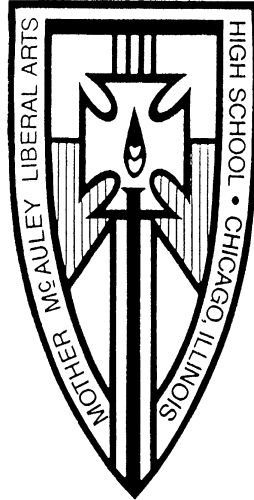


MOTHER McAULEY
LIBERAL ARTS
HIGH SCHOOL
2018-19
HANDBOOK



Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

MOTHER McAULEY LIBERAL ARTS HIGH SCHOOL

www.mothersmcauley.org

TO REPORT AN ABSENCE CALL 773-881-6518

McAULEY TELEPHONE NUMBERS:

School's Main Telephone Number	773-881-6500
Mrs. Mary Acker Klingenberg, President	773-881-6527
Mrs. Eileen O'Reilly, Principal	773-881-6561
Sister Lois Bromark, Vice Principal	773-881-6505
Mr. Terry Corcoran, VP of Administration and Chief Financial Officer	773-881-6507
Mrs. Carey Harrington, Vice President of Institutional Advancement	773-881-6557
Mrs. Jennifer Busk, Director of Marketing and Communications	773-881-6558
Mrs. Meg Gardner, Dean of Upperclasswomen	773 881-7711
Ms. Jeanne Miller, Dean of Underclasswomen	773-881-6508
Mrs. Jennifer Murzyn, Dean of Student Support	773-881-6510
Mrs. Sara McGann, Director of Recruitment & Admissions	773-881-6534
Mrs. Peggy Rourke, Director of Alumnae Relations/Development	773-881-6547
Mrs. Nancy Lynch, Director of Events and Special Projects	773-881-6534
Mrs. Laura Jakubczak, Athletic Director	773-881-6550
Attendance Office	773-881-6518
Business Office	773-881-6516
Health Office (Nurse)	773-881-6524
Learning Resource Coordinator, Mrs. Julie Alvarado	773-298-8808
Mac's Ltd. (Online Store)	https://macsltd.itemorder.com
Registrar's Office	773-881-6522
Tuition Office	773-881-6506

FAX Numbers:

- Athletic Office FAX
- Business Office FAX
- Counseling Office FAX
- Administration (Inc. Deans) FAX
- I.T. Department FAX
- Media Center FAX

SCHOOL COUNSELING

Mrs. Nichole Carey – Director of Counseling and College Counselor	773-881-6537
Mrs. Jill McManus - College Counselor	773-881-6539
Mrs. Kathleen Mixan (A – Gn)	773-881-6535
Mrs. Julie Unold (Go – N)	773-881-6562
Ms. Mary Pat Pearson (O – Z)	773-881-6538
Mrs. Christa Arquilla, Counseling Dept. Admin. Asst.	773-881-6523

PARENTS/GUARDIANS: PLEASE SIGN THE FOLLOWING STATEMENTS:

Mother McAuley Liberal Arts High School attempts to form a community based on mutual care and respect for all members of the community. In order to provide for the needs of the young women attending McAuley, certain responsibilities must be shared by the adults responsible for their welfare. Therefore, this policy book identifies those responsibilities parents need to accept in order to help the faculty, school counseling department, and administration of McAuley continue to serve the students.

I have read through the 2018-2019 Mother McAuley Liberal Arts High School handbook and understand the policies stated. I shall comply with these policies and I will urge my daughter to do so as well.

Student's Name

Student's Signature

Date

Parent/Guardian's Signature

Date

INTERNET ACCEPTABLE USE POLICY

Student:

I understand the use of the Mother McAuley Liberal Arts High School Internet resources is a *privilege*, not a right, and inappropriate use may result in a cancellation of those privileges. I further understand that any violation of the regulations as outlined on page 6 of this Student Handbook is unethical and may constitute a criminal offense. Should I commit any violation, appropriate school and/or legal action may be taken in addition to access privileges being revoked.

Student's Signature

Date

Parent/Guardian:

As the parent or guardian of the above-named student, I have read the Mother McAuley Liberal Arts High School Internet Access and Acceptable Use Policy. I understand the Internet access is designed for educational purposes, and is a *privilege*, not a right, for my daughter. I also understand that any violation of the regulations as outlined on page 6 of this Student Handbook is unethical and may constitute a criminal offense. Should my daughter commit any violation, I understand that access privileges may be revoked and, appropriate school and/or legal action may be taken.

Parent/Guardian's Signature

Date

TRANSCRIPT AUTHORIZATION

I hereby give permission for the release of my (daughter's) transcript, including her college placement tests, upon her authorization, in order to apply for employment, scholarships or educational programs as specified on the transcript request form.

Student's Name (Please Print)

Parent/Guardian's Signature

Date

PLEASE DETACH AND HAVE YOUR DAUGHTER RETURN THIS FORM TO HER 2ND PERIOD TEACHER.

EMERGENCY TREATMENT

Please accept this form as my authorization to render first aid/emergency transport for the below said student for any injury that may be sustained during the school day and while participating in school related activities.

Note: The school does not assume financial responsibility for emergency transport/medical treatment.

Parent/Guardian's Signature

Date

PARENTS/GUARDIANS: To maintain correct and current information, we ask you to complete the following:

Student's Name

9 10 11 12
Circle one

Parents/Guardians Name

Home Phone

Street Address

Student Cell Phone

City, State, ZIP

Preferred Parent Email

Mother's Cell Phone

Mother's Work Phone

Father's Cell Phone

Father's Work Phone

Emergency Name #1

Emergency Name #1 Phone Number

Emergency Name #2*

Emergency Name #2 Phone Number*

***Please list a non-parent emergency contact (Emergency Name #2)**

Student lives with (please circle one):

Both Parents Mother Only Father Only Guardian

Legal custody of the student belongs to (please circle one):

Both Parents Mother Only Father Only Guardian

PLEASE DETACH AND HAVE YOUR DAUGHTER RETURN THIS FORM TO HER 2ND PERIOD TEACHER.

TABLE OF CONTENTS

McAuley Telephone Numbers	2
Nondiscrimination Policy.....	7
Privacy Policy.....	7
School Mission & Identity.....	7
Statement of Philosophy.....	8
Going Green Initiative	8
Organizational Structure	9
Administration and Senior Leadership.....	9
School Community.....	9
Graduation Requirements.....	16
Bell Schedules	17
Exam Schedule.....	17
Financial Information	19
Tuition and Fees	20
Guaranteed Tuition Program	20
Financial Assistance	20
Tuition Payment Schedule.....	21
Activities/Clubs/Organizations	22
Athletic Program	28
School Counseling Services	29
Mission, Philosophy and Goals	29
Services Available	29
Academic Policies.....	31
Behavioral Code of Conduct.....	32
Violation of School Policy	44
Levels of Infraction.....	44
Learning Centers	45
Computer Centers	45
Learning Resource Center.....	45
Math Center	46
Media Center	46
Science Center	46
Transfer.....	46
Amendment.....	46

INTERNET ACCEPTABLE USE POLICY

Internet Student Acceptable Use Policy

Mother McAuley Liberal Arts High School is pleased to offer students access to the school computer network for the Internet. To gain access to the Internet all students must obtain parental permission and must sign and return the Internet Acceptable Use form.

Internet access and its use therein will be consistent with the goals of Mother McAuley Liberal Arts High School as a Catholic, educational institution. It is imperative that the members of the school community conduct themselves in a responsible, Catholic, ethical, and polite manner while using the Internet resources within the school. Access is a privilege—not a right. Access entails responsibility.

Mother McAuley Liberal Arts High School cannot assume total responsibility for restricting, monitoring, filtering or controlling the communications of individuals utilizing the network. The computer hardware and software are the property of Mother McAuley Liberal Arts High School. Therefore, any files or electronic communications sent or received through the McAuley network are subject to random and periodic examination by authorized school personnel. Consequently, users should know that there can be no expectation of privacy when using school computer equipment and networks.

Internet activities that are authorized:

- Study and research relating to school-related purposes only
- Using e-mail for academic purposes only, whether using a Mother McAuley Liberal Arts High School e-mail account or through a free e-mail service such as Hotmail or Yahoo;
- Downloading of programs or apps only with the permission of Computer Center personnel.

Internet activities that are not authorized:

In general, this means the network may not be used for any activity that is inappropriate in our school environment (where inappropriate is determined by the school administration).

