

Marian Catholic High School

Teaching Scholars
With a Soul



2015-2016

Student Handbook & Calendar of Events

Marian Catholic High School

700 Ashland Avenue

Chicago Heights, Illinois 60411

708/755-7565

This Handbook and Planning Calendar Belongs To:

Name _____
Address _____
City, Zip _____
Phone _____
Grade Year _____ Emmaus _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2015 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

Table of Contents

ADMINISTRATION	3
CAMPUS MINISTRY.....	3
LITURGICAL FUNCTIONS	3
SCHOOL OFFICE HOURS	3
SCHOOL PHONES.....	3
SCHOOL SCHEDULES	4
PARENT GROUPS	5
COUNSELING RESOURCES.....	6
ASBESTOS STATEMENT	6
MISSION STATEMENT	7
GENERAL INFORMATION.....	7
ACADEMIC PROGRAM.....	10
ADMISSIONS	13
AUXILIARY SERVICES	13
GUIDELINES REGARDING STUDENT LIFE	15
FINANCIAL POLICIES AND TUITION	27

SCHOOL I.D. #141393

(Use for ACT, SAT, College Applications)

MARIAN CATHOLIC HIGH SCHOOL

ADMINISTRATION


Sr. Judine Hilbing, O.P., President
Mr. Steven Tortorello, Principal
Mr. John Stibich, Chief Financial Officer
Mr. Vince Krydynski, VP Institutional Advancement
Mrs. Mary Harrison, Business Manager
Mr. John Heneghan, Assistant Principal of Operations
Dr. Shirley Morris, Assistant Principal of Academics
Mr. John Kozojed, Assistant Principal of Student Activities
Ms. Jennifer Clifford, Dean of Women
Mr. Michael Jones, Dean of Men
Mrs. Cynthia Sedor, Registrar
Mr. Gerry O'Brien, Guidance Chair
Mr. David Mattio '66, Athletic Director

CAMPUS MINISTRY

Mr. Justin Thirstrup, Director
Mrs. Heather Gordon, Assistant Director
Fr. William O'Mara, Chaplain

LITURGICAL FUNCTIONS

Mass: Tuesdays & Thursdays at 7:05 A.M. (Other times as announced)

 Holy Days and Class Eucharist
Prayer, Reconciliation Services - MCHS Chapel

SCHOOL OFFICE HOURS

Daily 7:00 a.m. – 3:30 p.m.*

Summer 7:30 a.m. - 12:30 p.m.

*Times adjusted on days of early dismissal to one hour after dismissal

SCHOOL PHONES

Main Line: (708) 755-7565 Main Office Fax: (708) 756-9758

Library Fax: (708) 755-0042

Advancement: (708) 755-6579 Advancement Fax: (708) 756-9759

Athletic Director: (708) 755-8286 Athletic Fax: (708) 755-6541

Band Room: (708) 754-BAND Band Fax: (708) 756-9760

College Counseling/Guidance: (708) 755-7565 x1407 Guidance Fax: (708) 755-0133

Student Affairs Fax: (708) 756-9795

Individual extension numbers allow for direct dialing after 3:30 p.m.

e-mail: mchsinfo@marianchs.com

Web Page: <http://www.marianchs.com>

DAILY CLASS SCHEDULES

Regular Schedule

Period	Schedule
1	7:45 - 8:30
2	8:35 - 9:20
3	9:25 - 10:10
4	10:15 - 11:05
5	11:10 - 12:40
6	12:45 - 1:30
7	1:35 - 2:20

Assembly Schedule

1	7:45 - 8:20
2	8:25 - 9:00
3	9:05 - 9:40
4	9:45 - 10:20
6	10:25 - 11:05
5	11:10 - 12:40
7	12:45 - 1:20
Assembly	1:25 - 2:20

Half-Day Schedule

1	7:45 - 8:15
2	8:20 - 8:50
3	8:55 - 9:25
4	9:30 - 10:00
5	10:05 - 10:35
6	10:40 - 11:10
7	11:15 - 11:45

Late Schedule

1	9:25 - 9:55
2	10:00 - 10:30
3	10:35 - 11:05
5	11:10 - 12:40
4	12:45 - 1:15
6	1:20 - 1:50
7	1:55 - 2:20

Liturgy Schedule

1	7:45 - 8:15
Liturgy	8:30 - 10:00
2	10:00 - 10:30
3	10:35 - 11:05
5	11:10 - 12:40
4	12:45 - 1:15
6	1:20 - 1:50
7	1:55 - 2:20

MARIAN CATHOLIC BOARD OF DIRECTORS

Mr. Patrick Addyman	Mrs. Nancy Rita Kaz
Mr. James Clarke	Dr. Michelle Lancaster '77
Sr. Kathleen Cour, O.P.	Mr. Donald Murday
Mr. James Dee '80	Dr. Brenda O'Shea
Sr. Megan Farrelly, O.P.	Mr. Michael Olszak
Mrs. Holly Griffin	Mrs. Jane Peabody
Dr. Joseph Hamann '79	Dr. Steven Potts '77
Mr. Patrick Healy '79	Mr. Edward Szymanski '78
Sr. Judine Hilbing, O.P.	Mr. Karl Volkman
Mr. Jeffrey Johnson	Mr. Rickey Williams

MARIAN CATHOLIC PARENTS CLUB OFFICERS

Sue Brown, President
Jeannie DiLuia, Secretary
Peggy Dull, Treasurer

MARIAN CATHOLIC BAND PARENTS

David Barrett, President
Jodi Santacaterina, Vice-President
Suzanne Henson, Secretary
Dave Grybas, Treasurers

ALUMNI ASSOCIATION

Chris Ormsby '93, President
James M. Murphy '05, Communications Coordinator

STUDENT COUNCIL EXECUTIVE BOARD OFFICERS

Kyle Walker, President
Ariana Arriaga, 1st Vice-President
Sylvester Bracey, 2nd Vice-President
Zaria Sydnor, Secretary
Alana Carta, Treasurer

LOCAL CRISIS HOTLINES

Catholic Charities South Suburban Services.....	(708) 333-8379
AIDS Hotline.....	(773) 989-9400
Alanon.....	(773) 471-0225
Alateen.....	(312) 409-7245
Alcoholics Anonymous.....	(312) 346-1475
American Cancer Society.....	(708) 633-7770
American Diabetes Association.....	(312) 346-1805
American Heart Association.....	(312) 346-4675
American Stroke Association.....	(888) 478-7653
ANAB (Anorexia Nervosa and Bulimia).....	(847) 831-3438
Arthritis Foundation.....	(800) 735-0096
Bloom Township Youth & Family Services.....	(708) 754-9400
Cancer Support Center – Homewood.....	(708) 798-9171
Children’s Memorial Hospital.....	(773) 880-4843
Cook County Department of Public Health – Markham.....	(708) 210-4501
DCFS Hotline.....	(800) 25-ABUSE
First Call for Help (will link you to appropriate agencies).....	1-800-725-5314 or 1-800-926-KIDS
HIV/STD/AIDS Hotline.....	(800) 243-2437
L.O.S.S. (Loving Outreach to Survivors of Suicide).....	(312) 655-7283
Narcotics Anonymous.....	(708) 848-4884
National Runaway Switchboard.....	(800) 621-4000
Nicotine Anonymous.....	(312) 458-9826
PASS Pregnancy Care Centers.....	(800) 340-PASS
St. Margaret Mercy Healthcare Centers.....	(800) STEP-ONE
South Suburban Council on Alcoholism and Substance Abuse.....	(708) 957-2854
South Suburban Family Shelter Crisis Intervention (24 hr. hotline).....	(708) 798-7737
TOUGHLOVE.....	(800) 926-5437

C.A.R.E. TEAM

Referral and counseling for addictions

Mrs. Joanna Drackert.....	(708) 755-7565 x1423
---------------------------	----------------------

A SAFE PLACE (Resources & Support)

For students who are victims of, or witness to, any kind of bullying, especially (but not limited to) verbal and physical abuse, racism, sexism, sexual identity or orientation, and perceived sexual identity or orientation. Any administrator, or one of the following staff members, are available for guidance in these areas.

Mrs. Joanna Drackert

Mr. Gary Kopycinski

Sr. Jean Patrice, O.P.

Mrs. Farrah Ellison-Moore

Ms. Jen Pasyk

Mr. Justin Thirstrup

Mrs. Mary Emig

Mr. Michael Raftery

Asbestos Statement

Pursuant to the law, Marian Catholic has had the inspection for asbestos and has submitted the required management plan which was accepted by the state. There is asbestos on the auditorium wall covering the projection booth 7 ft. above the floor in the theater and in some floor tiles which are waxed and sealed.

MARIAN CATHOLIC HIGH SCHOOL 2015-2016 STUDENT HANDBOOK/CALENDAR POLICIES

MISSION OF MARIAN CATHOLIC HIGH SCHOOL

Marian Catholic High School is a Catholic, coeducational, college preparatory high school within the Dominican tradition of study, prayer, community, and preaching. Marian Catholic students seek truth, exhibit personal responsibility, cultivate their individual talents, and demonstrate ethical leadership and Christian service.

GENERAL INFORMATION

Students and parents are asked to familiarize themselves with the content of this handbook. The incorporation of this handbook with the school calendar and daily assignment notebook is intended to keep it in use by students and available to parents.

Marian students are expected to behave in a Christian manner at all times on or off campus. By their enrollment, students and parents agree to abide by the policies of the school and the spirit of its philosophy. The school reserves the right to cancel the registration of any student who fails to meet Marian's standards of conduct at any time either on or off campus. Students who fail to meet these expectations will be subject to consequences as outlined in this handbook or determined by the discipline board. School policies are subject at any time to interpretation and/or modification by the school administration for the good of the school community.

ETHICAL STANDARDS

1. Marian Catholic places great emphasis on the building of character and the development of a personal moral code.
2. Students are expected to be honest in their dealings with others. Dishonesty such as cheating, forging signatures, stealing or possession of stolen property, plagiarism, or willful lying is considered a serious offense and subject to disciplinary consequences. Parents/guardians are not to give students permission to sign for parents or guardians. (See the complete academic policies: Honor Code, page 10).
3. Any student found cheating loses academic credit for that particular incident; the incident will be recorded on his/her discipline record. Parents are notified by the teacher. Repeated instances of cheating will result in additional disciplinary consequences.
4. Students are expected to respect the rights of others. Physical or verbal abuse, derogatory communications/actions based on race, religion, gender or sexual orientation; bullying or harassment, in any form is not tolerated. Not respecting the rights of others is not tolerated and is considered a serious offense and will result in disciplinary consequences.
5. Respect for others extends to their property. Any theft, vandalism or destruction of property is considered a serious offense and will result in disciplinary consequences.
6. Students are required to surrender school materials such as IDs, books, textbooks, book bags, or any other materials (electronic or disruptive devices – iPads, cell phones etc.) at the request of school staff. Refusal to give up such items will result in suspension.
7. Students are expected to be respectful of others in their use of technology (i.e. phones, internet and social networking sites). Any derogatory communication, personal attacks, rude or inflammatory language or postings will result in disciplinary consequences. Students are expected to adhere to all guidelines outlined by the responsible use policy for technology.

