MESSMER HIGH SCHOOL

2019-2020

PARENT/GUARDIAN
AND
STUDENT HANDBOOK

Revised March 2019
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NOTICE:
The President of Messmer Catholic Schools reserves the right to make discretionary decisions and judgments on any area not specifically covered in this Handbook or in parent/student contracts.
WELCOME TO MESSMER HIGH SCHOOL

A Message from the President

We welcome you as a member of our school. Your Messmer education will teach you many necessary and useful skills for the future. We hope that you will be proud of Messmer, act with maturity, and conduct yourself properly. As a student you may find some things unfamiliar at first, but you will soon become accustomed to them. Ultimately, through working hard and showing respect toward others, you will be blessed with great success.

Messmer students and families are expected to know and follow the rules that are established for the welfare of the entire student body. You will be expected to sign a contract stating that you have read this Handbook, that you understand its contents, and that you are willing to follow the rules and guidelines stated within. By following the rules, you will be on the path toward becoming successful in school, in college, and in the workforce.

Our Messmer community is a FAMILY. Although we may have different backgrounds, we do share some common values. As family members, we show respect, courtesy, and appreciation to all individuals. No family can function without some rules and shared expectations. Messmer’s purpose is to educate, challenge, and instill a sense of Christian values in every student. We hope that you will not only grow as individuals, but as a family of young men and women committed to your community and faith.

Jim Piatt
President
Messmer Catholic Schools
MISSION STATEMENT

In service to Milwaukee, our Messmer Catholic Schools welcome diverse students in the dignity of the Catholic education tradition. Called to teach in the example of Jesus, we develop ethical and faith-filled learners. We prepare our graduates to succeed in postsecondary education and to build their communities through their chosen vocations.

STUDENT CREED

As a Messmer Student:
I will arrive at school on time and be prepared.
I will learn all I am able and do my best.
I will be honest and treat all people with respect.
I will honor Messmer’s code of conduct.
I will model appropriate social skills.
I will be a Christian leader and live my faith always.
I will strive for excellence and not make excuses.
I will believe in myself and I WILL SUCCEED.

STATEMENT OF SHARED RESPONSIBILITIES

Messmer Catholic Schools is a nonprofit, integrated, Catholic school system fulfilling its mission by recognizing shared responsibilities among faculty, students, and families. (A copy of Messmer's 501(c)(3) certificate of nonprofit status can be found in Appendix I of this handbook.)

The role of the faculty is to teach students to achieve their potential, to strive for academic excellence, and to use their gifts to reach spiritual maturity.

The role of the student is to be responsible for developing as a whole person in order to prepare for life and work as an adult.

The role of the family is to support the goals of Messmer, to encourage the efforts of its sons and daughters, and to participate in school activities.

Together, the Messmer community will build human rights and dignity.

VISION

Founded in faith and inspired by our Catholic education tradition, Messmer will grow to be a model system of K-12 education, vital to metropolitan Milwaukee. Messmer’s dedication to meeting diverse educational needs will prepare our students with the academic and cultural competence to succeed in a global society.

Messmer graduates will:
- recognize the value of becoming life-long learners and critical thinkers capable of applying and transferring knowledge to other experiences and decisions in life.
- be people of faith that serve their fellow citizens with courage and compassion.
- meet life’s obstacles and challenges with confidence and optimism.
- build their community through their rightful place in each profession.
- live with integrity and have a positive impact on their families, communities and the Church.
Messmer Catholic Schools Inc.

Jim Piatt
President
jpiatt@messmerschools.org

Mike Bartels
Vice President - Administration
mbartels@messmerschools.org

Mike Brauer
Vice President - Advancement
mbrauer@messmerschools.org

Lori Saqer
Chief Financial Officer
lsaqer@messmerschools.org

Address
Messmer High School
742 W. Capitol Drive
Milwaukee, WI 53206

Telephone Number
(414) 264-5440
Fax Number
(414) 264-0672

Messmer High School

Melissa Trepte
Director of Secondary Education/Principal
mtrepte@messmerschools.org

Andy Muszytowski
Assistant Principal
amuszytowski@messmerschools.org

Abby Demeter
Dean of Students
ademeter@messmerschools.org

Ken Klatkiewicz
Athletic Director / Associate Dean
kklatkiewicz@messmerschools.org

Address
Messmer High School
742 W. Capitol Drive
Milwaukee, WI 53206

Telephone Number
(414) 264-5440
Fax Number
(414) 264-0672

High School Main Office Hours
School Days:
7:30 a.m. to 4:00 p.m.
Summer Days:
7:30 a.m. to 4:00 p.m.

Messmer Saint Mary Elementary School

Kendra Kuhnmuench
Principal
kkuhnmuench@messmerschools.org

Curtis Borri
Assistant Principal
cborri@messmerschools.org

Address
Messmer Saint Mary
3027 North Fratney Street
Milwaukee, WI 53212

Telephone Number
(414) 264-6070
Fax Number
(414) 264-6430
Messmer Saint Rose Elementary School

Jordan Last
Principal
jlast@messmerschools.org

Elizabeth Fritsch
Assistant Principal
efritsch@messmerschools.org

Daryl Collins
Dean of Students
dcollins@messmerschools.org

Address
Messmer Saint Rose
514 N. 31st Street
Milwaukee, WI 53208

Telephone Number
(414) 933-6070

Fax Number
(414) 933-3071

Address
Telephone Number
Fax Number
MAIN OFFICE POLICIES

VISITORS
Entrance to the building, including before and after school, should be made through the main doors. All guests must gain entry by announcing their purpose for visiting through the intercom.

Once inside the building, all visitors must report directly to the Main Office to sign in and obtain a Visitor’s Pass. This pass must be worn in a visible location for the duration of the visit. When possible, school staff will escort visitors to their destination. This policy is for the safety and protection of all. Students who open doors to allow visitors into the building will be subject to disciplinary action. Students are prohibited from opening doors leading outside during the school day at any time.

We welcome and encourage parents and guardians to visit the school. School visits should be scheduled at least 24 hours in advance of the visit out of consideration for the staff member’s lesson planning and/or tests and should last no more than one (1) hour in duration.

Prospective students may visit Messmer during the school day. Prospective families should arrange visits through the Admissions Office at least three days before the planned visit or tour date.

Other than parents/guardians, only prospective students are allowed to visit Messmer during the school day.

Any minors visiting the school for class projects must have prior approval of the Principal. Students are not allowed to bring minors to school at any time. No one under the age of 18 is allowed in the building without prior permission of the Principal.

While we welcome alumni to visit, the visit needs to be scheduled with the staff member(s) you intend to visit at least 24 hours in advance. Alumni visitors must also check in at the office, and obtain a Visitor’s Pass, which should be worn throughout the duration of the visit.

Only parents/guardians are allowed on Messmer property to pick up students after school. Students should not be with any unauthorized adults in vehicles or on foot. If there is any violation of this policy (i.e. students socializing with non-Messmer students outside of the building), disciplinary action will be taken. Messmer students may be expelled for the actions of non-Messmer students who violate this policy. Please arrange pick-up prior to the end of the day.

VISITOR CONDUCT
Visitors to our buildings should be aware that all teachers, staff, and office personnel are mandated reporters of any incidents that take place on school property, including incidents between parents/guardians and their children. Any mistreatment of office personnel or teachers will be immediately reported to administrators. If a visitor acts in such a manner as to require police intervention, or if the behavior is deemed threatening or damaging to any staff member or student, that individual will be barred from school property.
**VOLUNTEERS**
Any individual who has contact with students, whether paid employees or volunteers, shall be subject to and cleared through a criminal background check, a reference check, and be approved by the Principal and Human Resources prior to the beginning of their work with students. Personnel must also complete the Safe Environment “Protecting God’s Children” session. A certificate of completion must be submitted to Human Resources. Results are kept in Human Resources.

**IMMUNIZATIONS**
The Wisconsin Immunization Law requires students through grade 12 and children in daycare centers to be immunized according to their ages/grade levels by the beginning of the school year. Immunizations are required against measles, mumps, rubella, polio, diphtheria, tetanus pertussis, hepatitis and varicella.

Students must present written evidence, including the day, month and year (preferably on Form DOH4020), of completed basic and booster immunizations. If a student is not fully immunized upon admittance to school, he/she must have received at least one dose of each vaccine required for his/her age/grade within thirty (30) school days of admission.

Students must meet these immunization deadlines and notify their school regarding any additional vaccines they receive. Exemptions may be obtained for medical, religious or personal conviction reasons. Such exemptions must be documented in written form. Any student who fails to abide by this state law will be withdrawn from Messmer Catholic Schools.

**MEDICATION AND HEALTH ROOM**
Parents/Guardians must keep the school informed of any special medical needs their student has. Parents/Guardians should notify the Main Office or Health Room via written note or phone call if there is medication that needs to be taken throughout the school day.

**Prescription medication** of any type should be checked in and stored in the Main Office or Health Room. The office staff will not administer any prescription medication unless both a written prescription from the doctor and a Messmer medical release form signed by the parent/guardian are on file in the office/health room. All prescription medications must be stored in the office/health room and administered by office/health room personnel. Inhalers and EpiPens may be carried with proper medical documentation.

**Non-prescribed medication** may only be dispensed to students who have a parent/guardian permission slip on file and who have delivered the medication in a pharmacy-labeled container to the school office. Messmer does not provide any over-the-counter medications to students including pain relievers, fever reducers, or cough drops. If the number of requests becomes chronic, the parent will be contacted and a medical excuse may be required.

Students who become ill during the day will be referred to the school Health Room. If the student reports to the school Health Room during a class period, a pass from the teacher will be required. All visits will be logged. If a pattern of chronic visits occurs, the parent will be contacted, the student will be sent home, and/or medical documentation may be requested.