Specifically, this means:

- Submitting personal contact information (i.e. addresses, phone numbers, credit card numbers Social Security numbers, pictures, etc.) of the user, the school, or any individual within the school
- Searching, viewing, or retrieving materials that are not school-related and are personal in nature
- Using another's login name or password; or using another's files, folders or individual works
- Submitting student work on the Internet without the express permission of the school and the student's parents
- Accessing or communicating information that is contrary to the mission and philosophy of the school. This includes but is not limited to communications that are obscene, profane, sexually explicit, libelous in nature, bullying, racially or ethnically offensive, harassing, or promoting violence of any kind
- Using the school network for financial or commercial gain (i.e. gambling or conducting business)
- Using copyrighted material illegally (plagiarism)
- Subscribing to any services or ordering any goods or services
- Attempting to gain unauthorized access to the McAuley network or any other computer network
- Interfering with or disrupting any computer system or destroying data (i.e. spreading computer viruses, downloading large files, sending mass e-mail messages, and computer worms)
- Engaging in any activity on the computer that violates a school rule or a local, state or federal law
- Soliciting information under the school name must be pre-approved by an immediate supervisor
- The use of proxy websites or any other means to bypass filters and firewalls
- Use of social media and other communication mediums, such as chat services, person to person messaging, etc.
- Any action contrary to Digital Citizenship training
- Recording of any persons in areas where there is a reasonable expectation of privacy (locker room, bathrooms, etc.)

NONDISCRIMINATION POLICY

Mother McAuley Liberal Arts High School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship programs, and athletic and other school-administered programs.

PRIVACY POLICY

Mother McAuley Liberal Arts High School does not disclose personal information about students, alumnae, employees, or donors to outside parties without permission, unless required by law. This information includes, but is not limited to, academic records, personnel records, health records, e-mail addresses, and information gathered over the web.

The use of student photographs or student work is meant to show appreciation for the students' accomplishments. For this reason, images of students or student work may be used in school marketing materials. These include but are not limited to website, recruitment book, social media, mailings, etc.

Media requests for student pictures and/or student identities are handled on a case by case basis. Participation in school events, at times, can be a very public activity which may entail photographs and names of students for publicity beyond the school's control.

SCHOOL MISSION & IDENTITY

Mission Statement

Mother McAuley Liberal Arts High School is a Catholic educational community committed to providing a quality secondary education for young women. In the tradition of the Sisters of Mercy and their foundress, Catherine McAuley, we prepare students to live in a complex, dynamic society by teaching them to think critically, communicate effectively, respond compassionately to the needs of their community, and assume roles of Christian leadership. In partnership with parents, we empower young women to acknowledge their own giftedness, and to make decisions with a well-developed moral conscience. We foster an appreciation of the diversity of the global community, and a quest for knowledge and excellence as lifelong goals.

Mother McAuley Liberal Arts High School History

Mother McAuley Liberal Arts High School is named for Mother Catherine McAuley, the woman who founded the religious community of the Sisters of Mercy. Catherine Elizabeth McAuley, was born in Ireland in the late 18th century and lived with a wealthy couple following the death of her parents. Upon the death of this couple, she inherited their large estate. Recognizing the needs of the sick and poor in Ireland, Catherine chose to use this inheritance to help others. She opened the House of Mercy in Dublin, Ireland to help house and educate poor young women. Catherine founded the Sisters of Mercy because she wished to see this work continue. Other young women joined her new community so that together they could serve the poor, the sick and those in need of education. Today, all over the world, the Sisters of Mercy along with committed lay women and men, follow in Catherine's footsteps by offering mercy-filled service to others in need.

A small group of Mercy Sisters arrived in Chicago in 1846, led by Frances Warde, Catherine McAuley's closest friend. Within weeks they opened a "select school" that became St. Francis Xavier Academy for Females, the first school chartered in the city of Chicago. The course of study covered primary, secondary and collegiate levels. The first building was located on Wabash Avenue between Madison and Monroe Streets. When the Chicago Fire of 1871 destroyed the original building, St. Francis Academy relocated to 29th and Wabash for a short time, then to a larger site at 49th and Cottage Grove in 1900.

In the 1950's, the southwest side of Chicago needed a Catholic girls' school to serve a fast-growing population. In 1956 "the Academy" relocated once again. Mother McAuley Liberal Arts High School and St. Xavier College (which is now a university) opened in the fall of 1956 to serve secondary and post-secondary women students respectively. McAuley opened with 523 students, 300 of which were first year students. Today, McAuley has over 26,500 alumnae and continues to educate young women in the tradition of the Sisters of Mercy.

Charism

Mother McAuley Liberal Arts High School was dedicated to serving those in need. Catherine McAuley had strong faith, courage and initiative. Others joined her and worked with her because they too believed in the dignity of all persons. They also believed that one must work actively to make the world a better place in which to live.

Challenge

The young women of Mother McAuley Liberal Arts High School have inherited a great tradition and a great challenge. They are challenged to preserve the faith and make it grow, to have the courage to live by the Catholic values they believe in, to take the initiative to be women of the 21st century - educated women who will respond to the needs of others. The faculty, staff and administration share in Mother McAuley's call to educate young women. The challenge for the future requires the commitment of each person who helps form the community of Mother McAuley Liberal Arts High School.

Service

Service is an essential dimension of the Mission of the school. Through direct service and with reflection, students respond compassionately to the needs of the community and critically reflect on needed societal systemic change.

The McAuley Shield:

The official insignia of Mother McAuley Liberal Arts High School, the shield combines the basic elements of the Mercy Shield with the symbol of charity and caring, representing Mother Mary Catherine McAuley. The combination - the Cross, representing sacrifice, and the flame, representing charity - expresses the pattern of Christian living.

The McAuley school colors are red, white and gold.

STATEMENT OF PHILOSOPHY

Mother McAuley Liberal Arts High School is a Catholic Liberal Arts High School for young women. Following in the tradition of the Sisters of Mercy and their foundress, Catherine McAuley, the school, in partnership with parents, educates young women for the future. Mother McAuley Liberal Arts High School is a Catholic Christian community rooted in the Gospel values of Jesus Christ. The school's commitment to teach these values empowers young women to make choices with a well-developed moral conscience, to live in mutual relationship with all creation, to promote justice and to serve others. Mother McAuley Liberal Arts High School promotes active membership in the community and an awareness of a responsibility to assume a leadership role in the Church and society. The educational program enables students to relate effectively to their present community and to appreciate global diversity.

The liberal arts curriculum encourages the student to develop an ability to think critically and communicate effectively. Exposure to the fine arts within this liberal arts curriculum fosters a greater appreciation of creativity and beauty in our complex, technological society. Mother McAuley Liberal Arts High School seeks to challenge the student on every level. Participation in a variety of educational experiences prepares her to continue her education successfully on post-secondary levels. By setting high standards for each student, Mother McAuley Liberal Arts High School hopes to instill a quest for knowledge and excellence as a life-long process.

In the words of Catherine McAuley, Mother McAuley Liberal Arts High School firmly believes in the "careful instruction of women." In this mission, it teaches the value of education and creative thought in a constantly changing world, it promotes the dynamic role of women in the family, Church and society, and it challenges each young woman to develop fully her God-given talents.

GOING GREEN INITIATIVE

Mother McAuley Liberal Arts High School will continue with the "Go Green" initiative as an effort to effectively use environmental friendly, cost effective and responsible practices. As a result, Mother McAuley Liberal Arts High School will be utilizing electronic technology for the majority of communication sent from school. **Please make sure we have your current email address so you can stay well informed.** Please contact Mrs. Anne McGriff at amcgriff@mothermcauley.org or 773-881-6522 if you have any changes to your email or phone number.

ORGANIZATIONAL STRUCTURE

The Mother McAuley Liberal Arts High School organizational structure is designed to insure the implementation of the Mission of the school.

Sisters of Mercy - Mother McAuley Liberal Arts High School is sponsored by the Sisters of Mercy, Chicago.

Board of Trustees - Mother McAuley Liberal Arts High School is governed as an independent private corporate entity of the State of Illinois. The governing board is the Board of Trustees.

ADMINISTRATION AND SENIOR LEADERSHIP

The Administration provides leadership in the areas of academic performance, discipline and student life, and facilitates a school climate conducive to dynamic learning.

President

Mrs. Mary Acker Klingenberg '75

Principal

Mrs. Eileen O'Reilly '03

Vice Principal

Sr. Lois Bromark

Dean of Upperclasswomen

Mrs. Meg Gardner '99

Dean of Underclasswomen

Ms. Jeanne Miller

Dean of Student Support

Mrs. Jennifer Murzyn

Vice President of Administration and Chief Financial Officer

Mr. Terry Corcoran

Vice President of Institutional Advancement

Mrs. Carey Temple Harrington '86

SCHOOL COMMUNITY

Parents Clubs

The **Mother McAuley Liberal Arts High School Mothers' Club** has as its purpose the fostering of good home/school communication and enriched mother/daughter relations. Through the Vendor Fair, Prom Dress Resale and other social events, the Mothers' Club gives financial support to the school. All mothers are invited to attend Mothers' Club meetings. Meetings are generally held the first Thursday of the month, in the evening. **Alumnae Mothers** is a committee of the McAuley Mothers' Club. They are mothers of McAuley graduates who choose to continue their association with McAuley. Their mission is raising funds for student financial aid.