Students are expected to abide by these ethical standards at all times and in all places. Failure to represent themselves or Marian Catholic in a lawful and Christian manner subjects them to disciplinary consequences. The term "disciplinary consequences" is interpreted as any one or a combination of the following: parent conference, detentions, discipline referral, suspension, referral to the Discipline Board with probation or a request for withdrawal. In cases of serious violations of school policy involving illegal actions, including but not limited to distribution of illegal substances or use of a weapon, law enforcement officials will be notified.

ANNOUNCEMENTS

Announcements on the public address system are generally restricted to the fourth period. Announcements require the prior permission of a moderator or administrator. Short time-sensitive announcements may be made first period or at the end of the day. Announcements placed in the "Marian Moments" activity bulletin is posted on PowerSchool and the website, and read daily in the Emmaus period by the teacher or Student Council representative. These announcements are submitted to the Main Office before 8:00 a.m. and distributed to every classroom. Since critical information is found in these announcements, student attention is expected.

CHANGE OF ADDRESS/EMERGENCY NUMBER

The Main Office must be in a position at all times to contact a parent or appropriate guardian in case of an emergency. This information should be kept current at all times, even in the case of a short vacation. When a family has a change of residence or phone number, the office should be notified immediately.

CUSTODY

In cases where the parents are divorced or separated, the school presumes that both parents have access to the student and his/her records. If one parent has been denied this privilege, it is the custodial parent's obligation to make this known in writing to the Principal and to provide a copy of the relevant court orders. Mailings and student information are directed to the custodial parent. If the non-custodial parent wishes to receive the same information, a second mailing is provided upon request to the Main Office. Marian Catholic is not responsible for failing to honor custodial arrangements if relevant legal information has not been provided.

DISMISSAL TIME

The final bell for dismissal rings at 2:20 p.m. Teachers are available for assistance immediately after school. The College Center is open until 3:00 p.m., the Computer Lab until 3:30 p.m. and the Library until 4:00 p.m.

Marian Catholic is committed to providing a safe and secure after school environment. In order to maintain this environment, students who are in the school building and not under direct supervision after 2:45 p.m. will be required to leave the building for the day or go to the Leadership Center with their student ID. "Direct supervision" is defined as being under the immediate responsibility of a teacher, coach, moderator or staff member. Students are expected to maintain a "study hall" environment and abide by the rules and regulations of a school day while in the Leadership Center. Students will remain in the Leadership Center until picked up or signed out by a teacher, coach, or moderator. Students in the Leadership Center will only be allowed to exit through the Leadership Center doors and not allowed to re-enter the building once they exit. Pick up for students after 2:45 p.m. will be at the Leadership Center doors on the west side of the school building. Students who remain in the Leadership Center past 5:30 p.m. will be charged a \$25 fee for every 30 minutes they stay past 5:30 p.m.

DRIVING PRIVILEGE

The privilege of driving on campus is granted to students with a valid driver's license. Students who find it necessary to drive to school must apply for parking privilege through the Main Office. The cost of a parking permit is \$75.00. Permits are granted to students in good standing. Discipline record and attendance record must reflect personal responsibility and respect for the rules. Excessive tardiness to school, and/or excessive detentions or referrals will affect the granting of parking privileges. Students may only register one car and only one permit will be issued to a student.

Use of Marian parking facilities is a privilege. Any abuse of the driving privilege (such as reckless driving, illegal parking, discourtesy, etc.) may result in this privilege being withdrawn.

1. Careless, reckless, or hazardous driving is not permitted on school grounds or going to school, or at school-sponsored activities. Students who violate this rule are subject to disciplinary consequences and loss of parking privileges.
2. Students must park in designated student areas only! Cars parked in restricted areas such as the Leadership Center and convent lots, faculty/staff/visitor reserved spaces, handicapped reserved spaces, fire lanes or access lanes, or any restricted area will be subject to disciplinary consequence or towing at owner's expense.
3. Disciplinary action and/or a loss of parking privileges are consequences for parking on campus without a Marian parking sticker (visible from the rear of the car), parking in reserved areas, or parking illegally.
4. A student may only use the parking sticker that is registered to them. Transferring the sticker to other students will result in the loss of parking privileges. A parent must notify the Main Office in advance in writing when a student must drive a non-registered car and park on campus.
5. All school policies apply to students in cars whether on the school grounds, or attending school-sponsored events off campus. No one is to sit in a parked car on campus before school, during the school day, or during a school activity.
6. Persons using Marian campus parking consent to search of their entire vehicle and its contents with or without cause by school officials or police officers. Marian is not liable for damage to a vehicle or its contents while parked on campus. (See Traffic and Student Pickup.)

EMERGENCY CLOSING INFORMATION

In the event of severe weather or emergency conditions, families will receive a phone message/e-mail announcing a closing/late arrival. Information is also posted on the school website www.marianchs.com and Emergency Closing Center.

AM Radio: WMAQ 670; WGN 720; WBBM 780

TV: CBS (2); WGN (9); FOX (32); CLTV

Information is posted to the stations by 5:30 a.m. Please DO NOT call the school. Information will also be posted on the Marian web page – www.marianchs.com – by 5:45 a.m.

LATE SCHEDULE - School begins at 9:25 a.m.; all classes meet, including lunch. All activities and practices are cancelled when school is not held due to weather or equipment emergency. Specific exemptions may be obtained only from the Principal.

DELIVERIES TO STUDENTS DURING THE SCHOOL DAY

Because of the disruption to the academic setting, deliveries (flowers, gifts, school assignments, lunches, etc.) will not be accepted for delivery to students. **iPads and cell phones will not be accepted for delivery to students.** The student will have to go the day without the device.

LOCKERS

Students have the responsibility to keep lockers neat and clean and in good working order at all times. Students must use the locker assigned to them at the beginning of each school year. Students are held responsible for any damage done to lockers assigned to them. A \$30 charge is assessed for a broken lock. No student may change his/her locker unless authorized to do so by the Student Activities Office (Room 213). **Students should keep lock combinations confidential.**

After closing the locker, a student should spin the dial several times to assure that it will not be easily opened by another. A student may, only with the written release of a parent, opt not to use the locker as secure—i.e., by presetting the combination or otherwise making the lock nonfunctional.

Lockers are the property of the school; as such, school administrators have the right of access at any time. Marian will not be responsible for lost, stolen or loaned articles. Students must report locker problems to the Student Activities Office (Room 213).

Students are required to purchase a combination lock for their gym lockers. Purses, wallets, and other personal items are to be locked in gym lockers during physical education classes. The school cannot be responsible for loss of personal items that are not secured.

Students found opening, tampering or stealing from a locker, from any place in the school, or at any school-sponsored function, will be subject to suspension or expulsion.

Locker rooms are to be considered secured areas before, during and after school hours. Any student who enters the locker rooms without specific authorization by Marian staff is subject to being held responsible for any instances of theft or vandalism that may occur. Any instances of theft will result in suspension or expulsion.

TRAFFIC AND STUDENT PICKUP

1. The parking lot adjacent to Ashland Avenue is reserved for faculty members and for persons conducting business at the school.
2. The large parking lot adjacent to Joe Orr Road is reserved for students with a Marian parking sticker. The smaller lots south and north of the west gym are reserved for faculty parking. Any space which is numbered or lettered should be considered a reserved space and not available for student use.
3. Parents picking up students at dismissal time park in the large drop off area in the parking lot adjacent to Joe Orr Road.
4. The gym-theater circle drive (access to Joe Orr Road) is for drop off only. Safety code requires the entrance to be clear of traffic at all times to permit emergency vehicles access. Stopping or standing in these areas is prohibited.
5. Traffic moves in one direction only. Entrance and exit signs must be observed.
6. Ashland Avenue drop-off for students is near Guidance. Students do not enter through the main office door.
7. When leaving the parking lot at dismissal, students are to use only the far west exit until any buses have exited.
8. Buses have the right of way when exiting the parking lot.
9. Marian will not be responsible for theft or damage to cars parked in the parking lot.
10. Cars parking on MCHS property are subject to being searched.

VIDEO SURVEILLANCE

Video surveillance cameras at Marian Catholic High School are used for the sole purpose of ensuring the safety of students, employees, and guests. Security cameras are used to monitor the movement of persons entering and leaving the building and to survey public spaces on school property. The purpose of the cameras is to prevent the possibility of violent intruders and criminal activities. The release of video-recorded images is restricted to police for criminal investigations and to school administrators for review and action.

VISITORS

A visitor to the school must stop at the Main Office to obtain a visitor's pass. The visitor will complete a tag with his/her name, destination, date and time, and be advised that it must be worn while in the building. If the visitor has an appointment with a staff member, the Main Office staff will call to announce the arrival and have a student escort the visitor if necessary. A visitor who arrives without an appointment to see either a teacher or staff member should be referred to the Main Office; the Main Office staff will contact the person the visitor wishes to see to check if that person is available and advise the visitor if s/he needs to schedule an appointment for a future date.

Before "Shadow" student guests may be brought to visit, explicit permission must be obtained at least 3 days in advance through a form signed by the "Shadow" guest's parent and Principal, and by the Marian student's teachers. The number of "Shadow" guests may be limited on a per day basis. Current high school students are, as a rule, not admitted as guests.

Students jeopardizing the safety of others by allowing access to the building (i.e., propping open doors, admitting strangers) are subject to suspension.

ACADEMIC PROGRAM

MARIAN CATHOLIC HIGH SCHOOL HONOR CODE

One goal of Marian Catholic High School is to provide each student with the best education possible. The success of this effort may be hindered by academic dishonesty. Marian's Honor Code is designed to ensure successful learning in an environment of honesty and integrity for all students.

1. Violations of the Honor Code

The following activities are dishonest and create a great inequality among students:

- A. Cheating on an exam. This includes the use of "cheat sheets", programmable calculators (unless specifically allowed by the teacher), or other outside resources.
- B. Relaying questions or answers from a test or quiz to students who have not yet taken it, or obtaining questions or answers about a test prior to taking it. This includes receiving information from students who have already taken the test/quiz or using test/quiz copies from previous years.
- C. Plagiarizing. Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Within academia, plagiarism by students is considered academic dishonesty or academic fraud, and offenders are subject to academic censure. This definition includes computer programs, drawings, artwork and all other types of work, which are not one's own.
- D. Submitting for credit the same work in more than one course without prior teacher approval.
- E. Intentional absence on exam dates and assignment deadlines.
- F. Using computer translator programs to complete assignments for foreign language classes.
- G. Knowingly and intentionally receiving information or assisting others in any arrangement whereby work is performed by someone other than the person getting credit.

2. Procedure

- A. Each student is given a copy of the Marian Catholic High School Honor Code and signs a statement confirming that s/he understands and agrees to abide by the terms of the Honor Code.
- B. Any violations reported by other students are kept strictly confidential.

