

# NOTRE DAME MIDDLE SCHOOL

## McDONELL CENTRAL CATHOLIC HIGH SCHOOL

1316 Bel Air Blvd Chippewa Falls, WI  
715.723.4777 ~ 715.723.9126

## Parent and Student Handbook

### 2024-2025



*Education for Life*

#### **Our Vision**

MACS will be a beacon of faith, hope, and love by inspiring each student to embrace his or her identity as a beloved son or daughter of God, while discovering and developing their unique gifts.

We will immerse students and families in an authentic Catholic culture which fosters love of truth, beauty, and goodness. We will challenge all students to pursue academic excellence, critical thinking, and intellectual inquiry.

We will prepare McDonell graduates to be a transforming force within society, sharing the Gospel and working for the common good as productive, virtuous citizens.

#### **Our Mission**

Centered on Jesus Christ and His Church, we partner with families to nurture young people's spiritual, intellectual, physical, and moral formation through a PreK-12 Catholic liberal arts education and vibrant student life of discipleship, athletics, and the arts.

#### **Our Core Values**

Faith ~ Honor ~ Academic Excellence ~ Healthy Living  
Community ~ Servant Leadership

**McDonell Area Catholic High School and Notre Dame Middle School are Catholic Schools in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All Students are welcome in our schools 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.**

Revised and Adapted 2024

Fall 2024

Dear Students, Parents/Guardians,

As we welcome you to Notre Dame Middle School and McDonell Central Catholic High School, we want you to feel part of our school community. As a Catholic school, we have something unique to contribute to the total development of each student. In our Catholic school community, you will be offered spiritual, academic, physical and social growth needed for quality lives of faith, service, and self-fulfillment. Living a Christian life can be difficult, and we help students to rely on and contribute to a viable Christian community, which serves as a support system in our endeavors to reach the goals of Christ-like living.

Notre Dame Middle School and McDonell Central Catholic High School offer you the opportunity for academic development within a Catholic framework. We address the intellectual development of the student by providing courses for different levels of achievement in keeping with the students' individual capabilities, talents, and aptitudes. The MACS community pledges to help you progress toward:

**Spiritual Maturity, by:**

- developing a vital relationship with God through personal and communal prayer; growing in the knowledge of the person, life and Mission of Jesus Christ who is the Way, the Truth and the Life;
- accepting God's teachings in scripture;
- being an example of Christian living and Christian service;
- radiating a positive, joyful and hopeful attitude toward life.

**Intellectual Maturity, by:**

- mastering the basic academic skills necessary to join the workforce or to continue in post-secondary education;
- developing a life-long curiosity for learning, exploring and marveling;
- fostering an appreciation of the fine arts;
- nourishing a sense of responsibility, commitment and sacrifice;
- acquiring the ability to adapt to a changing environment within a Christian framework.

**Physical Maturity, by:**

- participating in activities to develop strong bodies; respecting and caring for the physical uniqueness of self and others;
- acquiring skills for constructive use of leisure time which enable optimum use of physical gifts.

**Social Maturity, by:**

- growing in awareness and acceptance of self;
- refining the qualities of thoughtfulness, forgiveness, and love toward all people;
- realizing a Christian sense of loyalty and fidelity toward family, school, church, community and nation;
- exhibiting the tolerance and respect necessary to function in a controlled environment;
- becoming morally discerning;
- applying individual skills to joint efforts and then sharing the joys of accomplishment.

We're happy to be part of your educational experience and we wish you much success at Notre Dame Middle School and McDonell Central Catholic High School.

As a 501(c)(3) non-profit, MACS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational and admissions policies, scholarship and financial aid, and athletic and other school programs. As Catholic school system, MACS is committed to modeling and teaching anti-racism in order to protect the right to life and dignity of every person in our school system by:

- Reviewing our curriculum and classroom practices to ensure equity.
- Learning about the saints who serve as guides of prayer and action for our own lives.

We educate in partnership with parents and guardians. Thus, MACS invites you, our families, to help us live out a commitment to stand against racism and violence by:

- Offering prayers for healing and solace in solidarity with the Universal Church.
- Living the Gospel on a daily basis, recognizing each person we meet as Jesus in disguise, regardless of race or ethnicity.
- Celebrating racial and ethnic diversity in our community. Christianity thrives among many different cultures and ethnic groups "to the ends of the earth."

*(Acts 1:8). The Church is truly universal and the saving truth of the Gospel is not limited to one race or one people.*

## Notre Dame Middle School and McDonell Central Catholic High School Parent-Student Handbook 2024-2025

Learning is an endeavor that requires disciplined behavior. To produce an appropriate learning atmosphere at Notre Dame Middle School and McDonell Central Catholic High School and to protect the student's right to an excellent education, the following policies and procedures have been formulated. The administration and faculty know we can count on your participation and cooperation.

### School Goals:

- The Principal and Athletic Director will develop a consistent structure to guide non-teaching coaches to lead with virtue.
- Transition elementary behavior/discipline plan to middle & high school with the focus to be on positive and meaningful staff and student relationships. The plan also seeks to improve parent involvement and displaying empathy for individual circumstances.

## Proposed 2024-2025 School Calendar

August 21	MACS Family Fun Night
August 19-23	Welcome Back Week
August 26	First Day of School – 6th grade, 9th grade & all new students
August 27	First Day All Students
<b>September 2</b>	<b>Labor Day – No School</b>
September 16-20	Homecoming Week
<b>October 24</b>	<b>NDMS &amp; McD Parent Teacher Conferences</b>
<b>October 25</b>	<b>Teacher In-Service – No School</b>
<b>November 1</b>	<b>Teacher In-Service – No School</b>
November 15	End of First Trimester
November 18	Begin Second Trimester
<b>November 25-29</b>	<b>Thanksgiving Break – No School</b>
<b>December 23-January 1</b>	<b>Christmas Break – No School</b>
January 2	School Resumes
<b>January 19</b>	<b>Teacher In-Service – No School</b>
January 26- February 1	Catholic Schools Week
February 21	End of Second Trimester
<b>February 17</b>	<b>Teacher In-Service – No School</b>
February 26	Begin Third Trimester
March 10-14	Spring Break
<b>April 7</b>	<b>Teacher In-Service – No School</b>
<b>April 18- April 21</b>	<b>Good Friday – Easter Break</b>
May 21	High School Awards – 1:45 pm and Baccalaureate Mass – 6:00 pm
May 22	MCCHS Graduation – 7:30 pm
May 23	NDMS Awards 2:00 pm and Mass at 7:00 pm
May 23	8th Grade Completion Mass
<b>May 23</b>	<b>Final Day of School</b>
May 27-28	Teacher In-Service

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## **DIOCESAN POLICY ON RELIGION CLASSES**

All incoming students to Notre Dame Middle School and McDonell Central Catholic High School **are required** to take the designated religion course(s) and attend liturgies each week. **McDonell welcomes students of all faiths.** Our religion curriculum provides information on the distinction among religious teachings of the various denominations, where differences of tradition and perspective are welcomed and valued. Religion is an academic subject, just as other courses in the school. Students are expected to master the academic content of the courses. Notre Dame and McDonell also include curricular content within the Religion Department that would be covered in other areas in public schools: values, social justice, human sexuality and the historical/cultural impact of religion in society.

Notre Dame Middle School and McDonell Central Catholic High School make no distinction between Catholic and non-Catholic students in its curricular and extra-curricular program. Non-Catholics are welcomed as full and equal members of the MACS community. Therefore, excusing non-Catholics from religion would cause them to feel separate from the rest of the school. Religion is an essential element of our school culture and environment which all students need to share. On the high school level, a substantial amount of the religion curriculum is applicable to most denominations of the Judeo-Christian tradition. Any questions on this policy or how this policy affects students in the Choice program and exchange students that are of non-Christian religions should be directed to the principal.

## **I. ACADEMIC POLICIES**

Student academic scheduling and progress are maintained by the school counselor. All efforts are made by the school to ensure a student's success at Notre Dame and McDonell.

Reflecting on the Vision for McDonell Area Catholic Schools and recognizing our belief that "parents are the primary educators..." we support enrolling students whose families have determined that although primary, they may not be the best at teaching a particular topic. In those instances, we welcome them to enroll their child in class(es) at McDonell Area Catholic Schools. It should be understood that in these instances the student may receive credit(s), but as a part-time student will not receive a diploma.

1. A part-time student shall be defined as follows:

A high school student taking **less than 7.0 credits** per year from McDonell Central Catholic High School. Full-time students shall be defined as students taking a minimum of 7.0 credits per year or have approved independent study or senior work project.

2. Tuition and fees must be paid in full or have a payment plan before the start of the academic school year. Tuition and fees shall be determined annually by the MACS president in consultation with the Education Commission.

## **"MAKE-UP" CLASSES**

A student may obtain up to two credits by retaking previously failed classes outside the regular school curriculum. (Correspondence, Distance Learning, Summer School, etc.). All make-up classes must be approved by administration and parents/guardians prior to the beginning of the class.

## **PASS/FAIL GRADE**

In special circumstances, a teacher may decide, with approval of the principal and guidance counselor, to grade a student's class work on a pass/fail basis. A passing (P) will result in credit given for the course.

## **ACADEMIC PROGRESS**

Infinite Campus (IC) is the student management program for the McDonell Area Catholic Schools. Every family has an account, which can be viewed over the Internet. Login to the portal through the school website at [www.macs.k12.wi.us](http://www.macs.k12.wi.us). With a username and password, parents can access their student's homework, class schedule, grades, report cards, attendance and daily information for each classroom including assignments, projects, grades etc., at any time throughout the school year. It is highly recommended that students and parents have separate logins and passwords. If you need help, please contact the school office. Help will be provided.

## **VALEDICTORIAN/SALUTATORIAN**

A student must have attended McDonell for a minimum of two school years to qualify for valedictorian/salutatorian honors.

