

# MARIAN CATHOLIC HIGH SCHOOL

Teaching Scholars  
With a Soul



**2022-2023**

## 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.



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**SCHOOL I.D. #141393**

(Use for ACT, SAT, College Applications)

# **MARIAN CATHOLIC HIGH SCHOOL**

## **ADMINISTRATION**

Mr. Vince Krydynski '81, President  
Mr. Steven Tortorello '04, Principal  
Ms. Colleen Peabody '05, Vice-President Institutional Advancement  
Mrs. Linda Hansen, Vice-President of Ministry & Mission  
Mr. Curt Schubert, Chief Financial Officer  
Mrs. Mary Harrison '81, Business Manager  
Mr. John Heneghan, Assistant Principal for Student Development  
Mr. Sean Scanlon, Director of Curriculum & Instruction  
Mr. Curtis Crossley, Dean of Community Life  
Mrs. Jennifer Lamb, Director of Student Activities  
Mrs. Cynthia Sedor, Registrar  
Ms. Mary Ann West, Director of Student Support Services  
Mr. Gerry O'Brien, Director of College Counseling  
Mr. Kevin Kelly '80, Athletic Director

## **SCHOOL OFFICE HOURS**

Daily 7:00 a.m. – 3:00 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

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

Athletic Director: (708) 996-4640 Athletic Fax: (708) 755-6541

Band Room: (708) 754-BAND

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

Student Activities Office Fax: (708) 756-9795

Individual extension numbers allow for direct dialing after 3:00 p.m.

e-mail: [mchsinfo@marianchs.com](mailto: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

## Community Period Schedule

Period	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
EMMAUS	10:40 - 11:05
COMMUNITY & LUNCH	11:10 - 1:10
6	1:15 - 1:45
7	1:50 - 2:20

## Half-Day Schedule

Period	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

## Liturgy Schedule

Period	Schedule
EMMAUS	7:45-8:00
LITURGY	8:15-9:45
1	9:55-10:20
2	10:25 - 10:50
3	10:55 - 11:20
5	11:25 - 12:50
4	12:55 - 1:20
6	1:25 - 1:50
7	1:55 - 2:20

## **Special Events Schedule**

Period	Schedule
1	7:45 – 8:15
2	8:20 – 8:50
3	8:55 – 9:25
4	9:30 – 10:00
6	10:05 – 10:35
7	10:40 – 11:10
5	11:15 – 12:45
EMMAUS	12:50 – 1:10
ASSEMBLY	1:20 – 2:20

## **MARIAN CATHOLIC BOARD OF DIRECTORS**

Mrs. Eileen Daw '78

Mr. Edward DiLuia

Mrs. Janet Garetto-Cantelo

Sr. Judith Anne Haase, O.P.

Mr. Jeffrey Keith

Mr. Vince Krydinski '81

Mr. Christopher Lilek '04

Mr. John Melone '85

Mr. Christopher Ormsby '93

Sr. Marilyn Runkel, O.P.

Mr. Reginald Summerrise

## **MARIAN CATHOLIC PARENTS CLUB OFFICERS**

Benita Ingram, President

Laura Stewart, Vice President

Cassandra Johnson, Secretary

Sue Brown, Treasurer

Tanika Price, Communications

## **MARIAN CATHOLIC BAND PARENTS**

Scott & Patti Lavin, Co-Presidents

Jodi Santacaterina, Vice-President

Georgia Gerretse, Secretary

Michael Hickey, Treasurer

## **STUDENT COUNCIL EXECUTIVE BOARD OFFICERS**

Helen Mulugetta, President

Xavier Buford, 1st Vice-President

Delcena Sawyer, 2nd Vice-President

Angelina Moore, Secretary

Briana Stewart, 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
Illinois Department of Health (COVID-19 Information).....	(800) 889-3931
Indiana State Department of Health (COVID-19 Information).....	(877)-826-0011
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. Faye Johnson.....(708) 755-7565 x2457

## 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.*

Mr. Gary Kopycinski

Ms. Jen Pasyk

# MARIAN CATHOLIC HIGH SCHOOL 2022-2023 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.

## MARIAN CATHOLIC FAMILY SCHOOL AGREEMENT

Marian Catholic students are expected to behave in a Christian manner at all times 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.

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 require withdrawal of any student who fails to meet Marian's standards of conduct at any time either on or off campus.

Marian Catholic works in partnership with parents to help our students grow as young men and women. This partnership thrives on mutual respect and professionalism between school staff and students' family member(s). Marian's staff are trained to be transparent and communicate with parents regularly in a respectful manner. It is expected that parents communicate with school staff in a respectful manner. Any derogatory communication, personal attacks, or rude or inflammatory language used toward staff members will result in the staff member politely ending the conversation. Repeated incidences of negative communication on the part of parents may irrevocably damage the healthy working relationship between home and school. The school reserves the right to require the withdrawal of any student whose family member(s) are repeatedly disrespectful to school staff.

Students and parents are asked to familiarize themselves with the content of this handbook. The student planner and handbook is available on our website and a hard copy is provided to each student and parent annually.

## 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 their 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.

## **COVID-19 SAFETY POLICIES & PROCEDURES**

We at Marian Catholic High School consider the safety and well-being of our students, families, faculty, and staff to be of the utmost importance. It is our pledge to work to the best of our ability to provide a clean, safe, and healthy environment for our students while continuing to offer a high-quality college preparatory Catholic education as we have for more than sixty years. If at any time, we feel the safety of our students, faculty, and staff is compromised by the COVID-19 virus, or any other health emergency, or if directed by the Illinois Department of Health, our policies and strategies will be adapted to follow state guidelines.

## **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.

## **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. The Marian Catholic daily activity bulletin is posted on PowerSchool, Schoology, and the Marian website, and is read daily in the Emmaus period by the teacher or Student Council representative. 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 their 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. There is no charge for duplicate mailings but a parent must request a duplicate mailing **in writing** each year 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 mailing. 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 \$80.00. 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. A \$20.00 parking fine is a consequence for parking on campus without a Marian parking sticker (visible from the rear of the car), parking in reserved areas, or parking illegally. Students whose cars not displaying a current Marian sticker will also be issued a detention in addition to the fine. After two violations, if a parking sticker is not purchased, the \$80 parking sticker fee, with an additional surcharge of \$25 will be added to the students' tuition statement.
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 will also be posted on the school website [www.marianchs.com](http://www.marianchs.com) by 5:45 a.m. Please DO NOT call the school.