3. Consequences (per course)

- A. First offense: The student receives a failing grade on the assignment. A referral is filed with the dean. Parents are notified of the incident by the teacher.
- B. Second offense: The student receives a failing grade on the assignment and his/her quarter grade in that class is reduced by one full letter grade, i.e., B+ to C+.
- C. Third offense: The student receives a failing grade for the quarter and is referred to the Discipline Board.
- D. Students who repeatedly violate the Honor Code may be referred to the Discipline Board at any time.

Student Creed: I promise to uphold the MCHS Honor Code and all school policies, show respect for myself and all others, and accept personal responsibility for my actions.

COLLEGE PLANNING

Students and parents are encouraged to use the personal and technological resources of the Benish College Center for college and career planning. Counselors visit classrooms, conduct small group sessions and encourage individual appointments with the student's counselor to assist in planning.

Each student is instructed on the use of Naviance/Family Connection, a web-based program that assists students with college and career choices. During freshman year, students are introduced to this program and parents will receive registration information for Naviance/Family Connection. This program will assist in the career and college search process, the college application process, and scholarship search. Students and parents may access the program by going to Marian's website, clicking College Planning, and then select Family Connection.

Parents may request their own username and password to access the program by contacting Guidance. A Parent Guide to Family Connection is distributed at Sophomore Parent Night that is held in September.

A College Planning Guide is available on-line in the College Planning section of the Marian website. Parent programs include a sophomore, junior and senior parent night, seminars on college admissions, and an evening college financial aid seminar. Dates for these programs will be announced in Naviance/Family Connection and the Guidance electronic newsletter - *News from the World of Guidance*, which is e-mailed to parents during the school year and covers a myriad of guidance and college counseling topics.

Seminars are offered by college counselors for students interested in applying to highly selective colleges, essay writing, using the Common Application and for students who are B/C students.

In second semester of junior year, families may schedule a College Counseling Conference with a college counselor to become acquainted with the college search and selection application process.

The department also prepares, administers, and helps a student interpret the standardized tests which all Marian students take. In junior and senior year, students are expected to take the ACT and SAT.

Student athletes who would like to play their sport in a Division I or Division II college must register online at www.eligibilitycenter.org. A student registers during 2nd semester of junior year. After registering, the student must inform the counselor that they have registered so that a transcript may be sent to the Eligibility Center. An online version of NCAA Guide for the College-Bound Student-Athlete is also available at this website. The Guide provides eligibility information in order for a student-athlete to be given an athletic scholarship at a Division I or Division II college. Student-athletes are encouraged to speak with their counselor about the academic aspect of the college recruiting process.

ELIGIBILITY

While maintaining a passing grade in five of six courses or six of seven courses, Marian students are eligible to practice for and participate in IHSA sponsored athletics, interscholastic speech contests, non-graded band and choral programs, and school-sponsored theater productions. All other clubs and activities are held to this minimum academic standard, including Kairos retreat leaders, dance chairpersons and members of dance courts. Clubs and activities may require and publish a higher standard through their approved constitutions or bylaws.

A student is ineligible from the Monday on which his/her name appears on the ineligible list until the Monday the name is removed. A student who becomes ineligible at the end of each semester remains ineligible until the needed credit is earned.

Students who are ineligible may practice for but not participate in the listed activities by attending scheduled forty-five minute (2:25 - 3:10 p.m.) after school study sessions during the time they are ineligible.

In very exceptional cases, the Principal can waive the MCHS eligibility rule standard.

FINAL EXAMINATIONS

Final examinations are given at the end of each semester. Teachers of every course except physical education, band, and chorus are required to give final examinations at the time designated in the exam schedule. Teachers and students remain in the testing room until the end of the exam period. Seniors who meet the following requirements may (at the discretion of the teacher) be exempt from the final second semester examination for a year-long course:

- Achievement is generally in keeping with ability;
- Absence for the year does not exceed seven days.

If, in an individual class, a teacher's record shows that a senior has been absent more than seven times from the class, that teacher may require the senior to take the exam for that particular course. Seniors in semester courses must take the final exam. Those students, who for a serious reason miss a final examination, need to make arrangements to make-up the missed examination.

GPA REQUIREMENT/ACADEMIC PROBATION

Students must maintain a minimum grade point average of 1.5, have passed required courses, and possess the appropriate number of credits in order to remain at Marian Catholic in good academic standing. Before being accepted into sophomore year, a Marian Catholic student must acquire five credits; before being accepted into

junior year, eleven credits; and before being accepted into senior year, seventeen credits. It is a **student's responsibility** to have all non-Marian summer school and correspondence grades in the Registrar's office by August 10 to meet this criteria.

Students not meeting these requirements after the first semester of freshman year are given the opportunity to obtain academic assistance and are put on academic probation.

Students on academic or disciplinary probation risk loss of financial aid; a student who remains in probationary status may be asked to withdraw.

GRADING POLICIES

Teachers outline course requirements and the manner of computing course grades at the beginning of the term.

Academic achievement marks are given in letters corresponding to the following percents:

A+	100 - 98	B+	91 - 90	C+	83 - 82	D+	73 - 72	F	below 68
A	97 - 94	B	89 - 86	C	81 - 76	D	71 - 70		
A-	93 - 92	B-	85 - 84	C-	75 - 74	D-	69 - 68		

HONOR ROLL REQUIREMENTS

FIRST HONORS

G.P.A. of 3.7 and above

SECOND HONORS

G.P.A. of 3.2 to 3.69 (inclusive)

Any "D," "F," or "I" grade disqualifies a student from the honor roll; no more than one "U" application grade may be received.

If a WF (Withdraw/Failure) grade is given, it is included in the GPA. If NC (No Credit) is given, it is not included in the GPA.

The following scale is used in computing grades (for honors courses add .5 point and for A.P. classes add 1 point):

A+	=	4.4	B+	=	3.4	C+	=	2.4	D+	=	1.4
A	=	4.0	B	=	3.0	C	=	2.0	D	=	1.0
A-	=	3.7	B-	=	2.7	C-	=	1.7	D-	=	.7

PARENT-TEACHER COMMUNICATION

Parents have access to student grades, attendance and daily bulletins through PowerSchool. Parents are also encouraged to email or call teachers, counselors, and administrators with questions or concerns. Academic reports are mailed home at the end of each quarter. The Parents Club sponsors a "Parent Back-to-School Night" for general information; Parent-Teacher conferences are held in the fall, but appointments at other times are welcome.

SCHEDULE CHANGES

Marian's course registration is a month-long process that includes group informational sessions with guidance counselors, input from teachers and parents, and individual counseling to make sure students choose courses that fulfill graduation requirements and address individual abilities and academic goals. Course choices made at this time determine student schedules for the next school year. They also affect establishment of class sizes, hiring of teachers and course offerings.

Before registering for courses for the following school year, students should first read the Curriculum Guide thoroughly and choose courses carefully, keeping in mind that courses chosen are final. **Alternate choices** are required for all course selections of an elective nature. Once registration is completed, students may **not change** a course except under the following conditions:

- There is an error in the original schedule
- The student is academically misplaced
- There is a scheduling conflict

For any other course change, a parent must contact the student's teacher to request placement in another course. Course change other than the three listed above would require a \$75 fee. Administration is the final arbiter of any course change.

Late Withdrawal:

A WF (withdrawal failure) grade is given for the semester when a parent/student course withdrawal is initiated after the fourth full week of school. This grade is included in the computation of the GPA (Grade Point Average) and will remain on the student's transcript. The normal fee for course changes will be charged.

No Credit:

A NC (no credit) grade may be given when illness or other unusual, unavoidable circumstances occur. The NC is NOT included in the computation of the student's GPA (Grade Point Average).

SUMMER SCHOOL

A summer program is offered for students who wish to take more classes than required for graduation or need to make up credits. Course descriptions and prerequisites are identical to those found in the curriculum guide. If a credit course is being taken for the first time, the grade and credit the student receives is included in the cumulative GPA of the student. Due to the compressed schedule of summer courses, it is mandatory that students attend class on a daily basis. Class enrollment is limited and students are accepted on a "first come" basis.

Marian Catholic does not accept credits for graduation requirements from courses taken outside of the Marian Catholic summer school program.

TEST PREPARATION PROGRAM

PSAT, ACT & SAT - Test prep programs are available to juniors for a fee as conducted by an outside resource or through the school seminar program. The College Center has several computer test prep and search programs available to all levels of students. Testing dates are printed in the school calendar. Other test dates may be secured from Guidance.

TUTORIAL AND ASSISTANCE

Tutorial and other academic assistance is provided by staff and peer tutors through the Honor Societies upon request of the student and/or parent or by special arrangements made through Guidance or Administration. A form is provided in this handbook. This form should be presented to the respective teacher. Parents are also encouraged to call the Assistant Principal of Academics for referral and follow up.

WITHHOLDING GRADES POLICY

Marian Catholic High School reserves the right to withhold grades, graduation and diploma until any and all financial obligations and all school related responsibilities are met.

If a student who still has financial obligations transfers from Marian Catholic, an unofficial record of courses attempted and courses completed is sent to the receiving school. Such an unofficial record would list grades, including the grade of "I" (Incomplete) for any course for which financial obligations were not met. This is also the school policy for students who request transcripts for college.

ADMISSIONS

Marian Catholic High School admits students of any race, color, sex, national origin, or ancestry to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Marian does not discriminate on the basis of race, color, sex, national origin or ancestry in administration of its educational policies, scholarships, loan programs, and athletic and other school administered programs.

ADMISSION PROCEDURES

Incoming freshmen are required to take a placement test (STS High School Placement Test) prior to admission. Candidates are evaluated on their scores from this test. Teacher recommendations and other standardized tests also are considered. Transfer students are evaluated on the standardized test scores and grades of the sending school and the reason for the transfer.

TRANSFER/WITHDRAWAL FROM MARIAN DURING THE SCHOOL YEAR

Parents requesting a student transfer from Marian Catholic must give the Registrar two full days notice. Processing a transfer begins with the parent by presenting a signed request for transfer. An exit interview may be required by the Principal; most students will be asked to attend a final class to conclude their academic business. All financial obligations are met, the ID card and state textbooks returned, and clearance secured from the Library before transcripts are forwarded to another school. Once accounts are cleared, records are provided within seven working days.

AUXILIARY SERVICES

CAMPUS MINISTRY

Campus Ministry implements programs that contribute to the spiritual welfare of the entire Marian Catholic community. The department works to develop a Catholic religious environment that fosters a deepening personal relationship with God through Christian formation and a foundation built upon the Dominican charism – specifically the Four Pillars of Prayer, Study, Community, and Preaching. Regular opportunities for participation in the sacraments and other prayer experiences are offered. A comprehensive retreat program assists students in their spiritual growth. Freshmen, sophomores, and juniors have scheduled class retreats that are an extension of the school day and published in the school calendar. Any student who is not present for the entire retreat experience is expected to attend a scheduled make-up retreat. Students who fail to meet this requirement are subject to disciplinary action. Seniors have the opportunity to attend Kairos, which is a four-day, off-campus retreat held several times throughout the year. Dates are published in the school calendar.