**LOST AND FOUND**
Items may be turned in and claimed at the Main Office. Any book not returned will be charged to the student at the full replacement cost.
Messmer Catholic Schools is not responsible for any items that are brought into the school and are lost, stolen, or damaged. In the event that a student believes that something has been stolen, it must be immediately reported to the Main Office.

**PHONE CALLS AND MESSAGES**
A telephone is available for student use in the Main Office at the end of the school day. Students must determine transportation/rides and other arrangements before and/or after they leave the school building. Students will not be allowed to leave classes for phone calls.

In an emergency, a student should speak with an administrator or staff member. The Main Office will relay emergency messages to students.

**ACCIDENT REPORTS**
If an accident or injury occurs on school property, an accident report will be filed. Parents/Guardians of student(s) involved will be contacted. If the student requires outside medical attention, staff will make every attempt to contact parents/guardians to approve any necessary medical treatment. It is imperative that a working phone number be on file in the office.

**FOOD/GIFTS**
Birthday, holiday, and special occasion gifts, non-school lunches and treats sent to the school will not be delivered to students during the day. Anything received will be held in the Main Office until the end of the day. Students and families who wish to decorate a locker must receive an approval by an administrator at least 24 hours prior to decorating.

**PARENT PORTAL**
Through Messmer’s student information system, Power School, parents are able to see information in real time including grades, attendance, schedule, standardized testing results, school fees, and immunizations. “Parent Portal” provides a direct communication between the school and parents. If a parent does not have access to Parent Portal, please come to the main office to obtain information and the pass code. The parent must provide photo identification in order to secure this pass code. You must have Internet access to use this program. Many public libraries have computers with Internet access.

**STUDENT CONTACT INFORMATION**
Parents/guardians are required to inform the Main Office of ANY contact information changes, including phone, address, name, etc. Parents/Guardians are required to have current phone numbers, email addresses, and contact information on file with the school at all times. It is vital that any changes be communicated immediately to the Main Office in case of an emergency. In the event of separated or divorced parents/guardians, please inform the office staff so copies of report cards and school notices can be mailed to separate addresses.

In an effort to preserve the environment and ensure timely communication, we are sending most communications electronically. For this reason, it is important to have a current email on file. Families who wish to receive communication via direct mail need to notify the school at the fall registration day or at the time of enrollment (if transferring during the school year). All student achievement information (progress reports, grades, letters regarding status) will still be sent via USPS Mail.
STUDENT GUARDIANSHIP
Students must reside with a legal parent/guardian during the entire school year. Those living independent of a parent/guardian will not be permitted to attend Messmer Catholic Schools. The President or Principal must approve any exception to this requirement.

Messmer Catholic Schools does not get involved with matters involving child custody. Any court order prohibiting an adult from interacting with a student must be kept on file in the Main Office. It is the parent’s/guardian’s responsibility to notify school administration and/or office personnel of any pertinent changes in court orders that relate to placement/custody of their child or children. **Student information will not be released to any individual who is not listed on the student’s contact list.**

RELEASE OF STUDENT INFORMATION
Messmer is a high-profile school in local, state, and national media. Students and parents/guardians have the right not to be filmed, photographed, or interviewed. Students and/or parents/guardians who do not wish to be interviewed, filmed, photographed or have their image depicted in any way must inform the Main Office in writing by September 1st of each year. Semester transfers must contact the Main Office in writing by January 15th.

The names and addresses of juniors and seniors will be sent to colleges and universities upon request for purposes of recruitment. Parents/Guardians not wishing to have this information released must contact the Counseling Center by September 1st.

Upon request, Release of Student Information “Opt-Out” forms are available in the main office. Parents/guardians may complete the form and return to the main office if wishing to Opt-Out.

The school will release student information to law enforcement agencies if such a request is made.

RELEASE OF STUDENT CONTACT INFORMATION TO THE MILITARY
The names, addresses, telephone numbers and e-mail addresses of Messmer High School students and parents/guardians are not available for release to branches of the military. If a student has interest in learning more about a particular branch of the military, the student must contact the recruiter and provide his/her contact information directly or choose to sign up for a Counseling Center military visit and provide contact information at that time.

Branches of the military are free to leave information for students in the Messmer High School Counseling Center, including contact information for recruiters. Representatives/recruiters of the military may also schedule visits with students through the Counseling Center.

TRANSPORTATION
It is the parent’s/guardian’s responsibility to arrange transportation to and from school for his/her student. Messmer High School does not provide bus passes or money for students riding the city bus.

STUDENT DRIVERS
All student vehicles must be registered in the Main Office. Permission from Administration is required to go to a car or parking lot during the school day.

Students driving to school are encouraged to park in Messmer’s parking lot. Lot openers are available to rent for $30.00 per year. A limit of one parking space for each car is given.
Students are expected to have proper insurance and to follow all laws regarding the safe operation of a vehicle. Any complaints about unsafe driving will result in the loss of the privilege to utilize Messmer parking.

Parking on West Capitol Drive during the school day is prohibited. Students who park on Capitol Drive are subject to referral to the Milwaukee Police Department for a traffic violation and may be towed.

ATHLETICS
Please refer to the Messmer High School Parent/Student Athletic Handbook.

Athletic Spectator Policies
- Please keep aisles clear and sit in the designated areas in the gym and in the bleachers.
- Please do not throw anything at others or onto the playing surface as this may get you ejected.
- Please use respectful language and cheer for your team. Abusive or threatening language and/or negative jeers, cheers, and chants that are directed towards the opposing team, the coaches, or officials will not be tolerated.
- Please stand during the National Anthem. Gentlemen should remove their hats. Fans may sing or stand quietly.
- Please contact a game supervisor if a fan needs assistance.
- Please place garbage in their proper receptacles. The concession stands are generally open with great options.
- Violation of these guidelines may result in removal from the activity, other school disciplinary measures, and/or police action.
- Please enjoy the game by exhibiting good sportsmanship!

WORK PERMITS
Work permits are issued through the Business Office. Twenty-four (24) hour notice is required for processing permits. Students must provide:
- Birth certificate or baptismal record
- A letter from the employer which should include:
  - Place of employment
  - Address and telephone number
  - Type of work
  - A note of permission to work from a parent/guardian which includes home address
- Social Security Card
- A $10.00 processing fee (The fee should be refunded by the employer.)

Messmer High School is required by the State of Wisconsin to have the above paperwork before we can issue work permits.
ADMISSIONS INFORMATION

GENERAL ADMISSIONS AND ACCEPTANCE POLICY
Admissions Staff will review all requests for admission to Messmer High School, Messmer Saint Mary and Messmer Saint Rose. The President and/or Principal make the final decision.

GENERAL ADMISSIONS APPEAL PROCESS
All appeals relating to rejection for admission to Messmer High School, Messmer Saint Mary and Messmer Saint Rose shall be heard by the President. In the event that an applicant to a Messmer Catholic Schools is rejected, the rejected applicant may appeal this decision. The rejected applicant will have five business days from the date of receipt of their notice of rejection to provide written documentation to the President that the applicant was improperly rejected. The rejected applicant will then be notified of acceptance or rejection of the appeal in a timely fashion.

APPLICATION AND ACCEPTANCE TO MILWAUKEE PARENTAL CHOICE PROGRAM (MPCP) AND APPEALS PROCESS FOR MILWAUKEE PARENTAL CHOICE PROGRAM
The admissions staff and/or administrator or designee will review all requests for admission to the MPCP at Messmer High School, Messmer Saint Mary and Messmer Saint Rose. The President and/or Principal make the final review.

All appeals relating to rejection from the MPCP shall be heard by the President. In the event that an applicant to the MPCP is rejected, the rejected applicant will have five working days from the date of receipt of their notice of rejection to provide written documentation to the President that the applicant was improperly rejected. The rejected applicant will then be notified of acceptance or rejection of the appeal in a timely fashion.

APPLICANTS ACCEPTED INTO MESSMER CATHOLIC SCHOOLS
All NEW students to Messmer Catholic Schools will receive an acceptance letter and will have ten (10) calendar days to accept their seats. The seat will be considered to be “declined” by the parent if the parent does not respond in the timeframe provided in the letter.

Note: After the August, September and January months contact with be made via phone and/or email and parents will have 24 hours to accept their seat. This shortened time frame is due to the start of school first and second semester. In addition, it is Messmer Catholic Schools policy that all applicants are responsible for having current contact information on file at the school for the school to notify the applicant of their status. If we are unable to contact the parent with the information we have on file, we will also consider that the parent/student is no longer interested in attending our schools.

TRANSFER OF CREDITS
Messmer High School may accept high school credit from other institutions to the extent that coursework at the previous institution(s) is documented in accordance with Messmer High School’s academic standards. All final determinations for the acceptance or rejection of transfer credits shall be made at the discretion of the school’s Principal.
HOME SCHOoled STUDENTS OR STUDENTS ENTERING WITHOUT A CURRENT GRADE REPORT
Home schooled students or students entering without a current grade report should be placed in the age-appropriate grade level. Observation and assessment over a maximum period of four weeks will be used to determine appropriate placement. Areas considered will include reading, writing, math and social maturity. After this time period, a final determination of placement will be made. This final decision for placement will be made by the building principal. This determination will include input from the classroom teacher and school specialists. The final decision rests with the school.

MESSMER 101
Messmer 101 is a summer bridge program designed to assist incoming freshman students in preparing them for the academic and behavioral expectations of Messmer High School.

Incoming freshmen students may be required to attend and successfully complete Messmer 101 in order to maintain their enrollment status for the following school year.

In order to successfully complete Messmer 101 a student must:
- Be present for at least 18 of the 20 scheduled school days
- Maintain a Messmer 101 GPA of at least 1.50
- Demonstrate conduct and behavior expected of a Messmer High School Student

**Failure to attend and/or successfully complete the Messmer 101 program may result in:**
- **Student being placed on Academic Probation with a mandatory parent meeting.**
- **Student being placed on Behavioral Probation with a mandatory parent meeting.**
- **Student losing his/her seat at Messmer High School**

Only the President or Principal may grant exceptions to this policy.