## **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. The taking of photographs or videos in locker rooms is strictly prohibited. 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.

## **PHOTOGRAPH OR VIDEOTAPE CONSENT**

Pictures of Unnamed Students: Students may appear in photographs and videotapes taken by school staff, faculty, other students, or other individuals authorized by school officials. The school may use these pictures, without identifying the student in various publications, including the school yearbook, school newspaper, school electronic media, recruiting materials, and alumni publications. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

**Pictures of Named Students:** The school may want to identify a student in a school picture. School officials want to acknowledge those students who participated in a school activity or who deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must consent. When you signed the Parent and Student Contract with Marian Catholic, you granted consent to Marian Catholic High School to identify a picture of your child or ward, by full name and/or the school they attend in any school sponsored material, publication, videotape, or electronic media. You may revoke this consent to publish your student's name at any time by notifying the school Principal in writing.

**Pictures of Students Taken by Non-School Agencies:** The school attempts to limit access to school buildings by outside photographers and videographers. It has no control over news media or other entities that may publish a picture or video of a named or unnamed student.

## **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 Marian Catholic property are subject to being searched.

## **VIDEO SURVEILLANCE**

Video surveillance cameras at Marian Catholic High School are used for the purpose of ensuring the safety of students, employees, guests and their property. 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 their 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 they may need to schedule an appointment for a future date.

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

# **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 they understand and agree 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 zero 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 their 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 Marian Catholic High School 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. College 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 Student, 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 Student. 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, scroll to the bottom, and then select Naviance Student. Parents may request their own username and password to access the program by contacting their student's counselor.

Information about college counseling may be found in the Academic link on Marian's 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 posted in 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. They will also be posted in Naviance Student and the school calendar.

Workshops for seniors are offered on the following topics: Applying to highly selective colleges, writing a college application essay, using the Common Application, and workshops for B/C students.

In second semester of junior year, families are encouraged to 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. During second semester, junior students are expected to take the ACT and/or SAT. ACT/SAT are both offered seven times per year. For more information, go to ACT.org or Collegeboard.org (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](http://www.eligibilitycenter.org). A student registers during second semester of junior year. An online version of the NCAA Guide for the College-Bound Student-Athlete is available at this website. The Guide provides eligibility information in order for a student-athlete to receive an athletic scholarship at a Division I or Division II college. Student-athletes are encouraged to speak with their counselor about the core academic requirements and approved courses to meet NCAA eligibility requirements. Currently, a minimum core GPA and minimum ACT/SAT score are required to be eligible to compete at the DI or DII level.

## COMMUNITY PERIOD

The social/emotional well-being of our students is paramount not only to developing into well-rounded individuals, but it can also play a role in their overall academic success. When students are involved in extracurricular activities, it helps them to maintain a healthy balance between school work and socialization. To offer every student the opportunity to participate in school sponsored clubs and activities, hear guest speakers, participate in enrichment programs, socialize with their classmates, or even receive some extra assistance from their teachers, we will offer the Community Period Schedule (see page 4) several times during first semester, and several times during second semester. By offering this time in the course of a regular school day, it affords students the opportunity to participate in activities they may not have the time for after school due to their involvement in Athletics, Fine Arts, or finding transportation.

## 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 their 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 Marian Catholic eligibility rule standard.

## E-LEARNING INSTRUCTIONAL DAY POLICY

In the event that Marian Catholic needs to be closed (due to public health related government directives, inclement weather, power outage, or another emergency), Marian Catholic will conduct eLearning Instructional Days. eLearning may be completed in a synchronous or asynchronous manner depending on the needs of the situation. The school will share instructions ahead of planned eLearning days or by 9:00am on eLearning days that are not previously anticipated. Students are responsible for following all instructions and completing all assigned work as laid out in the instructions.

Because we are a 1:1 learning environment, we have the ability to engage students in lessons whether those students are at home or at school. This policy should allow us to eliminate the need to add instructional days to the end of the school year calendar.

**Student absences and tardiness will be counted. Parents of ill students or students who cannot make their class times for family reasons must notify the Main Office.**

Student Policies:

1. Students are required to follow the instructions for the taking of attendance for each class period, every day of eLearning instruction.
2. It is the student's responsibility to open each of their courses in Schoology and check for assignments (not all assignments will appear in their Notifications).
3. Students must complete all E-Learning Day assignments as directed by each individual teacher and by the deadline established by each individual teacher.
4. Students may also be required to complete homework in addition to their E-Learning Day assignments. Homework assignments will be due as designated by the individual teacher. Any homework not completed or submitted late will follow that teacher's classroom policy for missing or late work.
5. If there is a problem with home internet connection (e.g. power outage) it is the responsibility of the student to contact their teacher before 10:00 a.m. on the E-Learning Day.

Because Marian Catholic counts E-Learning Days as required instructional days, the State of Illinois expects that students and parents will respect the E-Learning Day policies, make school work a priority, and complete their assignments in a timely manner.

## 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. Those students, who for a serious reason miss a final examination, need to make arrangements to make-up the missed examination.

**Senior Spring Semester Final Examinations Policy:** 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:

- Have a grade of "C" or better
- Absences for the year do 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.

## **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. In order to matriculate for junior or senior year, a student must have completed their required credits from freshman and sophomore year. Students who fail to make up required credits prior to the start of the junior or senior year cannot return to Marian for that school year. 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 these 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 percentages:

A+	100 - 97	B+	89 - 87	C+	79 - 77	D+	69 - 67	F	59 and below
A	96 - 90	B	86 - 80	C	76 - 70	D	66 - 60		

## **CALCULATING SEMESTER GRADES**

Semester grades will be calculated using the formula below. These calculations use the grade percentage for quarters and final exams.

$$\begin{array}{l} 40\% \text{ of Quarter 1} + 40\% \text{ of Quarter 2} + 20\% \text{ of Final Exam} = \text{Semester 1} \\ 40\% \text{ of Quarter 3} + 40\% \text{ of Quarter 4} + 20\% \text{ of Final Exams} = \text{Semester 2} \end{array}$$

## **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	F	= 0
A	= 4.0	B	= 3.0	C	= 2.0	D	= 1.0		

## **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 and a chance to meet your student's teachers. 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 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, such as moving to an upper or lower level within the course sequence, a parent must contact the student's teacher to request placement in another level. Course change other than the three listed above would require a \$100 fee. Administration is the final arbiter of any course change.