HEALTH SERVICES

A student who is feeling ill and wishes to use the school clinic must:

1. Notify the assigned teacher of the illness before reporting to the Main Office.
2. Report to the office to request permission to use the clinic; if between classes, the student sees the next period's instructor. Permission may or may not be granted depending on the judgment of office personnel.
3. Upon leaving the clinic, the student must notify Main Office personnel and be given a pass to return to class. Failure to follow this procedure can result in the student being considered truant.

Medical Policies

The general health of all students provides the framework for physical and emotional development.

Complete medical policies are distributed to families at the time of registration. Marian Catholic High School follows the mandate of the State of Illinois with regard to the October 15th health record deadline for ninth graders. *Students who do not have required health information on file by October 15th will be excluded from school until the health regulations are met.* Those with special needs please contact the Registrar. School personnel, including nurses, may not dispense prescription or non-prescription medication without the written permission of a physician.

Pregnancy

Marian Catholic High School follows Catholic social teaching including the protection of life from inception to natural death. Marian Catholic upholds the dignity of life in all circumstances including when a student becomes pregnant. At the time a student becomes aware of parental responsibilities, s/he or the family must notify the school. Meetings will be scheduled with the student(s), parents, school counselor, and the principal to discuss the educational options available to the student(s). Marian Catholic will make every effort to permit the student(s) to continue class work. Regular classroom attendance and participation in extra-curricular activities will be based on the health, safety, and well-being of the student and the child, as well as the best interests of the school community.

INSURANCE

Parents carry the responsibility for their student's health and accident insurance. Personal insurance is required for athletic and band participation. Football coverage requires a separate policy. For those wishing additional student accident insurance, an optional package is offered to parents in the fall. Accidents are to be immediately reported to the office. Reports are filed.

LEADERSHIP CENTER AND LUNCH PERIODS

Courteous and mannerly conduct is expected in the Leadership Center. Students are allowed to bring a lunch to school or purchase one from food services. No cash is exchanged. Meals are prepaid on-line or in the school office. Student IDs serve as a debit card from these accounts and are required prior to entering the service line. Students bringing food/drinks into the service area will be charged for those items. Students are not to combine items prior to payment. Those who do will be liable for stealing.

1. Since classes are in continuous session, students are required to move to the Leadership Center in a quiet and orderly manner.
2. Students who find it necessary to move chairs should replace them by the end of the lunch period.
3. Out of consideration for fellow students and those working in the Leadership Center, all should avoid extreme loudness and observe the standard code of etiquette at the table.
4. Each student is responsible for seeing that the table is cleaned.
5. Trays are returned and garbage disposed of at exit door containers. Cans and bottles are recycled.
6. Food or beverages are not to be taken out of the Leadership Center. Eating anything in any part of the school building other than the Leadership Center is not permitted.
7. If a student accidentally spills food, s/he is responsible to see that it is cleaned up immediately.
8. Students are not to enter the corridor of any wing during their lunch period except the wing scheduled for lunch that period.

A detention may be given for violation of any of the above rules.

LIBRARY

The Marian Library and Media Center is a research library with print and electronic resources available for student use. The Library is open school days, usually from 7:00 a.m. to 4:00 p.m. Students sign out to the Library during the day through their study halls; those using the Library after school are not readmitted once they have left. Students are permitted to use their cell phone in the Library after school.

GUIDELINES REGARDING STUDENT LIFE

ATHLETICS

Participation:

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director or the decision of the moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions unless the decision is arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be accepted. Tryouts for athletes in season are extended following completion of their season.

Sportsmanship:

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of Illinois High School Association (IHSA) member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship. Refer to IHSA Guidelines for 2015-2016 in the Student Handbook.

The Participant

1. Lives clean and plays hard. Plays for the love of the game.
2. Wins without boasting, loses without excuses and never quits.
3. Respects officials and accepts their decisions without question.
4. Never forgets that s/he represents MCHS.

The Spectator

1. Never boos a player or official.
2. Appreciates a good play, no matter who makes it.
3. Knows the school gets the blame or the praise for his/her conduct.
4. Finds positive ways to support the team.

The Spirit Group Member

1. Maintains enthusiasm and composure, serving as a role model.
2. Treats opposing teams, spirit groups, and fans with respect.
3. Respects officials and accepts their decisions without questions.
4. Uses only positive cheers and signs.

Athletic Contract:

Each athlete and his/her parent signs an annual contract outlining expectations for student athletes.

ATTENDANCE/ABSENCES/TRUANCY

There is a high correlation between student attendance and academic performance. The number of absences a student incurs directly affects academic progress.

Out of concern for the family and for the protection of the student, these attendance procedures will be strictly followed. Each family adheres to them exactly as outlined below. Not following these procedure subjects the student to receiving a detention or being marked truant.

1. **Phone call:** Parent or guardian phones the Main Office after 7:00 a.m. and before 10:00 a.m. giving reason for the absence. **Telephone: (708) 755-7565. A phone call from the parent/guardian serves as verification of the absence if made on or before the day of the absence. If a student is absent without a phone call, the student is responsible for bringing a note from the parent/guardian the day they return to school.**
2. **Absentee notes:** Upon return to school, students who did not have a call excusing the absence must bring a note signed by either parent or guardian. Students who fail to bring a note upon return to school will be issued a detention. If the note is brought in within the next 24 hours, the detention will be cancelled. Students can also receive a reduction in a quarter grade in each class missed if habitually late with notes. The school is legally responsible to determine attendance and must verify the reason for an absence. Absentee notes must contain the following:
 - a. Student's full name
 - b. Date(s) of absence
 - c. A specific and fully stated reason for the absence
 - d. Parent/guardian signature
 - e. Parent/guardian daytime phone number

3. **Make-up work:** Immediately upon return to school, it is the student's responsibility to arrange to complete make-up work. Students are given one day for each day of absence to complete this work. In instances with predetermined due dates for assignments such as term papers, projects, or reports, students are expected to follow the established timeline set by the teacher.
4. **Semester Exams:** Students take semester exams according to the schedule established by the school. In case of absence, arrangements to make up an exam must be made at the time the school is notified of the absence. Students who fail to appear to take the scheduled exam without proper notification are truant. A subsequent RIG (Reduction in Grade) will apply toward the quarter grade of those courses on the day of truancy.
5. **Extended Illness:** Parents notify the school attendance liaison and make arrangements for make-up work by emailing teachers (if possible), if the student will be absent more than two days. See modified excuse (below).
6. **Anticipated Absences:** If an absence is anticipated for longer than one day, a letter/email detailing the number of days to be missed and the reason for such absence should be sent to the attendance office before the first day of the absence.

An excused absence is given to the student who is absent for illness or emergency, in which case the student has the opportunity to make up academic work.

An unexcused absence is given when a student fails to report to the class in excess of ten minutes without the permission of a Marian Catholic staff member. The student will be subject to a reduction in grade and work detention. The unexcused absence will be recorded on the student's permanent attendance record.

A modified excuse is given the student who is directed by a parent or guardian to miss school for reasons other than illness or emergency, e.g.:

1. To take a family vacation during school time
2. To stay home to care for younger children
3. To keep dental or medical appointments (every effort must be made to have dental or medical appointments after school hours or on Saturday)
4. To visit colleges or other post-secondary institutions
5. For **all absences exceeding five per class** per semester regardless of the excuse
6. For in-school or out-of-school suspension.

The modified excuse places all responsibility for securing assignments and make-up work with the student. Make-up work must be completed. The length of time for make-up work is the same as the number of days absent. The teacher will accept work that is completed, but is not obligated to spend extra time to see that such is accomplished or that tests are made up.

Excessive Absence: When there are ten absences in a semester, parents will be notified by letter and students will not be excused from class for field trips or extracurricular activities. Excessive absences due to health reasons of more than ten days per quarter is detrimental to the student's academic success. At the time this occurs, a plan shall be created and implemented to ensure that students complete missed assignments and tests in a timely fashion. Deadlines for assignments and tests will be determined by the academic team and are absolute. Noncompliance will result in failure of the course and loss of credit, and in some cases may result in dismissal.

Absence Due to School-Sponsored Activities: Only those students who have five or fewer absences per semester are eligible to be excused from class for a school-sponsored activity:

1. A student must submit a form to the moderator signed by his/her parent or guardian, the student and the classroom teacher. Posted lists of students will not be sufficient to inform the faculty of an absence.
2. A student must request homework assignments from teachers in advance of the absence date. Assignments given in advance should be turned in the day following an absence.
3. If a student is in school any part of the day on which an activity takes place, all known assignments for that day should be turned in to teachers.
4. Whenever possible, tests/quizzes should be taken in advance of an absence, on the day following an absence or, if multiple tests/quizzes are missed, within four class days of an absence by mutual agreement of the teacher and student. **It is the student's responsibility to initiate this process on the day s/he returns.**
5. A student's grade should not be affected by this absence unless the student fails to make up a test/quiz within four class days. At that time, a teacher may give a student a failing grade for the missed test/quiz.
6. Because of the length of time of Kairos retreats, a student will not be required to make up more than two tests/quizzes per school day and has four class days to make up missed assignments. All other guidelines including a student's responsibility to inform teachers in writing applies to Kairos retreat participants.

- Administration reserves the right to restrict a student's participation in a field trip based on grades, attendance and tardies. The only exception is Kairos retreats. A teacher with a strong concern about an activity or a particular student's participation in an activity will address this concern to the activity's faculty advisor.
- Permission for school-sponsored activities is granted by the Principal. As general policy, no school, department or course-sponsored trips are taken during the fourth quarter (Kairos is accepted). No field trips are conducted during the last week of any quarter for any student. One field trip per course is allowed, whether the course is a year or a semester course.

Tardiness to School: Students are to be in the classroom when the second bell sounds. Students arriving late for school must sign a late list at the office and obtain a tardy pass. If a student arrives late and before 8:00 a.m. without a parent call or note, a detention is issued. The detention will be cancelled only if the student brings a parent note the following school day. If a student is more than 15 minutes late, a parent phone call or note to the office is required before the student is admitted to class. If a student misses more than half of the first period or any period, the student is considered absent from the class(es) and tardy to school.

Disciplinary Consequences of Tardiness to School: For each unexcused tardy to a student's first period class or study hall, the student will receive one general detention. A combination of excused or unexcused absences or tardies to a student's first period class exceeding five per semester will result in a detention until the eighth absence or tardy. Combinations exceeding eight per semester, in addition to continued detentions, will result in a Reduction In Grade (RIG) for the missed class. A letter will be sent by the Assistant Principal of Operations informing parents of the consequences due to tardiness. Continued tardiness may result in a referral to the Discipline Board and/or a loss of course credit.

