on school buses.
25. Taking photos or videos in the locker rooms or bathrooms.
26. Fraudulent use of lunch room code.
27. Behaviors that constitute bullying or harassment of others.
28. Any of the grounds for expulsion.

### **Dismissal / Expulsion**

- *Dismissal* is an indefinite removal from school.
- *Expulsion* is a permanent removal from the school

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. Fighting that causes serious harm to another student or faculty.
3. Possession of a weapon on school grounds.
4. Bringing a weapon to school.
5. Serious destruction of school property.
6. Insubordination or failure to comply with instructions or directions given by the school staff.
7. Indecency on school property, including social media.
8. The use of indecent or abusive language or gestures to any of the staff or students.
9. Gross misbehavior toward school personnel and/or school rules.
10. Behavior that adversely affects the status of the school.
11. Behavior that deteriorates the morals of other students or the staff.
12. Behavior or threats that endanger the safety of other students or staff.
13. Behaviors that constitute legally defined harassment.
14. Any violation of the law.

All dismissals / expulsions are approved by the Diocese of La Crosse.

Parents will be notified of all actions considered for suspension, dismissal, or expulsion.

## Detention Guidelines

- Held on **Tuesdays and Thursdays, 2:45–3:30 PM**
- Teachers may also issue detentions to be served with them.
- Lunch detention may be assigned at the discretion of the administration (silent seating, clean-up duty).

### Failure to Serve Detention:

1. 1st Missed Detention: Serve two detentions.
2. 2nd Missed Detention: Serve one in-school suspension.
3. 3rd Missed Detention: Serve two in-school suspensions.

## Cheating / Academic Dishonesty

All academic work must be original. Students who cheat or enable others to cheat will receive no credit for the assignment and may face additional penalties. (See **Honor Code** in Appendix)

## Harassment and Bullying Policy

ACS maintains a strict no-tolerance policy on harassment, bullying, and discrimination, including cyberbullying.

**General Harassment** includes but is not limited to physical or verbal conduct that demeans or targets a person based on gender, race, religion, disability, or orientation.

**Sexual Harassment** includes:

- Unwanted sexual advances.
- Unwelcome contact or comments.
- Repeated display of sexually explicit materials.

**Procedures:**

- All allegations will be investigated confidentially.
- Offenders face disciplinary action up to and including dismissal or expulsion.
- Students reporting harassment will not face retaliation.  
(Refer to **Diocesan Policies 4175 & 5512**, and **Harassment Incident Procedure** in the Appendix)

## Courtesy

Students are expected to demonstrate courtesy at all times. Staff will model and reinforce friendly, respectful, and thoughtful behavior throughout the school community.

# Dress & Personal Items

## Dress Code

The Assumption Catholic School system strives to create a respectful, focused, and safe environment where academic achievement and personal growth are the primary focuses. Our dress code is designed to promote a sense of unity, discipline, and pride in our Catholic values and to minimize distractions. Students are expected to dress in a manner that reflects the dignity of the individual and the values of our school community.

### General Guidelines

1. **Respect for School Values:** The dress code is based on the principles of modesty, respect, and discipline. Students should avoid clothing that is disruptive or inappropriate for a Catholic education setting.
2. **Clothing Integrity:** All clothing must be neat, clean, and in good condition. Clothes should fit properly and be free from rips, tears, or excessive wear.
3. **Modesty and Appropriateness:** Clothing should not be revealing or immodest. Undergarments should not be visible at any time. Modesty is the standard. The intention is for students to dress in a manner that encourages respect for themselves and others.

### Acceptable and Unacceptable Attire

Category	Acceptable	Unacceptable
<b>Tops</b>	<ul style="list-style-type: none"><li>• Polos, button-up shirts, or blouses.</li><li>• All shirts must have sleeves.</li><li>• Plain or Assumption logo t-shirts, hoodies, crewneck sweatshirts, and zip/button-up sweaters.</li></ul>	<ul style="list-style-type: none"><li>• T-shirts with inappropriate graphic/logos/text.</li><li>• Sleeveless tops, tank tops, or spaghetti straps.</li><li>• Tops with logos larger than 2 inches.</li><li>• Tops that are too tight, too short, low-cut, or expose the midriff.</li><li>• Jackets and other outerwear.</li></ul>
<b>Bottoms</b>	<ul style="list-style-type: none"><li>• Pants in neutral colors (i.e. khaki, navy, gray, black, brown, olive, or white). Pants cannot be tight, baggy, or have large pockets.</li><li>• Shorts and skirts should be no shorter than 3 inches above the knee.</li><li>• Shorts can be worn between April 1 and October 31.</li><li>• Dresses with a modest cut and fitting and longer than 3 inches above the knee.</li></ul>	<ul style="list-style-type: none"><li>• Tight-fitting pants, including leggings (unless worn with a long top with a hemline that falls 3 inches below the fingertips).</li><li>• Denim (of any color) or jogger material pants.</li><li>• Cargo pants.</li><li>• Athletic shorts and pants, leggings, sweatpants, or pajama pants.</li><li>• Skirts, dresses, or shorts that are shorter than 3 inches above the knee (including the slit), tight, or revealing.</li></ul>
<b>Footwear</b>	<ul style="list-style-type: none"><li>• Closed-toe shoes such as sneakers, flats, crocs, loafers, or boat shoes.</li><li>• Sandals (Birkenstock-style or dress sandals).</li></ul>	<ul style="list-style-type: none"><li>• Flip-flops, slides, or slippers.</li><li>• High heels or platform shoes over 2 inches high.</li><li>• Shoes with flashing lights, large logos, or that are disruptive in appearance.</li></ul>