### **Late Withdrawal:**

A **WF** (withdrawal failure) grade is given for the first or second semester when a parent/student course withdrawal is initiated after twenty (20) days of school.

A parent/student may not request to drop or change a year-long class after completion of the first semester without it resulting in a WF. 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).

## **SCHEDULING POLICIES**

Each student must carry 6 classes each semester. No student shall carry two study hall periods simultaneously in a semester unless as the result of a medical emergency or other unforeseen emergency, and with the approval of an Administrator. Students may carry a maximum of 7 classes per semester if the student's cumulative GPA is at minimum 3.0 and with the approval of a parent, the student's counselor, and an Administrator. Zero hour classes and independent study classes count toward this total.

## **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 & SAT - Test prep programs are available to juniors for a fee as conducted by an outside resource or through the school seminar program. All juniors take a practice ACT test in January and are automatically enrolled in an online test prep program. Testing dates are printed in the school calendar. Other test dates may be secured from Counseling.

## **TEXT BOOK POLICY**

Marian Catholic has instituted a mandatory \$200 book fee for each student, which will cover the cost of all books the student will need for the entire school year. Marian Catholic will purchase all required books in bulk, which in turn passes the savings on to our families.

The format of the book will depend on the course (some will be physical books that students will keep, while other physical books must be returned at the end of the school year). Some courses will utilize a classroom set of books, while other courses will require each student to have a digital or physical book. Physical books will be distributed by the teachers in their classroom. Digital books will be distributed through each student's PowerSchool account.

All physical books must be acquired and all electronic books must be downloaded to the student's iPad prior to the first day of the semester.

The technology department staff will be available to assist students downloading and accessing their books during the first two weeks of each semester as long as students have followed the directions given to them. It will be at the teacher's discretion to issue appropriate grades for students who do not adhere to the dates and requirements set in this policy. Students may lose points in class if they are not prepared by having all of their needed materials.

## **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 Counseling 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 Director of Student Support Services 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 transcript of courses attempted and courses completed is sent to the receiving school. Such an unofficial transcript would list grades, including the grade of "I" (Incomplete) for any course for which financial obligations were not met. Official transcripts will not be provided until all school responsibilities are met.

## **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 textbooks returned, and clearance secured from the Library before official 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. Students are required to attend all liturgies and services that take place during the school day as all-school events or as part of a theology class. A comprehensive retreat program assists students in their spiritual growth. All students 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 also have the opportunity to attend Kairos, which is a four-day, off-campus retreat held several times throughout the year.

### **DIVERSITY, EQUITY & INCLUSION COUNCIL**

The Diversity, Equity, and Inclusion Council (DEI) is committed to ensuring that the rich diversity and backgrounds that make up our community are both protected and celebrated. Concerns or questions regarding any issues connected to diversity may be brought to the attention of any member of the Diversity Council who serve as a resource and support to the Marian Catholic Community.

The Diversity Council is led by the Vice-President of Ministry and Mission, whose office is located in the Campus Ministry area (between the chapel and the Counseling Department). If students have a concern regarding diversity, equity, and inclusion at Marian Catholic, they can visit the Vice President in person or email their concern to [deicouncil@marianchs.com](mailto:deicouncil@marianchs.com). Such concerns might include any perceived inappropriate actions by a staff member or other students, questions about inequity or insensitivity in curricular material, questions about policy fairness or fairness in enforcements, etc. Every concern will be taken seriously and directly followed up on by the DEI Council.

### **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 school clinic (located in first hall, across from the Main Office).
2. If between classes, the student sees the next period's instructor prior to reporting to the school clinic.
3. The student will be evaluated by the school nurse, and parental contact will be made. Students should come to the school clinic to see the nurse and not call/text a parent/guardian to have them come to the school to pick them up. If the student is to be sent home due to illness, parental contact will be made and the student should be picked up from the school as soon as possible. If the student drives to school, permission will be obtained from a parent before the student is allowed to drive themselves home. Students are instructed to call the school as soon as they arrive home so the nurse knows they arrived safely.
4. If the student is well enough to return to class, they will be issued a pass by the school nurse. If they are to be sent home, the student will sign out with the Attendance secretary in the Main Office.

## **Medical Policies**

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

Medical policies and immunization requirements are distributed to families at the time of registration. Marian Catholic follows the mandate of the State of Illinois with regard to immunization requirements, authorization for administration of medication to students, and deadlines for submission of immunization records and proof of other required medical and/or dental exams.

Medication should be taken at home whenever possible. Any medication taken in school must have a parent/guardian-signed authorization and licensed prescriber's order form on file with the school. Medication (prescription and non-prescription) must be kept in the school-approved location during the school day. The following guidelines will be followed:

- The certified school nurse or registered professional nurse is required to administer medication to students. In the absence of a nurse, an administrator shall be available to administer medication.
- These guidelines do not prohibit any school employee from providing emergency assistance to a student.
- Students that are 18 years of age will require Medication Authorization forms to be on file.
- A Medication Authorization form will need to be signed by the parent/guardian and doctor in order to be valid. Authorization forms must be renewed every school year.
- A written order for prescription and non-prescription medication must be obtained from the student's doctor and must include the following: name of student, date of birth, reason for medication or diagnosis, name of medication, exact dosage to be taken in school (e.g. mg, ml, cc), time to take medication and frequency or exact time interval dosage is to be administered. All prescribed medication must be in their original containers and labeled by a licensed prescriber or pharmacist. Any over-the-counter medication must be in the original container with the name of the medication visible and must be labeled with the name of the student. If medication is given on an as-needed basis, the exact conditions or symptoms when medication is to be taken and the time at which it may be given again must be specified. **The first dose of any new medication must be given at home under parental supervision.**
- All medication given in school, including non-prescription drugs, shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. Such written documentation will be maintained in the student's individual medication record.
- The parent/guardian is responsible for submitting a new form to the school at the start of each school year and each time there is a change in the dosage or if time of administration has been changed. Any medication changes require the parent/guardian to submit a prescription or new written order from the student's medical provider.
- At the end of the school year medication will need to be picked up by a parent/guardian. Medicines not picked up by a parent will be properly disposed.
- Medications that will be carried by students and self-administered will require a 504 plan and IEP to be in place.