Mothers' Club Officers

2018-2019

President: Angela Villanueva

Vice President: Marcella Martinez

Recording Secretary: Veronica Delgado

Membership Secretary: Beth Markiewicz

Treasurer: Jeanne Connelly

The **Mother McAuley Liberal Arts High School Fathers' Club** is dedicated to fostering good relations between dads and daughters through activities of a social and spiritual nature. Events include Family Bowling, Freshmen Picnic and other activities. Moreover, through sales of raffle tickets, the Fathers' Club contributes financial support for students in need of financial aid. Meetings are generally held the first Thursday of the month, in the evening.

Fathers' Club Officers

2018-2019

President: John Manahan

Vice President: Bernie Jiricek

Treasurer: Tim Doody

Recording Secretary: Abraham Bolden

Corresponding Secretary: Juan Gomez

Sgt. at Arms: Mike Howley

Fathers' Club Trustees: Mike Dolan, Jesus Esparza, Jeff Finley, Camilo Gonzalez, Paul Sullivan

Academic Council - The Department Chairperson is appointed by the Principal to supervise the department and to serve as a member of Academic Council. Department Chairpersons report to the Principal and Vice Principal.

Department Chairpersons

English – Sr. Nancy Houlihan, RSM

Mathematics – Dr. Andrew Reuland

Physical Education and Performing Arts (P.E., Theatre, Music) – Mrs. Rebecca Finn

Science – Mrs. Kimberly Turnbull

Social Science - Mrs. Rita Fox '72

Theology/Faith Formation – Mrs. Amanda Sullivan

Visual Arts and Technology – Mrs. Kathy Gordon Davis

World Languages - Mrs. Roz Sunquist

COURSE OFFERINGS

ENGLISH

English I

English II

English I Advanced

English II Advanced

English III Advanced

English IV Advanced

English I Honors

English II Honors

English III Honors

English IV Honors

Creative Writing

Journalism

Journalism II Honors

Journalism III Honors

Broadcast Journalism Advanced

Broadcast Journalism Honors

Media Literacy

Advanced Placement:

Language and Composition

Literature and Composition

MATHEMATICS

Algebra Advanced
Algebra
Algebra Honors
Advanced Algebra
Advanced Algebra- Adv. Level
Calculus Honors
College Algebra with Trigonometry
Finite Math
Geometry
Geometry Advanced
Geometry Honors
Pre-Calculus
Pre-Calculus Honors
Advanced Placement:
Calculus AB
Statistics

PHYSICAL EDUCATION AND PERFORMING ARTS

Music

A Cappella Honors
Advanced Chorus Honors
Beginning Band – MMcA & Br. Rice
Concert Band – MMcA & Br. Rice
Beginning Strings – Cello and Bass
Beginning Strings – Violin and Viola
Chorus I
Chorus II
Intermediate Strings
Mac Melody
Music: From Bach to Rock
Music Theory Workshop
Philharmonic Band Honors – MMcA & Br. Rice
String Ensemble Honors
Symphonic Band Honors – MMcA & Br. Rice
Symphony Strings Honors
Vocal Techniques
Advanced Placement:
Music Theory

Theatre

Drama I
Drama II Acting
Drama II Tech
Children's Theatre
Introduction to Theatre
Public Speaking
Theatre Seminar II
Theatre Seminar II Honors
Theatre Workshop I

Physical Education

Healthy Foundations
Healthy You
Introduction to Athletic Training
Lifetime Fitness
Standard First Aid and CPR

SCIENCE

Advanced Physiology Honors
Anatomy and Physiology
Biology
Biology Honors
Biology Advanced
Chemistry
Chemistry Honors
Chemistry Advanced
Computer Science Essentials
Earth and Space Science
Engineering Principles
Environmental Science
Physics Honors
Physics
Physics Advanced
Advanced Placement:
Biology
Chemistry
Physics I
Physics C - Mechanics

SOCIAL SCIENCE

Introduction to Child Psychology Advanced
Economics Honors/America Since 1945 Honors
Psychology Advanced
Sociology Advanced
U.S. History Advanced
U.S. History Honors
Women in History Advanced
World History
World History Advanced
World History Honors
Advanced Placement:
U.S. Government and Politics
U.S. History
Psychology
World History

THEOLOGY/FAITH FORMATION

Theology I
Theology II
Theology III
Theology IV/Living Faith
Theology IV/Global Studies
Theology IV/Peer Ministry

VISUAL ARTS AND TECHNOLOGY

Art and Emerging Technology
Art History – Renaissance to Post-Modern
Ceramics
Ceramics/Sculpture
Clay Sculpture and Wheel Throwing
Ceramics/Clay Sculpture and Wheel Throwing
Computer Aided Drafting-AutoCAD LT
Digital Animation
Graphic Design I and II
Illustration
Advanced Drawing/Painting
Intro to Drawing/Intro to Painting
Intro to Drawing
Intro to Painting
Journalism
Journalism II Honors
Journalism III Honors
Broadcast Journalism Advanced
Broadcast Journalism Honors
Photography I
Photography II
Photography I/Photography II
Sculpture
Studio Art Honors
Web Page Layout and Design
Advanced Placement:
Art History
Studio Art
Studio Art 3-D Design

Technology

Business Technology/Digital Marketing
Personal Finance (Financial Literacy)

WORLD LANGUAGES

French I Advanced
French II Advanced
French III Advanced
French IV Advanced
French I Honors
French II Honors
French III Honors
Greek and Latin Terms
Latin I Honors/Latin I
Latin II Honors
Latin II Advanced
Latin III – Cicero Honors
Spanish I
Spanish II
Spanish III
Spanish IV
Spanish I Honors
Spanish II Honors
Spanish III Honors
Spanish IV Honors
Spanish I Advanced
Spanish II Advanced
Spanish III Advanced
Spanish IV Advanced
Spanish for Heritage Speakers I
Spanish for Heritage Speakers II
Advanced Placement:
French
Latin
Spanish

Advanced Placement courses are available in the following departments: Art, English, Mathematics, Music, Science, Social Science, Visual Arts, and World Languages

College Credit Courses

Successful completion of the following courses earns college credit hours through the dual credit program with Saint Xavier University, Chicago, IL. The purpose of the college credit program is to provide transferable college credit for knowledge and skills students have mastered in high school courses.

Saint Xavier University (SXU):

The following courses qualify for dual credit at Mother McAuley Liberal Arts High School and Saint Xavier University, SXU course fee: To be determined (2017-2018 -\$60.00 per credit hour).

Mother McAuley Liberal Arts High School

Advanced Physiology Honors 407

AP Biology 406

AP Chemistry 402

AP Language and Composition 125

AP Literature and Comp 102

AP Spanish Language 519

AP Statistics 326

AP U.S. History 208

Saint Xavier University

- Human Biology/Human Biology Lab - BIOL 200/ BIOLB 200 - 4 credits

- General Biology I & II - BIOL 111 & 112 – 10 credits

- General Chemistry I & II - CHEM 111 & 112 – 10 credits

- Critical Thinking & Writing - ENGL 101 – 3 credits

- Introduction to Literature - ENGL 154 – 3 credits

- Intermediate Spanish I & II - SPAN 103 & 104 – 6 credits

- Introduction to Statistics - MATH 135 – 4 credits

- U.S. History to 1877 /U.S. History since 1877
HIST 103 & 104 – 6 credits

Academic Planning Guidelines

1. Each student must carry a minimum of seven classes each semester, excluding after school classes. Lunch must be included in her program.
2. The schedule is planned using all nine periods. Students cannot choose courses, planning to leave school early.
3. The specific period and/or semester of any course, study, lunch, or open period will be determined electronically, therefore, disregard the order of the courses below.
4. Once the scheduling process is completed, schedule changes may not be made. Exceptions to this policy may be granted by the level dean, and a fee of \$100.00 will be charged.
5. There is no "grace period" in either August or January for trying courses.