<b>Hair</b>	<ul style="list-style-type: none"> <li>• Hair should be clean, well-groomed, and styled in a manner that is not disruptive.</li> <li>• Natural hair colors only.</li> <li>• Boys' hair must be cut above the collar and out of the eyes.</li> </ul>	<ul style="list-style-type: none"> <li>• Extreme hairstyles or colors.</li> <li>• Distracting or disruptive haircuts, such as mohawks or shaved patterns.</li> <li>• Facial hair is not allowed.</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• Simple jewelry, including stud earrings (no more than 2 in each ear), watches, and necklaces.</li> </ul>	<ul style="list-style-type: none"> <li>• Large, excessive, or distracting jewelry (e.g., large hoop earrings, chains, or bracelets that make noise).</li> <li>• Sunglasses worn indoors.</li> <li>• Piercings, tattoos, or other body modifications that are visible and not consistent with the school's values (e.g., piercings in the tongue, nose, lips, eyebrows, excessive piercings in the ears, tattoos, etc.).</li> </ul>
<b>Mass Day</b>	<ul style="list-style-type: none"> <li>• Dress code acceptable pants.</li> <li>• Dress code acceptable dresses or skirts.</li> <li>• Young men must wear a collared shirt. Ties are encouraged.</li> <li>• Plain crewneck sweatshirt with a collared shirt underneath.</li> <li>• Sweaters.</li> <li>• Dress code acceptable shoes.</li> </ul>	<ul style="list-style-type: none"> <li>• Sweatshirts (hooded, zip, crewneck without a collared shirt underneath).</li> <li>• Shorts.</li> <li>• ACS spirit wear.</li> </ul>

## 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.

## Dress-Down Days

Fridays are designated as dress-down days for students who have paid the required fee (fee details are provided by each office), unless otherwise specified. Additional dress-down days may be announced during the school year. Students may wear:

- Casual clothing such as athletic pants, sweatpants, and jeans.
- Pants or shorts *must* be black, navy, or gray—**no other colors are allowed.**

## Important Notes:

- All clothing must follow the principles of **modesty** and **appropriateness**.
- Clothing with **offensive language, graphics, or imagery** is strictly prohibited.
- Students may be required to change if their attire is deemed inappropriate.

## **Inappropriate Dress Includes (but is not limited to):**

- Ripped or torn clothing
- Leggings
- Shorts that are too short
- Tank tops
- Shirts that are too tight, short, or low-cut
- Pants or shorts in colors **other than black, navy, or gray**

## **ACS Spirit Wear**

**Royal Wear Monday:** Every Monday students are allowed to dress down with Royal tops.

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. Background color exemptions are made for co-op sports.

## **Semi-Formal Dance Dress Code**

### **For Young Women:**

- Skirts and dresses length and/or slit must be no more than 6 inches above the true knee.
- Tops must not be low-cut, revealing, or have deep scoop necklines.
- Midriff must be completely covered.
- Cutouts below the waistline are not allowed.
- Any cutouts must be no larger than the size of your hand.
- Jeans, t-shirts, and shorts are not permitted.
- Clothing must be clean, modest, and free of rips or tears.

### **For Young Men:**

- A properly buttoned shirt is required; a tie is highly recommended.
- Clean, presentable shoes in good condition are required. (*Dress shoes are preferred.*)
- Jeans, t-shirts, and shorts are not permitted.
- Clothing must be clean, modest, and free of rips or tears.

**Note:** Administration reserves the right to approve or reject any attire prior to the dance.

## **Dress Code Enforcement**

1. **First Offense:** A warning will be issued, and the student will be asked to correct the issue (e.g., change clothes, remove accessories).
2. **Repeated Offenses:** Continued violations will result in serving a detention.
3. **Discretion:** The administration reserves the right to determine the appropriateness of any attire. Any clothing deemed inappropriate or disruptive to the school environment will not be permitted, and students may be asked to change into school-provided clothing.

# Electronic Devices Policy

**Cell phones and smartwatches** are NOT ALLOWED during school hours. Devices must remain in the student's locker during the school day.

## Violations:

- **1st Offense:** Student retrieves device from the office at end of day.
- **2nd Offense:** Parent must retrieve the device from the office. If the parent does not retrieve the device, the student may retrieve it from the office at the end of the following day.
- **3rd Offense:** Student serves detention; may not bring device for remainder of year or may check device in at office daily.

Further violations may result in a **one-day suspension**.

## Other Devices:

No iPods, mp3 players, games, or non-school-related computers or electronics are allowed during school hours. Items will be confiscated and held until retrieved by a parent.

*The school is not responsible for lost or stolen items.*

## Lockers

- Lockers are assigned and may not be switched.
- Backpacks must remain in lockers during the school day. If backpacks are too large, talk with the high school or middle school office.
- Valuables should not be brought to school – the school is not responsible for lost or stolen items.

Administration maintains the right to periodically inspect student lockers. (DSP 5520)

# Enrollment & Financials

## Enrollment

Annual school enrollment begins in **February** each year. Parents wishing to enroll their student(s) at Assumption Catholic Schools (ACS) must complete the **online enrollment process** in a timely manner. This process is essential for planning staffing and supplies for the upcoming school year. ACS reserves the right to decline admission if a student is unwilling to adhere to the philosophy of the school or if it is determined that the school cannot adequately meet the student's special needs.