Tardiness to Class: Students are to be in the classroom when the bell sounds. A tardy to class in excess of ten minutes will be considered an unexcused absence. Whenever a student is tardy to class, the teacher records the tardy. A general detention is issued upon the fourth tardy in any one period (periods 2-7) or a total of tardies in excess of nine per semester across the board. Tardies are shown on the student's grade report and permanent record. On the eighth tardy to class, parental contact is made by the Attendance Liaison warning of the consequences of continued tardies and setting limits for future tardies. A student who exceeds this limit may receive a Reduction In Grade or a suspension from school. A student who continues to be tardy may be referred to the Discipline Board.

Truancy: Truancy is defined as staying away from school without parental knowledge and permission, failing to report to assigned classes/designated areas unless excused by teachers, attendance personnel or using forged or unauthorized passes to be excused from class, or leaving school after arrival without permission of attendance personnel. In case of truancy, the student's parents are notified. In order for the student to be readmitted, his/her parent or guardian may have to report for a conference with the dean. Truancy is recorded on the student's permanent attendance record. For a second truancy, the student is subject to expulsion. Truancy will result in RIG for classes missed and a one day in-school suspension with subsequent work detentions, appropriate to the time truant.

Early Dismissal/Late Arrival Privilege: Only seniors carrying a 2.0 cumulative GPA with appropriate credits for graduation, in good disciplinary standing, and who are scheduled for a study hall first or last period, may ask a parent to request early dismissal/late arrival privileges. Abuse of the privilege or falling below the required standard leads to a return to study hall. The privilege must be renewed second semester.

Early Dismissal for School Activities: Because of distance, students may be dismissed early for sports and other school activities. This early dismissal requires prior approval from the Principal.

Extra Curricular Activities: Students are expected to be in class the day on which they practice or participate in extracurricular activities. Moderators of the activities are aware of these absences. Students who participate in extracurricular activities must be in **good academic standing** as well as conform to the standards of eligibility established in each activity. (See "Eligibility" under Academic Policies.)

Funeral Attendance Policies:

Students may attend funerals with a call or note from a parent or guardian. Funeral attendance is considered an excused absence.

Leaving School After Arrival

Once a student has arrived on the campus s/he may not leave school premises for any reason except by the procedure outlined here. If a student becomes ill, s/he must:

- Notify the Attendance Office.
- Obtain permission to leave school from the Attendance Office from which parents will be contacted.
- Wait at the Main Office entrance for transportation that has been arranged.
- Have parent telephone school upon student's arrival home if s/he walked or drove him/herself.

If a student must leave for any reason (e.g., medical appointment), s/he must:

1. Bring a note signed by a parent or guardian to the Attendance Office before school on the day of the appointment.
2. Sign out at the Attendance Office before leaving the building.
3. Check in at the Attendance Office upon return to school.

Students who violate the above procedures can be considered truant.

CARE OF SCHOOL/PERSONAL PROPERTY

Respect and courtesy are reflected in care of property:

1. All wastepaper, etc. is placed in the containers provided.
2. Gum is wrapped before placing it in a waste container.
3. Transparent (Scotch) tape is never used to display materials anywhere in the building. Masking tape may be used for this purpose on non-painted and/or non-glass surfaces provided the materials are removed from lockers by the end of the school day and from other areas within a few days. Permission to display is necessary (Assistant Principal of Student Activities).
4. Found articles should be turned in at the Main Office or to a moderator immediately. Failure to turn in found articles could be considered theft and students will be subject to suspension or expulsion.
5. The school is not responsible for loaned articles. Loaned articles must be returned to the owner.
6. If state loaned books are damaged or lost, students replace them at the full replacement value of the book. Students are strongly encouraged to keep state loaned textbooks covered at all times.
7. Vandalism to furniture, lockers, equipment or facilities is treated as theft. Students are subject to fines, suspension or expulsion.

BUS CONDUCT

The bus ride to and from school activities is an extension of the school day. Students are expected to act in a manner that shows consideration for the driver and for the safety of other students. Students reported for smoking, vulgar or obscene language, excessive noise, disrespect, vandalism or being out of seat while the bus is in motion, may be denied bus service and are subject to school policies regulating similar behavior.

When a sufficient number of students are interested, buses will be chaperoned to interscholastic competitions. Guidelines are outlined by the Assistant Principal of Student Activities.

CELL PHONES/DISRUPTIVE DEVICES

Cell phones have created a culture of constant communication and continuous "connection" with others. This distraction is detrimental to the learning process for students and teachers. Cell phones therefore must be out of sight and in the "off" position during the school day. Students may use their phones in the hallway as needed before and after school. Cell phones are not used in the chapel, library, and at Discovery In Service sites. Teachers reserve the right to determine consequences within their classroom. Repeated violation of this policy may result in the phone being confiscated, and may result in further disciplinary consequences, including but not limited to parental contact, disciplinary referral, or Saturday work detention. The phone will be returned to a parent or guardian.

Students are required to surrender disruptive/electronic devices when requested by school staff. Refusal to give up such devices will result in an out-of-school suspension.

The school reserves the right to prohibit cell phones at certain extracurricular activities, such as Kairos, Snowball, dances, etc. The school does not accept responsibility for loss of cell phones.

DANGEROUS OBJECTS AND WEAPONS

Any materials or devices that might endanger the physical safety or disrupt the normal school day and/or injure others, or cause damage to property are not allowed on the Marian Catholic campus or at any school sponsored event. This includes anything that could be considered or used as a weapon, including but not limited to firearms, knives or other weapons, explosives, firecrackers, smoke or stink bombs, water guns, paintball guns, air soft guns, poisons. If there is probable cause to believe that a student has a prohibited item on their person, in their car, or in their locker, the Dean of Students will initiate a search. This rule includes any object that looks like a weapon. Students who have any of these items in their possession, car, or locker will be subject to severe disciplinary consequences, including but not limited to suspension, expulsion and notification of law enforcement officials.

DANCES AND INFORMAL ACTIVITIES

Dances and informal events are optional activities which students are privileged to attend. As part of the student's responsibility for themselves and potential guests, they must exhibit exemplary behavior and remain drug/alcohol free. Students by their attendance at dances and informal activities agree to random breathalyzer tests. When arriving at the event, students introduce themselves and their guests to the chaperones and faculty members present.

1. Sophomores, juniors and seniors only are admitted to semi-formal dances; freshman may attend informal activities. Prom is open to juniors and seniors only. Additional prom policies are published annually.
2. In order for a student to attend any formal or semi-formal dance at Marian, the student and a parent or guardian must attend the mandatory sophomore meeting held each fall. At this meeting specific dance policies will be explained and the student and parent or guardian will sign a contract which will remain on file until graduation. All students and parents/guardians must attend a pre-prom meeting.
3. Each student may invite one guest to semi-formal and formal dances. The student inviting the guest must register the guest's name at the time of ticket pre-sale. Students inviting guests are responsible that the guests know and follow dance and dress regulations. Non-Marian guests must be at least a sophomore in high school and under 21 years of age. Guests must sign a contract agreeing to adhere to Marian's dance policies and understand that all rules binding the Marian students also apply to him/her. A picture ID is required of all guests at the time of check-in at a dance.
4. Students are expected to be in class on the day they are participating in any dance or informal activity. (This includes the day before if the event is held on a Saturday).
5. Girls' dresses should be modest, appropriate length and style, and in good taste. "Cut outs" and two-piece dresses are not allowed. The front of the dress must be cut above the breast line in a solid (non-mesh) material. The back of the dress must be cut above and not at the waist line in a solid (non-mesh) material. Strapless dresses are inappropriate for an evening of dancing and are highly discouraged. Skirts should be at least knee length and loose fitting. Short or tight fitting skirts are not appropriate. If in doubt, do not buy it; do not wear it. Boys' dress includes tuxedo or suit, dress shirt and tie, and dress shoes and socks. Gentlemen may remove the jacket and tie during the evening but everything else must remain on. Students who violate dress code will be detained and sent home.
6. Appropriate dancing is part of the expected exemplary behavior of students. Inappropriate dancing (joking, bumping, grinding or of a sexual nature) does not demonstrate Christian values and morals. Students will be asked to leave the dance and parents will be called.
7. Students are not admitted to any dance later than 45 minutes after the dance begins. Parents who pick up students after school activities do so no later than 15 minutes after the activity. Student phone calls for this service are made at least thirty minutes prior to the end of the activity.
8. Permission for any former Marian Catholic student to attend a dance must be received in writing from the Assistant Principal for Student Activities before registering the guest or purchasing a ticket. Students who have been asked to leave Marian Catholic for disciplinary reasons will be considered for attendance at Marian Catholic social functions after two years. A drug test may be required at the student's expense.
9. When there is agreement by the chaperones that a student has been drinking or is in possession of alcohol or other illegal substances at a dance, home or away, this procedure is followed:
 - a. Student is detained.
 - b. Student's parents are called.
 - c. Breathalyzer/drug testing is mandated.
 - d. Student is sent home with parents.
 - e. Student may be required to appear before the Marian Catholic Discipline Board.Any disrespect to chaperones or faculty may be cause for additional disciplinary measures; a refusal to cooperate with school personnel is taken as an admission of guilt.
10. Each dance and informal activity is contingent on the one preceding. If present faculty members judge that conduct has been in violation of this policy, the next scheduled corresponding activity may be cancelled and the violation may lead to the cancellation of other activities.
11. All school-sponsored functions, in and out-side of school time, are subject to all school rules and those as may be announced by the moderator.

DISCIPLINE POLICIES

Board of Discipline: In certain disciplinary circumstances, a student may be subject to review by a Discipline Board. The Board makes recommendations to the Principal regarding probationary students and other disciplinary violations, including most of those calling for expulsion or mandated withdrawal. At the discretion of the Board, any school privilege (i.e., extracurricular membership, attending Prom, attending graduation ceremony, etc.) may be denied a student for major disciplinary violations.

Detentions:

1. Detentions may be given to a student for the violation of school regulations. Detentions are served Tuesday through Friday from 6:55 to 7:40 a.m., and Monday through Friday from 2:30 to 3:15 p.m. A detention is served within five school days after the day it is given. Failure to serve a detention results in a 7:00-8:00 a.m. Saturday detention accompanied by a \$10 proctor fee. Failure to serve the Saturday morning detention will result in the original Saturday detention being rescheduled as a two hour work detention accompanied by a \$25 proctor fee. Failure to serve a work detention will result in an in-school suspension accompanied by a \$70 proctor fee.
2. No student will be admitted to daily morning detention after 6:55 a.m.
3. Students report for detention with I.D. and school textbook or required class reading to be read during the period. No newspapers or magazines may be read. No written work may be done. A work detention may be assigned.
4. Excessive and/or multiple un-served detentions are cause for suspension, disciplinary probation, or referral to the Discipline Board.
5. When a student is absent from school during the five day detention period, it is his/her responsibility to contact the dean to reschedule. If no effort is made to do this, a Saturday detention is assigned.
6. Since detention is an extension of the school day, the school dress code is enforced during detention. Students not in dress code will not be permitted to serve a detention.
7. Requests to have detentions rescheduled may be honored only if accompanied by parent or guardian note or phone call received by the dean.
8. School privileges (e.g., driving, dances, extra-curricular membership) may be denied for excessive or un-served detentions. All detentions must be served prior to the beginning of the next school year.
9. All detentions should go through the dean's office.