GRADUATION REQUIREMENTS

COURSES CAN BE ALTERED, ADDED OR DROPPED AT
THE DISCRETION OF THE SCHOOL

Class of 2019

<i>credits</i>	<i>course</i>
4	English
3	Math
1	PE
3	Science
3	Social Science
4	Theology
2	Language
.5	Technology
.5	Art History
.5	Music or Theatre
1	Fine Arts Electives
5.5	Electives
28	TOTAL CREDITS

Class of 2020 and beyond

<i>credits</i>	<i>course</i>
4	English
3	Math
1	PE
4	Science
3	Social Science
4	Theology
2	Language
.5	Finance
.5	Art History
.5	Music or Theatre
1	Fine Arts Electives
4.5	Electives
28	TOTAL CREDITS

Four Year Plan

Student's First Name: _____

Student's Last Name: _____

FRESHMAN YEAR			SOPHOMORE YEAR		
1 Theology			1 Theology		
2 English			2 English		
3 Language			3 Language		
4 Math			4 Math		
5 Biology			5 Chemistry		
6 Physical Education			6 World History		
7 Lunch			7 Lunch		
Electives:	Semester 1	Semester 2	Electives:	Semester 1	Semester 2
8			8		
9			9		
JUNIOR YEAR			SENIOR YEAR		
1 Theology			1 Theology		
2 English			2 English		
3 U.S. History			3 Social Science		
4 Math			4 Science		
5 Physics			5 Lunch		
6 Lunch			Electives:	Semester 1	Semester 2
Electives:	Semester 1	Semester 2	6		
7			7		
8			8		
9			9		

Please note: Final schedule is not in the same order as listed above.

BELL SCHEDULES

Daily/Regular Schedule

Period	1	7:55	-	8:37
	2*	8:41	-	9:28
	3	9:32	-	10:14
	4	10:18	-	11:00
	5	11:04	-	11:46
	6	11:50	-	12:32
	7	12:36	-	1:18
	8	1:22	-	2:04
	9	2:08	-	2:50

Thursday/Condensed Schedule

Period	1	7:55	-	8:29
	2*	8:33	-	9:12
	3	9:16	-	9:50
	4	9:54	-	10:28
	5	10:32	-	11:06
	6	11:10	-	11:44
	7	11:48	-	12:22
	8	12:26	-	1:00
	9	1:04	-	1:38

Late Start Schedule

Period	1	9:30	-	10:00
	2*	10:04	-	10:39
	3	10:43	-	11:15
	4	11:19	-	11:51
	5	11:55	-	12:27
	6	12:31	-	1:03
	7	1:07	-	1:39
	8	1:43	-	2:15
	9	2:19	-	2:50

*Period 2 includes announcements

Mass Schedule

Period	1	7:55	-	8:30
	2*	8:34	-	9:09
	Mass	9:13	-	10:25
	3	10:29	-	11:04
	4	11:08	-	11:43
	5	11:47	-	12:22
	6	12:26	-	1:01
	7	1:05	-	1:40
	8	1:44	-	2:15
	9	2:19	-	2:50

EXAM SCHEDULE

Semester One Exams

Tuesday, December 18 th	Period 9
	Period 3
	Period 5
Wednesday, December 19 th	Period 8
	Period 1
	Period 6
Thursday, December 20 th	Period 7
	Period 2
	Period 4

Semester Two Exams

Tuesday, May 28 th	Period 7
	Period 3
	Period 5
Wednesday, May 29 th	Period 1
	Period 8
	Period 4
Thursday, May 30 th	Period 9
	Period 2
	Period 6

Grading

Mother McAuley High School students receive grades of A, B, C, D, and F. These letters may be interpreted as follows:

A	93 - 100	Excellent Achievement
B	85 - 92	Above Average Achievement
C	77 - 84	Average Achievement
D	69 - 76	Below Average Achievement, but passing
F	Below 69	Failure

A "+" or "-" with a grade is an indication of the strength of the grade and has no numerical value. For purposes of rounding, the following percentages will be used: A- 92.45; B- 84.45; C- 76.45; D- 68.45.

The Honor Roll is based on a current GPA. Each quarter students may earn a place on the Honor Roll. 3.70 or above is the "A" Honor Roll, 3.00 to 3.69 is the "B" Honor Roll. A student whose grade point average is within these specifications, but who receives a grade of "F" in any course, is not eligible for Honor Roll status.

Mother McAuley Liberal Arts High School uses a 3 lane academic system. The 3 levels indicate A.P. Courses (level 1), Honors Courses (level 2), and Advanced Academic Courses (level 3). The relative weights, or mark points, of each level are:

	A	B	C	D	F
AP Courses - Level 1	5	4	3	1	0
Honors Courses - Level 2	4.5	3.5	2.5	1	0
Advanced Academic Courses - Level 3	4	3	2	1	0

Students enrolled in AP and Honors courses who receive a grade of "D" will earn only 1 quality point - the same as Level 3, Advanced Academic Courses.

1. Students are placed in different level courses, according to the recommendations of teachers, based on student performance. Incoming freshmen are placed based on entrance exam scores and the elementary school summary report.
2. In one subject, a student may be placed at one level and at a different level in another subject.

G.P.A.

Definitions of terms:

Credits Attempted	the sum of the credits of all courses taken with the exception of non-credit courses and summer make-up courses
Credits Earned	the sum of the credits of all courses
Mark Points	points assigned to credits attempted according to the grading scale
G.P.A.	mark points divided by credits attempted

N.B.: Make-up summer courses are not computed in the G.P.A.

Mother McAuley Liberal Arts High School does not report student's rank in class.

Report Card Distribution

First quarter grades are distributed at formal Parent-Teacher Conferences. First Semester and Third Quarter grades will be mailed home to parents/guardians. Parents will be notified of the dates. Second Semester grades (final grades in June) will also be mailed home.

Moreover, parents are encouraged to contact the respective teacher or level dean at any time during the school year if they wish to discuss their daughter's progress or program.

Progress Reports

Progress reports indicating a student's academic standing in each of her classes will be posted to the student's E-Locker in Plus Portals in the middle of every quarter. Anytime thereafter, notification of failure may take place via written notification or telephone call.

Grades Posted on PlusPortals

Current grades can be viewed on the PlusPortals at any given time. Call the Information Technology Help Line at 773-298-5999 if you need technical assistance.

Academic Testing Programs

Mother McAuley's standardized testing sequence implements nationally normed achievement tests as offered by the College Board (SAT) and ACT Corporation. This testing sequence provides students the opportunity to prepare for, both, the ACT and SAT college admission exams. In addition, testing results can be utilized to evaluate a student's academic skill set and college readiness over time.

1. The following nationally normed, achievement tests are administered during the constructs of the school day on National Testing Day in mid-October. The PSAT 9 is required of all freshman students. The PSAT/NMSQT is required of all sophomore and junior students. PSAT/NMSQT results determine junior students' National Merit eligibility, as defined by the National Merit Scholarship Corporation. Both the PSAT 9 and PSAT measure a student's reading, writing and mathematics ability.
2. The following nationally normed achievement tests are administered third quarter, during the constructs of the school day (see all-school calendar). The PreACT is required of all freshman students. A practice ACT is required of all sophomore and junior students. The PreACT and ACT measures a student's mathematics, English, reading and science reasoning ability.

As a college preparatory institution, Mother McAuley expects all junior students to obtain an official ACT or SAT score. An ACT or SAT score is an admission requirement of most colleges and universities and may be used for admission, course placement, and/or scholarship eligibility. To ensure all Mother McAuley students have the opportunity to pursue post-secondary education as well as scholarship opportunities, **students will not be eligible to graduate without an official ACT or SAT score report.** For additional testing information please contact the Director of Counseling, Nichole Carey.

To be considered for the Illinois State Student Scholar program, a student must take the ACT or SAT during her Junior year.

Mother McAuley Liberal Arts High School Code: #141-044

ACT Test Dates:

September 8, 2018
October 27, 2018
December 8, 2018
February 9, 2019 at McAuley
April 13, 2019 at McAuley
June 8, 2019
July 13, 2019

ACT Registration Deadlines

August 3, 2018
September 21, 2018
November 2, 2018
January 4, 2019
March 8, 2019
May 3, 2019
June 14, 2019

* For SAT and SAT Subject Tests, check the College Board website (www.collegeboard.org) for 2018-2019 registration information and deadline dates.

FINANCIAL INFORMATION

The annual tuition charge is determined by the Board of Trustees of Mother McAuley Liberal Arts High School. They attempt to keep tuition increases to a minimum but not at the expense of providing a quality education for the students. Please note however that the school's operating budget depends on timely tuition payments and parents are expected to keep current with the tuition schedule.

TUITION AND FEES

Tuition for the 2018-2019 school year is \$12,000. A tuition credit amount of \$500 is granted to the younger sister(s) when two or more are currently attending. If a brother attends Brother Rice High School, a tuition credit of \$250 will be provided by each school. Tuition payments are due the first of each month and may be made at any time prior to the scheduled payment dates.