Marian Catholic does not assume responsibility for authorized medication taken independently by the student. In order for a student to carry and self-administer medications during school hours they must have parental/guardian consent and a current Medication Authorization form on file with the school. Students that will carry and self-administer medication will need to be evaluated by the school nurse to ensure the capability of the student to self-administer medication.

To appropriately manage a child's health status, certain medical conditions (e.g. severe allergies, asthma, diabetes, seizure) may require an Emergency Action Plan. In the even emergency response measures outlined in a student's Emergency Action Plan are undertaken but not effective, 911 will be called.

## **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.

## **Student Wellness**

By enrollment at Marian Catholic, parents and students agree to allow Marian Catholic's counselors, administrators, and school social workers to provide appropriate services to students as deemed necessary. If it is required that a student be referred to a mental health professional for evaluation, it is the responsibility of the parent/guardian to abide by this requirement and provide proof of that evaluation prior to a student's return to school. Failure to comply with such requirements may result in the student's withdrawal from Marian Catholic High School.

## **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, the student 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**

#### **Parent Athletic/Medical Awareness:**

Through enrollment at Marian Catholic, you have acknowledged that you have read and understand the forms on the Marian web site Athletics page that refer to concussion information/protocol and Impact Program, IHSA Performance Enhancing Testing Policy, Return to Learn/Return to Play policies and Athletic Insurance/Medical Consent policies.

This acknowledgement **and** a completed **current** copy of a Marian/doctor's/IHSA physical form (necessary to supply **each** academic year) must be filed in the Athletic Office prior to trying out or competing with a Marian Catholic athletic team.

#### **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.

#### **Commitment:**

All Marian Catholic athletic teams and many clubs/activities require participation during weekends and scheduled school breaks and holidays. Except in cases of family emergencies or illness, participants are expected to be present at all tryout sessions, practices and games/matches or scheduled activities. In cases where a student must be absent, a decreased level of participation should be expected upon return. In all cases, parents and student-athletes should be diligent in expressing schedule conflicts well in advance.

#### **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 2022-2023 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 their school gets the blame or the praise for their 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 their 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 daily 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 for 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 from an absence, 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. 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.
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.
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.

**Excessive Absence:** When there are nine absences in a semester, parents will be notified and students will not be excused from class for field trips or extracurricular activities. Excessive absences of more than ten days per semester is detrimental to the student's academic success. When a student reaches ten days of absence in a semester, further absences must be approved by the school and/or verified with a signed doctor's note accounting for the specific number of days absent. When a student exceeds ten days of absence or if a student is to be absent for an extended period of time, a plan shall be created and implemented to ensure that the student completes 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.

Marian Catholic does not offer home-schooling or homebound instruction. A student who is absent more than 15 days in a quarter automatically receives a grade of "Incomplete" for his/her classes that quarter, regardless of the amount of work that the student has submitted electronically to their teachers. If a student incurs absences in excess of 25 days per semester, the student automatically receives a grade of "Incomplete" for all courses that semester. At this juncture of missing 25 days, it is in the best interest of the student to withdraw from school and seek to make up the credits they have missed through alternative means, such as homebound instruction through their local public district or online credit programs. Withdrawal in cases such as this is at the discretion of school administration.

## Absences Affecting Class Placement

Students who miss significant amounts of class time due to excessive absences may be unable to be placed in Honors or Advanced Placement classes for the following year if the student has not completed a sizeable amount of coursework for their current course. This placement is at the discretion of the administration and faculty.

**Absence Due to School-Sponsored Activities:** Only those students who have nine 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 their 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. It is the student's responsibility to 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. **Absence on the day of a test/quiz:** Whenever possible, tests/quizzes should be taken in advance of an absence. If the student knows that they will miss a test/quiz or material leading up to a test/quiz, it is the student's responsibility to initiate a discussion with the teacher about when and how this will be made up. If the student hasn't taken tests/quizzes in advance, it is the student's responsibility to initiate the process on the day they return. If the student missed only one day on which a test/quiz occurred, they should be prepared to take the test/quiz upon return.
5. **Absence on days leading up to a test/quiz:** If a student knows that they will be absent in the days before a test/quiz, it is the student's responsibility to coordinate how they will acquire notes or new material missed on those days. The teacher and student should come to mutual agreement on a plan to catch up the missed material and take the test/quiz. If the student does not proactively make a plan with the teacher ahead of the planned absence, the student may be liable to take the test/quiz upon return.
6. 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.
7. 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.
8. 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.
9. 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 (failure to provide a parent call or parent note) to school, the student will receive a detention. A combination of excused and unexcused tardies to school exceeding six (6) per semester the student will automatically receive a detention thereafter. When a student is tardy eight (8) times to school, the student will automatically receive a Saturday detention. When a student is tardy ten (10) times to school, the student will automatically receive a Saturday morning work detention. **No tardy after the 5th tardy will be excused for any reason-even if the parent calls the student in late.** Excessive tardiness to school may result in a meeting with the Discipline Board.

**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.

**Truant from Class:** Truant from Class is defined as being when a student fails to report to class for in excess of 10 minutes without the permission of a Marian Catholic staff member, when a student fails to report to an assigned area/location for a school event, or when a student uses a forged or unauthorized pass to be excused from class. For the first instance of Truant from Class, a student will receive a two-hour work detention and a grade of zero for all assignments collected or assigned in the class period that was missed. For a second instance of Truant from Class, a student will receive four hours of work detention and a reduction in quarter grade for that class equal to one letter grade step (e.g., B+ to B). A second instance also necessitates a parent conference with the dean.

**Truant from School:** Truant from School is defined as staying away from school without parental knowledge and permission, failing to report to assigned classes/designated areas of a school activity as assigned by a staff member, or leaving the school without permission when the student should be present. On the first instance of Truant from School, the student will incur 6 hours of work detention, a grade of zero on all assignments collected or assigned in classes missed, and a mandatory parent conference with the dean. All cases of Truant from School will be reviewed by the Discipline Board for a possible Discipline Board meeting based on the student's discipline record. On a second instance of Truant from School, a student will automatically be scheduled for a hearing with the Discipline Board, and the board will determine appropriate consequences, which may include suspension or expulsion.