## **WISCONSIN SCHOLARSHIP CRITERIA**

The Wisconsin Academic Excellence Scholarship is awarded to the graduating senior with the highest GPA after seven semesters. If two or more students have the same GPA after seven semesters, the following tie breakers will be used to determine the winner of the scholarship:

1. ACT score (Taken by the end of the seventh semester)
2. Total number of core credits taken through the end of the seventh semester. (Religion, Math, Science, English, Foreign Language, and Social Studies)
3. Highest GPA in core classes through seventh semester.
4. Essay to be judged by a committee appointed by the building principal.

## **PROGRAM PLANNING**

The first step in coordinating the high school academic program is developing a master schedule. A summary of student course requests is used to do this. Class sections are placed in such a manner as to avoid conflicts between courses students would like to take. However, sometimes conflicts are unavoidable. This is particularly true if the student selects an unusual combination of courses or if the student has transferred to McDonell Central Catholic High School late in his or her high school career. Nevertheless, conflicts can be kept at a minimum if accurate information about student choices are obtained before scheduling begins. For this reason, students are asked not to request program changes after they have turned in final registration forms.

Another reason that changes after final registration are strongly discouraged is class size. During scheduling, extensive efforts are made to keep separate sections relatively equal in size. If several students ask for schedule changes, sections quickly become unbalanced. This creates a poor teaching/learning situation.

## **SCHEDULE CHANGES**

If a student requests a schedule change by the THIRD DAY of the term, every effort will be made to honor that request. Students must attend the class that is in their schedule for at least one day. To make this change, the student must obtain approval of the counselor and parents/guardians. If a student requests a change after the third day of the term, the same procedure must be followed with the added stipulation that the changes must be discussed with the teacher involved.

**THE DEADLINE FOR CHANGING AND/OR ADDING CLASSES IS THREE (3) CLASS DAYS AFTER THE TERM HAS BEGUN.**

Dropping courses also creates administrative problems. If several students drop from a small section, a teacher may end up with just a few students to teach. From a budgetary standpoint this is not an economical use of teacher time. Consequently, a \$50 fee will be incurred for dropping a class after three school days and an F will be recorded for that class. The policies for changing schedules will be modified only for health problems or other circumstances as determined by the school principal.

## **ACADEMIC PROBATION**

A student who does not pass the equivalent of three classes per term will be placed on academic probation. Parents/guardians will be notified of the probationary status. While on probation, a student should meet weekly with teacher(s) of any failed courses and seek the service of the guidance counselor. After two consecutive terms of academic probation, a student may be subject to expulsion.

## **ACADEMIC GRADING**

In all instances, in all classes, grades indicate the achievement of specific course objectives. The grades are not for the purpose of comparing students. The single purpose of grades is to communicate to students, parents/guardians and others with a right to know, to what extent and level a student is mastering the course objectives. The following symbols will be used to communicate achievement:

- A - Excellent mastery of stated course objectives
- B - Very good mastery of stated course objectives
- C - Satisfactory or average mastery of stated course objectives.



- D - Fair or below average mastery of stated course objectives
- I - Incomplete: students are given two weeks to complete assigned work and/or tests when special circumstances arise
- P - Meeting minimal expected standards/credit given for class
- F - Insufficient or failing mastery of stated course objectives

## Requirements for Graduation

English Language Arts	4.0 Credits
Foreign Language	2.0 Credits
History/Social Studies	4.0 Credits
Math	3.0 Credits
Arts: Performing & Fine Arts	2.0 Credits
Business, Technology, Career	1.0 Credits
Physical Education	1.5 Credits
Health	0.5 Credits
Science	4.0 Credits
Theology	4.0 Credits
Electives	5.0 Credits
<b>CREDITS REQUIRED TO GRADUATE</b>	<b>31 Credits</b>

### Grade 9 Requirements:

- Theology: Intro to Catholicism
- Theology: Encounter Christ
- English 9
- Western Civ/World Hist.
- History/SS: Intro to Logic
- Mathematics (Algebra 1 or Geometry)
- 9-Earth & Space Science
- Health
- Spanish I
- Intro to Art

### Grade 10 Requirements:

- Theology: The Paschal Mystery
- Theology: The Sacraments
- English 10
- History (U.S. History or AP U.S. History)
- Digital Citizenship
- Mathematics (Geometry or Algebra II)
- Biology
- Physical Education
- Spanish II
- Art-Performance: Rhetoric & Communication

### Grade 11 Requirements:

- Theology: Ecclesiology
- Theology: Moral Life in Christ
- English 11 (or AP English Lit and Comp)
- Suggested History/SS elective
- Mathematics (Algebra II if not taken)
- Chemistry
- Physical Education
- Personal Finance

### Grade 12 Requirements:

- Theology: Vocations in Christ
- English (if needed)
- Science (if needed)
- US Government (*Must pass the State Civics exam*)
- Economics
- PE (if haven't fulfilled 1.5 credit requirement)

## Notre Dame Middle School & McDonell Central Catholic High School Grading System

Letter Grade	% value	Grade Point	Letter Grade	% value	Grade Point
A	93-100	4.000	C	73-77	2.000
A-	90-92	3.667	C-	70-72	1.667
B+	88-89	3.333	D+	68-69	1.333
B	83-87	3.000	D	63-67	1.000
B-	80-82	2.667	D-	60-62	0.667
C+	78-79	2.333	F	0-59	0.000
F + Failure			*I + Incomplete	P = Pass	

\*An incomplete must be removed within two (2) weeks of the end of the term or it will be counted as an "F".

### HONOR ROLL:

Honor roll is posted after each term.

High Honors - Grade point average of 3.667 and above

Honors - Grade point average 3.33 - 3.66

### CLASS LOAD:

Students must take six courses per trimester.

### COURSE OFFERINGS:

McDonell Central Catholic High School reserves the right to cancel any course for which there is not sufficient demand and/or enrollment. Consequently, a \$50 fee will be incurred for dropping a class after 3 school days and an "F" will be recorded for that class.

**MIDDLE SCHOOL HONOR ROLL:** Honor roll is posted after each term.

High Honors: Grade point average of 3.75 to 4.00

Honors: Grade point average of 3.0 to 3.74

A "D" is ineligible for Honor Roll.

**GRADE POINT AVERAGE (GPA):** A student's grade point average is determined at the end of each term and appears on the student report cards. A student's class rank is determined by their GPA.

### TRANSFER CREDIT POLICY

McDonell High School will consider accepting school credits from other institutions to the extent that coursework at the previous institution is documented in accordance with McDonell High School academic standards. All final determination for the acceptance or rejection will be made at the discretion of the school's principal.

### COLLEGE CREDIT

McDonell Central Catholic High School students enrolled in Honors Physics, Honors Chemistry, and Honors Probability and Statistics are eligible to earn college credits from Viterbo University through the Diocesan High School College Credit Program (DHSCCP). Students interested in the DHSCCP will receive registration and enrollment information in the fall.

### TESTING

McDonell Area Catholic Schools uses assessments to monitor student growth, adjust instruction and to evaluate programming. At the middle school level, students participate in NWEA MAP Growth, EasyCBM diagnostic screener and IXL.

Students who demonstrate academic or behavioral need may be eligible to receive some assistance through a MACS

accommodation plan. This plan is not a legal document, and is not a substitute for special education services. MACS accommodation plans are created through collaboration with parents/guardians, teachers, student support staff, building administrators and students (when appropriate).

Students with disabilities may be eligible for an Individualized Service Plan (ISP) or a 504 Accommodation plan through the Chippewa Falls Unified School District. Determination of eligibility is made through formal evaluation by Chippewa Falls school psychologists. More information on rights of students with disabilities who attend private schools can be found on the WI Department of Instruction's website: [dpi.wi.gov/sped/topics/private-schools](http://dpi.wi.gov/sped/topics/private-schools).

## **II. ATTENDANCE POLICIES**

Students who have strong attendance records are more likely to achieve high grades, enjoy school life to a greater degree and have more employment opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of responsibility and self-discipline. Lifelong patterns of responsibility and self-discipline of regular attendance and promptness are fostered by attention given them during the years of school attendance.

McDonell Area Catholic Schools believes there is a strong relationship between classroom attendance and student success. McDonell Area Catholic Schools reserves the right to count an absence without a valid excuse as unexcused. No appointments or other related absences should be scheduled on Wednesday mornings during Mass, normally held at 10:05 a.m. for Notre Dame students and 12:40 a.m. for McDonell students.

**McDonell Central Catholic High School reserves the right not to grant academic credit in specific classes in the case of absences of five or more days in a semester upon review of the reasons.**

Parents/guardians should note that reasons for absences should be related to the following:

- Illnesses that prevent a child from learning, or are contagious to other children.
  - Medical appointments that cannot be scheduled outside of the school day.
  - Death in the family / Funeral
  - Religious Holidays
- Also see the "Excused Absences" information below.

## **TRUANCY**

In accordance with Wisconsin law, parents/guardians are responsible for their child's attendance. If a child is consistently absent, the administration has the right to consider him or her truant. The State of Wisconsin considers truancy as five unexcused absences or 10 excused absences per semester. After working with the family, administration may deem that the School Liaison Officer needs to get involved. A student who has been absent from school is responsible for all homework and classwork missed during the absence. It is the obligation of the student to find out what has been missed and make it up as soon as possible.

## **UNEXCUSED ABSENCES**

- According to WI DPI, truancy can be filed after 5 unexcused absences per semester (August 27th, 2024 - January, 17th / January 20th - May 23rd, 2025).
- Each day a student is absent, a notification will be sent to parents/guardians.
- When a student is absent without an acceptable excuse three times in a semester, the school attendance officer will meet with the student to help determine the cause and possible solutions to the student's absences.
  - A phone call will be made to the student's parents/guardians, and a letter will be sent home notifying parents/guardians of their student's absences.
- When a student is absent five times in a semester, the school attendance officer will again meet with the student to problem-solve.
  - A letter will be sent home notifying the parents/guardians of their student's absences. A meeting will be requested with the student and family to discuss absences.
- If attendance does not improve, a truancy referral will be made to Chippewa County.