Incoming Freshmen and transfer students pay a non-refundable registration fee of \$325 at the time of registration. **Incoming Freshmen sisters will not be accepted if a tuition balance is outstanding for a currently enrolled sister.**

All returning students must pay a non-refundable registration fee of \$175. No student schedules will be released until the registration fee is paid.

The first tuition payment of **\$1,200** for all returning students and **\$700** for new Freshmen must be received by July 1st.

PAYMENT PROCEDURE

- A coupon payment booklet will be provided, and parents are requested to keep track of their charges, payments and outstanding tuition balance.
- A statement of account will be issued quarterly (August, November, February and May). Note the full payment is due April 1.
- All payments are due the first of each month and must be accompanied by a payment coupon. A late payment fee of \$40 is applied after the fifth of the month, July through May. Any account balance that exists at May 1 will be assessed a final late fee of 3% or \$40, whichever is greater.
- Charges for A/P testing, St. Xavier registration, and bus service will be billed to the student's account.
- A graduation fee of \$125.00 is charged to all Senior students.
- Payments may be completed online at www.mothermcauley.org.
- A service fee of \$30 will be charged for each check returned by the bank as uncollectible. If a second NSF is received all future payments must be rendered by money order, cashier's check or credit card.
- Cash payments should not be delivered by students.

TUITION POLICIES (IMPORTANT NOTICE)

- Any payment received after April 15th for the current year tuition is considered late. Personal checks will not be accepted for these late payments.
- Class schedules and book lists for current students will not be mailed until the tuition for the current year is fully paid.
- **SENIORS** may not be allowed to purchase prom bids or to participate in the graduation ceremony unless all financial obligations, including graduation fee (\$125.00), have been paid. **Official transcripts will be withheld until the tuition balance is paid.**

GUARANTEED TUITION PROGRAM

Guaranteed Tuition coverage is provided to all enrolled Mother McAuley Liberal Arts High School students. The program provides for the payment of the current year's outstanding balance and full tuition payment of all future year tuition charges in the event of a parent's death. Other fees and charges which may be posted to a student's account are not covered by this program.

The mother and father or legal guardians listed on the "Student Registration Form" are covered by the program. If parent eligibility changes, the school must receive notification in writing. Notification should be sent directly to the Office of the Principal.

Notification of a covered parent's death must be provided directly to the Office of the Principal. This notification must include a death notice or certificate. If it is the death of a legal guardian, documentation of legal guardianship must also be provided as well as a death notice or certificate.

FINANCIAL ASSISTANCE

Tuition assistance is available based upon the financial need of the family and the funding available. Applications for financial assistance are available during the Fall and will be applicable for the following school year. A minimum GPA must be maintained for financial assistance.

FINANCIAL INFORMATION

Parents may contact the Business Office at 773-881-6506 with questions concerning financial obligations during the following hours:

Regular School Day Hours	7:30 a.m. - 3:00 p.m.
Summer Hours (Mon. - Thurs.)	8:00 a.m. - 2:00 p.m. - Closed on Friday

*Mother McAuley Liberal Arts High School reserves the right to prohibit any student from participating in student activities, athletic events, extra-curricular clubs and organizations, international travel and field trips if their tuition account is not current.

TUITION PAYMENT SCHEDULE

2018-2019

Tuition for the 2018-2019 school year is \$12,000.00. A \$35 late fee is applicable if payment is received after the 5th of each month.

<u>PAYMENT DUE DATE</u>	<u>PAYMENT AMOUNT</u>	<u>REQUIRED BALANCE</u>
07/01/18	\$1,200.00	\$10,800.00
08/01/18	\$1,200.00	\$9,600.00
09/01/18	\$1,200.00	\$8,400.00
10/01/18	\$1,200.00	\$7,200.00
11/01/18	\$1,200.00	\$6,000.00
12/01/18	\$1,200.00	\$4,800.00
01/01/19	\$1,200.00	\$3,600.00
02/01/19	\$1,200.00	\$2,400.00
03/01/19	\$1,200.00	\$1,200.00
04/01/19	\$1,200.00	-0-

Please take note of messages along the bottom of the monthly payment coupons in the coupon book regarding the second sister and Brother Rice credit, as well as payments of additional fees where applicable: bus fee, AP testing fee, St. Xavier course fee, and senior graduation fee.

Seniors will not be allowed to purchase prom bids or to participate in the graduation ceremony unless all financial obligations have been paid.

Tuition must be fully paid for re-enrollment. All payments received after April 15th for the current year's tuition are considered late. **Personal checks will not be accepted for these late payments.**

FUNDRAISING

The McAuley Fund is a key source of support to enhance the operational budget of the school. It enriches our programs, including academics, arts, technology, athletics, campus ministry, financial aid, and scholarship. This fund provides unrestricted possibilities for where the need is the greatest and helps bridge the gap between tuition and the true cost of education. Therefore, all McAuley families are asked to contribute to the 2018-2019 McAuley Fund.

All funds generated from the McAuley Fund are tax deductible and will be acknowledged in the Annual Report. For more information, please contact the Vice President of Institutional Advancement at (773) 881-6557.

Matching Gift Program

A corporate matching gift is an easy way for our donors to increase the impact of their personal contributions. By taking advantage of a company's matching gift benefit, a donor may be able to double or triple his or her own contribution. Please check with your Human Resources Department to see if your company (or your spouse's company) has a matching gift program.

ACTIVITIES/CLUBS/ORGANIZATIONS

Proposals for new clubs for the 2018-2019 school year must be submitted by Friday, September 21. For additional information regarding eligibility requirements, etc., for any club/organization, please contact the advisor through the Main Office, 773-881-6500 or check the webpage under co-curriculars.

ACTIVITIES

Academic Decathlon Club

Academic Decathlon is a National Organization that competes in seven academic subject areas as well as a Speech, Essay and Interview based on an annually changing theme. The subjects tested are art, economics, literature, mathematics, music, science and social studies.

Students or Decathletes love learning. Students are given materials in the summer before the year of competition, assigned a book to read according to the theme and are asked to begin writing a personal speech. The Club promotes academic growth, teamwork, diversity, honesty, respect and integrity. Our mission is to develop and provide academic competitions, curriculum, and assessment to promote learning and academic excellence through teamwork among students of all achievement levels. Our activities throughout the year consist of practice competitions by invitation from other schools, usually on Saturday. We will participate in at least two of these scrimmages that take place from approximately 9AM – 2PM. Every student must attend at least one of these meets. No student will be allowed to participate in the State Meet without attending a local scrimmage. The State Meet for qualifying students is mandatory and usually held around the second or third Saturday in March from 6AM – 9PM. We usually hold a fundraiser for our State entrance fee that involves the McAuley community. We also ask that you participate in a group service project during the holidays. Membership requirements are: any sophomore, junior or senior student may join. Transcripts from the past two years must be provided to the moderators. This will enable us to create a team of 3 A students, 3 B students and 3 C students, in addition to our alternates on the day of the scrimmages and State finals. This is a very independent learning process, therefore students need to understand the demand of the subject matter and be able to manage their time well. We will have a schedule of learning deadlines in place for each subject. Time requirements: Meetings will be held once a week to take practice tests and have a guest speaker present on each subject. We also will practice our speeches. If a student is unable to attend a meeting, they must take the practice test, deliver their speech and get the presentation notes from a team member. One excused absence is allowed. Please see your moderator with a specific concern. Most of the study is independent. This is an exciting and competitive team that has been very successful in its first year and we can grow to greatness with your help. We qualified for Nationals and had a famous cart ride!

Action/Reaction

Action/Reaction is a club committed to fostering a heightened student consciousness regarding social issues and to respond to them through in-school, as well as outside volunteer opportunities. A recurring outside activity is making and serving dinner to families who are staying at the Ronald McDonald House while their child receives medical care at Christ Hospital. It is our privilege to provide this service to such deserving and thankful families. We also make Valentines for Veterans, which are then distributed to a local veteran facility. There are no grade requirements for Action/Reaction members, but they are expected to attend meetings and sign up for service opportunities. Meetings are typically held at 7:30 a.m. and after school at 3:15 p.m.

All School Musical

Students may not attend rehearsal for the musical if they are absent from the school day, as defined by arrival NO LATER THAN 5TH PERIOD. Chronic absences and/or late arrivals from school during the period of the musical may result in dismissal from the company of the show, and will be determined by the student's dean. The musical is not an excuse to miss school. Cases of serious illness, emergencies, and absences during tech week and on performance days will be handled on a case by case basis at the discretion of the student's dean.

All company members are expected to meet and maintain strong academic standards, of a "C" average, during the musical. Assignments are to be turned in on time and the musical is not to be used as an excuse for late work. Students who experience academic distress during the musical should seek immediate help. Academic failure may cause a company member to be removed from the musical at the discretion of the student's dean. This policy includes any students on stage or involved in any crew or orchestra for the musical.