**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 absence.

#### **Leaving School After Arrival**

Once a student has arrived on the campus they may not leave school premises for any reason except by the procedure outlined here:

1. Obtain permission to leave school from the Main Office from which a parent or guardian will be contacted.
2. Wait at the Main Office entrance for transportation that has been arranged.
3. Have parent telephone school upon student's arrival home if the student walked or drove themselves.
4. If a student must leave for any reason (e.g., medical appointment), they must:
  - Bring a note signed by a parent or guardian to the Main Office before school on the day of the appointment.
  - Sign out at the Main Office before leaving the building.
  - Check in at the Main 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 information must be obtained by the Director 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 restitution, fines, suspension or expulsion.

## **BUS CONDUCT**

The bus rides 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, drinking, drugs, weapons, 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 Director of Student Activities.

## **CELL PHONES/DISRUPTIVE DEVICES**

Cell phones are not to be used during academic instructional time. This means students are not allowed to use their cell phones in classrooms, hallways, bathrooms, or locker rooms during class periods. Students who do so are subject to disciplinary consequences.

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 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. All students are welcome to attend semi-formal dances and 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 a mandatory parent 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 them. 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. For Prom, students are expected to be in school a full day on the day of the dance as well as a full day of school the day before the dance.
5. 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 need to be loose fitting so as not to ride up while dancing/walking. Skirts may not be shorter than 3 inches above the top of the knee cap. This can be easily measured with a credit card. Dresses with a length that does not fall within this guideline will not be allowed and the student will be sent home. Short or tight fitting skirts are not appropriate. If in doubt, do not buy it; do not wear it. Students wearing a tuxedo or suit, dress shirt and tie, and dress shoes and socks, 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. Students may not leave a dance early or exit and re-enter the dance at any time without speaking with the dance moderator directly who will contact the parents(s) for approval. 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 Director of 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 one year. 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.

If a student is asked to withdraw from Marian Catholic by the Discipline Board, or if a student withdraws prior to a scheduled Discipline Board hearing, that student is prohibited from applying for readmission to Marian Catholic for at least two full semesters. During that time, the student is also prohibited from attending any Marian Catholic functions, both on campus and off campus.

Some students who withdraw may be prohibited from attending Marian Catholic functions or being present on the Marian Catholic campus for the duration of their high school career due to the nature of the disciplinary infraction for which they withdraw. This decision is at the discretion of the Discipline Board.

### **Policy Violations and Detentions:**

1. If a student violates a school policy, faculty and staff will note the violation and submit it to the Dean for review and the possibility of a detention. Detentions are only issued by the Dean, Assistant Principal for Student Development, or the Principal.
2. Detentions must be served before or after school, at the discretion of the Dean. Failure to serve a detention will result in further disciplinary consequences.
3. Students serving a detention must be in full Marian dress code.
4. Students serving a detention may bring required class reading material only to detention. Students may not use their iPad during detention.
5. Excess and/or multiple detentions are cause for suspension, disciplinary probation, or referral to the Discipline Board.
6. If a student is absent from school on the day of the scheduled detention, it is their responsibility to contact the Dean to reschedule. Failure to serve a detention may result in additional disciplinary consequences.
7. Requests to have detentions rescheduled may be honored only if parental contact is made with the Dean.
8. School privileges (e.g. driving, dances, extra-curricular membership, public graduation) may be denied for excessive or unserved detentions.
9. In the event of major disciplinary infractions, the student may be suspended from school.

## **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 is marked absent from school.
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. The student will be referred to the Dean. 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 event 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. Equity and cultural sensitivity are factored into the design of and enforcement of the dress code. The school administration, through the dean, 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.

The following dress code applies Monday through Thursday for each week of the school year. Fridays are "Spirit Days" and students may wear any Marian Catholic apparel on top with dress code Khaki or black slacks, shorts, or skirts on the bottom.

### **I. Clothing/Shoes**

#### **Primary Shirts**

##### ***Dress Code***

- Students must wear either a Marian Catholic logoed polo shirt (short or long-sleeved) or a Marian Catholic logoed Oxford-style shirt.
- **Not permitted:** T-shirts, tank tops, jerseys, sweatshirts, hooded shirts, hooded sweatshirts.
- **Note:** Shirts do not need to be tucked in, but must at least meet the top of the pants (no midriff may show).
- Any undershirt must be tucked in, and primary shirt must completely cover any undershirt.
- Students have the option to wear a necktie or bowtie with a Marian Catholic logoed Oxford style shirt.

## Outerwear Clothing

### **Dress Code**

- Over their Marian polo shirt, students may wear either a Marian-approved jacket with the Marian "M" school logo only on the chest OR a Marian-approved quarter-zip pullover with the Marian "M" school logo only on the chest. Other writing, imagery, or logos may not appear on dress code outerwear clothing. Jackets or quarter-zips may only be in the colors of black, white, or grey.
- **Not permitted:** Hooded sweatshirts, hooded t-shirts, crew neck sweatshirts, t-shirts, long-sleeved t-shirts, jerseys, windbreakers, non-Marian pullovers/fleeces/jackets (i.e. North Face, Nike, etc.).
- **Note:** Teams, clubs, and school-sponsored activities are permitted to wear their team/club/activity jerseys or apparel every Friday of the school year, which are Marian "Spirit Days."

## Pants/Skirts/Shorts

### **Dress Code**

- Students must wear Khaki or black slacks (traditional classic cut or relaxed fit, chino style or Dockers style, cotton-twill), knee-length Khaki or black chino style shorts, or knee-length Khaki or black skirt.
- **Not permitted:** Yoga pants, leggings, jeggings, sweat pants, cargo pants, track pants, denim jeans, jean-style slacks of any color, biker shorts, cargo shorts, denim or jean-style shorts of any color.
- **Note:** Pants, shorts, and skirts must be worn at the waist and must meet the student's shirt (no midriff may show).
- Shorts and skirts may be worn year-round.

## Shoes

### **Dress Code**

- Students must wear a dress shoe, casual shoe, or athletic shoe.
- **Not permitted:** Sandals, flip-flops, slippers, Crocs or Crocs-style shoes, any shoe without a full back.
- **Note:** Socks or stockings are optional.