### An unexcused absence will result in:

- Step 4 - Behavior/Discipline Procedure (See section III)
- No credit in classes
- No make-up assignments

### **EXCUSED ABSENCES**

**Parents/guardians must call the school office (715-723-4777 or 715-723-9126) to report a student absent before 8:30 a.m. on the day in which the absence occurs. NO TEXT MESSAGES WILL BE ALLOWED.** For readmission to school and class, **a note or phone call with explanation from a parent is mandatory**. Readmission without a note or phone call will be noted as an unexcused absence. A note must be presented to the school administrative assistant for an absence excuse slip. Students will not be admitted to class unless this slip is presented to the teacher. Students who become ill after arriving at school must request permission to leave from the school office. **STUDENTS SHOULD NOT CALL OR TEXT PARENTS FOR PERMISSION TO LEAVE SCHOOL. A SCHOOL STAFF MEMBER MUST CALL AND SPEAK TO THE PARENT. ALL STUDENTS LEAVING AND ENTERING THE BUILDING MUST SIGN IN AND OUT AT THE OFFICE.** No student is allowed to leave school without the permission of a parent or guardian(s).

- When a student is given an excused absence **5 times** in a semester, the school attendance officer will meet with the student and/or parents/guardians to help determine the cause and possible solutions to the student's absences. A letter will be sent home notifying parents/guardians of their student's absences.
- When a student is given an excused absence **10 times** in a semester, the school attendance officer will again meet with the student to problem-solve the issue. A letter will be sent home notifying the parents/guardians of their student's absences. A meeting will be requested with the student and family to discuss absences. **After 10 excused** absences, a doctor's note may be requested in order to excuse more absences.
- Per Wisconsin Law, parents/guardians are able to excuse 10 absences per semester (August 27th, 2024 until January 17th, 2025) (January 20th 2025 until May 23rd, 2025).
- If attendance does not improve, a truancy referral will be made to Chippewa County.
- Acceptable excused absences include:
  - Illnesses that prevent a child from learning, or are contagious to other children.
  - Medical appointments that cannot be scheduled outside of the school day.
  - Death in the family / Funeral
  - Religious Holidays
  - For anticipated absences, please contact the main office for an Anticipated Absence Form. This form will need to be filled out by the family and approved by the school principal.

[**SENIORS** are allowed to leave after their finals are completed if we have a Finals Leave form signed by a parent and on record in the school office. Seniors may also leave during study hall and lunch release if we have a Senior Leave form signed by a parent and principal on file in the school office.]

***Phone calls and/or notes from parents on the day of finals granting the student permission to leave will not be permitted.***

### **ANTICIPATED ABSENCES**

Students who anticipate an absence from school must bring a note from their parents/guardians three days or more in advance explaining the reason for the student's absence. The note must be approved by the principal and then the student will present an anticipated absence form to all teachers for their signature. The form should be returned to the school office at the end of the school day.

### **EARLY DISMISSAL**

Requests for early dismissal may be handled on the same day for doctor or dentist appointments. The student must present a note signed by a parent/guardian **before the school day begins** requesting early dismissal. ***Students must sign out in the office before leaving the school grounds. Please plan ahead to avoid classroom disruptions.***

## **TARDINESS**

Students who are tardy to school **MUST** report to the office to obtain an admit slip. Tardiness must be verified with a note or phone call from parents/guardians. An excused tardy is counted as an excused absence (see Truancy statement below). **A valid tardy excuse only pertains to family emergency medical conditions or approved school-related activities. Oversleeping, sleeping in after an extracurricular event, running late, errands and going home for items will not be excused.**

1. After a student accumulates three unexcused tardies, a 20-minute detention will be served that same day (tardy will result in a lunch or after school detention)
2. An accumulation of six unexcused tardies will result in a 45-minute detention and a letter sent to the parents/guardians.
3. Each additional tardy over six will be assigned a 45-minute detention.

**All detention time must be served before a student will be allowed to participate in any extra-curricular activity.**

- Each day a student is tardy, a notification will be sent to parents/guardians.
- When a student is tardy **3 times** in a semester, the school attendance officer will meet with the student, depending on age level and circumstance to help determine the cause and possible solutions to the student's tardiness.
- When a student is tardy **5 times** in a semester, the school attendance officer will again meet with the student to problem solve. An official email will be sent home notifying the parents/guardians of their student's absences. A meeting will be requested with the student and family to discuss absences.
- When a student is tardy **10 or more** days, another letter will be sent home and a meeting will be requested with the family and/or student.
- If attendance/tardies do not improve, a truancy referral will be made to Chippewa County.
- According to the WI Department of Public Instruction, 2024-2025 semesters are defined as August 27th - January, 17th / January 20th - May 23rd.

## **EXTRA-CURRICULAR/ATHLETICS**

**Students are to be at school the day of and the day after an event for the entire day. Failure to do so may result in non-participation and possible disciplinary action.**

## **III. BEHAVIOR POLICIES**

At McDonell Area Catholic Schools we work to incorporate our Catholic beliefs into every aspect of our school system. This approach permeates all of education with faith, applying to our discipline policy as well as to our academic programs. We believe that "the signs of the spirit are among us . . . love, joy, peace, patience, kindness, goodness, trustfulness, gentleness and self- control." (Galatians 5:22-23)

## **DIOCESAN STUDENT POLICY 5512 STUDENTS: SEXUAL HARASSMENT**

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

### **Provisions:**

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

The McDonell Area Catholic Schools (MACS) are committed to providing a safe, positive, productive and nurturing educational environment for all of our students. MACS encourages the promotion of positive interpersonal relations between members of the school community at all times. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal and psychological abuse. The school will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the schools, including activities on school property or while traveling to or from school and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that negatively impacts a student's educational, physical or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, or physical, mental, emotional or learning disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats and hazing.

Students who believe they have been or are the victim of aggressive behavior may immediately report the situation to the building principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the building principal may be filed with the MACS President or the Superintendent of Schools of the Diocese of La Crosse.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to the school counselor, building principal, teacher or president.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents/guardians, guests, volunteers, and contractors. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, what remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of school policy and independent of whether a complaint is substantiated. Suspected retaliation may be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## **SOCIAL MEDIA POLICY**

The ill effects of overexposure to social media are a grave concern to students' safety and wellbeing. "Students often prepare and disseminate [social media communications] from their homes, but their expression is immediately available to the entire school population and beyond. School officials, whether public or private, have a common law and moral duty "to take necessary precautions to protect students entrusted to their care.

Student conduct both inside or outside school, if detrimental to the reputation of the school and/or student, would be grounds for disciplinary action. Further, "students should be informed that the same rules that govern their face-to-face interactions with others govern cyber contact or conduct as well.

## **PRIVACY/CONFIDENTIALITY**

The MACS administration will respect the privacy of the complainant, the individual(s) against whom the complaint is filed and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to

conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## NOTIFICATION

Notice of this policy will be discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

## BEHAVIOR POLICY AND PROCEDURES

The driving philosophy behind the Behavior/Discipline policy at MACS is one that seeks to instill habits of faith, accountability, self-control, love and respect. Our goal is that our staff develop positive relationships with each of our students so they can effectively lead with empathy, patience and understanding.

In order to support the philosophy of MACS Behavior/Discipline policy, it is our intention to create an ever-growing bond with families. Families have a primal and moral responsibility of educating the children to adulthood. Alongside this support from families, MACS teachers and staff are working to educate, inspire, support, and drive our students into being the best version that God has created them to be.

## THE NATURE OF ATMOSPHERE

As a teacher, one of the principal responsibilities is to cultivate an atmosphere of learning where love, respect and joy are ever present. Love in a classroom is characterized by an acceptance of the human dignity of all persons. The teacher demonstrates care and kindness, not permissiveness. A high regard for all is seen in a classroom, where respect for oneself and others is established. Joy is the wellbeing the student feels through varied experiences in the classroom whether delightful or challenging.

## BEHAVIORAL EXPECTATIONS

*Includes: Administration, Teachers, Staff, Students, Coaches and Volunteers*

<b><u>RESPECT</u></b> <i>"How good and pleasant it is when God's people live together in unity."</i>	<ul style="list-style-type: none"><li>● Showing and acting in a manner that will accept all people's wellbeing.</li><li>● Welcoming and caring for all of God's creations.</li><li>● Using good manners, and doing your best in class.</li></ul>
<b><u>HABIT</u></b> <i>"God made our brains to form habits automatically through repetition"</i>	<ul style="list-style-type: none"><li>● A behavior that becomes natural and is repeated regularly.</li></ul>
<b><u>LOVE</u></b> <i>"Whoever lives in love lives in God, and God in them"</i>	<ul style="list-style-type: none"><li>● Showing a genuine concern for the good of others, with selfless acts of kindness</li></ul>
<b><u>SELF-CONTROL</u></b> <i>"For the spirit of God given us does not make us timid, but gives us power, love and self-discipline."</i>	<ul style="list-style-type: none"><li>● Resisting and avoiding impulses.</li><li>● Responding to do what God asks of you</li><li>● Action through 100% effort</li></ul>

## ADDITIONAL STUDENT EXPECTATIONS

- The expectations for students at McDonell Area Catholic Schools are thoughtfully determined in order to create an optimal environment for each child's growth.
  - As we focus on creating a Christ-like atmosphere in our schools, there may still be adverse experiences a child may encounter. Our goal is to come alongside the student within their challenges and assist in the growth of their own personal development.

- It is particularly important that teachers and parents support/expect students to consistently display the habits of respectful submission to appropriate authority and diligent effort in completing assigned tasks.
- Every student is expected to put forth a worthy effort to give full attention and to carefully complete all assigned tasks.

## RESPECT FOR GOD'S PEOPLE

- Students are to treat others with kindness, respect and generosity.
- Cliques, favoritism and other forms of exclusivity at school are to be avoided. Our aim is to be inclusive rather than exclusive in our relationships. Manners, courtesies and gracious treatment should be maintained at all times among the school family.

## RESPECT FOR PROPERTY

- Students are expected to show appropriate regard for all school property.
- Students will be fined for damage to any books, materials or property that has been damaged beyond normal wear.