Appalachia

The Appalachia Mission Project will immerse you in the culture of Dickenson County through the process of

service learning and praxis, putting your faith into action. We will look at the social justice implications of the region through learning, reflection, direct service, and relationship with the local community as well as our group. Our adventure begins with the pre-trip gatherings in which we are introduced to the way of life of the people we will be serving. During the week-long trip, we spend time doing physical labor to alleviate the pressures of poverty and then reflect upon our actions and thoughts. Local community members share with us their gifts, such as food, music, art and their work with women, race, environment, and poverty issues. After the trip, we look at our insights and the changes in our way of seeing the world and try to put those into words and actions. Juniors and seniors are eligible to apply to participate in the program. The application process starts in the fall and includes a review by teachers, deans, and counselors. No more than 20 students participate on each mission trip. Usually the spring break trip is for seniors and the summer trip is for juniors.

Book Club

Through the discussions of various works of literature, the Book Club promotes critical thinking and effective communication while nurturing the habit of reading for pleasure. The Book Club is open to all students.

Campus Ministry Team

Junior and senior students apply and are selected to be part of the Campus Ministry Team in the spring. The team is responsible for planning Masses, prayer services, and grade school retreats. It is an enriching, faith-immersive experience to be part of the Team.

EcoMacs

The EcoMacs is an environmental service club. Through monthly meetings and projects, like paper recycling, campus cleanups and prairie maintenance, they strive to educate the McAuley community on important environmental issues. Additionally, the EcoMacs encourage students and the community to recognize their role in helping the environment. All McAuley students interested in the care of our earth are welcome to join.

Eucharistic Minister: In this ministry junior and senior students are called to give the Blessed Sacrament of Holy Communion at liturgical services. Students are trained and mandated by the Archdiocese of Chicago for two years of Eucharistic Ministry service. In this ministry students are able to grow in their knowledge of the Eucharist in order to distribute the Body of Christ more reverently.

Fashion Club

This group is for students in any grade level who are interested in fashion and learning to sew. Fashion Club provides sewing skills, helps to develop an individual sense of fashion and explores careers in fashion, merchandising, and sewing. Students meet twice a month on Wednesdays from 3-5pm beginning on October 3, 2018. Throughout the year, students will create and sew pillows, hats and scarves for service provided to Ronald McDonald House and Project Linus.

French Club

The French Club is an organization designed to stimulate interest in the French language and culture. A student of any level may join if they are currently and/or formerly enrolled in French. Students must attend meetings and participate in at least one event per semester to be considered a member of the French Club. Some club activities include sampling French cuisine, experiencing French culture and coordinating school wide activities for National French week.

Intramurals

Intramurals seeks to engage all students regardless of skill level or experience in a wide variety of fitness and wellness activities. Students meet once a month to choose a particular activity or sport in which to participate.

Junior Classical League

Junior Classical League provides students studying Latin with an opportunity to meet socially and to participate in fun activities together. Each member is encouraged to enlist an eighth grader for Latin I. Members are required to continue her study in Latin; sophomores must be enrolled in either Latin II or II Honors, juniors must be enrolled in Latin III Honors and seniors must be enrolled in either AP or Latin IV Honors. Girls must also maintain consistent attendance of JCL meetings and taking part in the bake sale in the fall to remain in good standing. Girls also participate in a few other major events throughout the year, most notably the Not So Haunted House, Ides of March Bake Sale, and the Lang. Honor Societies Induction Ceremony in April.

Lector: The Word of God is too significant in the life of the believer to be casually read instead of reverently proclaimed. Students of all levels who volunteer for this ministry are trained in techniques and style that can enhance this proclaiming.

Liturgical Ensemble: This ministry allows singers and musicians to use their gift of song to lead the McAuley community in prayer during masses, prayer services, and special spiritual events. This ministry is open to

students of all grade levels and talent levels. Participants are not required to be involved in any music classes. Liturgical Ensemble believes what St. Augustine teaches: "He who sings prays twice."

Mac Money

Mac Money is a Mother McAuley Club that provides opportunities for members to explore and learn about the business world and careers in business, learn experientially about the US Stock Market, and make connections for life beyond McAuley. Mac Money members participate in a Stock market game, learning about how to invest and competing to see who makes the greatest profit. Additionally, throughout the school year, Mac Money hosts conversations with successful businesswomen (usually McAuley alumnae). All McAuley students are invited to join us for these casual and extremely informative conversations. Students of all levels are welcome to join Mac Money. We meet approximately twice a month, after school, for about a half hour.

Math Macs

Math Macs are McAuley students with special talent and interest in the field of mathematics. They participate in math competitions with other high schools in the Chicagoland area. Any student can attend the first three competitions and participate as individuals. To participate in team events, students must attend the scheduled practices prior to the competitions. For the official state competitions, we can only bring ten students per grade level. Students are invited to participate in the official state contests based on their participation and performance in the first three competitions. All competitions are held on Saturdays.

Mock Trial

The Mock Trial Club is an educational and fun experience for all levels of high school students. In addition to learning courtroom procedures, making real world connections with attorneys and alumnae, and honing oral and persuasive skills, students learn how our society's legal mechanism works to resolve disputes. Students also develop valuable life-long skills such as critical thinking, questioning, listening, strategic thinking, as well as skills in oral presentation and organization. Many students participate in a regional tournament against other high schools with the potential to move to a statewide competition in addition to fulfilling leadership roles in the school and the larger community through service projects. Some students may participate in a regional tournament against other high schools. This is an ideal activity for students who are interested in law or law-related careers or wish to strengthen their public speaking skills or persuasive writing and argumentation.

Model U.N.

Model U.N. is an exciting opportunity for students from McAuley to join students from other high schools to discuss political, social and economic issues that are impacting the world community. Students act as diplomats for assigned countries at a Model United Nations conference and learn the skills of research, resolution writing, and informal and formal debate. Students in Model UN spend three to four days at conferences sponsored by various universities. These conferences are facilitated by university students who use the same meeting framework as the United Nations in New York. The club meets regularly on Fridays.

National Art Honor Society

The Mother McAuley chapter of the National Art Honor Society is a division of the parent organization of the same name. This group of sophomore, junior, and senior students is chosen by the Visual Arts & Technology Department faculty. Membership in this chapter is based upon art scholarship, service and character. The purpose of this chapter is to insure and recognize those students who have shown outstanding ability in art, to foster excellence and a dedicated spirit to the pursuit of art, to further creative abilities and talents of the society's members, to aid members in working toward the attainment of their highest potential in an art area and to bring art to the attention of the school and community. To be eligible for selection to membership in this chapter, the candidate must be a high school student enrolled in grade 10, 11, or 12 in this school, and have completed a period equivalent to one semester of art in this school and currently be enrolled in at least one semester of art. An eligible candidate shall have and maintain a minimum art scholarship average of B (3.0 G.P.A.), or this school's equivalent. This is the national minimum standard of achievement required for eligibility and shall remain fixed. The McAuley Chapter of the National Art Honor Society sponsor: face painting at community events such as the Oak Lawn 'Fall on the Green', the annual scary cupcake and pumpkin sale (proceeds go to a charity of the memberships choosing), the Junior High Art Workshop, Saint Xavier University Secondary Art Education Workshop Collaboration, Mini-Christmas Tree Sale (proceeds go to a charity of the memberships choosing), Advent window painting at Saint Stephen Deacon and Martyr Parish, dining hall window painting/decorating for the Mother's Club vendor fair, participation in scholarship and other creative competitions, design and display of Senior Father-Daughter Dance posters, design of the cover for the ad booklet for the Annual Spring Luncheon, sponsor guest speakers, including but not limited to a mini-

visual arts career fair to be held in March, Yam activities celebrating the arts, visual arts presentations at Keller School for the Gifted (April), hanging and hosting the Annual Juried Student Art Exhibition. Other opportunities include museum/gallery visits, college or university visits, etc. All members must attend monthly meetings and participate in at least three service projects/events.

National English Honor Society

The National English Honor Society is a chapter of the parent organization of the same name. NEHS strives to create an atmosphere of enthusiastic members who share their love of language and literature with the community. Members are admitted in May of their sophomore year and serve for two years. Members meet monthly and are required to attend all events.

National French Honor Society

The *Société Honoraire de Français* is a chapter of the national organization. Our goals are to encourage and stimulate interest in the French language and culture, to recognize those juniors and seniors who have maintained a high scholastic average in French, and to offer service to the school and the community. SHF members provide tutoring to less experienced students. They raise money for scholarship, sponsor an orphan in Haiti, and make donations to a local women's crisis center.