## II. Hair

### **Dress Code**

- Haircuts are to be appropriate for school or a professional environment. Hair must be worn in such a way that the student's eyes and face are not covered. Primary hair color must be a naturally occurring hair color.
- **Not permitted:** Letters, symbols, or designs dyed or colored or cut/shaved into hair.
- Hats, hoods, dew rags, sleep caps, skull caps, shower caps, bandanas, athletic headbands, or sweatbands.
- Facial hair is not permitted.
- **Note:** Dyed/colored highlights should be appropriate for a professional environment.
- Students must be clean shaven.
- Fabric headbands and religious head coverings may be worn.

## III. Jewelry

### **Dress Code**

- Students may wear earrings, finger rings, bracelets, and necklaces.
- **Not permitted:** Jewelry with spikes, studs, or inappropriate images, gauges.
- Facial piercings of any type.
- **Note:** Tattoos must not be visible and must be completely covered during the school day.

## IV. Student IDs

### **Dress Code**

- Students must wear their current school-issued photo ID around the neck on a school-issued lanyard. IDs must be visible as the outermost layer at all times while in the school building.

Failure to abide by dress code result may result in a detention. Reoccurring violations may result in suspension or other disciplinary consequences. School administration, through its dean, 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 the 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.
- If a skirt or dress is worn, it must be loose fitting and may not be shorter than 3 inches above the top of the knee cap. This can be easily measured with a credit card. Dresses may not be low-cut on top. Short ("mini") or tight fitting dresses and skirts are not appropriate.
- 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.
- Sandals and flip-flops 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 (must be knee length) may be worn.
- All other items of the dress code (no hats, no facial hair, 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 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 Director of Student Activities 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 must be loose fitting and may not be shorter than 3 inches above the top of the knee cap. This can be easily measured with a credit card. 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 student 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.

### **Reporting and Follow Up**

Any acts of harassment are to be reported immediately to the Dean of Community Life. If a student shares their concerns with another staff member first, that staff member must immediately alert the Dean.

Every report of harassment will be taken seriously and met with the following steps:

- The Dean will meet with relevant parties to take formal statements regarding the matter.
- The Dean will investigate the situation and report findings and next steps to all relevant parties, including the parents of any students involved.
- When necessary, the Dean may involve a counselor or social worker.

### **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 the Dean of Community Life. If a student shares their concern with another staff member first, that staff member must immediately alert the Dean. 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.

## **REPORTING CONCERNING BEHAVIOR**

In the age of frequent violent intruders in schools, it is paramount that all students and staff are vigilant to keep our school community safe. Marian Catholic employs state of the art security measures to ensure that our campus is as safe as possible. These measures include:

- An armed security team comprised of off-duty or retired police officers present on campus during the school day and all school activities.
- Limited entry points to the school during the morning with an officer at each entry point.
- An elaborate system of cameras to monitor the school building.
- Regular intruder drill training with staff and students.
- The use of digital apps and other communication tools in the event of an emergency.
- Modified fire drill protocol to maximize student safety from intruders.

In addition to these measures, it is vitally important that all students and staff are sensitive to any behavioral signs that an individual may be considering to harm themselves or others. Such signs include:

- Social media messages that allude to self-harm or the harm of others.
- Talking, even in a seemingly joking manner, about committing school violence.
- Drawing or sharing images of violence.
- A fascination with or regular discussion of weapons of any kind or the use of weapons toward others.

### **Reporting and Follow Up**

If a student notices troubling behavior in another individual, the student should immediately report that behavior to a staff member. The staff member must immediately alert our social work team. Once this happens, the student is referred to the social work team for evaluation, and the social worker determines the level of needed intervention. If needed, the social worker refers the student to outside specialized counseling. If a student is potentially a danger to themselves or others, they may not return to campus without a full evaluation and clearance from an external psychological professional. Parents are notified of all steps in the procedure.

Behavioral modification, if needed, varies based on the needs of a given case and will be shared with the student's teachers and other staff as relevant. If needed, parameters for the student's remaining at Marian are established in writing with the parents. If the concern involves an element of discipline, the Dean will be involved and a Discipline Board hearing may be convened. The school may require ongoing outside professional support for a student to remain at Marian. The counseling team follows up with staff members to share relevant information they need to serve the student going forward.

## **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, vaping, consuming alcohol and using drugs. The use of tobacco, vaping materials 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**

Marian Catholic, in collaboration with our families, strives to ensure a safe, optimum learning environment for all of our students. Marian Catholic believes that the best way to accomplish this is to support our students in the fight against illicit drug use. In addition to regular education, random drug screening has a chilling effect on illicit drug use. Marian partners with a drug testing laboratory service to perform a hair analysis testing panel to screen for illicit substances. Parents have the option to have their child participate in the drug screening program. It is assumed that parents desire to participate in and hereby consent to their student's participation in the program unless they submit a written notice to the Principal of their desire to opt-out of the program. Unless a parent opts-out in writing, students are randomly chosen for the hair screening test, which is administered by a trained hair professional. Parents may opt-out of the program at any time during the school year by contacting the Principal in writing.

If there is a lack of hair available for testing on the selected day, the student is obligated to be tested within 30 days by either growing their hair or removing a portion of any hair extensions. School administration reserves the right to require a student to be tested at any time if an administrator, faculty, or staff member reasonably believes that a student is under the influence of drugs or alcohol while at school or a school-sponsored event. Refusal to submit to a required drug screening test will result in disciplinary consequences.

If a student tests positive for an illicit or prescribed medication for pain relief, both student and family are contacted by the school social worker. 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 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 at Marian Catholic will result in immediate dismissal if report numbers show no change or an escalation within a three-month period.

If a student who has been dismissed from Marian because of illicit substance use wants reentry to Marian, the student (family) must provide documentation of completion of a certified substance abuse program. An interview with the Principal and school social worker will be granted only if adequate information is presented prior to the meeting, and criteria for readmission to the school has been met.

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

### Smoking and Vaping

Smoking and vaping is strictly forbidden for students in the building, on school buses, at school-sponsored activities, or anywhere on campus. Students found guilty of a smoking violation or of carrying tobacco, smoking materials, (matches, pipes, lighters, etc.) vaping devices (e-cigarettes, vaping pens, MODS, AIO, 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 Marian Catholic 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 support the "Parent Connection" agreement.