## Tuition and Fees

- **Tuition:** Tuition and fees fund the school's operational budget. All tuition billing and payments are processed through the **FACTS system**. Parents must create and manage a FACTS account. Delinquent accounts may result in the withholding of student records. (See Appendix for full policy.)

- **Financial Aid:** Financial assistance is available for families in need. Applications can be obtained by contacting the Assumption Catholic Schools Central Office at 715-422-0917.
- **Textbooks and Chromebooks:**
  - Issued for student use during the school year.
  - Textbooks must be covered by the student.
  - Textbooks and Chromebooks must be returned in good condition; damages or loss may result in assessed fees.
  - Chromebook agreements must be signed by both the student and parent prior to issuance.

## Hot Lunch

- Each ACS family shares a **system-wide lunch account**, and all student lunches are charged against this shared account.
- This is a pre-pay program: funds must be available before lunch is purchased.
- Account balances and activity are viewable through FACTS.
- **Free and Reduced Lunch Program** applications are available annually and may be submitted anytime during the school year to the Food Service Director.

## Fundraising

Assumption High and Middle School students are expected to participate in **ACS-approved fundraisers**.

# Family, Faith & Community

## Catholic Faith and Moral Standards

As a condition of enrollment, student behavior must align with **Catholic faith and morals**. Conduct contrary to these values, especially if it causes scandal or threatens student welfare, may result in disciplinary measures, including expulsion. (DSP 5112)

All extracurricular and co-curricular activities must be consistent with the teachings of the Catholic Church.

## Liturgy

- Weekly **school Mass**: Wednesdays at **9:00 AM**, unless otherwise noted.
- **Guests are welcome** at all Masses.
- Additional faith opportunities include:
  - Daily Chapel Masses
  - Reconciliation (scheduled by Chaplain)
  - Monthly Adoration and Benediction

## Parent Involvement

Parental involvement improves student outcomes and strengthens the school community. Parents are encouraged to attend:

- School events (concerts, athletics, open houses)
- Royal Parents meetings
- Parent/Teacher conferences
- Educational sessions

Classroom visits must be arranged in advance through the principal. All volunteers must complete Safe Environment Training and pass a background check.

## Royal Parents Association

All ACS parents are members and are encouraged to:

- Attend monthly meetings.
- Participate in events and fundraisers.

## Education Commission

This body advises the President, Dean, and Pastors on school operations.

- Meets regularly (September - May).
- Minutes are posted on the ACS website.
- Meetings are generally open unless discussing confidential matters.
- Parents may contact their parish representative or the principal with agenda items.

## Health & Wellness Policies

### AIDS Policy

ACS follows the Diocese of La Crosse's policy on AIDS in schools. Copies are available upon request.

### Drug and Alcohol Policy

ACS strictly prohibits the **use, possession, or distribution** of tobacco, alcohol, or illegal drugs by students. (DSP 5520/5508) See Appendix for the full policy.

## AODA Program (Alcohol and Other Drug Abuse)

The presence and use of drugs and alcohol present a clear and present danger to the health, safety, and welfare of all students in our school. Assumption High/Middle School coordinates an AODA Program that serves as prevention and early intervention against alcohol and other drug abuse. (DSP 5505/5508) Prevention and early intervention efforts include:

- 8th Grade Health curriculum (tobacco, alcohol, drugs, decision-making)
- 10th Grade Health reinforcement
- Athletic Development elective (effects of drugs, steroids, etc.)
- Monthly Lessons
- Enforced through WIAA Code and ACS Student Code of Conduct
- Wood County Youth Initiative participation
- Guidance Office referrals for additional support

## Medication Administration

### Over-the-Counter Medications

- Must be supplied by the parent in the **original, sealed container**.
- Requires **signed parent permission** and written instructions.
- Must not exceed **expiration date**.
- Doctor's order required to exceed **recommended dose**.
- Includes herbal/homeopathic remedies.

### Prescription Medications

- Requires **doctor's written order** and **parent permission**.
- Must be in **original pharmacy-labeled packaging**.
  - Student's name
  - Medication name
  - Prescribing physician
  - Dosage and administration details
  - Effective dates

Medications must be stored in the office. Parents must provide written permission for students to transport medications to/from school. See Appendix for additional information on administering medications at school (DSP 5505).

## Illness / Accidents / Health

- Students feeling ill during school should report to the middle or high school offices.
- Parents will be contacted if a student needs to go home.
- In an emergency, school officials will act in the student's best interest if parents/contacts cannot be reached.
- Parents must inform the school of **medical conditions** in writing. These will be kept in the student's confidential file, along with the student's immunization records, as required by Wisconsin state statutes.

- **Emergency forms** must be updated annually and kept current.