Discipline Referral:

Certain disciplinary circumstances require more serious attention. In such instances, teachers use the Discipline Referral. Its use indicates a more serious disciplinary problem. The Discipline Referral requires parent contact, the involvement of a dean, temporary removal of a student from a class, and if necessary, other discipline consequences.

Out-of-School Suspension:

A student who is under temporary suspension is subject to the following:

1. The student is not allowed to attend classes or to be on campus and receives a modified excuse for days suspended.
2. The student is not permitted to participate in or attend any school-sponsored activities during the period of suspension.
3. The student is required to have a parent contact the dean.
4. The student must serve work/service detention of two hours per day of suspension. Work detentions carry a supervision fee of \$12.50 per hour.
5. A student having special privileges – holding office or eligibility for office, club or team membership, etc. - may have the privilege suspended at the discretion of the Discipline Board.

In-school Suspension:

A student may be given an in-school suspension for certain disciplinary offenses. An in-school suspension incorporates all of the above stipulations for suspension except that the student is placed for a day in a suspension area to do assignments designated by teachers. An in-school suspension carries a \$70 supervision fee. The student brings lunch and beverage and may not leave the suspension area. A suspended student is not allowed to participate in any school-sponsored activities until the first period of the next school day. A student guilty of misconduct during in-school suspension or failure to attend in-school suspension receives a three day out-of-school suspension.

Dismissal From Class:

Students may be sent out of class for disciplinary reasons; a student sent out of class for disciplinary reasons must report to the Main Office and inform office personnel. A discipline referral must be written. A student failing to report to the Main Office may be considered truant. Return to class will be determined by a dean. If a student must be permanently removed from class for disciplinary reasons, s/he will receive a grade of "F" and be assigned to a study hall until the end of the semester.

Peer Mediation

Peer Mediation is a student driven program utilized at Marian Catholic to aid students who are involved in various levels of conflict. Peer Mediation uses specifically trained student mediators to help other students peacefully resolve conflicts. Students, teachers, and administrators may request that students in conflict participate in Peer Mediation. Peer Mediation is on a voluntary basis and both students in conflict must agree to willingly participate in the program. In the even both students do not agree to take part in the program, the conflict will be resolved by the deans according to school policy.

DRESS CODE

The dress code at Marian Catholic High School reflects the social and Christian values we strive to instill within our students: professionalism, modesty, respect for self and others, unity and pride, and positive self-esteem. The dress code fosters a serious approach to academics which relieves the social pressure of students who feel the need to keep up with, or be distracted by, the current trends or styles which can prove to be inappropriate for a Catholic school environment. The school administration, through the deans, reserves the right to determine the appropriateness of dress, style, hair cut/color, and to interpret or amend the dress code. The dress codes at Marian Catholic are reviewed at least once every three years by a committee of students and faculty.

I. Clothing/Shoes

Shirts

- A school approved Marian Catholic logo polo is worn throughout the school year. There is also the option to wear a solid colored dress shirt and tie in place of the polo.
- All polos/shirts must be tucked in during school hours.
- For warmth and comfort a student may wear a Marian approved and logoed fleece, sweater, pull-over, sweatshirt, or warm-up jacket over the polo.
- No hooded tops may be worn during the school day.
- A Marian Catholic polo may be worn over a short-sleeved, solid colored (without writing/art) t-shirt.
- Neck scarves are not to be worn during school hours.

Pants/Skirts/Shorts

Lands' End is the sole supplier of all dress code pants, skirts, and shorts at Marian Catholic.

- Only the Lands' End brand traditional classic cut or relaxed fit, chino-style, cotton twill slacks in **khaki** may be worn. All Lands' End dress code pants are ordered through Lands' End and have the Marian "M" on the pocket.
- Pants must be worn at the waist. A belt must be worn on any pants with belt loops. Metallic belts are not permitted.
- Lands' End Dress Code shorts with the Marian logo may be worn during the months of August, September, and May. No other shorts are allowed. Gym shoes may be worn only when worn with the Lands' End shorts.
- Ladies may wear a mid-calf length Lands' End skirt with the Marian logo.

Shoes

- **Any dress or casual shoes (lace or loafer style) with a full back may be worn.**
- No flip-flops, sandals, slippers, boots or moccasins may be worn.
- Athletic/gym styles or models may **not** be worn. (During the months of August, September, and May, athletic/gym style shoes may be worn **only** with the Lands' End shorts.)
- Socks or stockings are optional.
- **Black, brown, or tan** boots may be worn from December 1st to March 1st, or subject to the discretion of school administration. Boots may not be worn at any other time.

II. Hair

- Haircuts and hair color are to be appropriate for school, not causing distraction or undue attention.
- Letters, symbols, or designs cut into hair, all Mohawks of any length, whether cut into the hair or shaped with hair product, and ponytails on boys are not acceptable and are considered violations of the dress code.

- Head coverings of any kind are not to be worn in the school building at any time. No head scarves, no matter how they are tied, can be worn.
- Gentlemen's hair is to be neat and trimmed within the following limitations:
The actual length of hair (i.e., length when fully extended) must be trimmed:
 - Above the hairline on the back of the neck.
 - Above the eyebrows in the front of the head.
 - Above the bottom of the ear.
- Violations will be determined by actual length of hair and not by how it is worn.
- Braids must be above the hairline.
- Gentlemen are to be clean-shaven at all times; facial hair (mustaches, beards, goatees, extended sideburns of any style) is not permitted.
- Sideburns may be no wider than one inch nor extend below the bottom of the ear.

III. Jewelry

- Ladies may wear earrings, solid gauges, finger rings, bracelets and necklaces (without spikes or studs) with appropriate pictures, numbers, and/or sayings.
- Gentleman may wear rings, bracelets and necklaces (without spikes or studs) with appropriate pictures, numbers and/or sayings.
- Gentlemen are not allowed to wear earrings, posts, or any object of any material to decorate earlobes. (Covering such objects with a band-aid is not acceptable.)
- Ladies and gentlemen are not allowed to wear rings, posts, or any object of any material to decorate tongues, nostrils, eyebrows, or any other body part as determined by deans. Chains, straps may not be possessed or displayed.
- While tattoos are highly discouraged, no tattoo may be visible and must be completely covered during the school day.

Failure to abide by dress code results in a detention. Reoccurring violations may result in suspension or other disciplinary consequences. School administration, through its deans, reserves the right to determine the appropriateness of dress, and style/color of hair, and to interpret the dress code. Requests for temporary suspension of dress code must be made in writing, accompanied by physician's documentation, and signed by an administrator or dean. Temporary suspension of dress code must be renewed on a weekly basis using the above-mentioned procedure.

Dress Down Privileges

On announced "Dress-Down Days," students pay \$1 for the privilege of not wearing the regular dress code. Students may wear:

- **At least one shirt/layer must have a crew or banded neckline which comes to the neck. No low-cut top may be worn without a crew or banded neckline under-layer.**
- Jeans in good condition (i.e. no cuts, tears, rips, etc.), cargo pants, nylon sweat pants, warm-ups/wind pants, or capris are also acceptable.
- Pajama/lounge pants, leggings/tights, or yoga pants are **not** permitted.
- T-shirts/tops must be loose fitting with appropriate words/pictures and cannot have any cuts, rips, or tears. Sweatshirts (with or without hoods).
- All shirts must have sleeves.
- Scarves may be worn.
- Gym shoes, boots, and sandals are acceptable. Socks are optional.
- All shirts must either be tucked in or overlap the waistband at all times; exposed mid-drifts are not allowed.
- Shorts are **not** part of the Dress Down code unless announced by an administrator.
- All other items of the dress code (no hats, no earrings or facial hair on gentlemen, etc.) are in effect.
- Those students who do not participate in "Dress Down Days" are expected to dress in regular dress code.

Students dressed inappropriately for "Dress-Down Days" may be sent home to change or modify appearance before being admitted to classes. Failure to abide by "Dress-Down Day" guidelines may result in detention and/or the loss of ALL remaining "Dress-Down Days" for that individual student. Students guilty of repeated or severe violations of the "Dress Down Day" dress code may be suspended.

Spirit Day Guidelines

Every Friday at Marian is either a "Spirit Day" or a "Dress-Down Day." "Spirit Day" entitles students to wear approved Marian spirit wear or approved team wear from the waist up and regular dress code from the waist down. **Note: "Dress-Down Days" take priority over "Spirit Days" and students who wear "Spirit Day" dress code on "Dress-Down Days" must still pay the \$1 fee.**

- **Marian "Spirit Wear" must be the outer-most layer.**
- Spirit/team wear must have sleeves and must cover the entire waistline, overlapping the pant.

- Regular dress code rules apply from the waist down.
- All other dress code policies are in effect.

Those students who do not participate in “Spirit Day” are expected to dress in regular seasonal dress code. “Spirit Days” are only recognized if the last day of the school week is a Friday. Only spirit/promotional wear which has been approved by the Assistant Principal of Student Activities or Assistant Principal of Operations may be worn on Spirit or Dress-Down Days.

Dress Code When Representing Marian Catholic

When students are representing Marian Catholic at special functions, competitions, or at wakes and funerals, the following guidelines apply if the regular school dress code is not worn by the student.

Shirts/Tops

- Low-cut tops may not be worn without a crew cut (to the neck) top underneath.
- All tops must cover the top/waist of the slacks or skirt.

Pants/Skirts

- Only traditional cut or relaxed fit slacks may be worn.
- Leggings, tights, yoga pants, or tight fitting (“skinny”) pants may not be worn.
- If a skirt is worn, it should be at least knee length and loose fitting. Short or tight fitting skirts are not appropriate.
- Dresses may not be low-cut on top and may not be tight-fitting or short (“mini”) in length.

FIGHTING

Students are encouraged to utilize the tools Marian provides them to help avoid or minimize the threat of fighting. These tools include making a teacher, counselor or administrator aware of any possible situations that may lead to fighting, or using Marian’s Peer Mediation program, which is a useful tool for solving student conflicts. However, if, in the judgment of school personnel, students engage in fighting or in actions preliminary to fighting (i.e., wrestling, pushing, shoving, tripping, slapping, verbal threats) on school grounds or at school sponsored activities (i.e. sporting events, dances), these students may be subject to up to three days of suspension, referral to the Discipline Board, and possible expulsion. Students who engage in fighting are held equally responsible for their actions regardless of who is the aggressor or defender.

GANGS

Marian Catholic High School will not tolerate gang or cult activity (i.e., groups supporting any illegal or immoral activities). Expulsion is automatic.