### PARENT CONNECTION AGREEMENT: WE WILL:

1. Act as positive role models.
2. Actively chaperone activities inside our homes and not allow alcohol, tobacco or any other drug to be consumed minors. If these substances are found in possession of minors at a party, we will take reasonable steps to stop it and we will contact students' parents.
3. Welcome phone calls from other parents regarding student 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 allow the use of alcohol, tobacco or other drugs by minors.
5. Insist that no tobacco, alcoholic beverages or other drugs be served to any minor.
6. Request that we be informed if our students are seen smoking, consuming alcohol or under the influence of alcohol or other drugs.
7. Support the behavior guidelines of Maria Catholic and local community curfews as appropriate.
8. Review and discuss this Parent Connection Agreement with our children.
9. Increase our own awareness and education of the substance abuse problem and explore strategies to address situations that stem from this problem.
10. Comply with the decisions of Marian Catholic High School regarding discipline matters.



### **School involvement and consequences for off-campus incidents:**

- The use of alcohol or 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 or alcohol abuse education program.
- Participation in athletics and school activities has been defined by the courts as a privilege and not a right. Students who are found in violation of the policies outlined in this section of the handbook are subject to loss of 10% of participation in any extracurricular activity in which they are currently involved. Students may also be subject to additional consequences specific to their particular activity as outlined by the activity's contract/rules/by-laws and as determined by the discretion of the activity moderator.
- 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 Marian Catholic Discipline Board will be convened. **Discipline Board Note:** Marian Catholic has a zero-tolerance policy in regard to providing alcohol or drugs and for students hosting a party providing or allowing alcohol or drugs (automatic expulsion). Students who host a party where alcohol or drugs are present will be automatically expelled upon the convening of the Discipline Board. Hosting a party is defined as either physically hosting a gathering at a student home and/or organizing a gathering at another location. Students who provide alcohol or drugs to a party or arrange for the presence of such will automatically go in front of the Discipline Board and are subject to suspension or expulsion. 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 Vice President for Advancement.

### **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 (7:45 a.m.-2:20 p.m.) every school day. The student's name, ID number, and picture must be visible at all times. If a student does not have their ID, or if it is not clearly visible, faculty and staff will note the violation and submit it to the Dean for review and the possibility of a detention. If a student covers and/or defaces the ID card in any way, the student will need to purchase a replacement ID. If a student forgets their ID, the school can issue a temporary ID card, which the student can wear **for that day**. Student can obtain a temporary ID if needed. If the student does not return the temporary ID immediately after school, the student will be charged \$5 and the violation is submitted to the Dean for review and the possibility of a detention. The current year's school ID 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 (Room213). A replacement ID and/or lanyard will be issued if one or both are lost. The replacement cost is \$10 per set (\$5 ID, \$5 lanyard).

## 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, Dean, 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 Dean 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. Marian Catholic High School 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. Marian Catholic 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.

Students are allowed to connect one iPad to Marian Catholic's network. No other student devices are allowed to utilize the Marian Catholic network connection. Student iPads must be named in the following manner: Student ID Number-Last Name-First Name (i.e., 95123-Doe-John). Any iPad not following Marian Catholic's naming convention will not be granted access to Marian Catholic's network.

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

All technology, including but not limited to wearable technology, must be placed in a location that is inaccessible to the student during any test or quiz. Teachers reserve the right to have any technology, including but not limited to wearable technology, removed during class.

Unless given explicit permission, no headphones, ear buds or listening devices may be used by students during the school day.



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 Marian Catholic 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 Marian Catholic 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).

### **SEXTING**

Sexting (or sex texting) is the sending or receiving of sexually explicit or sexually suggestive images, messages, or video via cell phone or the internet. Examples of sexting include nude or nearly nude photos or “selfies,” videos that show nudity, sex acts, or simulated sex, and text messages that propose sex or refer to sex acts.

The sharing of sexual videos and pictures of children under the age of 18, even if the child/young person shares an image of themselves, is a criminal offense. Specifically, crimes involving indecent photographs of a person under 18 years of age fall under federal and state child pornography laws.

As Illinois Mandated Reporters of child abuse, Marian Catholic is obligated to report the possession, storage, or transmission of sexually explicit photographs or video that involve children under the age of 18 to the Department of Children and Family Services as well as local law enforcement. Sexting activities are a violation of Marian Catholic’s Technology Responsible Use Policy and may carry disciplinary consequences.

## **MARIAN CATHOLIC HIGH SCHOOL 2022-2023 FINANCIAL POLICIES**

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

### **FEES**

A **\$500 Non-Refundable Tuition Deposit Fee** is due by March 31, 2023 for all students. This deposit must be paid through each student’s FACTS Tuition Account and will be credited toward tuition for the upcoming school year. Students are not considered officially registered for the upcoming school year until the non-refundable tuition deposit fee is paid in FACTS.

If the deposit is not paid in full on or before the due date, the student will forfeit all tuition assistance, scholarships, and discounts awarded them for the following year.

Additional fees (e.g. AP test fees, field trips, Kairos retreats, transportation, extra-curricular activities, Athletics, performance and Fine Arts, etc.) are also billed to each student’s FACTS Tuition Account as necessary.

The **Spartan Gold Raffle** is the one mandatory, all-school fundraiser Marian Catholic hosts to lower the cost of tuition and ensure the affordability of Catholic education. The number of tickets and cost will be determined by the Advancement Department. The portion of tickets that are *not* sold will be added to your tuition cost on FACTS.

## TUITION

Marian Catholic is partnered with FACTS Management company for the payment of tuition. An account must be set up with FACTS by going to: <https://marianchs.com/facts-tuition.php>. Through FACTS, the plans listed below are available. Parents experiencing financial difficulty are urged to call the Marian Catholic Finance Office to make arrangements before action is taken on tuition in arrears.