**Note:** The school does not carry student accident insurance; parents are responsible for medical expenses.

## **Wellness Policy**

ACS supports wellness through nutrition education, physical activity, and a healthy environment. (See Appendix)

## **Asbestos**

A management plan is available upon request. (DSP/R 3230)

## **FERPA**

The Family Educational Rights and Privacy Act (FERPA) protects student education records. (See Appendix)

## **Gender/Sexuality Policy** – See Appendix

# **Parent/Guardian Communication**

## **ACS & Family Academic Engagement**

With being primary educator to your student(s), partnered with Assumption Catholic Schools, we ask that

- To set rules, routines, and limits so that your student(s)
  - Has/Have adequate sleep
  - Actively engage in a sacramental life of the Church, when and where applicable
  - Arrives at and is picked up at school on time
  - Is dressed according to the school dress code
  - Completes assignments
- Attend parent/teacher conferences,
- To notify the school office of any changes of address or important phone numbers,
- To meet all financial obligations to the school
  - Henceforth, all financial obligations must be paid in full or have a financial plan in place in order to re-enroll/enroll at Assumption Catholic schools,
- To inform the proper persons of any special situation regarding the student's well-being, safety, or health,
- To complete and return to school any requested information promptly,
- To support the religious and educational goals of the school,
- To support the faculty and staff with the discipline policies of the school in a collaborative spirit,
- To treat faculty and staff with respect and charity,
- To monitor the academic progress by talking to your child(ren) while reviewing schoolwork and checking FACTS,

- To speak positively about Assumption Catholic Schools, including all faculty, staff, clergy, and students. Questions or concerns should be addressed privately to the proper level of authority beginning with the classroom teacher
  - This applies to online posts
  - Employing the principle of subsidiarity,
- To not post any student of Assumption on social media or other platforms like YouTube without the consent of the child(ren)'s parent(s) permission. This also applies to your child posting their Assumption friends, classmates, or other Assumption students, faculty, staff, and/or clergy.

Violation by either student and/or parent of these expectations may be asked to leave Assumption Catholic Schools.

## Administrative Recourse

All grievances must follow the **Diocesan Administrative Recourse** process. Parents are **bound by the outcome**, and complaints must be initiated within **30 days** of the incident. (DSP 1391) – See Appendix

### Chain of Authority:

1. Teacher or school employee
2. Principal
3. President
4. Pastoral authority
5. Dean
6. Diocese

## Conferences

Scheduled **twice per year** (Fall and Spring). Additional conferences may be requested by appointment. Students may attend.

## Concerns / Questions

Parents should email or call teachers directly with questions or concerns. In-person meetings should be scheduled in advance. Teachers and students may not be interrupted during class time. All visitors must report to the **high school office**.

## Correspondence / Communication

Communication methods include:

- Email
- AMS/AHS Newsletters
- FACTS System

**Important:** Messages for students must be received **before 2:00 PM** to ensure timely delivery.

## School Calendar

Available on the [ACS website](#) and through school communications (newsletters/emails).

## School Safety

### Safe Environment Program

Mandated by the Diocese of La Crosse to protect students. Policies and procedures are located in the **Appendix** and online: [www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com)

### School Security

- All building doors are **locked 7:30 AM – 2:45 PM**
- Visitors must use **main entrance (Chestnut Street)** and follow this procedure:
  1. Ring doorbell, state name and purpose
  2. Enter when granted access
  3. Sign in at the high school office and wear visitor pass (See Visitor Section)
- **Security cameras** monitor all entrances and hallways
- **Unlocked doors:** 2:45 PM – 4:00 PM (Main entrance and parking lot entrance)

### Confidentiality

ACS maintains a “**spirit of confidentiality**”, not strict confidentiality. outside of the sacramental confidentiality between priest and penitent, strict confidentiality can not 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)

## Visitors & Volunteers

### Visitors

Visitors must:

1. Arrange their visit with the school office in advance.
2. Sign in at the high school office and obtain a visitor pass upon arrival.

3. Sign out at the high school office and return visitor pass upon departure.

Visitors cannot meet with students during school without administrative approval.

Should an emergency require that a student be called to the office to meet with a visitor, the principal or guidance counselor must be present during the meeting.

Administration has the authority to prohibit the entry of any person to a school of the system or to expel any person when there is a reason to believe the presence of such person would pose a threat to the safe environment of the school. Disruptive visitors will be asked to leave. If necessary, law enforcement may be contacted.

Legal guardians must inform the school of **custody changes**. The principal may request legal documentation when needed.

## Volunteers

No volunteer may assist without completing all requirements. All volunteers must complete the **Diocese of La Crosse Safe Environment Policy** requirements before volunteering:

- 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.wracs.org](http://www.wracs.org) or [www.dioceseoflacrosse.com](http://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](http://www.dioceseoflacrosse.com).

# Technology

## Internet and Computer Use

Students must follow ACS’s **Acceptable Use Policy** (See Appendix). Only the **student network** is permitted; access to the admin network is prohibited.

## Social Media Guidelines

Students must use social media in a way that reflects Catholic values. The following are **prohibited**:

- Posting derogatory or confidential information.
- Publicly criticizing others or ACS.
- Posting photos of staff or students without permission (excluding public events – i.e. sports or concerts).

**Violations** may result in disciplinary action, including **suspension or expulsion**.

## **Photo, Video, Audio, Student Work Permission**

### **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 the 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.

**Note:** Signing the **Statement of Compliance** acknowledges and accepts these media usage policies.

## **Forms**

The following forms need to be returned electronically or to the office at the beginning of the school year.

[STATEMENT OF COMPLIANCE](#)

[FIELD TRIP FORM](#)

[STUDENT PARKING FORM](#)

# Appendix

## **ADMINISTRATIVE RECOURSE *Procedure in the Diocese of La Crosse DSP 1391***

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) DSP 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

## DELINQUENT TUITION AND FEES PAYMENTS POLICY – ACS P3120.1

The success of Assumption Catholic Schools relies upon the commitment of families to:

- Make Catholic education a financial priority.
- Be involved in their student(s) education.
- Make their tuition and fees payment(s) on a timely basis.