Additionally, as part of the Messmer 101 program, students may be required to be part of our new Math and Literacy Bridging Program. The purpose of this program is to provide those students who may test low in either math or reading to be placed in a program where the focus will be on improving these skills prior to entering Messmer High School as a freshmen.
ATTENDANCE POLICIES

ATTENDANCE LAWS
Wisconsin Statute 118.15 requires all children between the ages of 6 and 18 “to attend school regularly during the full period and hours that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age.” The state legislature has made it clear that children with exceptional educational needs are covered by the requirements of the law.

The compulsory school attendance law (Wis. Stat. 118.15) puts the burden on any person having a child under his or her control to ensure that the child attends school. Parents/Guardians who do not comply with the law may be guilty of a misdemeanor punishable by a fine and/or imprisonment.

It is the policy of Messmer Catholic Schools to strictly enforce the State’s compulsory attendance law.

ABSENCES
Attendance is imperative to the learning process. Accordingly, parents/guardians should exercise due diligence in scheduling doctor, dental, and driver’s test appointments after school hours.

Excessive absences will result in administrative action which may include disciplinary letters, mandated parent meetings, and referral to Milwaukee County District Attorney’s Truancy Abatement Department for a ticket and fine. Students who are found to be truant are also subject to school disciplinary action, including the possibility of expulsion.

Truancy is defined as any absence for a portion of a school day or absence for one or more days from school during which the Attendance Office has not been notified of the legal cause of such absence by the parent of the student who is absent and also means intermittent attendance carried on for the purpose of defeating the intent of Wisconsin State Statutes. Tardiness that is not excused shall be considered truancy, and the student will be subject to disciplinary procedure, including, but not limited to detention, suspension, or municipal citation.

If a student is absent, it is the student’s responsibility to contact his or her teachers to schedule times to make up work. Work will be recorded as a zero until it is made up. If the work is not completed and turned in, the zero will remain. This conversation that is initiated by the student should be made on the first day the student returns from an absence.

If a student is suspended and reinstated, they will have the number of days missed to make up any missing work. It is the responsibility of the student to contact teachers to schedule make up work. If a student is truant, they will not be able to make up work.

Student absences from school must be reported to school (414-264-5440) on the day of the absence, by a parent/guardian before 9:00 a.m. If a secretary is not available to answer the phone, a message should be left on the answering service. This answering service can be accessed at any time, night or day.

Signed documentation from a medical professional should accompany the student and be turned in to the Office upon his/her return to school.
EXCUSED ABSENCES will include the following:

1. **Illness (mental or physical)** – An excuse from the physician or dentist should be brought in whenever possible. If excessive absences occur, medical verification may be required for all absences. A plan to make-up work due to documented medical absences will be created upon the student’s return to school.

2. **Appointments with Medical Specialists** – Such appointments should be made, whenever possible, when school is not in session. A signed excuse from the medical specialist should be brought into the main office. It is highly recommended that students bring in a “doctor’s excuse” anytime a visit with a medical professional takes place. These absences are coded differently in the attendance system.

3. **Family Emergency or Crisis**

4. **Funeral Leave**

5. **Pre-Planned Vacations** – A “Pre-Planned Absence” form must be filled out at least five days in advance of these planned vacations. The school does not support these types of trips at the end of a semester.

6. **Attendance at Special Events of Educational Value as Approved by a Building Administrator**

7. **Required Legal Appearance** – Students should supply verification of the court appearance

8. **Designated Religious Holidays**

9. **Approved School-Sponsored Activities**

10. **Driver’s License Examinations**

**Important Notice** – All other absences will be regarded as unexcused. All student absences are subject to review by the Principal or Associate Principal, whose decisions are final. If a student is absent part or all of ten school days over the course of the school year (typically, five per semester), the school may require that the student turn in medical verification of all future absences. A conference with the parent/guardian, student, counselor, and administration may take place to develop a plan to improve the student’s attendance.

**TARDINESS**

Students arriving late should report immediately to the Main Entrance Security Desk or Main Office. Students arriving after 8:45 a.m. will be considered absent from the entire first period. Additionally, any student who misses more than 50% of any individual class period will be marked absent for the period.

**Excused tardies include:**

1. **Required Legal Appearance** – Students should supply verification of the court appearance

2. **Appointments with Medical Specialists** – Such appointments should be made, whenever possible, when school is not in session. A signed excuse from the medical specialist should be brought into the main office.

3. **Funeral**

Messmer has established a series escalating consequences for a student with regular tardiness. These consequences will be shared with students and their families at the beginning of each school year in a separate mailing. But, these consequences may include some or all of the following:

- Parent/Guardian Contact by the Student’s Counselor
- Lunch Detentions
- Loss of Privileges:
  - Loss of Exam Exemptions
  - Lose the ability to be attend sporting and other school-wide events (assemblies and dances)
- Mandated meeting with an administrator
By law, excessive tardiness is considered truancy and will be subject to referral to Milwaukee County District Attorney’s Truancy Abatement Department for a ticket and fine. Students who are found to be truant are also subject to school disciplinary action, including the possibility of suspension and expulsion.

Only the Principal and Associate Principal may grant exception to tardiness policies after a written request is provided.

**DISMISSAL**
Regular dismissal time is at 3:10 p.m. Students must leave the building by 3:25 p.m. unless they are supervised by a staff member (athletics, tutoring, club meetings, etc.). Students without a pass to a specific area and unsupervised students in the building after 3:25 p.m. will be asked to leave the building. Violations of this policy will result in disciplinary action.

On **Wednesdays**, the school day will begin at 7:55 a.m. and conclude at **2:30 p.m.** Students are expected to exit the building no later than 2:45 p.m. if they do not have a hall pass or if they are not in a supervised area.

**Supervision is provided from 7:00 AM - 4:00 PM. Students who are outside after 4:00 PM will not be supervised by Messmer staff.**

**EARLY DISMISSAL**
Early dismissal from school requires prior written or telephone notification from a parent/guardian. Any student leaving the building during the day for any reason must sign out in the Main Office. All ride arrangements should be made before students arrive to school.

The Principal must grant permission for a student to attend school half-days for any reason.

**SENIOR PRIVILEGE**
Seniors who are currently on track for on-time graduation and are in good academic and behavioral standing may be eligible to apply for Senior Privilege. This opportunity allows eligible students who are scheduled for a 1st or 4th hour to come late or leave school early on these days.

If a student elects to come late, they must arrive no sooner than 10 minutes prior to 2nd hour and check in at the main office each day. Those who leave early must check out at the security desk no later than 10 minutes after 4th block begins, prior to leaving each day.

In both instances, if a student elects to take advantage of Senior Privilege they may not be on school grounds or in school hallways during 1st or 4th period. Failure to follow these expectations may lead to the withdrawal of Senior Privilege and/or additional disciplinary actions.

**SNOW DAYS and OTHER EMERGENCIES**
Families are directed to listen to one of the local radio stations (WTMJ, WMIL, WOKY, WLUM and Lake FM) watch TV channels 4, 6, 12, or 58 or refer to the television stations’ websites in the event of severe weather. If Milwaukee Public Schools are closed due to weather conditions, Messmer Catholic Schools will also be closed. Families will be notified via the Messmer App and/or by phone via text message or phone blast. Please make sure that Messmer has current contact information.
BEHAVIORAL POLICIES

STUDENT BEHAVIOR
Messmer Catholic Schools are dedicated to preparing their graduates to excel in high school and college, to succeed in the workforce, and to become productive citizens. We achieve these results by providing all students with a safe, nurturing and faith-filled environment. As individuals, as community members and as people of faith, we acknowledge that all students have the right to:

- Receive guidance and support in their Christian and human growth and development
- Receive a high-quality education
- Be treated with love, respect, and dignity in a consistent and fair manner.

Teachers and staff are charged with the responsibility of maintaining a disciplined learning environment. They are given authority to issue consequences for any student behavior determined inappropriate. In order to promote health and safety and to improve the learning environment, we expect the following guidelines to be met.

CASES NOT COVERED BY SPECIFIC RULES
It is understood that the rules contained in this handbook are not all inclusive. The administration and teachers may take such action as is necessary and not forbidden by law to insure an orderly educational atmosphere within the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which affects the safety or welfare of students either individually or collectively regardless of the existence or non-existence of a rule covering the offense. School rules and policies apply to all students enrolled regardless of age.

THREATS
Threats to the safety of the school building or individuals in the environment will not be tolerated, even in playing or joking. Threats of any nature, whether they are verbal, physical, online, written or electronic, are considered non-negotiable and are grounds for expulsion, whether they happen inside or outside of school.

CLASSROOM ETIQUETTE
Students are to be attentive in the classroom, engaged in learning and obey all rules, expectations, and procedures outlined by each teacher. Any student who chronically disrupts classes can be expelled from Messmer High School.

Students are to be seated before the bell sounds, and should remain attentive and on task during class time until dismissed by the teacher.

Book bags and purses must be stored under the desk chair.

Consumption and possession of food, drink, candy or gum is prohibited in classrooms and hallways.

Messmer water bottles are available for purchase from the book store. These and other clear, transparent water bottles are permitted in classrooms, provided they only contain water. Staff reserves the right to confiscate any water bottles that distract from the learning environment.
BUILDING/GROUNDS EXPECTATIONS
Wrestling, pushing, grabbing, hitting, public displays of affection and physical contact (even in play or joking) are inappropriate at any time on school property and may be subject to disciplinary consequences, including the possibility of expulsion.

Running is prohibited in the school building, except when instructed by a Messmer staff member, such as during a Physical Education class.

Student property that is not needed for the educational process should not be brought to school at any time for any reason. Any property deemed inappropriate by staff will be confiscated.