National Honor Society

The Mother McAuley Liberal Arts High School Chapter is a division of the parent organization of the National Honor Society. This senior group is chosen from those students who at the end of their fifth semester have an accumulated GPA of 3.5 or better, who have evidenced leadership, positive character values, and have been active in school and community activities and service. The Society is involved with in-school tutoring, assisting at school functions, and fundraising for charitable causes. Eligibility is based on G.P.A. as well as a point system for activities and service. NHS meetings are at least once a month, or when new business arises. Members sponsor two big fundraisers in fall and spring and a smaller one around Christmas. This is a service based organization.

National Spanish Honor Society

The Mother McAuley Chapter, "Aldonza," is a division of the parent organization, "*La Sociedad Honoraria Hispánica*." Membership in this chapter is based upon language skills, leadership abilities and character. Junior students enrolled in Spanish III courses may apply after first quarter and will continue on as members during their senior year. Students must be registered in a level four Spanish class in order to remain a member of S.H.H. during their senior year. The focus of this organization is to increase students' knowledge of the Spanish language and culture through service and practice. Students must attend monthly meetings, provide tutoring services to students who need extra help with Spanish, complete service hours both in and outside of school, and participate in all activities sponsored by SHH. Activities sponsored and/or attended by S.H.H. members are those that provide opportunity for building language skills, increasing self-esteem and fostering a sense of community within and outside of the McAuley family.

Planner: Effective liturgy requires careful preparation and creative planning. This ministry invites junior and senior students to take ownership of their prayer life by meeting regularly to plan and coordinate student liturgical celebrations. Planners offer their creative ideas and organizational abilities to create imaginative and prayerful liturgical celebrations to express the faith of all students and engage them in the worship experience. The goal of the planner is to find creative ways to engage students in the liturgy. The planner is also involved with selecting a priest, songs, dance, and themes.

Primary Colors

Primary Colors is a club that is open to all McAuley students who are interested in art, regardless of previous formal experience. Using a variety of techniques and media, this club provides the student with an outlet for self-expression and creativity. Students create themed seasonal projects in a variety of medium, selected by the members of the club. Students also raise money to purchase supplies for projects. Involvement in this club requires that students also be involved in fundraisers.

Quill and Scroll

Quill and Scroll is an international honorary society for high school students who excel in some phase of high school journalism. Quill and Scroll seeks to encourage individual initiative in high school journalism, creative writing, and allied fields enabling the individual to contribute greater skill to the journalistic endeavor. It also recognizes and rewards the individual achievements of students engaged in journalistic activity. Quill and Scroll has a selective membership. Criteria include junior or senior status, a GPA of 3.0 or better, superior work in some phase of the newspaper, yearbook or literary magazine after at least one year's work on the staff and recommendations by the publication's advisor. Activities include participation, nomination, and vot-

ing in the IHSA, Quill and Scroll, and SPAC award processes, as well as inductions and other events throughout the year. The time requirement is about 3 hours a month divided between actual meetings, online discussion, and other planning and participation events. Members of this organization may be asked to provide service to the McAuley community through writing press releases, photographing events, or other press/media opportunities.

Respect Life Club

The Respect Life Club promotes the idea that every human life in every stage of development is precious and worthy of protection and respect. Students participate in the March for Life in Washington DC or Chicago, participate in the Walk for Life, volunteer at the Women's Center and sponsor several other activities in school to help raise money and awareness for their cause. The Respect Life Club meets monthly and is open to all students sharing the same philosophy with regards to the sanctity of human life.

Road Runners

"I run like a girl, try and keep up!"

The Mighty Mac Road Runners is a running club that seeks competitive and non-competitive runners of all running abilities. The club promotes a healthy life style by using running to build physical strength and endurance. The club also provides a great social network among runners to help achieve personal running and fitness goals. The running group meets 1-2 days a week after school between March and May (weather permitting) and completes a daily workout based on running level that leads to a completion of a 5K race at the end of the season. Club members also volunteer at local road races on request to help build relationships outside of the McAuley Community.

S.A.D.D.

Students Against Destructive Decisions (S.A.D.D.) is an organization with the purpose of educating young people on the dangerous consequences of alcohol and drug use and of drinking and driving. Our chapter of S.A.D.D. distributes red ribbons to promote sober driving, sponsors students' attendance at Operation Snowball Weekend, distributes educational and promotional materials to all students, and sponsors S.A.D.D. Awareness Week. Students also work in partnership with Operation Teen Safe Driving (OTSD) to sponsor a safe driving campaign and worked with Student Council to promote McAuley's anti-bullying initiative "Macs Choose Kind." SADD meets once a month and members are required to attend both meetings and SADD sponsored events.

Sailing Club

The sailing club is dedicated to teaching the participants the basics of sailing, safety, sportsmanship, leadership, endurance, directional skills, teamwork and racing. We are enthusiastic to have students of all ability levels join the program. This is a lifelong skill and experience. Sailing dues are \$350.00 per season (fall and spring) Regatta fees vary and are additional. Students participate in local and out of town Regattas against and combined with other Illinois High Schools. Students practice at least 3 times a week and additional practices are necessary if a regatta is scheduled. Practice is at the Columbia Yacht Club in Chicago and students obtain their own transportation within the club. Each participant must have a U.S. Coast Guard approved type III life jacket, rubber soled, closed toe shoes, and must be able to swim 50 yards. Some practice gear is available to use for free at Columbia. Students are on a team which is combined with Brother Rice and will demonstrate camaraderie, develop leadership skills, and interpersonal relationships. Open House representation, fundraising efforts within the school, and team competition viewing are open to the public.

Science Bowl

The purpose of the Science Bowl Club is to engage students' interest in science in a fun and competitive manner. The club challenges students to strengthen and go beyond their current science knowledge which is enhanced through working with other club members to answer science and math questions in a quickly-paced format. The main event of the year is participation in the Regional Science Bowl with a possibility of attending the National Science Bowl in Washington, D.C. Through scholastic competition, the club fosters competitive skills, adherence to rules and time limits, and a sense of good sportsmanship.

Science Club and WISE

The purpose of the club is to encourage students to learn about science in their everyday life. The Science Club fosters the quest for knowledge by learning through chemistry, physics and earth science experiments conducted monthly after school. For students to be considered a member of Science Club, they need to attend at least 4 meetings by May elections. Science Club conducts an experiment every month, after school, from September to April. Members sponsor a Mole Day bake sale in October and some members have the opportunity to present an experiment at various local science fairs. The purpose of the Women in Science

and Engineering (WISE) club is to encourage students to pursue Science, Technology, Engineering, and Math (STEM) careers. It meets at least once per month. Activities include engineering speaker presentations, hands on experiments, and Girls Who Code Initiatives in learning software.

Spanish Club

The mission of the Spanish club is to help create understanding and promote enthusiasm for the various aspects of Spanish-speaking cultures and the Spanish language. The moderators, with the help of student officers, organize and provide activities that extend and enrich language and classroom learning. Students engage in cultural activities that include crafts, games, making and eating Hispanic foods, watching videos in Spanish, special guest presentations and occasional trips to restaurants and exhibits. The club participates in two service projects every school year – one with the neighboring members of the community and one within the McAuley community itself. Club members also participate in fundraisers to curtail club expenses. Membership is open to any student that is currently enrolled in a Spanish class. Meetings are held once a month after school and focus on a cultural aspect of the Spanish-speaking world. Students participate in fun and educational hands-on activities to enhance their understanding of Hispanic cultures.

Speech Team

Speech Team members have the opportunity to compete in any of six different categories under the direction of the Chicago Catholic Forensic League. For students seeking an alternative theatre outlet, the Speech Team provides a unique opportunity to develop speaking and performing skills that help build confidence and poise in stress-filled situations. Members meet in paired groupings weekly to workshop material and report their progress to the team moderator and captain. In addition to weekly practice, members must attend a monthly team meeting.

Stage Crew

This activity provides students of all levels the opportunity to learn set and prop construction, carpentry skills and design techniques. Students are primarily responsible for assisting in the production of school shows. Running crew, set and prop movement, is comprised of those students who have consistently contributed time and effort in the construction of sets.

Student Ambassadors

Student Ambassadors are dynamic young women dedicated to the mission of Mother McAuley Liberal Arts High School. Grounded in the charism of the Sisters of Mercy, Student Ambassadors positively witness to the surrounding community, most importantly prospective students, and the values of single gender education within the Catholic Tradition. Specific criteria and requirements must be met for membership.

Student Ambassadors are visible at various events where prospective students and families are present in order to highlight the “lifetime advantages” of an education at Mother McAuley Liberal Arts High School. While serving Mother McAuley Liberal Arts High School in this capacity, Student Ambassadors have the unique opportunity to develop and receive training in communication, public relations and interpersonal skills.