The school relies upon the tuition and fees for a substantial portion of the budget to operate an excellent spiritual and educational program. Therefore, when tuition and fees payments become delinquent it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the administration as soon as possible. Typically, this occurs when there is a family emergency such as illness or unemployment.

When payments are not made in the manner described by a parent/guardian's tuition agreement form, the following steps will take place:

### 30 Days Past Due

- When an account becomes **30 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy.
- It is the responsibility of the family to contact Central Office within 15 days of receipt of the past due notice to correct the situation or make an acceptable alternate plan for payment.

### 60 Days Past Due

- When an account becomes **60 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy. **Additionally:**
  - Pastoral leader will be informed of family account balance and activity
  - Report cards and transcripts will be withheld until payment in full is received
  - Students will not be permitted to participate in athletic activities.
  - Students will not be permitted to participate in extra-curricular activities.
  - Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel arrangement.
  - Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place.
  - A \$25.00 late fee will be added to the family Miscellaneous Fees account balance.

### 90 Days Past Due

- When an account becomes **90 days past due** under the arrangements established by the Tuition and Fees Agreement Form or an accepted alternate plan for payment, the family shall receive written notification that their account is past due with copy of this commission policy. **Additionally:**
  - Pastoral leader will be informed of family account balance and activity
  - Finance Committee will be informed of family account balance and activity
  - Students will be withdrawn from ACS
  - Report cards and transcripts will be withheld until payment in full is received
- In connection with tuition and fees commitment delinquencies, the education commission may pursue legal action against, or require promissory notes from, parent/guardians for failure to honor their tuition agreement.
  - Such notes or legal action will only be sought in an amount equal to the fair market value of the educational goods and services provided as established annually by the commission of education, or the parent/guardian's unpaid tuition and fees commitment, whichever is less.

- Parent/Guardian account information and activity will be submitted to the Bishop of the Diocese of La Crosse, Diocesan Office of Catholic Schools, and diocesan attorney for review.
- If a parent/guardian refuses to act in good faith, the administration, after consultation with the commission's executive committee, may refuse to accept the children as students in the system and may turn the delinquent balance over to a collection agency.

### **Families with Senior (12<sup>th</sup> Grade) Students**

- All account billing and fees for senior students must be paid by May 15<sup>th</sup> or the family must have an alternate plan for payment approved by Central Office.
- Senior students will not be permitted to participate in graduation ceremony or receive grade transcripts until the balance is paid in full or acceptable arrangements for payment are made

### **End of School Year Balances**

- All account billing and fees must be paid by May 31<sup>st</sup> or the family must have an alternate plan for payment approved by Central Office.
- Families with account balances and unpaid fees that do not have an alternate plan for payment approved by Central Office shall receive written notification that their account is past due with copy of this commission policy. **Additionally:**
  - Pastoral leader will be informed of family account balance and activity
  - Finance Committee will be informed of family account balance and activity
  - Report cards and transcripts will be withheld
  - Students will not be permitted to participate in athletic activities
  - Students will not be permitted to participate in extra-curricular activities
  - Students will not be permitted to participate in extended school, club, or organizational trips requiring overnight travel
  - Students will not be permitted to pre-register or to return for the following academic year until the balance is paid in full or an acceptable alternate plan for payment is in place

Assumption Catholic Schools encourages families to maintain open communication with Central Office to ensure an understanding of each family's financial circumstances. Parents with questions or concerns regarding their financial accounts should contact the controller at 715-422-0904. A goal of Assumption Catholic Schools is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

### **DRUG AND ALCOHOL POLICY (DSP 5520)**

The Catholic schools of the Diocese of La Crosse are Christ-centered educational communities, which proclaim the Gospel of Life and recognize the human dignity of each person. Therefore, it is the mission of each Catholic school to provide a Christian environment in which each member is able to develop his/her special talents and gifts to achieve his/her greatest potential.

The presence and use of drugs and alcohol presents a clear and present danger to the health, safety, and welfare of all pupils in our school. Therefore, the Diocese has a paramount obligation of protecting its students from the dangers of drugs and alcohol.

As Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for students who abuse drugs and alcohol.

RECOGNIZING the difficult and sometimes conflicting choices that our schools face in addressing drug and alcohol abuse;

RECOGNIZING the need to articulate strong, clear, and consistent policies and procedures in this area;

RECOGNIZING its obligation to set the moral and ethical standards we expect from our schools and pupils;

The Diocese of La Crosse adopts the following Drugs and Alcohol Policy for all our Diocesan schools:

The phrase “drugs or alcohol” includes, but is not limited to:

- A. Illegal drugs;
- B. Alcohol;
- C. Illicit drugs (legal drugs used for illegal or improper purpose); and
- D. Look-alike drugs (substances represented as illicit or illegal drugs or alcohol).

The term “expulsion” is: Termination of a pupil as a student from the school permanently (No opportunity for reinstatement)

The term “dismissal” is: Termination of a pupil as a student from the school less than permanently (indefinite/for a given term).

The term “suspension” is: Temporary removal of a pupil from the school, either as a punishment or as a precautionary measure during investigation and/or assessment.