Candy and foreign object (pen caps, straws, etc.) chewing is prohibited at all times.

Gum is not allowed on school property.

Students should follow identified classroom procedures to obtain a hall pass.

Students are to speak in conversational tones in the school building.

Vulgar or obscene language is not allowed on school property or at school functions at any time. Violations of inappropriate language may lead to suspension. Continued violations after suspension may lead to expulsion.

Students should use the recycling bins for disposal of any recyclable items.

Messmer is open to students at 7:00 am. Students arriving early to school should remain on the ground level of the school or report to the school library until 7:45 am. A student wishing to speak to a teacher, visit a counselor or use the computer lab before 7:45 am must obtain a pass the day before from the teacher/staff member they wish to meet with. Passes will not be issued the morning of. The school's Main Office will not issue any passes before or after school.

ELECTRONIC DEVICE POLICY
Cell phones, MP3 players, iPods, headphones, laptops, Bluetooth technology, smart watches and any other smart technology are only allowed before 7:55 am and after a student’s academic school day has ended. Messmer discourages students from bringing expensive items to school and does not take responsibility for loss or theft. These items must be turned off and stored in the owner’s locked locker throughout the school day.

Messmer is not responsible for any item confiscated as a result of rule violations.

All personal electronic devices must not be used during school hours, including passing times and lunch, and must not disrupt the learning environment established at Messmer. Any student in possession of an electronic device, during the student’s academic day, regardless of ownership, will have the item confiscated by school staff, and the student will be subject to disciplinary action.

Any student who is uncooperative in forfeiting an electronic device when instructed to do so is subject to immediate suspension for insubordination.

Cameras (still image or video) may not be used in the building during school hours unless a teacher/staff member gives written permission to a student to use a camera for educational purposes. This pass
must be presented upon request. Furthermore, the use of cameras (still image or video) is prohibited in bathrooms and locker rooms.

Students are expected to be listening to music that is free of explicit lyrics and mature content. If such music is heard by a faculty or staff member, it could then lead to disciplinary action. Music should not be played at a volume audible to anyone other than the person wearing the headphones.

In the event that any electronic device is confiscated, the following consequences will be issued:

**First offense for a confiscated electronic device**: Student may retrieve the electronic device once the parent/guardian has spoken with a school administrator to review the electronic device policy. **No electronic device will be returned on the day that the electronic device was confiscated, the earliest a student is able to retrieve their confiscated phone is after school on the next business day.**

**Second offense for a confiscated electronic device**: The earliest a student or parent is able to retrieve the confiscated device is after school on the next business day. Upon the second offense, the parent/guardian must schedule and complete a face-to-face meeting in which an administrator reviews the electronic device policy with the parent/guardian and student. The electronic devise may be retrieved at the conclusion of the meeting only if the meeting is held at least one business day after the confiscation of the device.

**Third offense (and all subsequent offenses) for a confiscated electronic device**: The earliest a student or parent is able to retrieve the confiscated device is after school on the next business day. Upon the third offense, the parent/guardian must schedule and complete a face-to-face meeting in which an administrator reviews the electronic device policy with the parent/guardian and student, the student must serve a lunch detention, and when those two components are complete, the student must wait five business days or pay a $15 early retrieval fee before the device is returned. **No electronic devices will be returned on the same day that the item was confiscated.**

**CAFETERIA ETIQUETTE**
Messmer High School operates on a closed-campus lunch period. A closed-campus policy means that students are not allowed to leave the school to get lunch somewhere else, for example at a local restaurant or at home. All students must report to the cafeteria for lunch. Students may bring a lunch or purchase one in the cafeteria. Students are not allowed to bring in fast food or have fast food delivered for lunch.

During lunch, students may purchase additional items. All transactions must be made at the cash registers. Students who cross past the cashiers and have not paid for their food items will receive school discipline up to and including a suspension from school. The cafeteria is monitored and stealing is considered a serious offense.

Students may not bring backpacks into the cafeteria during lunch.

Proper cafeteria etiquette is to be observed at all times. This includes courtesy to cafeteria staff and proper disposal of garbage and recyclable materials. Cafeteria trays should not be thrown away nor should they be carried out of the cafeteria.
In order to maintain a clean school and work environment, food, candy, soda, and beverages are to be consumed only in the school cafeteria, or in the case of breakfast, in the basement hallway and commons.

These items are not allowed in any other part of the building, at any time of the day, and will be confiscated and disposed of.

No more than eight students should be seated at a table in the cafeteria.

All students in the hallway during lunch periods are expected to be quiet in order to prevent the disruption of student learning taking place in classrooms.

Students may not cut in line for food and must wait at their table until dismissed to enter the lunch line.

CHEMICAL USE AND ABUSE
While drug use and abuse is a serious legal, medical, and societal problem, it can often be the sign of a progressive and potentially fatal illness. When any person in a family suffers from a disease, the entire family is affected. Students who suffer from alcoholism or another form of chemical dependency and are admitted or are referred to a program of recovery will be given every opportunity to graduate from Messmer.

Any student that buys, sells, possesses, or uses alcohol or drugs (other than prescribed medication) will jeopardize his or her status at Messmer. This is true whether the activity takes place on or off Messmer property. Clothing and accessories depicting drugs or alcohol will be confiscated.

Cigarette smoking is a serious health problem not only for the smoker but also for those around him or her. Smoking is prohibited for students on school grounds and at off-campus activities at all times. It is a state law that no one under the age of 18 years may purchase cigarettes or any tobacco products.

State law also prohibits the purchase and use of vapes, juuls, and electronic cigarettes by minors. The use of electronic cigarettes and vapes are prohibited on school property.

Anyone visiting Messmer property must not be under the influence of drugs or alcohol.

FIGHTING
At Messmer, the safety of our students and our staff is a top priority. Messmer has a strictly enforced zero tolerance policy for fighting and threats. This policy applies at all times, during the academic year or during a break, whether a student is on or off Messmer property.

Students who engage in violent behavior, physical or verbal altercations, bullying, or fighting, on or off school grounds, even in play or joking, will be subject to disciplinary action. Disciplinary action includes the possibility of expulsion, even if the student has no prior behavioral violations.

In addition to physical assault or battery, Messmer will treat anyone who instigates, encourages, records, or provokes fights either in person, online, or through written communication, in the same manner as those who participate in the fight. Those who instigate, record, or provoke a fight will be reviewed by the administration for expulsion from Messmer.
**GAMBLING**
No gambling is permitted in school or at any school sponsored function. This includes all violations included in Chapter 945 of the WI State Statutes.

**GANGS AND GANG-LIKE ACTIVITY**
Messmer Catholic Schools recognize the disruptive influence of gangs and gang-like activity. It is the policy that gangs, gang affiliation and gang-related activities are banned from school buildings, school-related activities, and school property at all times. Students may not necessarily belong to or associate with a particular gang, but their activities may appear to be gang-like in the school or at school-sponsored events. School administrators will cooperate with the police to monitor and deter gang activity. No gang insignia may be worn, possessed, used, distributed, displayed, carried or sold by any student on school grounds or at school-related activities at any time. Students are not permitted to send gang signs either through their body language or in the manner in which they wear their clothing. Violations of this policy will result in one or more of the following: parent notification, suspension, or recommendation for expulsion.

Membership or affiliation in gangs is contrary to the philosophy of Messmer High School. Indication of gang involvement (colors, hats, signs, handshakes, language, etc.) is strictly prohibited and is cause for expulsion. Any student who is suspected of possible gang affiliation will be referred to the Milwaukee Police Department and may be expelled from Messmer High School.

**HARASSMENT**
Messmer High School is intended to be a safe environment for all students and staff. Harassment will not be tolerated and offenders will face serious consequences. Please be aware that harassment and intimidation includes bullying, name calling, physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances, or discriminating remarks.

Harassment can also include text messaging, and inappropriate messages on social network sites, such as Facebook, Twitter, and Instagram. Students who receive threatening, harassing, offensive messages through electronic media should not respond to the messages. Instead, students should record or print the messages and report them to an administrator.

When it is reported that a person reasonably finds that a student's or adult's speech or conduct creates a hostile environment, that subject or adult will be informed and expected to cease immediately. Students who knowingly and/or repeatedly harass others are subject to disciplinary action, which may include suspension, expulsion, and a referral to the Milwaukee Police Department.

Any physical, verbal or virtual behavior that hinders the learning or teaching environment, or that can be interpreted as threatening to others will not be tolerated.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s education, or creating an intimidating, hostile, or offensive educational environment.

Students or staff who believe they have experienced or observed sexual harassment should report to the principal. The principal will investigate all reports of alleged sexual harassment and will make a concerted effort to halt this behavior. She/he will call attention to this policy by reporting instances of illegal abuse to law enforcement and by taking disciplinary action against violators of this policy up to and including suspension and/or expulsion.

**Harassment, in any form, is cause for disciplinary and/or police intervention and may result in expulsion.**

**BULLYING**
Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior Messmer Catholic Schools is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Messmer encourages the promotion of positive interpersonal relations between members of the school community. Bullying 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.

Messmer 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 on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by Messmer officials. The policy applies as well during activities that occur 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 where students are under the supervision of school authorities, or where an employee is engaged in school business.

Messmer is committed to making our school a safe and caring place for all students. We will treat others with respect and will not tolerate bullying. Bullying is when a person who holds some type of power over the other person, **repeatedly** hurts, frightens, threatens, or excludes another person in one of the following ways:

1. Physically – harmful actions against a person’s body or property
2. Verbally – using words that are hurtful
3. Non-verbally – harmful body language, gestures, or writing
4. Intimidation – behaviors or repeated acts which cause fear, physical discomfort, or psychological discomfort
5. Cyber – using technology to intimidate, threaten, or degrade

**PROCEDURES FOR REPORTING AND OBTAINING RELIEF FROM HARASSMENT**
The following steps should be taken when dealing with an incident that involves harassment or bullying:

1. The harassment or bullying should be reported to a faculty, staff member or administrator.
2. Administrators or school counselors will interview the parties involved.
3. Consequences will be determined and issued by administrators.
4. If necessary, administrators will refer the situation to law enforcement.
SEXUAL ABUSE PREVENTION AND RESPONSE SERVICES
The Archdiocese of Milwaukee has implemented a comprehensive Safe Environment Education Program with all personnel and students in parishes and schools throughout the Archdiocese. All personnel receive training in preventing, recognizing and reporting child abuse, as well as in the Archdiocesan Code of Ethics. Those who work with children, whether paid or unpaid, must undergo a criminal background check.