## HANDLING INFRACTIONS OF BEHAVIORAL EXPECTATIONS

1. **Minor Behavioral Habit:** Teachers or staff will address the situation at hand. Students and teachers will work on positive redirection of habits. Through this interaction, trust and respect will be earned from both teachers/staff with students when communicating regularly when challenges arise. Expectations will be reiterated as a continuous reminder of high standards. At the teacher's discretion, a student situation will escalate to a Repeated Behavioral Habit.
  - A Minor Behavioral Act is defined as:
    - Impulsive disobedience, impulsive/disruptive body movements, repeatedly talking out of turn, words that are hurtful/demeaning to another, etc.
2. **Repeated Behavioral Act:** Teachers or staff will address the situation at hand. A Teacher or Staff who is working through a Minor Behavioral Habit, and the situation escalates or the student is not forming a good habit, will result in the parents / guardians being contacted by the teacher through email or by phone regarding the student's behavior.
  - A Repeated Behavioral Act is defined as:
    - A pattern of impulsive behavior, class disruptions, tardiness, hurtful words towards Students, Staff, Administration or Volunteers
    - An adverse action from a student that needs to be addressed multiple times
3. **Deliberate Act:** Administration, student, and school counselor will be the third point of contact. If a continuous poor habit occurs the administration and school counselor will discuss options and come up with a plan to create a successful habit. A phone call and or email to the parents/guardians will be given by the administrator. The consequence of this meeting may result in an in-school or out-of-school suspension.
  - A Deliberate Act is defined as:
    - Verbal or physical altercation with a Student, Staff, Administration or Volunteer
    - Cheating on school work
    - An escalation of a Minor Behavioral Act or Repeated Behavioral Act
    - Physically breaking or damaging school property
4. **Morally Disobedient Act:** Administration, student and parent will be the fourth point of contact (or first, depending on violation). After a student has a repeated offense or has developed a morally perverse or disobedient act, an



immediate meeting/conversation will happen with the Principal, parents, student (and teachers if needed). The consequence of this meeting may result in an in-school or out-of-school suspension, possible probation, or expulsion.

- A Morally Disobedient Act is defined as:
  - A verbal, written, or physical act of violence against one or more persons (Students, Staff, Administration, or Volunteers).
  - Usage, or possession of drugs, alcohol, or other illegal substances.
  - Repeated foul language.
  - Illicit images or content (digitally or physically).
  - Impulsive behaviors that affect Teachers, Staff, Administration or others that escalate from a minor behavioral habit, to repeated, and deliberate and there is a need for a meeting with parents / guardians.

## **SECLUSION/RESTRAINT POLICY**

Seclusion and/or physical restraint may be used only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others, and it is the least restrictive intervention feasible. Certain maneuvers and techniques are prohibited, and mechanical or chemical restraints may not be used. Seclusion rooms may not have locks, and rooms must be free of any objects or fixtures that may injure the student. If it is reasonably anticipated that restraint or seclusion may be used with a student with disability, it must include the student's Individualized Education Program (ISP) and the ISP must also include positive interventions, supports and other strategies based on a functional behavioral assessment.

Key staff will be provided with training in the proper use of seclusion and/or physical restraint and alternative methods to de-escalate behavior. In the rare case when such restraint is used, the incident will be documented and parents notified.

## **PUBLIC DISPLAY OF AFFECTION**

The following standards will be followed in terms of public displays of affection. There is to be absolutely no inappropriate contact that is or suggests contact of a sexual nature between students. Inappropriate contact includes, but is not limited to: kissing, hugging, sitting on laps, snuggling, rubbing backs or rubbing shoulders.

## **BLANKETS**

Students bringing blankets to classes to wrap up in is not a practice we allow. Students need to be dressed appropriately for the varying temperatures in the school building.

## **ELECTRONIC DEVICES**

### **Headsets, Earbuds, MP3 Players, iPods, Cell Phones, Smart watches, etc.**

These items may not be used in the classroom during the school day unless given permission, as they may cause a distraction and interference with the learning environment. Teachers may permit headsets or iPods on special occasions or for classroom use. Parents are encouraged to be aware of the music selections their children are choosing. Students must leave these items in their locked lockers for use before or after school hours. Note: The school is not responsible for lost equipment if the locker is not locked.

Middle school and High School students **may not** carry a cell phone during the school day. Students are expected to store cell phones in their locker. High School students may use their cell phone during lunch time only.

*McDonell reserves the right to confiscate these items when being used inappropriately.*

**First offense (in one school year):** cell phone/electronic media and communication devices will be given to the office. Student will pick up at the end of the day. Disciplinary action will be taken resulting in students serving a minimum 20-minute detention and confiscated device.

**Second offense (in one school year):** cell phone/electronic media and communication devices will be given to the office. Parents will be notified. Student will pick up at the end of the day.

**Third offense (in one school year):** cell phone/electronic media and communication devices will be given to the office. Parents must pick up the device. Student will check the device into the office daily for one week.

**Subsequent offenses:** cell phone/electronic media and communication devices will be given to the office. Parents will be notified. Parents must pick up the device. Student will check the device into the office every day for the remainder of the school year. Depending on severity and number of offenses, possible suspension. Cell phone/electronic use during Mass will be considered a subsequent offense. Laptops can be used when used appropriately and set up on the school network by contacting the McDonell Area Catholic Schools IT department.

### **CATHOLIC FAITH AND MORAL STANDARD (DSP 5112)**

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 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.

### **TOBACCO/SMOKING/VAPING/ALCOHOL**

We at McDonell Central Catholic High School are concerned about the health and well-being of our community members. Because of this, we are strongly opposed to any student use of tobacco and/or alcohol. We also feel that parents are responsible for enforcement in this area. Because of this, the use or possession of tobacco, alcohol and vaping paraphernalia on the grounds of McDonell Central Catholic High School or at any school activity is prohibited. Any violation will be referred to Behavior/Discipline Procedure Step 3 or beyond and athletic and co-curricular codes where appropriate.

### **WEAPONS**

No weapons are allowed on school property at any time except by authorized law enforcement personnel. Suspension and expulsion are the consequences for violations of this policy.

### **DISMISSAL FROM CLASS**

If a teacher sends a student from a classroom because of disruptive behavior the student reports immediately to the Principal's Office. The matter will be referred to the Behavior/Discipline Procedure and the principal or dean of students will determine at what step the behavior qualifies. If a second dismissal from the same class occurs, the next step of the Behavior/Discipline Procedure is followed, etc.

### **SUSPENSION**

Serious disciplinary infractions or repeated minor violations of McDonell Central High School student policies may merit suspension. During suspension, a student will be given assigned work by his/her teachers. These assignments must be completed and presented during a conference prior to readmission. Parents/guardians must meet and confer with the principal before a suspended student is reinstated. The following types of suspension are used at McDonell Central Catholic High School.

**In-school suspension** - A student will be confined to a supervised room in the school. Morning and afternoon supervised bathroom breaks will be allowed. Lunch will be eaten in the supervised area. The student may not attend or participate in any school functions.

**Out-of-school suspension** - A student may not enter the school grounds without written permission from administration and may not attend or participate in any school functions.

### **EXPULSION**

Dismissal is the legal termination of a student's privilege to attend school. Reasons for dismissal may include and are not inclusive to a student's repeated refusal to follow school rules; a student engaged in conduct at school or a school activity that endangered the property, safety or health of others; or a student knowingly conveyed a threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives. Only the Principal or the President of McDonell Area Catholic Schools has the right to dismiss a student. Any student dismissed or withdrawn may not be on MACS school property or be present at school functions without the permission of the Principal or President.

## USE OF GYM

When students use the gym, these guidelines must be followed:

1. No street shoes or duck-soled shoes on the wood floor.
2. No pop or food of any kind in the gym.
3. No abuse of equipment.

## ASSEMBLIES

All students are required to attend all school assemblies and liturgies which occur during the school day. Students are expected to be courteous and respectful at all assemblies, liturgies, conferences, pep rallies, etc.

## COMMONS

The Commons is to be used by students for study, meals and socializing. Food and beverages are allowed only in the Commons area. Lunch is served in the Commons from 10:50 a.m. to 12:30 p.m. Students are to remain in the Commons during their lunch period in order to keep the academic wing quiet. Because the Commons is the first area seen by parents and visitors to the school, it is imperative that all of us put litter in its place. All rules for the use of the Commons apply after school as well. Students who practice or perform in this area are to clean and straighten up tables and chairs when they are finished. Failure to abide by the above principles or showing any other unacceptable behavior such as sitting on tables, kicking chairs, feet on chairs, running through the Commons, throwing food, etc., will not be tolerated and violations will be referred to the Behavior/Discipline Procedure.

**Students are not allowed to bring food into or have parents bring food into the school from off-site food establishments during lunch hours.**

**Candy and Snacks** Candy and snacks are limited to the Commons during school hours. No food is allowed in the Auditorium and the Media Center/Library. Students may have water bottles. Students are asked to cooperate with the policy and do their part to maintain a clean school.

## EXTRA – CURRICULAR ACTIVITIES ON SUNDAYS, WEDNESDAYS AND THE PASCHAL TRIDUUM (DIOCESE POLICY 6615)

To “announce the mystery of salvation to all peoples and to renew all things in Christ” (GE, Introduction) especially with regard to our approach to Sundays as a Catholic institution, we want to allow sufficient time for families and their members to be able to practice their faith and to enrich their family connections.

Therefore:

A. There will be no MACS-sponsored extra-curricular games, practices or rehearsals (for example: athletic, musical, dramatic, etc.) on Sundays either in our facilities or off-site. The only stated exceptions would be for events hosted by MACS that are in themselves “community events,” for example: parish picnics, MACS fundraisers, dramatic or musical performances. End-of-the-season team banquets may take place on Sunday, provided that families are invited and the event is not required.

A1. Permitted are non-required, parent-supervised and parent-organized open gyms. Open gyms **may not** take place on Sundays between the hours of 8:00 a.m. and noon or after 7:00 p.m. These open gyms **may not** be supervised by MACS coaches or MACS personnel.

A2. Any non-MACS-sponsored extra-curricular activities must comply with the same policy.

B. While it is presumed at all times, Wednesdays in particular are singled out for faith formation, and so students and facilities are at the parishes’ disposal should they require either. It is the duty of the parish and student(s) in question to inform the coach of their required absence. There will be no repercussions on account of the students’ absence from practice, whether it be athletic, musical, dramatic, etc. As a courtesy there will be a two weeks’ notice given to the athletic director and the building administrator from the parish should a facility be needed. MACS teams are allowed to practice either in the McDonell gym or other available space, secured by their initiative.