### **Prohibitions**

1. No student may distribute, offer, and/or conduct any transactions leading to the use, possession, distribution or exchange of drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles of school-sanctioned vehicles.
2. No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles of school-sanctioned vehicles.
3. No student may be under the influence of, or knowingly remain in the continued presence of (except at school sanctioned adult functions), drugs or alcohol on school property, within 1000 feet of school property, at or in route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles, or school-sanctioned vehicles.

### **Required minimum sanctions**

1. For students who have violated Category 1 Prohibitions – dismissal or immediate expulsion.
2. For students who have violated Category 2 Prohibitions – suspension, dismissal or expulsion.
3. For students who have violated Category 3 Prohibitions – suspension or dismissal.

The local school authorities are charged with the responsibility of justly and equitably applying the required sanctions within each category. However, they may not fail to apply the required minimum sanction of each category.

In determination within each category which sanction to apply, at least the following factors shall be considered: the nature of the substance; the amount of the substance; the age of the student; the degree or risk posed to other students; the cooperation or lack of cooperation of the student; and the student’s prior record.

Nothing contained herein shall require or imply that a school may not impose more severe sanctions if the totality of the circumstances dictate.

The decision of the local school authority is final. If there is any disagreement with the decision of the local school authority, the student and/or parent has the right of administrative recourse.

## **Investigatory and/or Remedial Measure**

1. The students and parents/guardians shall meet with school authorities.
2. Students suspected of violations of this policy may be required, as a condition of continuing as a student, to submit to Diocesan approved drug and alcohol testing.
3. The student shall be suspended pending completion of the investigations and may be suspended during the assessment.
4. The student will be required to cooperate with and undergo an immediate assessment/evaluation by an approved licensed agency or professional approved by school authorities and without cost to the school.
5. The student and his/her parents or guardians shall sign a release authorizing the school to contact, speak with, and receive the results of the assessment and/or evaluation.
6. Following the receipt of the results of the assessment/evaluation, the minimum required sanctions shall be imposed on the student.
7. For students suspended or dismissed, before any student may be re-admitted and continue as a student, the following minimum conditions must be met and consistently maintained:
  - A. The student must provide the school with a written statement from a licensed professional certifying the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - B. The students must cooperate with any and all recommended actions and conditions of his/her treatment.
  - C. The student must refrain from any future drugs or alcohol offense.
  - D. The student and his/her parents or guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional and/or agency to monitor compliance with these conditions.
  - E. The student must cooperate with local school authorities.

## **Reporting Requirements**

1. The conduct prohibited by these policies may give rise to a reasonable belief that minor students in our schools may be the victims of abuse. Therefore, a Chapter 48 report may be required.
2. The conduct prohibited by these policies may be illegal. Therefore, contacting law enforcement authorities may be required.

## **Consultation**

Drug and alcohol offenses are serious matters. They involve complicated and at times contradictory and conflicting interests. They always implicate legal issues. Therefore, local school authorities shall immediately report and seek consultation from the Office for Catholic Schools when implementing and enforcing this policy, including approval for any dismissals or expulsions.

## **Relationship to Other Student Conduct Codes**

This policy governs the minimum standards in the area of drug and alcohol abuse for pupils in the Diocesan schools. Nothing here precludes any school from adopting more stringent standards and/or a broader application of the standards. Likewise, this policy is to be implemented in conjunction with all other student conduct codes governing other issues and is intended to supplement not replace those student conduct standards and procedures.

## **DRUG/MEDICATION ADMINISTRATION (DSP 5505)**

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.

The state legislature has provided for administration of drugs to students who must have medication while attending school. Any private school employee or volunteer authorized in writing by the private school administrator or principal, as well as any licensed school bus operator authorized by the proper school authority, may administer certain drugs to students. No employee, except a health care professional, may be required to administer a drug to a pupil under this law by means other than ingestion.

Any drug, which may lawfully be sold over the counter without a prescription, may be administered in compliance with the instructions and consent of the pupil's parent or guardian. Administration of a prescription drug requires written instructions from a physician, dentist or podiatrist and written consent from the pupil's parent or guardian.

The party authorized to administer the drug and the school principal/administrator is immune from civil liability for their acts or omissions unless there is a high degree of negligence. "High degree of negligence" is defined as "conduct which demonstrates ordinary negligence to a high degree, consisting of an act which the person should realize creates a situation of unreasonable risk and high probability of death or great bodily harm to another." (This immunity does not apply to health care professionals.)

The governing body of the private school whose employees or volunteers may be authorized to administer drugs under this law must adopt a written policy governing the administration. The policy shall include procedures for obtaining the filing in the school or other appropriate facility, the written instructions and consent required. There must be procedures for the periodic review of the instructions, for the storing of the drugs, for record keeping and for the appropriate instructions of persons who may be authorized to administer the drugs. (For the proper protection of students and faculty, many schools require that the medication be kept in a locked cabinet.) (s. 118.29.) DSP 5505 (state law can be found in the WANS Legal Handbook.)