All parish and school personnel, including clergy, are mandatory reporters of child abuse. Consultation and assistance regarding mandatory reporting requirements and procedures are provided for personnel.

All students in Catholic programs receive age-appropriate education in recognizing, resisting and reporting sexual abuse.

The following programs provide sexual abuse awareness education and free services to sexual abuse survivors in Milwaukee County:

The Healing Center  
414-671-4325  
(Spanish speaking advocates available)

The Counseling Center of Milwaukee  
414-964-2565

Sexual Assault Treatment Center  
414-219-5555

Women’s and Children’s Horizons / Pathways of Courage  
1-800-853-5303

Information may also be found on the Web site of the Archdiocese of Milwaukee at www.archmil.org.

SEXUAL BEHAVIOR
Students attend Messmer to prepare for a future where they are free to make positive choices and have opportunities to live well and help others live well.

Any sexual activity that involves Messmer students on school property or at school functions will be grounds for immediate expulsion from Messmer.

INAPPROPRIATE LANGUAGE/PROFANITY
A person’s right to “free speech” does not mean that he/she can use obscene or profane language. Obscene or profane language is not permitted in school. Students are expected to be respectful at all times and use appropriate language as Messmer is a work environment and we are trying to teach certain work-place skills and conduct ourselves professionally. Messmer does not tolerate profanity in any way, whether it is muttered “under the breath” or “in the hallways” or in the classrooms or when it is directed toward a student or staff member. Getting angry does not excuse abusive language.

SELLING ITEMS
Students are prohibited from selling any goods, items, or possessions on school property unless they have the expressed written permission of the President or Principal.
THEFT
Theft in any form (including borrowing without asking) is not tolerated. Stealing is a serious offense and is grounds for suspension or expulsion.

Students must discourage theft by leaving their valuables at home, not sharing lockers/combinations, and by storing personal items in locked lockers, including gym lockers. **Messmer is not responsible for any lost or stolen items.**

Upon student request, Messmer will only open a locker that is assigned to the requesting student. Under no circumstance will Messmer open a locker for anyone other than the assigned student or their parent/guardian.

All hall and gym lockers should be closed and have a locked school lock on them at all times. The Maintenance staff will immediately remove any locks that were not issued by Messmer.

In the event that a student believes that a theft has taken place, he/she should immediately report the incident to the Main Office.

VANDALISM
Defacing or damaging school property will result in a student being billed for damages and other consequences. School property includes books, lockers, walls, doors, windows, musical instruments, classroom equipment, desks, and athletic equipment. Any student violating this rule is subject to suspension or expulsion.

WEAPONS
The safety of the Messmer family is of utmost importance. Therefore, possession of weapons, or weapon facsimiles or replicas, of any sort, on or off school grounds, is grounds for immediate expulsion and police intervention.

SAFETY HOTLINE
Students may confidentially call in or text the safety hotline at 414-323-0043 for safety issues, fights, bullying, drugs/alcohol, weapons, or any other concerns.

EXPECTATIONS OF THE PARENTS/GUARDIANS
Parents/guardians are key contributors to the educational process and are held to a high level of accountability for their conduct at Messmer Catholic Schools. Parental disruptions on Messmer Catholic Schools’ property, at school events, or over the phone are unacceptable and may affect the status of the child attending Messmer. Respect and courtesy must be shown in all interactions and/or correspondence between parents/guardians and faculty/staff. Disrespect and/or verbal abuse by parents/guardians may result in the student being removed for lack of support of the educational process and Messmer’s Christian community.

It is expected that parents/guardians regularly review this Handbook and contact an administrator for clarification when a policy is not understood. Messmer is required, by state statute, to faithfully and consistently apply the guidelines of the Handbook as stated, therefore parent understanding of the policies and procedures of Messmer High School is of the utmost importance.

Parents are welcome to visit Messmer High School within the school day, but must check in and out at the Main Office with their stated purpose and to obtain a visitor’s pass. If a parent would like to observe
their student in a class, they need to contact their child's counselor at least 24 hours in advance to schedule the visit.

At the beginning of each new course, teachers will send home a syllabus for the parent or guardian to sign and return. Please reference this syllabus for classroom expectations.

Parents/guardians are encouraged to check their student’s agenda, which is given to all students, regularly for homework, class assignments and projects.

Messmer High School utilizes PowerSchool to communicate academic progress to parents/guardians. Messmer teachers will review and update PowerSchool weekly, with some exceptions for large projects, papers, or exams. Parents should check PowerSchool weekly and contact teachers directly with questions in relation to their student’s performance. If you have problems accessing PowerSchool, please contact the Main Office.

If a parent/guardian is not receiving mail or email correspondence (including but not limited to progress reports and report cards) from Messmer, it is the responsibility of the parent/guardian to contact the school immediately.

Parents/guardians must keep contact information (i.e. mailing address, home phone number, work phone number, mobile phone number, emergency contacts, email address) current with the school at all times. This is important in the case of an emergency.

The school will only be in contact with persons who are listed as legal guardians or are identified on student’s emergency contact list. Messmer will not release any information to anyone not identified on the contact list.

Parents/guardians should plan to attend parent/guardian/teacher conferences. If requested, parents may contact a teacher to schedule a meeting.

Parents/guardians are encouraged to attend extracurricular events with their student in addition to the planned parent meetings.
DRESS CODE POLICIES

UNIFORM POLICIES
Messmer High School, a private Catholic school, reserves the right to determine appropriate attire and insist upon a norm of appearance for its students, faculty, and staff. As a Catholic high school, we believe our values are reflected by our words as well as by our external behavior, including grooming and the clothes we wear. Messmer expects that students represent themselves through appropriate attire (clean, respectable, professional clothing) and proper hygiene.

Students will appropriately coordinate their uniform pieces to present a dignified image. Students who do not fully meet all dress code requirements will not be allowed to attend class until they meet full compliance.

UNIFORM REQUIREMENTS

PANTS
Type: Solid khaki or tan colored pants of twill, cotton or corduroy
Style: Straight leg, tapered (with or without elastic at the ankle), or boot-cut

Requirements:
- Pants must be worn at waist level, with a belt, if necessary.
- Pant legs should be worn down at all times.
- Pants must be free of holes and tears, logos, and graphics.
- Jeans, cargo, capris, sweat and athletic pants are prohibited.
- Leggings and tights are prohibited from being worn as an outer garment at any time.
- Shorts and skirts are prohibited.
- Excessively tight or loose pants are prohibited.
- Nothing may be worn over pants, such as leg warmers or socks.

SHIRTS
Type: Navy blue, Messmer logo polo shirt, long or short sleeved

Requirements:
- Shirts must cover the midsection and midriff at all times.
- Shirts must be worn at the collarbone level or above.
- Shirts must be worn on the correct side.
- Any color undershirts can be worn beneath a Messmer collared shirt.
- White long-sleeved undershirts may be worn. Any other color is prohibited.

TOPS/OVER WEAR
Tops and over wear must be worn on the correct side, over a Messmer uniform shirt, and must be one of the following:
- Messmer fleece or Messmer non-hooded sweatshirts
- Messmer sweater vest
- Messmer team or club jackets

Actions that alter the Messmer uniform are prohibited, unless approved by Messmer staff or faculty.
**SHOES**
Messmer students may wear dress shoes, casual shoes, boots or tennis/athletic shoes.

Shoe Requirements:
- Shoes must be worn at all times.
- Shoes must be free from handwritten notes, drawings, pictures, symbols or markings.
- Shoes must be hard soled, cover all toes and have a closed heel.
- Non-marking soled athletic shoes must be worn in the gym at all times.

**JEWELRY/PIERCINGS/ACCESSORIES/NAILS**
Pierced ears are acceptable. Earrings must not be larger than a quarter.

Nose, tongue, lip, eyebrow, chin, or other body piercings are prohibited. These body piercings must not be worn in the building or at school-sponsored activities. **Band-Aids to cover piercings are not acceptable; posts must be removed upon request.**

Tattoos should not be visible at any time in the school, on school property, or at any school-sponsored function. It is the student and student-athlete’s responsibility to ensure proper coverage of tattoos, providing the necessary supplies or apparel to do so in order to participate in school or athletic events.

Temporary writings or drawings (done by pen or a temporary tattoo of any type) are not allowed and must be removed upon request.

Any jewelry worn around the neck must be worn tucked inside of a Messmer collared shirt. Messmer-issued retreat crosses are permitted to be worn outside of a Messmer collared shirt.

All offensive and/or inappropriate accessories are prohibited and will be confiscated.

Fake teeth, false fronts, mouthpieces, grills, caps, slugs, and gold or platinum teeth are strictly forbidden.

Scarves are prohibited.

Hats may not be worn on a student’s body (beltline or otherwise).

Nails must be of a reasonable length that does not hinder the student’s ability to function in the school setting.

**HAIR/HEADWEAR**
Hats, caps, du-rags, or wave caps should not be worn in the building at any time. Headwear worn in the building should be removed or surrendered to a teacher or staff member without argument when requested.

Headbands should not exceed 3 inches in width. Headbands must be flat and of any solid color. Logos and insignias need to be worn centered on the student’s head. Knots must be worn at the nape of the student’s neck.