C. Per Diocesan policy, on Holy Thursday all athletic games/practices/activities are to end so that students can leave their home school at least one hour prior to the start of the earliest Holy Thursday evening service in that locale. There are to be no scheduled athletic games/practices/activities on Good Friday. On Holy Saturday, all athletic games/practices/activities are to end so that students can leave their home school no later than 5:00 p.m.

- D. Requests for exceptions to this policy can be submitted to the Dean of the Chippewa Falls Deanery, who will decide after consultation with the other pastors.
- E. Every effort will be made to share schedules among parishes, building administrators, athletic director, and coaches.
- F. Any failure to comply with the above policy by any person whomever will result in the complete removal of section A1.

**GENERAL POLICY ON EXTRA-CURRICULAR ACTIVITIES HOURS**

Extra-curricular activities (athletic, musical, dramatic, etc.) for MACS elementary grade students may take place on Monday-Friday. from after school and end no later than 8:00 p.m. Extra-curricular activities for middle and high school students on the same days must end by 9:00 p.m., the only stated exceptions would be for travel and the unforeseen prolongation of a contest.

**CLOSED CAMPUS**

McDonell is a closed campus. Students who need to leave school during the day must bring a note by 8:00 a.m. from home signed by their parent or guardian stating time and reason for absence. Students with permission should sign in and out through the front office. Students may not leave the building during lunch. Parents wishing to take their child to lunch need to physically sign their child out and take the child with them. Lunch time is 35 minutes. **Students are not allowed to go to their cars or the parking lot during the school day.**

**DRESS CODE**

Wisconsin State Statute 120.13(1)(a) grants express authority to school boards to adopt rules regulating student dress and grooming. In cases of extreme temperature variations, unique classroom activities, or other situations impacting the educational environment, individual teachers may allow for variations. Failure to comply with reasonable directives will be considered acts of insubordination, and appropriate disciplinary action will be taken.

# 2024-2025 Notre Dame and McDonell Dress Code – Quick Reference

**Philosophy:** True to the vocation of a professional student and in alignment to McDonell Area Catholic Schools mission and vision and the standards set forth by the Diocese of La Crosse, McDonell Central Catholic High School and Notre Dame Middle School have adopted the dress code of *Modest Business Casual* for school days and *Business Professional/Semi-Formal* for Mass days.

**General Practice:** Modest Business Casual attire gives a clean, polished look. The dress code serves an educational purpose in that our students learn appropriate dress for most workplaces, in addition to the modesty that is appropriate to both school and professional settings. Please double check that clothing is laundered, wrinkles, tears, and holes are not present, undergarments cannot be seen, and clothing is not ill-fitting.

Item	Girls	Boys
Shirts / Tops	<ul style="list-style-type: none"> <li>Business casual shirts of a solid color, stripes, or print are permitted. For example, polo shirts, dress blouses, sweaters, or cardigans are all good choices.</li> <li>Shirts may include a graphic, which must be no larger than a 3-inch by 3-inch area. No other graphics or wording are permitted.</li> <li>Sleeveless shirts may be worn but the straps must have a minimum width of two inches.</li> </ul>	<ul style="list-style-type: none"> <li>Business casual shirts of a solid color, stripes, or print are permitted. For example, polo shirts, collared dress shirts, Henley style shirts, and sweaters are all good choices.</li> <li>Shirts may include a graphic, which must be no larger than a 3-inch by 3-inch area. No other graphics or wording are permitted.</li> <li>Examples of styles which are not permitted unless layered</li> </ul>

	<ul style="list-style-type: none"> <li>Examples of styles which are <u>not</u> permitted unless layered underneath an acceptable top: spaghetti straps, halter tops, t-shirts or shirts which expose cleavage or midriff.</li> </ul>	underneath an acceptable top: sleeveless shirts, t-shirts, or shirts which expose midriff.
<b>Pants</b>	<ul style="list-style-type: none"> <li>Business casual pants of a solid color, stripes, or print are permitted. For example, khaki or chino style pants, solid-colored well-fitting jeans, or other dress pants or slacks are all good choices.</li> <li>Modest, feminine styles such as gauchos and capris are permitted.</li> <li>Examples of styles which are <u>not</u> permitted: blue jeans, sweat pants, wind pants, athletic wear, leisure wear, pajama bottoms, yoga pants, leggings, ill-fitting pants, spandex.</li> </ul>	<ul style="list-style-type: none"> <li>Business casual pants of a solid color, stripes, or print are permitted. For example, khaki or chino style pants, solid-colored well-fitting jeans, or other dress pants or slacks are all good choices.</li> <li>Examples of styles which are <u>not</u> permitted: blue jeans, sweat pants, wind pants, athletic wear, leisure wear, pajama bottoms, yoga pants, leggings, ill-fitting pants, and spandex.</li> </ul>
<b>Shorts</b>	<ul style="list-style-type: none"> <li>From the start of the school year until November 1 and again from April 1 until the end of the school year, business casual shorts of a solid color, stripes, or print are permitted. Shorts must have a minimum inseam of 7 inches to ensure modesty.</li> <li>Examples of styles which are <u>not</u> permitted: blue jean shorts (except on jeans days), athletic shorts.</li> </ul>	<ul style="list-style-type: none"> <li>From the start of the school year until November 1 and again from April 1 until the end of the school year, business casual shorts of a solid color, stripes, or print are permitted. Shorts must have a minimum inseam of 7 inches to ensure modesty.</li> <li>Examples of styles which are <u>not</u> permitted: blue jean shorts, athletic shorts.</li> </ul>
<b>Skirts / Dresses</b>	<ul style="list-style-type: none"> <li>Business casual skirts or dresses of a solid color, stripes, or print are permitted, provided the length extended to the fingertips of the student and the top of the dress is consistent with the standards for “shirts/tops” above. For example, tank dresses, A-line dresses, maxi dresses and skirts, jumpers, and pencil skirts are all good choices.</li> <li>Tights, leggings, or spandex may be worn under a skirt or dress. This option may often be preferred for warmth and/or modesty.</li> </ul>	<ul style="list-style-type: none"> <li>Skirts and dresses are <u>not</u> permitted for boys.</li> </ul>

	<ul style="list-style-type: none"> <li>Examples of styles which are <u>not</u> permitted: body-con dresses or skirts, blue jean skirts (except on jeans days), dresses which expose cleavage.</li> </ul>	
<b>Sweaters / Jackets</b>	<ul style="list-style-type: none"> <li>Modest business casual sweaters, sweatshirts, fleece, and blazers of a solid color, stripes, or print are permitted. For example, pullover and cardigan sweaters, pullover zip-up and button fleece, quarter zip fleece, and crew neck sweatshirts are all good choices.</li> <li>The above tops may include a graphic, which must be no larger than a 3-inch by 3-inch area. No other graphics or wording are permitted.</li> <li>Examples of styles which are <u>not</u> permitted: hooded sweatshirts i.e. “hoodies,” outdoor coats or jackets, blankets.</li> </ul>	<ul style="list-style-type: none"> <li>Modest business casual sweaters, sweatshirts, fleece, and blazers of a solid color, stripes, or print are permitted. For example, pullover and cardigan sweaters, pullover zip-up and button fleece, quarter zip fleece, and crew neck sweatshirts are all good choices.</li> <li>The above tops may include a graphic, which must be no larger than a 3-inch by 3-inch area. No other graphics or wording are permitted.</li> <li>Examples of styles which are <u>not</u> permitted: hooded sweatshirts i.e. “hoodies,” outdoor coats or jackets, blankets.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>Appropriate dress, business casual, or athletic shoes must be worn at all times. Dress sandals are acceptable during shorts season.</li> <li>Examples of styles which are <u>not</u> permitted: flip flops, untied shoelaces.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate dress, business casual, or athletic shoes must be worn at all times. Dress sandals are acceptable during shorts season.</li> <li>Examples of styles which are <u>not</u> permitted: flip flops, untied shoelaces.</li> </ul>
<b>Hair/Makeup/Accessories</b>	<ul style="list-style-type: none"> <li>Hair must be clean and of a natural color.</li> <li>Modest jewelry, hair accessories, makeup, and ear piercings are permitted.</li> <li>Examples of styles which are <u>not</u> permitted: hats, caps, sunglasses, visible body art or tattoos, excessive ear piercings, large chains, dog collars.</li> </ul>	<ul style="list-style-type: none"> <li>Hair must be clean and of a natural color and reasonable length. For example, bangs must not hang below the eyebrows and hair longer than shoulder length must be neatly pulled back during the school day.</li> <li>Modest jewelry and ear piercings are permitted.</li> <li>Facial hair, such as a beard and/or mustache, is not permitted. Sideburns are permitted, provided they do not extend below the ear lobe.</li> <li>Examples of styles which are <u>not</u> permitted: makeup, hats, caps, bandanas, sunglasses,</li> </ul>

		visible body art or tattoos, excessive ear piercings, large chains, dog collars.
<b>Mass Days</b>	<ul style="list-style-type: none"> <li>Mass Day attire goes up a tier to business professional/semi-formal attire. The above standards are in effect with the exception that no sweatshirts, fleece, jeans, or shorts are permitted.</li> </ul>	<ul style="list-style-type: none"> <li>Mass Day attire goes up a tier to business professional/semi-formal attire. The only shirts permitted are button down dress shirts with a tie (no polo shirts). A dress sweater may be worn over the shirt and tie. No sweatshirts, fleece, jeans, or shorts are permitted.</li> </ul>
<b>Spirit Days-Most Fridays</b>  <b>Other Non-Uniform Days</b>	<ul style="list-style-type: none"> <li>On Spirit Days and most Fridays (unless a Mass day), blue jeans, MACS/Macks t-shirts and hooded sweatshirts are permitted (hoods must stay down). Non-MACS t-shirts and hooded sweatshirts are not permitted. No Sweatpants</li> <li>Note: special non-uniform days, casual days, or sweats days may be designated throughout the year. However, leggings, spandex, and immodest clothing are never permitted.</li> </ul>	<ul style="list-style-type: none"> <li>On Spirit Days and most Fridays (unless a Mass day), blue jeans, MACS/Macks t-shirts and hooded sweatshirts are permitted (hoods must stay down). Non-MACS t-shirts and hooded sweatshirts are not permitted. No Sweatpants</li> <li>Note: special non-uniform days or casual days, or sweats days may be designated throughout the year. However, leggings, spandex, and immodest clothing are never permitted.</li> </ul>

#### FAQ's

What is the difference between Modest Business Casual and Casual dress?	Casual dress means informal, comfortable attire. Jeans, t-shirts, and hooded sweatshirts are part of that code. Modest business casual (which we practice on a daily basis) is more professional. Dressy slacks and pressed khakis, sweaters worn over collared shirts, are examples of modest business casual.
What is the difference between Casual and Home Comfort Attire?	Home comfort attire is attire worn at home whether it is just hanging out with family or watching movies and eating pizza with friends in the comfort of the home. Oversized flannel shirts, sweatpants (if not working out) PJ's and tattered (but comfortable) clothes are considered home comfort attire. Casual attire is the tier between home comfort and business casual.
Are yoga pants or nicer athletic pants acceptable for pants?	These are considered utilitarian (working out) or home comfort attire. No, these are not modest business casual.
Can we wear jackets in school?	Jackets are meant for getting to and from school. If you are cold, consider a blazer, cardigan, fleece or sweater.