### **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 and student log are stored in the AMS 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:
  - The student's name
  - The prescriber's name
  - The name of the medication
  - Dose and route for administration
  - Effective dates for administration
  - 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 home and one for school. (DSP 5505)*

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, parents or eligible students can't review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## **GENDER/SEXUALITY POLICY**

### **The Human Person:**

In keeping with the perennial teaching of the Roman Catholic Church and promulgated by His Holiness, +Pope St. John Paul II in *Veritatis Splendor* (1993) and *Evangelium Vitae* (1995), Assumption Catholic Schools desires to inculcate the Truth of Christ (*cf* 14:6). The late Holy Father writes well, "With the guarantee of assistance from the Spirit of truth they have contributed to a better understanding of moral demands in the area of human sexuality, the family, and social, economic and political life" (VS, 4). Assumption Catholic Schools reiterates the whole of the Church's moral teaching:

"with the precise goal of recalling certain fundamental truths of Catholic doctrine which, in the present circumstances, risk being distorted or denied. It is no longer a matter of limited and occasional dissent, but of an overall and systematic calling into question of traditional moral doctrine, on the basis of certain anthropological

and ethical presuppositions. At the root of these presuppositions is the more or less obvious influence of currents of thought which end by detaching human freedom from its essential and constitutive relationship to truth. Thus the traditional doctrine regarding the natural law, and the universality and the permanent validity of its precepts, is rejected; certain of the Church's moral teachings are found simply unacceptable; and the Magisterium itself is considered capable of intervening in matters of morality only in order to "exhort consciences" and to "propose values", in the light of which each individual will independently make his or decisions and life choices." (VS, 4).

The *modus operandi* at Assumption Catholic Schools will always be guided by the perennial teachings of the Church. Divine and Natural Law are seen as primordial. Additionally, in more colloquial terms relatable to the faithful, the Catechism should be consulted. In short, mankind is made in the image of God, *imago Dei*, and has inherent dignity therefore. Additionally, because God has created all things good, and man - very good, we do not take into consideration additional gender assignments outside what has been given by God Himself (*cf* Gen. 1:26-31). God cannot err.

The Second Vatican Council, forcefully condemned a number of crimes and attacks against human life in the *Pastoral Constitution on the Church in the Modern Worlds, Gaudium et Spes*.

"Whatever is opposed to life itself, such as any type of murder, genocide, abortion, euthanasia, or wilful self-destruction, whatever violates the integrity of the human person, such as mutilation, torments inflicted on body or mind, attempts to coerce the will itself" (*Gaudium et Spes*, 27).

All entities of Assumption Catholic Schools (faculty, staff, students, and parents, (where applicable) will be referred to as baptismal name that is consistent with their biological sex, dress in accord with the dress code to their biological sex, and are to treat one another with the dignity that they possess by their very essence. Students or families that have difficulty in living out this fundamental truth may be asked to reconsider Assumption as a good fit and/or may be asked to leave.

## **HARASSMENT INCIDENT PROCEDURE – ACS R 5512**

If an incident considered as harassment occurs, the following procedure will be used as the process for investigation:

- Any person who believes he/she is being harassed or has witnessed behavior constituting harassment should if possible :
  - Indicate verbally or in writing to the alleged perpetrator(s) that the incident was offensive, inappropriate, embarrassing, or unwanted and this action is to cease.
  - Promptly report the initial incident to the school staff or principal, Assumption Catholic School's president or the Dean.
  - Report any subsequent incident(s) to school authorities.
- School authorities will:
  - Investigate the allegation.
  - Interview the complainant and document the complaint.
  - Determine if the complaint is major or minor.
  - Interview the subject of the complaint and inform them that a complaint has been logged and the nature of the complaint. The individual will be instructed to cease the actions or activities that are the source of the complaint.
  - Attempt to resolve the complaint between the two parties.
  - Notify the Diocesan Director of Catholic Schools
  - Recommend disciplinary actions to be taken that may include but are not limited to: parental conference, behavior plan, detention, suspension, or dismissal from school or loss of employment.

- Apprise parents, appropriate social agencies, and possibly law enforcement officials of the incident.
- Have the option of expulsion or termination for the perpetrator(s) immediately, or in the event of further harassment.
- Maintain appropriate documentation on file. The record of the incident and investigation shall be placed in the subject student's folder or employee personnel file.

## 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.

### INTERNET AND COMPUTER 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 which 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. CONT....
- CONTINUED>>>
- 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 computers 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

### **TUITION AND FEES POLICY – ACS P4300.3**

- The administration of Assumption Catholic Schools will submit to the Finance Committee tuition and fee structure for the next school year, for review and approval by December. The recommended tuition and fee structure will be sent to the Diocese for final approval by the Bishop.
- A multiple student discount for members of supporting parishes should apply across the system.
- Tuition rate for non-participating members should be higher than the rate for participating. No multiple student discounts should be available to non- participating members.
- Tuition should be appropriate to grade level and proportional to other groups.
- Parents should be offered a number of methods for paying the tuition.
- Parents who refuse to meet their financial obligations to ACS may be released from the system.

### **WELLNESS POLICY – ACS P 6422**

Assumption Catholic Schools (ACS) promotes healthy schools 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.

Healthy eating and an active lifestyle are demonstrably linked to reduced risk for early mortality and development of chronic diseases as adults. To ensure the health and well-being of all students, it is the policy of ACS to:

- Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices.
- Ensure that food sales/parties for students will not conflict with the system food programs.
- Support and promote proper dietary habits contributing to students' health status and academic performance. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Encourage all staff to focus on the "Dietary Guidelines of Americans".
- Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school /system programs.
- Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to insure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.
- Provide school staff involved in nutrition education and in supporting a healthy school environment, with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.