Hair should be neatly groomed, combed, trimmed or braided at all times.

Braiding or fixing others’ hair is prohibited during school.
SPIRIT WEAR DAYS
On special days, students may wear casual or spirit wear as approved and announced by school administration. Students may always choose to wear the regular school uniform.

Any time alternative clothing is allowed by administration, it is assumed that the clothing is be neat, clean, free of rips, tears, or holes, and in compliance with all other dress code policies in regard to imagery and language.

ENFORCEMENT OF UNIFORM POLICY
Messmer students are required to be in uniform during their academic day while in the building or on the property of Messmer High School. This Handbook serves as notification to the expectations of student dress. Students who violate uniform practices will be referred with the following consequences:

Students with a correctable uniform violation will receive a lunch detention. Multiple correctable violations could include additional detentions, suspension, and possible expulsion.

If the violation cannot be corrected in school, or if the student refuses to correct the violation, the student may be sent home on suspension. More than one uncorrectable violation will result in disciplinary consequences and a review of the student’s status.

Failure to comply with uniform policies may result in a student’s dismissal from Messmer High School.
ACADEMIC POLICIES

ACADEMIC QUALITY AND INTEGRITY
Messmer’s expectations demand that all student work is done neatly, on time, and of the highest possible quality.

Homework is an essential part of student education. Teachers will give homework as necessary, and students are expected to satisfactorily complete all homework assigned.

Computers are available before and after school and typically during lunches for student use. Passes should be acquired from appropriate teachers before the intended time of usage.

Messmer provides many opportunities for students who do not have computer access at home to complete assignments at school. As a result, it is not satisfactory to tell a teacher that a student has not had the ability to access a computer to complete an assignment.

Messmer expects that students turn in high quality work and that all work is the student’s own. Students must cite or acknowledge any references or information obtained from other sources.

Messmer High School expects each student to be honest in academic performance and maintain academic integrity. Students are encouraged to consult with staff to develop the following: correct procedures for citing sources of information, words and ideas; ways to properly credit collaborative work with project team or study group members; and strategies for planning and preparing for exams, papers, projects and presentations. Failure to do so may result in discipline. The most common forms of academic dishonesty are cheating and plagiarism.

Cheating includes:
- Using unauthorized materials such as notes, textbooks, graphic calculators or computer programs without teacher’s authorization.
- Any talking or communication during a test or quiz other than that authorized by the teacher.
- Collaborating with others on assignments without the teacher’s consent. This includes copying other student’s homework, quiz or test answers as well as providing answers for others to copy.
- Submitting material that is not yours as a part of your course performance. This includes submitting the work from another student from a previous school year.
- Submitting formal work originally produced for a different class without prior teacher approval.

Plagiarism Includes:
- Directly quoting the words of others without using quotation marks or parenthetical citations per formatting and style guide required by the teacher.
- Using sources of information (published or unpublished) without identifying them.
- Paraphrasing materials or ideas of others without identifying the sources.

Academic Misconduct includes, but is not limited to, any acts of cheating, plagiarism, forgery, or resubmission of previous work. All students involved will receive no credit for any instance of academic misconduct and will be referred to administration. Continued violation of this policy may result in expulsion from Messmer High School.
First offense for academic misconduct: All participants will not receive credit for academic misconduct, and may be placed on behavioral probation. An administrator will call the parent or guardian to explain the consequence and give a reminder of the academic misconduct policy.

Second offense for academic misconduct: All participants will not receive credit for academic misconduct and will be placed on final behavioral probation. An administrator will call the parent or guardian to set up a meeting with the student, parent/guardian and an administrator to review the student’s status at Messmer, as well as the academic misconduct policy. The student will not be allowed to return to school until the parent/guardian meeting takes place.

Third offense for academic misconduct: All participants will not receive credit for academic misconduct. All participants will be under review for expulsion from Messmer.

BOOKS AND SUPPLIES
Each student is responsible for taking care of their school-issued textbooks and supplies. The following are requirements for maintaining these items:

- Students must come to classes with proper supplies and textbooks.
- These items should never be thrown or dropped on the floor.
- These items should always be kept in their locker or on their person.
- Those items belonging to a classroom set should always be kept in the classroom.

Students are responsible for the replacement costs of any unreturned or damaged textbooks.

CLASSROOM EQUIPMENT
Students are not allowed to tamper with or touch classroom equipment, including call buttons, windows, lights, or thermostats. Students who tamper with any classroom equipment will be subject to disciplinary action and will be held responsible for the cost of repair as necessary.

USE OF TECHNOLOGY
Students are provided with a Messmer email address, access to PowerSchool and other electronic resources. They are expected to check these resources on a regular basis for up-to-date communication from Messmer.

Messmer High School utilizes numerous forms of technology to network students, parents, faculty, and staff. Messmer considers any communication through these outlets to be official, public, and regards any interactions between students as if they occurred inside the school.

Students are expected to act with maturity and to treat others with respect. Any inappropriate conduct through social networking or technological outlets, on or off of school grounds, can result in disciplinary actions including suspension or expulsion.

Students are to be as responsible with these resources as they are in a classroom or a school corridor. Access is a privilege, not a right. Inappropriate use will result in the suspension or loss of these privileges as well as disciplinary, legal and/or monetary consequences.

Appropriate or acceptable educational use of network resources include:

- Using the Internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand established curriculum
- Abiding by the generally accepted rules of network etiquette including (but are not limited to) politeness, use of appropriate language, proper spelling of words, and following privacy rights
The following uses of school-provided technology and network resources are NOT permitted:

- Illegal activities, including copyright or contract violations, downloading inappropriate content including viruses, file-sharing software, hacking programs or any other form of inappropriate content
- Disabling, bypassing, or attempting to disable or bypass any system monitoring, filtering or security measures
- Electronically posting personal information about yourself or others (i.e. address, phone, photos)
- Maliciously altering data, the configuration of a computer, the files of another user, accessing restricted network files or any other form of technological vandalism
- Engaging in any conduct that is considered illegal under U.S. federal, state, county, local or any other government law
- Wasting or abusing resources through excessive use of bandwidth or unauthorized system use (e.g. online gaming, downloading media files, pornography)
- Using another’s username/password or accessing their files

Messmer Catholic Schools permit students’ access to computers and other telecommunications resources to further their educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of materials available through the use of educational software and Internet access. However, parents and guardians are warned that this school and the Archdiocese of Milwaukee do NOT have total control of the information available on the Internet.

Parents/Guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or children should follow. By signing the Parent/Guardian Student Handbook contract, parents/guardians are also consenting to allow their student to have access to and the use of telecommunications resources. Parents/guardians also indemnify and hold harmless the Archdiocese of Milwaukee and Messmer Catholic Schools from any claim or loss resulting from any infraction by the student of the Acceptable Use Policy or any applicable law.

**Computer Lab Policies**

During lunch periods, before, or after school, typing and/or researching for homework will take precedence over all other computer activities. Students who are not using the computer for these purposes will be asked to give their computers up so that others may complete their work.

A reasonable amount of academic-related materials may be printed. Teachers might not grant student requests for passes during class time to print papers or materials needed for that class. Students should be responsible to ensure that all needed printing is completed prior to class.

If a student chooses not to follow outlined procedures, he/she also chooses to lose his/her technology privileges.

Student accounts will be disabled for the following infractions:

- Eating or drinking at workstations
- Loud behavior and/or engaging in horseplay
- Playing games
- Listening to music without teacher permission
- Attempting to visit social media sites during class time.
- Visiting or using inappropriate sites
- Destroying and/or misusing equipment
- Stealing equipment and/or software
- Using other people’s login
EXAMS
While work in the classroom and homework are very important, ultimately, final exams show the measure of a student’s knowledge and competency. At the end of each semester, students take final semester exams. These final exams are cumulative and test the student’s understanding of the material covered in each course. Semester exams are worth 20% of a student’s final semester grade.

It is important that students attend their final exams during the scheduled time. If a student has an unexcused absence and does not take the final at the scheduled time, they need to contact their teacher to schedule a make-up exam. The student will receive a 10% penalty deducted from their final score as a result of missing their initial exam. The teacher will always round down in determining the proper penalty.

For example:

Student A earns a grade of 87% on the final exam – the penalty would be 8% - Exam Grade = 79%

Student B earns a 92% - penalty of 9% - Exam Grade = 83%

The make-up exam should be scheduled at the reasonable convenience of the teacher. If a student fails to schedule or attend the make-up exam they shall receive a 0% for the final.

If a student has an excused absence, approved by administration, during exams they must also contact their teachers to schedule make-up exams with no penalty.

FIELD TRIPS
Prior to any approved field trip, each student under the age of eighteen is required by Wisconsin state law to submit a completed consent form including name, date, designation, time, cost, and parent/guardian signature. All school trips will be chaperoned by adults that are approved by the Principal or President. Chaperones share the authority of teachers and administrators on each outing. Therefore, students are subject to the chaperones’ authority. Since field trips are school-sponsored functions, they are governed by school rules and guidelines. Similarly, proper attire, language, and behavior are expected.