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS INCLUDE:**

- First Offense:** Student is sent to the office and calls to inform parent/guardian that he/she has a dress code violation. The student receives a pass from the Administrative Assistant and returns to class.
- Second Offense:** Student is sent to the office and calls to inform parent/guardian that he/she has a second dress code violation. The student receives a pass from the Administrative Assistant and returns to class. The student will serve a 40-minute detention the following day.
- Third Offense:** Student is sent to office and calls to inform parent/guardian that he/she has a third dress code violation. The student will wait until clothes that meet dress code are brought to school. The student receives a pass from the Administrative Assistant and then returns to class. The student will serve a detention that equals the minutes missed from class the following day and subsequent days until all minutes are accounted for.
- Fourth Offense and after:** Students habitually out of dress code will be dealt with on a case-by-case basis.
- The above standards are not to be exhaustive. Due to changing fashions and styles, the administration shall retain the right to determine the suitability of any student's attire at any time.*

## **DANCE POLICY**

1. The starting and ending time of dances will be announced beforehand and will be strictly enforced.
2. Students must arrive within 45 minutes of the starting time to be allowed in.
3. Special permission from the administration may be granted for late admission (due to special circumstances), but permission must be obtained by 3:00 p.m. the day before the dance.
4. Students are not allowed to leave the facility unless accompanied by a chaperone.
5. Students leaving the dance before the conclusion will not be re-admitted.
6. Students bringing non-McDonell guests must obtain, complete, and comply with our guest pass policy form.
7. The use of tobacco/vaping, alcohol and other drugs is prohibited. This regulation will be strictly enforced. Those possessing or under the influence of alcohol/drugs at any school-sponsored activity will be detained and parents/guardians and local police will be called. If the student is from McDonell Central Catholic High School, the Diocesan drug/alcohol policy will be in effect.
8. Students exhibiting inappropriate behavior will be asked to leave the dance.

## **DANCE DRESS CODE**

Because we are all children of God and made in His image and likeness, there are certain expectations concerning how students attending dances at McDonell reflect that nobility in their dress. Whether they are students or guests of students, it is assumed that dancing and demeanor also reflect that same nobility.

### **FOR THE LADIES**

Guidelines concerning the length of the dress must comply with the following general rules:

- Dresses, whether with straps or strapless, may not be lower than four horizontal finger-widths from the collar bone (no cleavage should show)
- Dresses cannot be shorter than 4 inches above the knee
- Slits cannot be more than 4 inches above the knee
- No cut-outs are allowed
- The backs of dresses cannot dip below the bottom of the shoulder blades

### **FOR THE GENTLEMEN**

- Shirts must be buttoned throughout the dance (though the top button may be unbuttoned)
- There is to be no overly tight or baggy pants (to be determined by those chaperoning the dance)
- Jeans are not allowed at Homecoming or Prom, khakis are not allowed at Prom
- For no reason can your underwear be seen

## **HALLWAYS**

Students are not to be wandering the first or second floor hallways during the school day except during the five-minute passing



period between classes. **A hall pass must be signed by the teacher and with the student if the student is out of the classroom during assigned class time.** The academic wing of the building is to be quiet throughout the school day. Failure to abide by this rule will result in a 20-minute detention.

## **COMPUTERS AND TECHNOLOGY**

### **MACS Acceptable Use Policy**

#### **I. Educational Purpose - Use the Internet only for school activities.**

- A. The MACS Internet connection has been established for educational purposes. These include class activities, career development, and various high-quality discovery activities.
- B. McDonell schools have the responsibility to place reasonable restrictions on material accessed or posted through its network or devices.

#### **II. Personal Responsibility - Where you go on the Internet is not a secret.**

- A. Users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them reflects upon them and the school as a whole. Therefore, all users will behave in an ethical and legal manner.
- B. Internet, lab or network maintenance and monitoring may lead to individual data scans or security reviews if there is reasonable suspicion that a user has violated this policy. This includes camera surveillance.
- C. When you use a computer network:
  - 1. You leave electronic footprints. The odds of getting caught doing something illegal or immoral are as good as they are in the real world. Your use of the Internet can be a mirror that will show what kind of person you are.
  - 2. McDonell uses firewalls and filtering software to monitor content and activity 24/7 together with student and teacher vigilance as promoted by class instruction and/or staff development.

#### **III. Unacceptable Uses**

##### **A. Personal Safety Issues - Do not give out personal information about yourself or others.**

- 1. Beyond that, users should not post personal contact information that reveals your location such as an address or telephone number. Students should not reveal another person's name, address, or telephone number, nor transmit or use pictures of others without their consent.
- 2. Users agree not to meet someone in person who they have met online without parent approval.
- 3. Users should promptly tell a teacher or an administrator about any message that is inappropriate or makes you feel uncomfortable.
- 4. Hate mail, harassment, discriminatory remarks, obscene or profane material, and other anti-social behaviors are unacceptable in any communication.
- 5. As protection against a claim that you have intentionally violated this policy, should you mistakenly access inappropriate information, immediately inform your teacher, principal, guidance counselor, technology director or administrator.
- 6. The MACS system fully expects that students will follow their parents' instructions to access appropriate material.
- 7. Each of the schools will integrate digital literacy into portions of the curriculum.

##### **B. System Security - Do not use technology to go where you are not supposed to go.**

- 1. Do not attempt to gain access to any other computer system through the Internet beyond your authorized access. Do not look for security problems. This may be construed as an illegal attempt to gain access. Immediately notify a teacher or the technology director if you have identified a possible security problem.
- 2. Do not make deliberate attempts to disrupt the computer system or destroy data.
- 3. Do not attempt to bypass security restrictions that are in place to protect network integrity, including any Internet filtering mechanism.

##### **C. Respecting Resource Limits – Do not share our resources with others.**

- 1. MACS has a reasonably fast network, Internet connections and 1:1 and Bring Your Own Device (BYOD) initiatives. Nonetheless, network resources and availability may at times be limited. Academic use always takes priority.
- 2. Paper use is monitored. Please conserve and use print resources wisely.

#### **D. Plagiarism and Copyright Infringement - Do not copy without giving proper credit.**

1. All information accessible online should be assumed to be subject to copyright protection. Internet sources should be credited appropriately, as with the use of any copyrighted material.
2. Users will not transfer or store copyrighted materials through the network because, in some cases, such actions may result in legal action being taken against MACS as well as the user.

#### **IV. Consequences for Violation of the Internet Acceptable Use Policy**

Violations of this Internet Acceptable Use Policy may result in the loss of network privileges. Repeated or severe violations may result in disciplinary action. McDonell Area Catholic Schools will cooperate fully with law enforcement officials in any investigation related to any illegal activity conducted through the MACS digital network.

#### **THE MEDIA CENTER/LIBRARY**

The east side of the media center is designated as the library and is available all day for student/faculty use. It is intended for use by students/faculty for research, reading or quiet study. **Students may NOT be in the library without supervision present.** If a faculty member or MACS adult volunteer is unavailable, the library is closed. The library is available before or after school upon request.

Uncooperative behavior or failure to use the library in the proper manner (inappropriate internet searches or gaming) will result in loss of library privileges and a minimum 20-minute after-school detention.

Library materials, once checked out, are to be returned on time. In case of damaged materials or non-returned materials, the student or faculty member will be charged with the replacement cost as set by the library policies of MACS.

#### **SCIENCE TECHNOLOGY ENGINEERING MATH (STEM - PLTW) LAB**

The west side of the learning center is designated as the STEM-PLTW lab and is a classroom. The STEM lab is available to students currently enrolled in a PLTW or designated course supervised by their instructor. Students must have instructor permission to be in the STEM lab outside of scheduled class time. There are other computer stations in the library available for other student use on the library side of the room.

#### **STUDENT ASSISTANCE PROGRAM PHILOSOPHY**

In accordance with the overall school philosophy at McDonell Central Catholic, *“All efforts aim at helping students: to cultivate the intellect unremittingly, to develop the capacity of right judgment, to acquire a keen sense of values and to ready themselves for professional life.”* Vatican Council II, 1986

To this extent McDonell Central Catholic attends to societal issues. In particular, McDonell Central Catholic recognizes that the use of alcohol/drugs is commonplace in our society. The abuse of alcohol/drugs can lead to the illness of alcoholism or other chemical dependencies which negatively affect the educational and personal development of young people.