Visible symbols of gang or cult affiliation or representation are strictly forbidden. Wearing symbols or displaying gang graffiti on jewelry, in textbooks, notebooks, lockers, or on clothing may result in suspension and/or expulsion.

HARASSMENT

A productive learning environment will be supported and the personal dignity of each individual in the Marian community will always be affirmed. Verbal or physical conduct by any students which harasses another individual will not be tolerated. Students who engage in any type of harassment will be subject to appropriate disciplinary action.

Harassment is any activity that humiliates, degrades or puts another at risk of emotional and/or physical harm. Harassment includes, but is not limited to unwanted touching, name calling, rumor spreading, hazing and spoken or written intimidation whether physical/ emotional or social.

Any acts of harassment are to be reported to a teacher, counselor, or a member of the administrative team (deans, assistant principal, principal).

Sexual Harassment

For the purpose of this policy, sexual harassment includes any inappropriate behavior of a sexually implicit, explicit, or obscene nature that intends to or demeans/offends the recipient or violates Marian’s ethical standards.

Examples include but are not limited to: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one’s possession in the school, on school grounds, or at school-sponsored activities; obscene or sexually explicit graffiti anywhere in the school or on the school grounds; continuing and unwanted written or oral communication of a sexual nature directed to another; spreading sexual rumors/innuendos; obscene t-shirts, hats, or buttons; touching another sexually; and obscene and/or sexually explicit gestures.

Allegations of sexual harassment are to be reported to a teacher, counselor, or a member of the administrative team (deans, assistant principals, principal). Parents of both the offender and the victim will be informed of the allegations. The matter is to be kept confidential and private by all parties involved. It is the intent to use every reasonable effort to protect the alleged victim from retaliation. The parents of both the offender and the victim are obligated to cooperate in remedying the situation.

Disciplinary Action

If the allegations for any kind of harassment are substantiated, disciplinary action will be taken. Disciplinary actions taken will depend on the nature, frequency, and severity of the action; the history of similar actions by this individual; and the circumstances in which the harassment occurred. These disciplinary actions may include suspension, referral to disciplinary board, probation or expulsion. Disciplinary action will also be taken if the accuser has purposely presented false allegations. Allegations of sexual or any kind of harassment by an employee or by a student to an employee are to be reported directly to the principal or president of the school for appropriate supervisory actions and protection of the alleged victim from retaliation.

SMOKING, DRINKING, DRUGS

Philosophy

Rooted in a concern for the welfare of students and families, the Marian Catholic High School Substance Abuse Policy supports our mission of seeking truth, developing personal responsibility, and encouraging the full use of the gifts God gives to each developing young person.

Marian Catholic High School students are expected to avoid smoking, consuming alcohol and using drugs. The use of tobacco, alcohol, and other illegal substances "short circuits" the growth of young people, places both students and parents in legal jeopardy, harms student health, disrupts the educational process, endangers others, and destroys the reputation of the Marian Catholic High School community. Marian Catholic continually strives to use educational means to encourage healthy choices. In addition we utilize random breathalyzer testing at social activities sponsored at the school. In the case where school officials have reason to believe a student is under the influence of alcohol/drugs, breathalyzer/drug testing is mandated.

To be successful, this Policy requires the support of the entire Marian Catholic community. Students, parents, faculty, staff and administration need to share in a spirit of cooperation, honesty and responsibility.

Drug Screening Program

The main goal of Marian Catholic's drug screening is to ensure a safe, optimum learning environment. Marian seriously seeks to deter any drug problem by providing the service to screen for illicit substances because we genuinely care for our students, families, and the larger community. Omega Laboratories is contracted to perform its hair analysis testing panel. During the first semester of each school year every student is screened by one of our professional nurses. Students are chosen randomly on a daily basis. If there is a lack of hair available for testing on that selected day, that student will be obligated to be tested within thirty days by either growing their hair or removing a portion of any hair extensions. The Administration reserves the right to require student testing at any time. Once a student has been selected and tested, the student's name is returned to the collective pool for further selection during the second semester of the same school year when twenty-five percent of the entire school population is once again randomly chosen for a second drug test.

If a student tests positive for an illicit or prescribed medication for pain relief, both student and family are contacted by the Prevention Resource Specialist. A positive for a prescribed medication will need to be verified by sending in a copy of the prescription printout from the pharmacy providing the name of the student and the name of the prescription. It will be held on file in case there is a need to verify for a second drug screen second semester. If the positive test reflects an illicit substance, both student and family will be contacted to set up a meeting to discuss the explanation of the result and referrals for evaluation and/or counseling upon request. A contract will then be signed by the parent and student stating that another drug screen will be performed three months from the date of the first, as this provides enough time to see a reduction or absence of any drugs in the hair sample. All records are held confidential and are expunged upon graduation. A second illicit positive test result during the students' high school career will result in immediate dismissal if report numbers show no change or an escalation within a three month period.

AT SCHOOL OR SCHOOL-SPONSORED EVENTS (HOME OR AWAY)

Smoking

Smoking is strictly forbidden for students in the building, on school buses, at school-sponsored activities, anywhere on campus. Students found guilty of a smoking violation or of carrying tobacco, smoking materials, (matches, pipes, lighters, etc.) are suspended.

Drugs and Alcohol

1. Any student who is found on school property or at a school-sponsored function (both home and away) in possession of alcohol, illegal drugs or drug paraphernalia or under the influence of alcohol or illegal drugs, will be suspended and referred to the MCHS Discipline Board with the possibility of expulsion. A police report may be filed.
2. Students who sell, distribute or in any way serve as the source of alcohol or any other illegal drug to others (with or without the intention of personal profit) on school property or at school-sponsored events (home or away) are automatically expelled.
3. Marian Catholic High School reserves the right to request school-approved testing for illegal substances, with or without cause.

OFF CAMPUS INCIDENTS

Parental Role:

- Parents and the community play the primary role in the safety of young people off campus.
- Parents are asked to be familiar with school policies and are encouraged to sign and support the “Parent Connection” agreement each year.

PARENT CONNECTION AGREEMENT

WE WILL

1. Act as positive role models.
2. Actively chaperone activities inside our homes that do not allow alcohol, tobacco or any other drug to be consumed by our sons and daughters and other minors present. If these substances are found at a party, we will contact students’ parents.
3. Welcome phone calls from other parents regarding events planned inside our homes.
4. Communicate with the appropriate adults to ensure that events outside our homes will be actively chaperoned and will not include the use of alcohol, tobacco or other drugs by minors.
5. Insist that no tobacco, alcoholic beverages or other drugs be served to our under-aged sons or daughters.
6. Request that we be informed if our sons and daughters are seen smoking, consuming alcohol or under the influence of alcohol or other drugs.
7. Support the behavior guidelines of MCHS and local community curfews as appropriate.
8. Review and discuss the above objectives with our sons and daughters.
9. Increase our own awareness and education of the substance abuse problem and explore strategies to address situations that stem from this problem.

School involvement and consequences for off-campus incidents:

- The use of alcohol and other drugs by minors is illegal. If Marian Catholic High School receives information regarding the off-campus use or possession (as defined by law) of alcohol, illegal substances, or drug paraphernalia, the school will contact the parents and may require, at parental expense, a school-approved drug test and/or professional evaluation and/or participation in a school-approved substance abuse education program.
- Participation in athletics and school activities has been defined by the courts as a privilege and not a right. Athletes, student leaders, and all students participating in sports, class, or club activities, follow the participation and training guidelines as defined by the activity’s participation contract or by-laws. A loss of participation in a current activity (in sports, ten [10%] percent of a current season) occurs when there is a violation of such guidelines.
- In all matters involving a police report, public scandal, or the hosting of a party where alcohol or drugs are provided to and/or consumed by minors, the MCHS Discipline Board may be convened. **Discipline Board Note:** Since Marian has a zero-tolerance policy in regard to providing alcohol/drugs and for students hosting a party providing or allowing alcohol/drugs (automatic expulsion), parents should make every effort to protect their child from this accusation.

A Marian parent hosting an alcohol/drug-free party who discovers students using alcohol or drugs, and/or bringing them into the party, IDEALLY, should immediately report the underage drinking to local police authorities and immediately call the parents of the students involved so that they and the police can deal with the problem. Anything less than this may be interpreted as approval or consent. Doing less is an option, but it weakens the parents’ credibility regarding his/her intent for a drug/alcohol-free party. Doing nothing is consent.

SELLING OF ITEMS AND RAFFLE TICKETS

Solicitations for charitable causes are referred to Student Council.

The selling of items and/or raffle tickets for causes outside those of Marian Catholic cannot be conducted within the school without the explicit permission of the Principal.

STUDENT ID'S

Students are required to wear a school issued lanyard with the current school year's ID card fully visible. The ID and lanyard are to be worn around the student's neck during school hours every school day. Failure to wear the lanyard and ID card will result in a detention. A student's name, ID number, and picture must be visible at all times. If a student covers and/or defaces the ID card in any way, the student will need to purchase a replacement ID and can receive a detention. Each morning the school can issue a Temporary ID card which students can **rent for a day**. Temporary ID's will be dated and the name written on the card. The Temporary ID's can be rented in the Main Office before school and up to 7:40 a.m. each morning. The rental fee is \$10 (\$5 rental & \$5 deposit) and a detention is issued. Five dollars will be returned and the detention cancelled **if** the ID and lanyard are returned immediately after school. If the student does not return the rental ID immediately after school there is no refund of the \$5 deposit and the detention stands. If a student does not have the rental fee with him/her, the student can pay **before** school the next day – after that the rental fee is doubled to \$10; maximum of \$20. After 7:40 a.m., it is an automatic detention if the ID is not visible. After 7:40 a.m., the policy is No ID = AUTOMATIC DETENTION. The current year's school identification card needs to be shown for admittance to school-sponsored functions. This ID card is not transferable. Lending it to anyone or failing to present it when requested by a school official is a violation of school regulations and subjects the holder to a detention. Lost, misplaced, damaged or defaced ID's must be reported to the Student Activities Office (Room 213). The Student Activities Office will issue a replacement ID and/or lanyard if one or both are lost. The replacement cost is \$10 per set (\$5 ID, \$5 lanyard). Students are required to visibly wear the current bar-coded ID and Marian lanyard from 7:45 a.m. until 2:20 p.m. each school day.

TECHNOLOGY RESPONSIBLE USE POLICY

The purpose of Marian Catholic technology is to enhance and support education by providing access to unique resources and opportunities for collaborative work. It promotes responsible use of today's every changing technology and narrows the digital divide among students. **Use of the school's technology is strictly for academic purposes and must be consistent with the educational objectives and mission of the school.** In their use of technology, students are expected to model the Dominican Pillars of study, prayer, community and service and emulate Marian Catholic's ethical standards as "*Scholars with a Soul.*"

Policy Enforcement: The Technology Department, Deans, faculty, staff, and administration will work together to enforce the Technology Responsible Use Policy. Violations of this policy will be enforced by the Dean's Office and should be reported to the Deans and Technology Department immediately. Legal authorities will be contacted if situations warrant. In the event of violation(s) of this policy, and in consideration of the nature and degree of the violation and/or number of previous violations, one or more of the following consequences may apply:

- Personal electronic devices, including those owned by the student, may be confiscated and/or searched. If asked to surrender the device, students are required to immediately unlock the device (if applicable) and surrender it to the staff member making the request.
- Student use of technology may be limited for an extended period of time.
- Disciplinary decisions, including possible suspension or expulsion, will be consistent with school policies.