GRADING SCALE

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A+</td>
<td>99 – 100</td>
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<tr>
<td>A</td>
<td>94 – 98</td>
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<tr>
<td>A-</td>
<td>92 – 93</td>
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<tr>
<td>B+</td>
<td>90 – 91</td>
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<td>B</td>
<td>85 – 89</td>
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<tr>
<td>B-</td>
<td>83 – 84</td>
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<tr>
<td>C+</td>
<td>81 – 82</td>
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<td>C</td>
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<td>C-</td>
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<td>D</td>
<td>64 – 64</td>
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<td>F</td>
<td>0 – 64</td>
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</tbody>
</table>

GRADE-LEVEL DETERMINATION
Official student grade-level assignment will be determined in the following manner: Students will be classified as freshmen (9th grade) their first school year. In order to move on to the next grade, students must show academic progress towards graduation by earning credit. Students will be recognized as:

- Sophomores/10th grade with 5 credits or more
- Juniors/11th grade with 12 credits or more
- Seniors/12th grade with 18 credits or more
GRADUATION
A student must earn a minimum of 25 credits to graduate. Graduation will be based on the successful completion of the following mandatory requirements:

- 4 credits English
- 4 credits Theology (+ annual required retreat)
- 3 credits Mathematics (including Algebra 1, Algebra 2, and Geometry)
- 3 credits Social Studies (including Principles of Social Studies, U.S. History, World History, and American Government)
- 3 credits Science (including Integrated Science and Biology)
- 2 credits Foreign Language (comprised of two levels of the same Foreign Language)
- 1.5 credits Physical Education
- 0.5 credit Personal Finance
- 0.5 credit Health
- 0.5 credit Oral Communication
- 0.5 credit writing course (Writers Workshop or more than 1.0 credits of English 1)
- 0.5 credit Computers
- 1 credit Fine Arts
- 1 credit Electives
- Senior Exhibition
- WI State Civics Test

If a student, by written request to the Principal, chooses to opt out of Theology, the student may choose to enroll in the alternate Theology requirement program. A meeting with the parent/guardian outlining the replacement plan and student participation will also take place. The Theology Replacement Plan must be completed and signed by the parent/guardian before any schedule changes to remove a theology course will occur.

Engineering students must decide the summer before junior year whether to complete the standard graduation requirements as listed above or to instead complete the alternative Orange Cord graduation requirements. A copy of the Orange Cord graduation requirements may be obtained from the registrar or a school counselor. If the Orange Cord track is chosen, a meeting between the student’s counselor and the parent/guardian must take place to ensure that the alternative required credits needed to graduate with an Orange Cord are understood.

In order to participate in the graduation ceremony, the student must have successfully completed all graduation requirements and have earned all credits required to graduate from Messmer High School. Only the President may grant an exception to this policy.

Seniors who violate a school policy may be withheld from participation in the graduation ceremony by school administration. This policy is in effect up through graduation day. The privilege to participate in the graduation ceremony is granted to students by the administration.

The Principal and President annually select the valedictorian and salutatorian based on which seniors have the highest GPAs in the class.

LATE WORK POLICY
It is our expectation that all coursework must be completed; however, it is also the philosophy of Messmer High School that all coursework should be submitted in a timely fashion. All teachers will have the expectation that students will meet work due dates set by the individual teachers. Each
teacher may have an individual late work policy. All students handing in coursework past the
established due date may be assessed a point/grade reduction. It is the student’s responsibility to
record missing work, and it is the responsibility of the student to approach the teacher after an
absence to request any missed work. Students will have one school day to make up any missed
coursework for every excused day of absence. Students will be held accountable for due dates,
assignments, tests, and quizzes assigned before the date of the absence.

RETREATS
As a Catholic school, Messmer’s curriculum exposes students to a faith-based, moral and spiritual
foundation. One aspect of Messmer’s religious experience includes a class retreat. Retreats are
mandatory for all students and offer students the opportunity to take some time away from normal
schedules to reflect upon particular themes.

Failure to participate in retreats will lead to an alternative service and writing project to be completed on
the student’s free time. Failure to successfully complete this replacement project means the student has
not fulfilled the retreat graduation requirement and may not be eligible for graduation, or participation in
the graduation ceremony.

HONORS PROGRAM
To remain in good standing, students in the Honors Program must maintain a 3.2 grade point average
as well as maintain good behavioral standing. Students who do not maintain this average may be
withdrawn from the program. A student is eligible for an Honors Program diploma if he or she has
earned 12 honors credits with a grade of C or higher, and has a cumulative GPA of 3.2 or greater.

NATIONAL HONOR SOCIETY
Membership in the National Honor Society (NHS) is an honor and is achieved by demonstrating
commitment and excellence in each of the following areas: scholarship, leadership, character, and
service.

The selection process for NHS begins in the student’s junior or senior year. The student must have a
cumulative GPA of 3.0 or higher. Students with this cumulative GPA are invited to complete an NHS
application. This application is to be returned by a given due date to the faculty council. The faculty
council consists of five Messmer staff members who are appointed by the Principal. The faculty
council also gathers feedback from all teachers and staff about each applicant.

The faculty council will meet and evaluate each student in the areas of leadership, character,
scholarship, and service. Each area is examined and judged with equal weight. Final selection is based
on excellence and commitment to all four areas. The faculty council will make the recommendation of
the candidates to the Principal. The Principal makes the final decision to accept a student into the NHS.

ACADEMIC/FINAL ACADEMIC PROBATION
Any student who receives a grade point average below a 2.000 for any quarter is subject to be placed
on Academic Probation. This student must raise the grade point to at least a 2.000 by the end of the
following quarter to return to good standing.

Students who have earned multiple failures, who carry a quarter grade point average of less than 1.000
and/or are unable to successfully maintain necessary progress toward the completion of graduation
requirements are subject to be placed on Final Academic Probation. All students on Final Academic
Probation will be reviewed at the end of each reporting period and may be required to attend additional
academic support sessions.
Immediate improvement is expected. If the student does not comply with all conditions of Final Academic Probation, he or she may be withdrawn from Messmer High School.

Parents/Guardians may request that a student be put on a daily report card to monitor progress.

**HOME STUDY**
Students with significant challenges may be placed on home study for up to, but no more than, one academic semester. A home study contract will be created outlining the expectations for each academic course being taken. A student on home study receives assignments to be completed at home. The Assistant Principal and the student’s counselor will oversee all home study activities. The President or Principal is the only administrator who may approve a student to be placed on home study.

**TRANSFER STUDENTS AND FRESHMEN**
All students who are new to Messmer are automatically placed on academic probation for their first semester. If the student is involved in disciplinary actions or academic misconduct, probation will extend through the following semester or the student may be withdrawn from Messmer.

**FINANCIAL AID RECIPIENTS**
Students receiving financial aid must maintain a 2.000 grade point average and pass all classes. In addition, students are required to write thank you letters for many of the scholarships that are provided. Failure to meet these requirements will jeopardize future financial aid. Students must reapply for financial aid in April of each year.

**REPORT CARDS AND PARENT/GUARDIAN CONFERENCES**
Report cards are issued on a quarterly basis for the purpose of informing the parent/guardian of the student’s academic progress. In addition, progress reports are sent to all parents/guardians at the midpoint of each quarter.

As key partners in their child’s education, teachers and parents/guardians must maintain regular communication. To facilitate this, parents/guardians are expected to attend conferences to receive their child’s report card. Parents are also expected to check PowerSchool weekly for the most up-to-date information regarding a student’s academic progress.

**SCHEDULE CHANGES**
Students are strongly encouraged to work to their abilities and obtain passing grades in all of their classes. Unsatisfactory or failing work, in and of itself, is not a valid reason to drop a course. During the first week of a semester, schedule changes will be allowed only for the following reasons:

- Improper course selection
- Course out of sequence
- Failure make-up
- Failure to complete course prerequisite
- Teacher recommendation
- Valid medical concerns

Students are not permitted to make schedule changes after the 6th day of a new semester. Students who are withdrawn two weeks or more after the start of the semester will receive a “W” which is equivalent to an “F” (0 points) on the semester report card and transcript. Students are not permitted to change their schedules or classes to request a particular teacher.
Any student wishing to be removed from a year-long course at the beginning of the second semester should submit a written request to their school counselor indicating their reasoning. Final approval for these changes can only be given by the Principal or Assistant Principal.

**WITHDRAWAL**
Students who withdraw from the school MUST complete a withdrawal form with the Registrar, return textbooks and any other school property. In lieu of taking final exams, students who withdraw within the final 15 academic days of the semester (not including exam days) will have all quarter grades immediately frozen and the average of the two quarters at a weight of 50/50 will be used to determine the final semester grades.
BUILDING POLICIES

FIRE/TORNADO/LOCKDOWN AND SHELTER-IN-PLACE DRILLS
Fire and tornado drills are conducted on a regular basis in accordance with Wisconsin state code. Lockdown and Shelter-In-Place drills are also conducted on a routine basis. Silence and order are to be maintained throughout the drills. Students found tampering with or pulling a fire alarm in the building will face disciplinary actions, which may include expulsion.

IDENTIFICATION CARDS
It is expected that when requested, students must present their ID card. Students will be given a school-issued student identification (ID) card in the beginning of the school year. Students must have their ID card with them in every class all day long. The excuse that the ID was left at home will not be accepted. Replacement ID’s are $8.00 each and can be purchased in the main office before school.

KEYS
Students are prohibited from using school keys unless a staff member gives temporary written permission. Any key found should be turned into the school office immediately.

LOCKS, LOCKERS AND RESPECT FOR PROPERTY
Students are to use only the locker that has been assigned to them by the Registrar. Sharing lockers is strictly prohibited. Each student must use the locker that has been assigned. Messmer will not provide access into any locker other than a student’s assigned locker. A student’s locker combination should not be given to other students. All lockers are property of Messmer Catholic Schools and should not be mistreated. Staff will not retrieve property that is stored in unassigned lockers for any reason. Messmer is not responsible for lost, damaged or stolen property.

NEIGHBORHOOD POLICIES
Property adjoining the school grounds is private; therefore, loitering and trespassing are not permitted. Any action by a Messmer student reflects upon the whole school. Students are reminded to be good neighbors and good representatives of our school to area businesses as well.

OFF-LIMIT LOCATIONS
Students are strictly prohibited from the auditorium, kitchen, gym, locker rooms, commons, pool, maintenance hallway, under stairwells and offices and in other areas indicated as off-limits without staff or teacher supervision. Any student who violates this rule is subject to disciplinary action. Students must have written permission from an administrator to use the elevator. Only students with elevator passes may ride the elevator.