McDonell Central Catholic believes that the school community has a role to play in helping individuals make responsible decisions about the use of alcohol/drugs. We believe that early identification, appropriate treatment programs and other helping agencies can help with identification of alcohol/drug abuse. **Therefore, McDonell Central Catholic High School has actualized a student assistance program.**

#### **DRUGS AND ALCOHOL**

“Every individual, precisely by reason of the mystery of the Word of God who was made flesh (cf. Jun 1:14) is entrusted to the maternal care of the Church. Therefore, every threat to human dignity and life must necessarily be felt in the Church’s very heart; it cannot but affect her at the core of her faith in the Redemptive Incarnation of the Son of God, and engage her in her mission of proclaiming the Gospel of Life in all the world and to every creature” (cf. Mk 16:15) (Evangelium Vitae, Introduction, Section 3; paragraph 1).

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

Additionally, as Catholic institutions, our schools must provide an environment and opportunities for redemption, rehabilitation, and reform for those 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 Drug and Alcohol Policy for all our Diocesan schools.

## **POLICY / DEFINITIONS**

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

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

The term “expulsion” is: Termination of 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 for an indefinite amount of time or for a given term.

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

## **PROHIBITIONS**

**Category 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 en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

**Category 2.** No student may possess or use drugs or alcohol on school property, within 1000 feet of school property, at or en route to school-sponsored or approved activities, functions, or events, and/or on school buses, rental vehicles or school-sanctioned vehicles.

**Category 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 en 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
  - immediate expulsion.
2. For students who have violated Category 2 Prohibitions
  - 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 determining within each category which sanction to apply, at least the following factors shall be considered:

1. the nature of the substance;
2. the amount of substance;
3. the age of the student;
4. the degree of the risk posed to other students; and
5. 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 / REMEDIAL MEASURES**

1. The student 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 an investigation 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/guardians shall sign a release authorizing the school to contact, speak with, and receive 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 readmitted 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 that the student has and is fully cooperating with treatment and that the student presents no danger to other students.
  - B. The student must cooperate with any and all recommended actions and conditions of his treatment.
  - C. The student must refrain from any future drug or alcohol offense.
  - D. The student and his parents/guardians must authorize local school authorities to communicate with and receive information from the student's licensed professional/and or 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 be illegal. Therefore, contacting local law enforcement authorities may be required.
2. 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.

### **CONSULTATIVE REQUIREMENTS**

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 of 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.

### **PROCEDURE FOR FIRST OFFENSE:**

1. The student will be detained and his/her parents/guardian shall be called immediately to school for a conference with administration and the school counselor.
2. The student will be suspended pending the investigation/assessment phase of the matter. If it is established that the Category 1 prohibition has been violated, the student will be subject to immediate expulsion.
3. If it is established that the Category 2 prohibition has been violated, the student will be dismissed or expelled from McDonell.
4. If it is established that the Category 3 prohibition has been violated, the student will be suspended for a period of no fewer than two days or dismissed depending upon the results of the investigation. Before the student is readmitted, both the parents/guardians and the student will be called in for a second conference. At this time, the school will be informed of and approve or disapprove of the professional counseling program set up by the parents/guardians.

5. Upon remittance to school following a suspension, the student will be assigned a teacher advisor during the counseling period. This teacher will assist and support the student and make periodic reports to the principal and parents/guardians.
6. The school chaplain and the student's pastor will be called upon to provide spiritual assistance.

#### **PROCEDURE FOR SECOND OFFENSE:**

1. If a student has been dismissed for a prior violation (Category 2) and re-enrolled, a second violation will result in expulsion.
2. If a student has been suspended for a prior violation (Category 3), a second violation will result in dismissal or expulsion.

### **DIOCESAN STUDENT POLICY 5512**

#### **STUDENTS: SEXUAL HARASSMENT**

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

##### **Provisions:**

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

### **IV. VISITOR POLICY**

McDonell Area Catholic Schools welcome visitors in our schools. We recognize that visitors contribute to our mission of building the mind, body, spirit and community of our students. We encourage parents and other interested citizens to visit our schools and classrooms as long as such visits do not disrupt school operations or interfere with the educational process. Parents, citizens and members of our community shall have reasonable access to observe classes, activities and functions at the schools upon advance notice to, and authorization by, the building principal or designee.

Parents may be denied the opportunity to observe a class if the school administration has determined that the parents' presence has had, is having, or may have a negative impact on the educational process. When parents are denied the opportunity to observe a class they may appeal following the administrative recourse process.

In order to ensure that no unauthorized persons enter buildings and that the educational process or other school operations are not disrupted, all visitors to the schools shall report to the school office when entering, and must sign in and receive a visitor's badge before visiting other parts of the building. This requirement does not apply when visitors are attending an athletic event or other school program in areas typically used for large group assembly such as gymnasiums and auditoriums, or when parents are attending activities clearly for the purpose of parent involvement such as an open house or parent-teacher conferences.

Visitors whose purpose is to influence or solicit students shall not be permitted on the school grounds unless the principal or designee has determined that the visit furthers the religious and/or educational program of the School System or the vocation, career or educational aspirations of the student.

To promote the general health, welfare, and well-being of all who enter school property, and pursuant to state law, smoking, chewing, or any use of tobacco products by staff, students, or visitors is prohibited on all school property.

MACS employees, vendors and contractors visiting a school site must wear their employee badge at all times and register with the office when arriving.

### **V. STUDENT INFORMATION**

#### **Celebrating the Eucharist**

It is at the heart of who we are as a Catholic community. To more purposefully and clearly fulfill our mission at McDonell Central Catholic High School, we extend an invitation to all in this community to worship and pray with us at weekly Mass. **All days on which**

*an All-School Mass is scheduled will be considered “Dress Up Days”* (Please refer to the Dress Code Policy). **No appointments or other related absences should be scheduled on Wednesday morning during Mass, normally held at 10:50 a.m.**

## **SEPARATED/DIVORCED PARENT POLICY**

McDonell High School maintains strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order.

Prior to the beginning of each school year, each parent enrolling a student will be requested to provide the principal with current information regarding any court order that indicates specific rights for the child’s parents. In the absence of a court order, neither parent will have rights over the other parent.

Unless directed by a court order, both parents, custodial and noncustodial, are entitled to all grade reports, newsletters, disciplinary action and teacher/principal conference appointments. Delivery of all such information will be made in the same manner to both parents. This information will be sent with the child unless other arrangements are made with the administration.

## **FEES**

It is the policy of McDonell Area Catholic Schools to provide a quality education to the families that send their children to our schools. In order to provide the quality of education desired there are various funds required to cover salaries, overhead, transportation, extra-curricular activities, etc. For these the school has authorized to charge tuition and fees which are due payable during the academic year that the student(s) are participating. These fees may include athletics, program supplies and lunch. To get an up-to-date list of these fees check with your school office. To check the status of your student fees, log in on your **Infinite Campus** account.

In order to collect these funds, we have established the following procedure. The expectation is that tuition and fees are paid in full or a payment plan is being followed for the academic calendar year. Should these fees/tuitions be deemed delinquent the following procedures will be followed.

**Continuing Students:** The procedure will be to notify the family in writing and via email June 1 that their account is delinquent and that until such time that there is payment or a payment plan worked out with McDonell Area Catholic Schools the student will not be allowed to participate in any extra-curricular activities.

**Graduating Seniors:** The procedure will be to notify the family in writing and via email March 1 of a current balance including tuition and fees and until all balances are paid in full the student will not be allowed to participate in the graduation ceremony.

**Transferring Students:** Upon notification by the Principal or family in writing or via email of a student transfer, the Business Office Controller will within 5 workdays notify the family in writing and via email of outstanding tuition and/or fees.

## **ANNOUNCEMENTS**

School announcements are made over the PA at the beginning of the school day and also posted daily on the school’s newspaper of our website.

## **SAFETY DRILLS/FIRE DRILLS/TORNADO DRILLS**

Held regularly (monthly) during the school year. Students will rely on staff to promote proper safety procedures. Copies of the procedures are available upon request.

## **LOST AND FOUND**

Items will be held in each school. Please check with your student’s school office. Items not retrieved will be donated to a local charity.

## **PRESCRIPTION MEDICATION ADMINISTRATION**

The state legislature has provided for the 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 employees, except a healthcare professional, may be required to administer a drug to a pupil under this law by any means other than ingestion.

## LOCKERS

Each student is assigned a hall locker and a padlock combination at the beginning of the school year. **STUDENTS MUST LOCK THEIR LOCKERS TO ENSURE SAFE-KEEPING OF PROPERTY.** Please do not take your padlock home, carry in your backpack or store in your vehicle. All lockers are school property and subject to unannounced inspection. **LOCKERS MUST BE CLOSED AT ALL TIMES!** **The school is not responsible for items missing from lockers.** Lockers are to be cleaned out and combination padlocks returned at the end of the school year or a fee will be charged to the student account. Students should not switch lockers or use empty lockers.

## LUNCHES

Students are encouraged to take part in the Federal Hot Lunch Program which is served every day. Each family is assigned a lunch account into which they make deposits. The student then accesses the account via an account number. Applications for free and reduced lunches may be obtained in the Central Office. We follow the National School Lunch Program policies for application and qualification. We treat unpaid reduced lunch fees just like other unpaid lunch accounts.

You may check your lunch balance on Infinite Campus. The system automatically generates emails when a family reaches a low balance. (MACS determines the dollar amount that triggers the email.) If this persists for a week there is a direct follow-up by our Business Office via one or all of the following: email, phone call or letter.

Our FACTS Software is maintained by the Business Office and gives families the ability to check their balance, and put money on their lunch account, online. Online payments get processed immediately, so there is no delay between payment and credit to a family's account.

Each student is expected to help maintain the cleanliness and decorum of the eating area. Essentially students are to clean up after themselves. Students are **NOT ALLOWED** to bring food, or have parents bring food, into the school from off-site food establishments during the lunch hour.

## PARKING

Students who drive to school are to park in the school lot. Students will pay a fee each year for a parking tag (parking permission form and tag available in school office). that must be visible in their vehicle. Any student who does not have a tag visible in their car or who parks in staff spaces will receive a ticket. Numbered parking spaces are for faculty, visitors and staff **ONLY**. No parking is allowed on Coleman or Terrill Streets during the school day.

## MESSAGES

Parents/Guardians and students are encouraged to arrange their schedules far enough in advance so that the office staff is not deluged with personal message items. If a message is received from home every effort will be made to contact the student at an appropriate time, without disruption from class.