Regardless of any disciplinary action, completion of all class work remains the responsibility of the student. MCHS is not responsible for financial loss due to the deletion of personal material, including apps, music or other media purchased by the student.

Student Responsibilities: Students may only use the iPad for educational purposes. They are responsible for maintaining their iPad and keeping it in working condition and prepared for class each day. Students are responsible for:

- Any and all damages that might occur while on campus or at school activities.
- All homework at the assigned time, whether or not their iPad is available.
- Backing up files to avoid loss of data in the event of a mechanical failure. They should not expect that files stored on the network are private.
- Storing their iPads in a secure place when not in use, including after school activities on and off campus.
- Taking iPads home every day after school. MCHS also recommends securing the iPad with a pass code and the "Find My iPhone" app. It is strongly recommended that the registration numbers and IP addresses be recorded and kept at home.

Lost or stolen iPads should be brought to the attention of the Deans, Assistant Principals, or Principal immediately. Families are responsible for replacement of lost or stolen devices.

Students must act in a responsible, ethical and legal manner when utilizing technology. Student electronic postings and communications referencing the name of Marian Catholic High School or any members of the Marian community are subject to the demands of good journalism and Christian values. Any derogatory comments, personal attacks, rude or inflammatory language or postings on the internet will result in disciplinary consequences. Examples of unacceptable use include but are not limited to the following:

- Academic Dishonesty: Storing, sending, sharing or viewing information which could be used for cheating.
- Any type of cyber bullying, “sexting,” or any form of harassment using technology, including but not limited to students, faculty or staff either within or outside of school hours.
- Taking pictures or recording any other students or teachers without specific permission from the teacher/administrator involved.
- Inappropriate media representing or suggesting illegal, and/or immoral language and/or behavior.
- Use of any internet source other than the MCHS network during school hours.
- Tampering with or hacking of an iPad device.
- Damage to or tampering with hardware components, network configuration, or tampering with account or resource permissions.
- Attempting or gaining unauthorized access to resources or entities (i.e. hacking).
- Violation of copyright laws or any U.S. or state regulations. Use of the network for illegal activity or storage of inappropriate software which may be used for illegal activities.
- Wasting of limited resources, including disk space, Internet connection resources (streaming videos/music outside of educational purposes), and paper.
- Using the MCHS Network/Internet for personal business or for financial gain (including, but not limited to, on-line shopping, gaming, browsing dating sites, accessing or downloading recreational entertainment).

MARIAN CATHOLIC HIGH SCHOOL 2015-2016 FINANCIAL POLICIES

Tuition and fees are approved annually by the Marian Catholic Board of Directors.

FEES

A **\$300 Registration Fee** is due when the student registers for the next school year and is NOT applied towards tuition. A refund of \$150 of this fee is given under special circumstances if the student withdraws by August 15. Students registering late are charged a \$100 late fee. All **academic course fees** are included with tuition.

The **\$250 General Fee** covers locker rental and repair for normal use, student ID card, library card, PowerSchool and on-line college guidance programs, assignment/calendar/policy books for parents and students, student testing through Guidance, retreats (except for Kairos), *Megaphone* (student newspaper), class dues, reduced entry fee to home athletic events, computer disks, lab access, use of laptops and wireless access, the annual service fee assessed by the Archdiocese, *Mariner* (student yearbook), access to college planning software (“Naviance/Parent Connection”), junior summer college counseling sessions, and modified tuition for the remainder of a school year in which a tuition-paying parent of a student dies.

A **\$125 Graduation Fee**: This charge is billed only to each senior’s account to cover Graduation and Honors Night expenses. This fee must be paid before graduation.

TUITION

Tuition may be paid on an annual, semi-annual, quarterly or monthly basis according to the schedule below. Parents experiencing financial difficulty are urged to call the Finance Office to make arrangements before action is taken on tuition in arrears.

2015-2016 TUITION PAYMENT PLANS

(EXCLUDES \$250 GENERAL FEE PAID AT BEGINNING OF SCHOOL YEAR)

ANNUAL PLAN

JULY 1, 2015

1st Student - \$9,975 (+\$250)

2nd Student - \$8,975 (+\$250)

(This discount is given when two students from the same family are enrolled at the same time.)

3rd Student – \$7,975 (+\$250)

(This discount is given when three students from the same family are enrolled at the same time.)

4th Student – FREE (\$250 General Fee)

(This benefit is given when four students from the same family are enrolled at the same time.)

Deduct \$400 from the tuition of each child if paid in full by August 1, 2015;

Those receiving significant scholarship/discount/tuition assistance receive a \$200 deduction.

SEMI-ANNUAL PLAN

	July 1, 2015	Nov. 1, 2015
1st Student	\$4,987.50 (+\$250)	\$4,987.50
2nd Student	\$4,487.50 (+\$250)	\$4,487.50
3rd Student	\$3,987.50 (+\$250)	\$3,987.50

QUARTERLY PLAN

	July 1, 2015	Sept. 1, 2015	Nov. 1, 2015	Feb. 1, 2016
1st Student	\$2,493.75 (+\$250)	\$2,493.75	\$2,493.75	\$2,493.75
2nd Student	\$2,243.75 (+\$250)	\$2,243.75	\$2,243.75	\$2,243.75
3rd Student	\$1,993.75 (+\$250)	\$1,993.75	\$1,993.75	\$1,993.75

MONTHLY PLAN

Starting July 1, 2015 and on the 1st of each month thereafter, through and including April 1, 2016.

1st Student – July \$997.50 (+\$250); August and thereafter \$997.50

2nd Student – July \$897.50 (+\$250); August and thereafter \$897.50

3rd Student – July \$797.50 (+\$250); August and thereafter \$797.50

BILLING AND PAYMENT

Marian Catholic High School accepts money order, cash, check and Visa, MasterCard, or Discover credit cards, but does not accept American Express.

Duplicate billings: please contact the office to authorize duplicate billing and grade reporting. There is no charge for duplicate mailings but a parent must request a duplicate mailing **in writing** or all mail will be sent to the primary address given. The school should be notified of any change in address or phone numbers or status of the duplicate billing.

Refunds: Pre-paid tuition for students who are withdrawing is returned on a *per diem* (185 days), less all fines or other charges. The general and registration fees are retained.

Past due accounts:

1. Tuition payments are due on the 1st of the month. A \$25 late fee may be assessed for each month for which payment is not made by the 16th day of the month.
2. Students whose tuition is not paid on a timely basis by the end of the quarter or at semester may be dismissed from school, excluded from semester exams, suspended from classes or denied activities/extracurricular activities, dances (including Prom), sports, etc., until payment is received.
3. A student will not be allowed to attend classes second semester unless the first semester balance is current. Participation in final exams is withheld if tuition for the year is not paid.
4. Beginning April 15 for seniors, and May 10 for returning students, only cash, money orders or cashier's checks will be accepted for tuition payments.
5. Students who are significantly behind in payments at the time of registration (February and March) will have conditional registration status until they are current in payments.
6. A student's grades, report cards and transcripts will be withheld until all financial obligations are met.
7. Under no circumstances can tuition payment be delayed beyond June 30. Students whose accounts are unpaid as of June 30 withdraw from school. Consideration for re-admission will be at the discretion of the Finance Department.
8. Graduating seniors will not be allowed to participate in commencement exercises until all financial obligations are met. **There are no exceptions.**
9. Younger brothers and sisters of students whose tuition is customarily late may not be accepted or the acceptance may be conditional on the pre-payment of tuition.
10. There is a \$40 charge for checks returned for any reason; a \$100 late fee is imposed for late registration.
11. Marian Catholic High School reserves the right to waive any late fees and/or penalties and to set up payment plans with consequences following non-compliance (cf. #1, 2, 3, 4, 5 above).

TUITION AND SCHOLARSHIP POLICIES

Scholarships and tuition assistance are awarded to students who meet the criteria of each funding source. Applications are available on the Marian Catholic website. All tuition assistance grants are from funds given by the Dominican Sisters of Springfield and other private investors to Marian Catholic High School and are not derived from the tuition of other students or operating expenses.

1. Parents must apply annually for tuition assistance and scholarships by completing the requisite application(s). Scholarship and tuition assistance applications are returned to the President for review by the Scholarship Committee.
2. Tuition assistance application forms are required for consideration for all forms of need-based endowed scholarships and tuition assistance.
3. Parents receive notification of awarded grants by the first week of June. Should the amount of tuition assistance awarded not be sufficient for the student to attend MCHS, the registration fee (-\$25) paid by the family is refunded.
4. Parents may be asked to file a plan for payment of tuition.
5. If the scheduled monthly payment is not made on time, and no arrangements have been made with the school, tuition assistance may be forfeited. Students with unpaid tuition at the end of a school year will not be considered for tuition assistance for the subsequent school year.
6. Only students in good disciplinary and solid academic standing are eligible for tuition assistance. Initial grants are given only to those who qualify with regard to conduct and scholarship. If the student is placed on disciplinary or academic probation during the school year, further tuition assistance for the student for the rest of the school year is forfeited.
7. Receiving tuition assistance (grants from Dominican Sisters of Springfield), an endowed scholarship (with criteria in addition to need established by those benefactors who have designed the scholarship), and Sr. Simeon Tuition Aid (provided by MCHS benefactors and reserved for emergency situations) all involve a sense of obligation. A letter with notification of the tuition assistance or scholarship is sent to the student and family, with stipulation that parent(s)/guardian(s) and student sign and return an acknowledgement of this obligation.

WITHHOLDING GRADES POLICY

Marian Catholic High School reserves the right to withhold grades, graduation and diploma until any and all financial obligations and all school related responsibilities are met.

If a student who still has financial obligations transfers from Marian Catholic, an unofficial record of courses attempted and courses completed is sent to the receiving school. Such an unofficial record would list grades, including the grade of "I" (Incomplete) for any course for which financial obligations were not met. This is also the school policy for students who request transcripts for college.

SCHOOL SONG

**FIGHT ON, YOU MARIAN SPARTANS,
BLACK AND WHITE AND GOLD.
FIGHT, YOU MARIAN SPARTANS,
TRUE AND STRONG AND BOLD.
SPARTANS, WE STAND WITH YOU,
FOR YOU ALL THE WAY,
[HEY! HEY! HEY! (SHOUTED)]
ON TO ANOTHER SPARTAN VICTORY!
V - I - C - T - O - R - Y (SHOUTED)
VICTORY, VICTORY,
THAT'S OUR CRY!**