SURVEILLANCE CAMERAS
In an effort to create a safe and secure learning environment, Messmer maintains multiple surveillance cameras both inside and out of our school facility. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions may be recorded and that they should have no expectation of privacy in public spaces at Messmer High School.

VALUABLES
Students are discouraged from bringing valuables or large amounts of money to school. The school assumes no responsibility for any lost, stolen, or confiscated items. This includes cell phones, MP3 players, jewelry or prohibited clothing. It is the student’s responsibility to secure their lockers and
place purses and other valuables in lockers provided during the school day and during Physical Education classes. Messmer is not responsible for book bags, purses or any other personal belongings left unattended throughout the building.

**SEARCH AND SEIZURE**
As stated elsewhere in this handbook, lockers/coat rooms are the property of Messmer Catholic Schools and as such are subject to inspection/search at any time without reason or notice given. In addition, student’s personal effects (handbags, cell phones, etc.,) may be searched when there is a reasonable cause to do so. (cf: U.S. Supreme Court Decision – New Jersey vs T.L.O., 1985). If any illegal or dangerous objects, materials, substances, etc., are discovered, they will be seized and appropriate disciplinary action will be taken and the police may be notified.
DISCIPLINARY POLICIES

One of the most important facets of education involves learning an inner discipline and the responsible demonstration of personal freedom. At all stages of development, young people need to experience freedom and control. In keeping with the philosophy of Messmer High School, every attempt is made to help students develop discipline to help them grow in freedom and responsibility.

In keeping with Messmer’s strong tradition, current students of Messmer are expected to represent the school when they are on campus and when they are off campus, every day of the year. Any student is subject to disciplinary action for action(s) performed off-campus.

FORMAL DISCIPLINARY POLICY AND PROCEDURES
Disruptive and uncooperative behavior seriously interferes with the learning environment. When behavioral problems become evident, students, teachers, administrators and parents/guardians must work together to develop plans to improve behavior.

If a student is asked to leave class for any reason, the student must report directly to the main office. Failure to do so may result in disciplinary action such as a detention or suspension.

Disciplinary referrals are issued to students for serious or continued failure to follow school rules, disrespect for authority or classmates, and other behavior that is unsuitable to personal and social development. A disciplinary referral is a serious step and serves as a notice that the student’s behavior is in need of immediate improvement.

Possible reasons for disciplinary referrals:
- Disrespect to others including teachers, staff, and students
- Disruption and disturbance of class
- Disregard of school rules in classroom, gym, hallways, or cafeteria
- Insubordination of any kind
- Excessive unexcused absences and tardiness
- Cheating, plagiarism, forgery, or dishonesty
- Use of abusive and vulgar language
- Inappropriate and disruptive interactions with other students

A student’s eligibility to remain in the school is jeopardized if parents/guardians do not support attempts to improve behavior or if the student makes no satisfactory attempts to improve behavior.

CLASSROOM DETENTIONS
Teachers or staff members may issue detentions for the infraction of any school policy. Detentions are served with the issuing teacher/staff member on the day it is received unless other arrangements are made. Detentions are generally served after school.

LUNCH DETENTIONS
Lunch detentions are detentions referred to the Dean of Students for significant or repeated infractions. Any lunch detention issued during 1st or 2nd Block will be served the day it is issued. Any lunch detention issued during 3rd or 4th Block will be served the following school day. Students who are serving a lunch detention should report directly to the designated detention room instead of the cafeteria. Lunch will be served to students in detention. Failure to serve lunch detentions in a reasonable time will lead to
further consequences including the possibility of restricted access to participate in extra-curricular events, exam deductions, and suspension.

**BEHAVIORAL PROBATION**

Students who exhibit habitual behavioral problems will be placed on Behavioral Probation, a serious level of probation.

Students who exhibit significant behavioral problems, or students with a status of Behavioral Probation who do not demonstrate improvement, will be placed on Final Behavioral Probation. A student who is placed on Final Behavioral Probation must participate in a parent meeting with a school administrator. Any student returning from a suspension will be placed on Final Behavioral Probation.

Immediate improvement is expected and nonnegotiable. If the student does not comply with all conditions of Final Behavioral Probation, he or she may be expelled from Messmer High School.

**SUSPENSION**

The Principal, Associate Principal, Dean of Students and/or the Associate Dean, reserve the right to suspend a student for a disciplinary infraction and/or a consistent or serious disregard of school policy.

The Principal, Associate Principal, Dean of Students and/or Associate Dean determines the length of the suspension. The suspension minimum length is based on the severity of the act as well as the disciplinary status of the student. The suspension will last until an administrative review has been conducted, and next steps have been determined.

Suspended students are prohibited from participating in any school activity on- or off-campus until a conference has been held with the parent/guardian. This includes attendance at or participation in any extracurricular activities or sporting events. Only the President or Principal may grant exceptions to this policy.

Parents/Guardians are responsible for tuition during a student suspension. Any student returning from a suspension will automatically be placed on Final Behavioral Probation.

**EXPULSION**

The Principal reserves the right to expel a student for a disciplinary infraction and/or a consistent or serious disregard of school policy. Expulsion is the legal termination of a student’s privilege to attend school. Under Wisconsin state law, that student is required to attend another school until he or she reaches eighteen years of age or when his or her high school class graduates. Only the Principal of Messmer Catholic Schools has the authority to expel a student.

Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the Principal. Under the guidelines put forth by the Department of Public Instruction for schools participating in the Milwaukee Parental Choice Program, we must accept the application of all children, including those who may have been withdrawn or expelled from Messmer Catholic Schools previously. However, if a child was withdrawn or expelled from our school in any previous year or years, on the first day of the upcoming school year that child may be officially expelled.

**Possible Reasons for Immediate Suspension and/or Expulsion**

- Physical altercations or any inappropriate physical contact with a staff member including pushing, hitting, shoving, etc.
- Leaving the school without permission
- Verbal abuse that could lead to bodily or mental harm
- Behavior that seriously endangers the safety of students or others, including the instigation or escalation of any incident (either in-person or through the use of any form of technology) that may lead to a physical or verbal altercation
- Possession, use, sale, distribution, and/or intent to distribute illegal drugs, or suspicion of the above pending investigation
- Possession of weapons, knives, sharp objects, drug paraphernalia
- Sexual abuse and/or harassment
- Disruption of the learning environment, including chronic disregard for school policy and/or insubordination
- Gang-related activity
- Noncompliance, threats, or verbal harassment toward staff

Any act, not included in the above categories, which the President or Principal judges to be serious

**Note:** Any of the above acts could also include police intervention.

**DUE PROCESS**
Students who are expelled or suspended may appeal their disciplinary action. Appeals must be directed to the President, in writing, within 5 business days. The President makes all final decisions regarding appeals.

**Privilege System**
Success in high school requires a great deal of responsibility. At Messmer, a system of privileges exists for students who demonstrate appropriate behavior, strong attendance, and good grades. In general, students who meet expectations will be granted privileges that allow for more independence and greater freedom within the school day. As students advance in school, more privileges are available. While privileges offer students a reward for meeting expectations, it’s important to understand that they can be removed when behavior and/or performance falls below expectations. It is the hope of the school that providing students with the opportunity to earn privileges will promote responsible behavior. Some examples of privileges within this system include:

<table>
<thead>
<tr>
<th>Exam Exemptions</th>
<th>Mentoring</th>
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<tbody>
<tr>
<td>Parking Privileges</td>
<td>Student-of-the-Month</td>
</tr>
<tr>
<td>Tutoring Assistant</td>
<td>Dances</td>
</tr>
<tr>
<td>Student Aides/Assistants</td>
<td>Hall Passes</td>
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</tbody>
</table>

Participation in both athletics and activities is also privilege. Violating school rules, poor academic performance, truancy, and violation of the Athletic/Activity Code of Conduct may limit your ability to participate.
HANDBOOK REVIEW

CLOSING
As you refer to this Handbook throughout the school year, please keep in mind that the contents should be seen as guidelines to maturity and Christian growth. We hope that you contribute to maintaining the healthy environment found at Messmer: a pleasant, safe, and experience-filled place to learn, grow and develop relationships.

Please note that procedural and/or policy changes may occur at the discretion of the President or Principal at any time throughout the school year.
NON-NEGOTIABLE POLICIES OF
MESSMER CATHOLIC SCHOOLS

The following are not allowed:

- Possession of weapons
- Fighting
- Gang affiliation
- Sexual misconduct/violations
- Chemical or substance use
- Insubordination and/or noncompliance
- Disrespect
- Harassment, Intimidation, and/or Bullying
- Theft
- Vandalism
- Intolerance and racism
MESSMER CATHOLIC SCHOOLS, INC.
BOARD OF DIRECTORS

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APPENDIX 1

Following is documentation verifying Messmer’s 501(c)(3) nonprofit status

[Image of a letter from the Internal Revenue Service]
Every parent/guardian and student must sign and return this contract. Failure to do so would indicate the family’s and/or the student’s unwillingness to agree to and follow the expectations, guidelines, and procedures set by the President and the Principals of Messmer Catholic Schools. The contracts will be kept on file for the duration of this academic year.

* * * * *

Please Note: The President or Principal reserves the right to make discretionary decisions and judgments on any area not specifically covered in this Handbook.

* * * * *

By signing below, I/we acknowledge that I/we have received a copy of the Parents/guardian and Student Handbook.

I/we understand that we are responsible for reading this handbook.

Further, if our child is enrolled at Messmer High School, Messmer Saint Mary or Messmer Saint Rose, I/we agree to abide by the rules and regulations contained in the Parent/Guardian and Student Handbook.

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Printed Name</th>
<th>Grade Level</th>
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<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Printed Name</th>
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<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Printed Name</th>
<th>Date</th>
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</table>
We’ve added one last thing to your school supplies.

(Don’t worry, it’s free.)

Download the official Messmer Catholic Schools app today for access to your school’s news, calendars, push notifications, and much more!