- Incorporate nutritional education into student curriculum through science, health, and physical education classes. Nutrition education should be integrated throughout the curriculum.
- Provide opportunities for physical activity for students during the school day.
- Due to the negative health impact, the consumption of energy drinks and soda is strongly discouraged.
- Encourage increased consumption of water throughout the day.
- Staff members should be particularly sensitive to students' needs for water during periods of hot weather.
- The principal may want to authorize students to carry water bottles during the school day using the suggested water bottle policy shown below.
- Teachers may need to call for extra water breaks. Even during periods of moderate temperature, staff members should remind students of the value of consuming water.
- Water sales should be a significant option through school vending and concession services.
- Water should be available during mealtimes, at least through water fountains.

# ***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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# OVERVIEW OF ATHLETIC CODE HANDBOOK

## 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.

## 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.

## **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.

## **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.**

## **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”.

**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.

**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.

**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.

# CODE OF CONDUCT

## 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.

## 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:

- Middle School
  - Boys - football, cross country, soccer, basketball, wrestling, baseball, track
  - Girls - volleyball, cross country, soccer, basketball, softball, track
  - 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.
  
- High School
  - Boys - football, cross country, basketball, co-op wrestling, co-op hockey, baseball, golf, track
  - 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.

## ELIGIBILITY

- 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.
- 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.

- 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.

## **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.

- **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.)
- **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.
- **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.
- **Athletic Physical Card** – a physical card must be completed and filed with the athlete director as prescribed by the WIAA.
- **Athletic Fee** – pay the appropriate athletic fee as prescribed by the individual school.
- **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.

## **PARTICIPATION EXPECTATIONS**

- **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.
- **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.
  - Coaches and the athletic director will give special consideration to religious activities, including parish events, if a player needs to be excused.

- Family vacations over scheduled school breaks (example: Christmas and spring) will be given special consideration if a player needs to be excused.
- **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.
- **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.
- **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.
- **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.
  - **Easter Triduum Rule** – Competitions are not allowed Holy Thursday through Easter Sunday.
    - **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.
    - **Good Friday** - Practices, meetings, team dinners, or other team activities times must end by 12:00 p.m.
    - **Holy Saturday and Easter Sunday** - No competitions, practices, meetings, team dinners, or other team activities are allowed.
- **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.

- **Transportation**
  - **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.
  - **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).
  - **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.
  
- **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.

- **School Attendance**

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

## **BEHAVIORS AFFECTING ELIGIBILITY TO PARTICIPATE**

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 - Catholic Faith and Moral Standard*

## 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.

### High/Middle School

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. *High School Only:* 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.

**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.*

## **BELOW-THE-LINE AND BOTTOM-LINE BEHAVIORS**

### **Explanations**

**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.

**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.

**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.

**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.

## **BELOW-THE-LINE BEHAVIOR**

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**

- Suspension for 15% of the total scheduled contests.
- The suspension shall be carried over to the next season at a prorated amount.
- When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- With the athletic director’s approval, the participant may practice with the sport.

- Leadership positions are suspended at both practices and contests for the duration of the consequence.
- 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.
- If only one contest is affected by the suspension, the suspension still applies.
- 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**

- Suspension for 40% of the total scheduled contests.
- The suspension shall be carried over to the next season at a prorated amount.
- When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- With the athletic director's approval, the participant may practice with the sport.
- Leadership positions are suspended at both practices and contests for the duration of the consequence.
- 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.
- If only one contest is affected by the suspension, the suspension still applies.
- 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**

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

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

## **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**

- Suspension for 50% of the total scheduled contests.
- The suspension shall be carried over to the next season at a prorated amount.
- When a student is in multiple sports in a season covered by this athletic code, the suspension covers all sports concurrently.
- 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.
- Leadership positions are revoked permanently.

- If the suspension includes the WIAA tournament series, all contests in the series are cause for suspension.

### **SECOND VIOLATION OF BOTTOM-LINE BEHAVIORS**

- Suspension from all interscholastic athletics for a full 12 months from the date of the violation.
- 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**

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

## **LEGAL FELONIES, CRIMES OF MORAL TURPITUDE, AND DELINQUENT ACTS**

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.”

**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.

**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.

**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.

**Note:** Consequences pursuant to this Section II (F)(4) are not subject to appeal.

## **POLICY ENFORCEMENT**

- 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. Authority may request a written report.
- Those reports substantiated as a violation will cause the athletic director to enforce the appropriate consequences of the Athletic Code immediately.
- The student-athlete and parents/legal guardian shall be notified immediately of a violation.
- The penalties shall be assessed immediately.

### **ADMINISTRATIVE RECOURSE (ADAPTED FROM DSR 5901)**

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

#### Parish Schools

1. Teacher, coach, or other school employee
2. Athletic Director
3. Principal
4. Pastor
5. Dean
6. Diocesan Bishop (or assigned delegate)

#### Catholic School Systems

1. Teacher, coach, or other school employee
2. Athletic Director
3. Principal
4. President
5. Dean
6. Diocesan Bishop (or assigned delegate)

## **Administrative Recourse Procedure in the Diocese of La Crosse:**

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

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. 1732-173)

## **Athletic Forms**

Forms to be signed are found on the [ACS Website](#).

[ATHLETIC CODE AGREEMENT](#)

[MEDICAL RELEASE, EMERGENCY INFORMATION, AND INSURANCE WAIVER FORM](#)

[CONCUSSION and SUDDEN CARDIAC ARREST FORM](#)

ADDENDUM – Concussion and Sudden Cardiac Arrest Information

[PHYSICAL FORM](#) / [ALTERNATE YEAR FORM](#)