## SCHOOL CLOSING

For emergency school closing, we will follow the Chippewa Falls Unified School District as to the closing of school. A notice will be seen on our website, sent through Infinite Campus, social media and all local radio and TV stations will carry the announcement. If school is canceled or dismissed early because of weather conditions, all MACS events are canceled for the day. This includes all scheduled games, practices, rehearsals, meetings, etc. Special exceptions for events may be granted only by the MACS President.

## RECYCLING

A recycling program is implemented at McDonell Central Catholic High School and Notre Dame Middle School. Appropriate receptacles are located in the Commons, classrooms and offices.

## VI. COUNSELING AND GUIDANCE

Many times, during a student's middle or high school years he/she may feel a need to talk with someone about school problems, future goals or some personal difficulty. It is our sincere hope that any student with any problems will talk with any one of the teachers to ask for assistance.

The guidance office exists for the purpose of helping students grow together in a life-giving community. By providing this growth experience, a fullness of life and unity of spirit will develop and be a visible sign. “Just as I have loved you, you also must love one another. By this love you have for one another, everyone will know that you are my disciples.” Jn 13:35

Your school counselor will meet with you at least once during the year. You may arrange other conferences at your mutual convenience. Your school counselor will work with you in the following areas:

Abilities/Interests/Achievement/College	Individual Counseling
College Catalogs and Career Information	Life Vocations
College Days and College Interviews	Military Careers
Financial Assistance for College	Occupations
College/Occupational Information	Planning Courses
Group Counseling	Registration/Scheduling
Social adjustments/Self-improvement	Testing and Evaluation

**VII. EXTRA-CURRICULAR/ATHLETIC CODE**

McDonell Central Catholic High School and Notre Dame Middle School offer a wide variety of extra-curricular activities: Sports, Drama, Music, Forensics, Student Government, School-Sponsored Clubs, MACS Ambassadors and other activities.

Students will not suffer consequences for missing practices, contests or performances for faith/parish-based activities. Participation in extra-curricular activities is a privilege, therefore, each participant agrees to abide by the extra-curricular code.

Students who participate must be aware they are constantly before the public and their conduct is an influence on the student body today as well as in the future. Because they represent McDonell Central Catholic High School and Notre Dame Middle School, their behavior is subject to public scrutiny.

To be included in an extra-curricular activity at McDonell Central the students must:

1. Carry above a “D” average and have no failing grades.
2. Be at school the day of and the day after an event for the **entire** day. Failure to do so may result in non-participation as well as possible disciplinary action.
3. No use or possession of alcoholic beverages, tobacco/vaping of any kind, and/or illegal/illicit drugs. This includes summers and off seasons. Attendance at parties/events where drugs, illicit substances and/or alcohol are being consumed/taken by minors is prohibited. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring is not considered a violation. These exceptions include such local events as family weddings, graduation parties and similar occasions. **This does not, however, allow the use of alcohol, drugs or illicit substances by any student under this Code. Second offense will result in a one calendar-year suspension from extra-curricular activities.**

**WEBSITES AND SOCIAL NETWORKS**

Because participation in school activities is co-curricular and voluntary, and is viewed as a privilege, the regulation of conduct of student participants is year-round, both on campus and off campus. It is a code of conduct violation if sufficient evidence is presented showing misconduct on any website, including social networking websites or apps, for example: Facebook, Instagram, Twitter or Snapchat.

Social media posts that are determined detrimental to the MACS system will be scrutinized by the Principal, Dean of Students or Athletic Director for acceptability on a case-by-case basis. Posts that are demeaning or degrading to the mission and vision of the MACS system or degrade our faith values will have consequences. Social bullying will not be tolerated. All disciplinary action will be determined by the Principal, Dean of Students or Athletic Director.

**ATHLETIC CODE**

These guidelines have been prepared by MACS administration and behind the guidance of the Diocese of LaCrosse for the benefit of the middle and high school students, parents/guardians and coaches. It is the philosophy of the athletic department and the diocese that athletics are an enriching and healthful experience in which physical, mental, moral, intellectual, emotional and social growth will be stimulated through interscholastic competition. To win or lose honorably is the trait of good sportsmanship. Every victory and defeat are lessons to be used in meeting all future challenges. The purpose of athletics extends beyond wins and losses. It is to prepare our student athletes for future years by instilling cooperation, self-discipline, maximum effort, dedication, self-confidence and self-worth. Competing in interscholastic sports is an invaluable opportunity and a privilege that should be



treated as such. Our student athletes need to understand that their social and moral conduct represent not only themselves, but also their parents/guardians, school and church.

1. Athletes are to be dressed up for all home and away games, during school and at the gyms, fields, etc.
2. Athletic fees for the sport in which the student desires to compete must be paid prior to participating in the first official practice.

**NOTE:** THIS CODE IS IN EFFECT ALL YEAR AND INCLUDES ALL FIELD TRIPS BOTH FOREIGN AND DOMESTIC. For a complete and comprehensive view of our schools' Athletic Code, that includes violations and penalties, please look [HERE](#).

3. ELIGIBILITY FOR EACH TERM WILL BE DETERMINED BY THE GRADES EARNED THE PREVIOUS TERM. Eligibility for the first term will be determined by the fourth-term grades from the previous school year. If the failing grade occurs during the fourth quarter then the ineligibility period shall be the lessor of 21 consecutive days beginning with the date of earliest allowed competition in a sport or one-third of the maximum number of games/matches/meets allowed in a sport (rounded up if one-third results in a fraction).

4. Students wishing to participate in a sport after the season has begun may only do so with the approval of the coach and Athletic Director. Students will not be allowed to join any team after the first two weeks (ten school days) of the season are completed.
5. An athlete who chooses to drop a sport must personally communicate verbally with the coach and the Athletic Director. Failure to do so will result in suspension from any subsequent sport until receiving permission from the Athletic Director.

### **GENERAL GUIDELINES**

1. Athletes are expected to attend all practices and be on time. Detention is not an excuse for arriving late. Penalties will be imposed by the coach.
2. Any student with a code violation in their senior year is not eligible for nomination as a WIAA Scholar Athlete, Cloverbelt Scholar Athlete, Cloverbelt Scholar, Father Mac Award, or Rubenzer Courage and Desire Award.
3. Athletes must use the mode of transportation provided for the team.
4. Each athlete is responsible for the proper care and safe-keeping of equipment issued to him/her. Lockers are to be securely locked during and after every practice and game. Students are financially responsible for lost, misplaced, or misused equipment. Lost items and items abused beyond normal wear and tear must be paid for by the athlete. Most athletic equipment used is school property and to be used during a particular sports season only. At the conclusion of a sports season, all equipment must be turned in to the coach in charge. Parents'/guardians' assistance in this matter will be appreciated.
5. Any student who is suspended from school will not be allowed to practice or participate in athletic contests while the suspension is in effect.

### **APPEAL PROCESS**

1. A written appeal to the principal within three days.
2. During the appeal process, the penalty will be in effect.
3. Athletic Administrative Review convenes immediately after the appeal. (This includes the principal, MACS president and Athletic Director.

### **VIII. OTHER:**

#### **SAFE ENVIRONMENT PROGRAM**

The Diocese of La Crosse Safe Environment Policy mandates that all volunteers submit to a criminal background check, review the Revised Policy and Procedures on Sexual Misconduct for the Diocese (Commonly referred to as "Red" and "Green" books), view the Safe Environment Training Video, and complete the Confidential Employee and Volunteer Questionnaire.

On the Diocesan website ([www.dioceseoflacrosse.com](http://www.dioceseoflacrosse.com)) are both the policies and procedures for the Red (On Sexual Misconduct for the Diocese of La Crosse) and the Green (Child Sexual Abuse Policy and Procedures of the Diocese of La Crosse) books. The training video is also posted. Parents should notify us immediately if they do not have Internet capability so we can provide this service for you. The Safe Environment forms need to be filled out yearly and returned to the MACS Central Office at the beginning of the school year.

**VOLUNTEER POLICY**

Volunteering is an excellent way to support our Catholic Schools and live the virtue of charity. Families are required to volunteer a minimum of 30 volunteer hours per school year. Families can sign up for most events on the MACS web page under Parents – Volunteer Sign Up. Other volunteer activities are recorded by MACS staff. If you are a parent volunteer and unable to be present on your chosen day, arrangements for a replacement are greatly appreciated. We also encourage parents to make alternate arrangements for younger siblings so that they can enjoy the volunteering experience with their child. **All volunteers MUST have completed the La Crosse Diocesan Safe Environment training, paperwork, and have been approved by the diocesan office before participating in any volunteer opportunities with any McDonell Area Catholic Schools. Contact the MACS Central Office (715-723-0538) annually for safe environment compliance.**

# McDonell Central Catholic High School

## Bell Schedule 2024 – 2025

Period 1	7:50-8:52	
Period 2	8:55-9:55	
Period 3	9:58-10:58	
Period 4A	11:01-12:22	Resource/Band 11:04-11:51 <u>Lunch - 11:51-12:21</u>
Period 4B	11:01-12:22	Resource 11:04-11:45 <u>Lunch - 11:45-12:15</u> Resource 12:15-12:21
Period 4C	11:01-12:22	Resource 11:04-11:35 <u>Lunch - 11:35-12:05</u> Resource 12:02-12:21
Period 5	12:24-1:24	
Period 6	1:27-2:27	
Period 7	2:30-3:30	

# Notre Dame Middle School

## Bell Schedule 2024 – 2025

Period 1	Class	07:50 - 09:00
Period 2	Music/Study	09:02 - 09:47
Period 3	Class	09:49 - 10:59
All School Lunch		10:59 - 11:31
Period 4E	Exploratory	11:33 - 12:18
Period 4	Class	11:33 - 12:43
Period 5E	Exploratory	12:45 - 01:30
Period 5	Class	12:20 - 01:30
Period 6E	Exploratory	01:32 - 02:17
Period 6	Class	01:32 - 02:42
Period 7E	Exploratory	02:44 - 03:30
Period 7	Class	02:19 - 03:30