### **2022-2023 TUITION PAYMENT PLANS**

**The \$500 Non-Refundable Tuition Deposit Fee is added to each individual student's tuition fee.**

#### **ANNUAL PLAN**

**JULY 2022 (choice of payment dates: 1st, 15th, 20th, or last business day of the month)**

1st Student - \$14,000

2nd Student - \$13,000

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

3rd Student - \$12,000

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

4th Student - FREE (\$500 Non-Refundable Tuition Deposit 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, 2022;**

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

#### **SEMI-ANNUAL PLAN**

**Choice of payment dates: 1st, 15th, 20th, or last business day of the month**

	<b>July</b>	<b>November</b>
1st Student	\$7,000	\$7,000
2nd Student	\$6,500	\$6,500
3rd Student	\$6,000	\$6,000

#### **QUARTERLY PLAN**

**Choice of payment dates: 1st, 15th, 20th, or last business day of the month**

	<b>July</b>	<b>September</b>	<b>November</b>	<b>February</b>
1st Student	\$3,500	\$3,500	\$3,500	\$3,500
2nd Student	\$3,250	\$3,250	\$3,250	\$3,250
3rd Student	\$3,000	\$3,000	\$3,000	\$3,000

#### **MONTHLY PLAN**

**Starting July, 2022 and on the payment date of your choice and each month thereafter, through and including April 2023.**

1st Student - July \$1,400 through April \$1,400

2nd Student - July \$1,300 through April \$1,300

3rd Student - July \$1,200 through April \$1,200

#### **BILLING AND PAYMENT**

FACTS Management accepts Visa, MasterCard, Discover, and American Express credit cards or ACH Debit. A fee of 2.95% is charged.

**No Tuition Payments will be accepted at Marian Catholic High School for the 2022-2023 school year. Duplicate billings: Please set up the duplicate billing account in FACTS.**

**Refunds:** Pre-paid tuition for students who are withdrawing is returned on a *per diem* (185 days), less all fines or other charges. The \$500 non-refundable tuition deposit fee is retained.



### **Past due accounts:**

1. Tuition payments are due on the payment date that was chosen when setting up the FACTS account. A \$25 late fee will be assessed for each month for which payment is not made by the end of the month.
2. Students whose tuition payment is three months behind may be dismissed from school, suspended from classes, denied activities/extracurricular activities, dances (including Prom), sports, blocked access to PowerSchool, and will receive a reduction of 1/10th of the scholarship received for each month missed, etc. until payment is received.
3. A student will not be allowed to attend classes second semester unless the first semester balance is current.
4. All student account balances must be paid in full by May 1. Any student intending on returning to Marian Catholic the next year with an outstanding balance will be designated as a conditional registrant upon the payment of the \$500 non-refundable deposit. Failure to pay the deposit will result in the student being disenrolled at the end of the current school year. A student will remain a conditional registrant and will not be considered fully registered until the deposit and prior balance is paid in full. A student with a conditional registration status may not select classes nor will they be allowed to return to Marian Catholic. A student who pays their account balance *after* the deposit due date will forfeit all tuition assistance, scholarships, and discounts awarded them for the following year. If the deposit is paid but the student account has an outstanding balance and the student does not return to Marian Catholic the following year, the deposit will be used to offset the outstanding balance.
5. A student's grades, report cards and transcripts will be withheld until all financial obligations are met.
6. Under no circumstances can tuition payment be delayed beyond April 30. Students whose accounts are unpaid as of April 30 will be disenrolled from school. Consideration for re-admission will be at the discretion of the Finance Department.
7. Graduating seniors will not be allowed to participate in commencement exercises until all financial obligations are met. **There are no exceptions.**
8. 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.
9. FACTS will charge a \$30 returned payment fee.
10. 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, and 4 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 funds are 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) and submitting any other requested information. Scholarship and tuition assistance applications are returned to the Director of Tuition Assistance for review by the Scholarship Committee.
2. Tuition assistance application(s) are required for consideration for all forms of need-based endowed scholarships and tuition assistance.
3. Parents receive notification of awarded assistance by the first week of June.
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.

## **FORCE MAJEURE EVENTS CLAUSE**

Marian Catholic High School duties and obligations under this contract may be suspended indefinitely without notice during all periods in which Marian Catholic is closed due to any *force majeure* events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond Marian Catholic's control. Marian Catholic has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a *force majeure* event occurs, Marian Catholic's duties and obligations under this contract may be postponed for a period of time until Marian Catholic can deliver its contingency course instruction or until such time as Marian Catholic, in its sole discretion may safely reopen. In the event Marian Catholic is closed for a period of time or must deliver course work remotely due to an event under this clause, I agree that Marian Catholic is under no obligation to cancel, waive, or refund, any portion of tuition that is owed or paid to Marian Catholic High School.



**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!**



## Illinois High School Association

(For 2022-23 School Term)

**This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.**

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law

provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

## Athletic Eligibility Rules—Page 2

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

## Athletic Eligibility Rules—Page 3

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.

### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible regarding age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant, or nurse practitioner to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

### 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check, or legal tender) that does not exceed \$75 fair market

value. There is no limitation on the value of your school letter.

- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with, or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege, or opportunity which is not also provided or made available to all prospective students at that school.

## Athletic Eligibility Rules—Page 4

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

### 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative

must request approval through the Schools Center prior to any such participation.

- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with, or compete against any junior college, college, or university team during your high school career.

### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer, or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

### 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.





### **TUTORIAL REQUEST**

I am requesting tutorial assistance in \_\_\_\_\_  
for my student, \_\_\_\_\_, during the  
\_\_\_\_\_ quarter.

Parent Signature

Date

\_\_\_\_\_

\_\_\_\_\_

### **TUTORIAL ACTION**

Tutor, \_\_\_\_\_

was assigned on \_\_\_\_\_

Please call \_\_\_\_\_ if you have any questions or concerns.

MCHS

Date

\_\_\_\_\_

\_\_\_\_\_



## **Have you and your parents read and discussed the contents of your handbook?**

Your signatures affirm your support for the following statements:

- We have read the Marian Catholic Family School Agreement and support its content.
- We have read the Honor Code and understand and support its content.
- We have read the Responsible Use Policy and understand that consequences may be imposed for violations of computer and network policies.
- We recognize that extra-curricular and co-curricular activities are a privilege and not a right.

Students who participate set examples for other students and such participation requires students and parents to accept certain responsibilities, accordingly:

- I will always set a good example of sportsmanship/citizenship.
- I will never use abusive language or engage in abusive behavior.
- I will do my best in the classroom, always working to improve myself as a person.
- I will respect the rules and policies of Marian Catholic High School.
- I will not use drugs, alcohol or tobacco.
- I have read the handbook section outlining the impact of the use and/or possession of illegal substances.

As a parent, I understand and support the rules and policies regarding the participation of my student in a Marian extra-curricular and co-curricular program.

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*Print Student Name*

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*Student Signature*

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*Parent Signature*

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*Date*

**Please return this signed page to your Emmaus teacher the first week of school.**