Student Government

The purpose of Student Government is to contribute to the development of student leadership and enthusiasm within our school community through:

- respecting the uniqueness of each person
- encouraging and supporting the growing leadership qualities of students
- promoting school spirit and pride in accomplishments
- serving as a liaison between the McAuley administration and students regarding mutual concerns, problems and events

Elected members work together through weekly meetings to continue the work of the standing Student Government Committees: recognition, service, leadership development, public relations, and spirit. Student Government strives to promote and lead a new event each month that involves both students and faculty/staff.

Tech Crew

The Tech Crew allows a student to excel in the technical aspects of theatrical production. In conjunction with the auditorium manager, these students serve not only their school, but the outside community as well through their work for auditorium rentals. Tech crew members are paid a small amount for their services by the outside organization who rents the facility. Tech Crew is open to students of all levels who have completed the Drama II Tech course.

Thespians

The International Thespians Society is an honor society for high school theatre students. The organization is dedicated to the teaching and appreciation of theatre. Students meet regularly with their school troupe and are also given opportunities to attend theatre conventions. Scholarships are available through the International Thespian Society to talented students planning to study theatre in college. Students serve the school and community through their work on the Audition Workshop, Not So Haunted House, and the Grade School workshop. They also participate in Girls Night Out and other activities. Any student with an interest in Theatre may join as an apprentice member, but full membership in the society requires earning a minimum of 10 points based on Theatre work, classes, workshops, etc. Students earn additional points to gain the ranks of Honor, National Honor, and International Honor Thespians. Members are required to attend all meetings and events.

Tightly Knit Community

This club is open to all students interested in knitting. Tightly Knit Community meets weekly on Fridays, and all knitting is donated to charity. The completion of the project allows members to earn service hours for Theology. No knitting experience is necessary to join.

UNITY

UNITY Community strives to provide a gathering/discussion-based group that celebrates our differences. UNITY Community is for EVERYONE. Whether we are hosting a film fest, discussing an article on a current event or timely topic, learning a dance, or engaging in a service project, we are working together to promote diversity awareness and celebrate the rich traditions and heritages that are part of our Mother McAuley experience. We meet every other week and as necessary to plan events.

Varsity Club

The Varsity Club is for students interested in promoting and upholding school spirit, developing good sportsmanship, and relations between teams during events and in the community. Members will attend scheduled sporting events, plan spirit wear, and participate in a variety of other activities.

Women Who Write

Women Who Write is a club centered on expression through the written word. Writers will find a safe place to work on their craft in a variety of formats such as stories, poetry, and spoken word. The goal of Women Who Write is to write and share. Opportunities to share include reading at our club meetings, open mic nights, and possible inter-school competition teams. Competing in the youth poetry competition LTAB is another opportunity. Members should expect to work on their writing, share their writing with the club and eventually with a public audience. We meet twice a month and performance teams will meet more often. Members should be respectful of all writing talents. Sharing our writing brings the club members closer together. This relationship needs to be respected.

Worship Dancer

Through dance and worship, this ministry group invites the congregation to participate in liturgical services with their whole body and soul. Various dance styles are incorporated to engage the entire community. All levels are invited to participate

ATHLETIC PROGRAM

Athletics is an important part of education at Mother McAuley Liberal Arts High School. If an athlete dedicates herself to our program, she will have the opportunity to reach her maximum athletic potential through extensive training and comprehensive coaching.

The Athletic Department is concerned with the mental, emotional, social and physical development of the student athlete. Through our athletic program, the student athlete learns to develop her own physical abilities, to work together and to become a functioning member of a group. She learns to act for the good of the group; she also learns to accept rules, judgments and elements of fair play. Our ultimate goal is to produce young women who are proud to have been a part of Mother McAuley Liberal Arts High School athletics, and who have the capacity to be successful in our highly competitive society upon graduation.

During the season in which the student participates, the student athlete must work to maintain an over-all "C" average. Moreover, the athlete must be in good academic standing in all classes or at least be making progress in areas of academic difficulty. If a student is working at less than a "C" average or becomes involved in a school disciplinary action (suspension, on probation), the situation will be reviewed by the level dean, athletic director, coach, and teacher(s) involved. Appropriate action will then follow.

Mother McAuley Liberal Arts High School is a member of the Illinois High School Association (I.H.S.A.), the

sanctioning body for interscholastic high school athletic competition in Illinois, the Girls Catholic Athletic Conference (G.C.A.C.), and the Metro Catholic Aquatics Conference. The following interscholastic sports are offered at Mother McAuley Liberal Arts High School: basketball, bowling, cross country, golf, soccer, softball, swimming and diving, tennis, track & field, volleyball, water polo and lacrosse. McAuley also hosts a variety of intramural activities and summer camp programs.

SCHOOL COUNSELING SERVICES

COUNSELING MISSION, PHILOSOPHY AND GOALS

Counselors facilitate students' self-understanding, foster personal and social development, cultivate academic achievement, and formulate post-secondary plans. Counselors empower students to grow in competence and independence, in efforts to produce intelligent, cognizant, compassionate and productive Christian leaders of the 21st century.

We encourage parents and students to inform counselors of any learning, health, personal and/or social problems which may affect a student's performance. This information is treated with appropriate professional confidentiality. This information *does not* become part of the student's permanent record, nor is it sent to colleges or post-secondary institutions.

Other written policies and/or procedures concerning student health and welfare are available in the Counseling Department, Deans' Offices, and Principal's Office. At Mother McAuley Liberal Arts High School, counselors are assigned students according to an alphabetical distribution.

COUNSELING SERVICES AVAILABLE

Appointments/Conferences

Conferences are scheduled when requested by student, parent, teacher, counselor or dean.

Counseling

- **Individual**

Students have the opportunity to meet on a one-on-one basis with a counselor. Discussion may cover personal, career and/or academic concerns. Students are encouraged to initiate the discussion. In order to assist the counselor in the assessment of some situations, a referral to another mental health professional may be necessary.

- **Group**

Students are offered the opportunity to become involved in various psychoeducational groups led by a counselor on an as needed basis. Students select themselves into these groups. Groups may address topics such as managing anxiety and stress, study skills, and grief counseling.

- **Lunch & Learn Series**

Students will participate in informative group psychoeducational lessons. The topics may include: school counseling services, educational planning, career development, and interpretation of test and inventory results, study skills and college counseling topics.

- **College Information**

College counseling services assist students in developing their future plans through the explanation of the various college options, the post-secondary landscape, scholarship attainment and financial aid practices. This information is disseminated through individual meetings, classroom presentations, parent programs, college representative visits, college fairs, lunch & learn workshops and bulletins.

The students are responsible for meeting all of the appropriate deadlines designated by colleges and scholarship sponsors. To ensure successful processing, all applications must be turned in complete; including the application, fee, letters of recommendation, essay, resume and transcript request form.

- **Naviance**

The college counseling curriculum at McAuley is supported by Naviance, a secure internet program that helps manage the college and career planning process for students and their families. Beginning in their freshman year, all McAuley students are registered and complete an interest inventory. Students and parents can explore college, scholarships, financial aid, and summer opportunities to enhance in the college application process.

CHECKLIST FOR COLLEGE PLANNING

FRESHMAN YEAR

- _____ Naviance registration in Lunch & Learn
- _____ Attend Career Fair
- _____ Create a 4-year plan with counselor and schedule a rigorous college preparatory sequence of classes
- _____ Complete the Personality Inventory in Lunch & Learn
- _____ Start exploring interests, careers and colleges

SOPHOMORE YEAR

- _____ Attend College Fair
- _____ Attend Student Athlete Night
- _____ Update 4-year plan with counselor and continue to take a rigorous sequence of courses
- _____ Attend College Affordability Program (Parent Program)
- _____ Attend Career Fair
- _____ Complete Career Interest Inventory in Lunch & Learn
- _____ Begin career and college major research
- _____ Plan college visits

JUNIOR YEAR

- _____ Attend College Fair
- _____ Attend Student Athlete Night
- _____ Attend Career Fair
- _____ Continue college and career research
- _____ Update 4-year plan with counselor and continue to take a rigorous sequence of courses
- _____ Check with counselor to make sure you meet the entrance requirements of the college(s) you are considering
- _____ Prepare for and take the ACT and/or the SAT
- _____ **Plan to visit colleges you are considering**
- _____ Meet with college counselor

SENIOR YEAR

- _____ Attend College Fair
- _____ Attend Senior Parent Night/College Affordability Program
- _____ Meet with college counselor
- _____ Request letters of recommendation (if needed) from your teachers and/or counselors and give them at least 2 weeks to complete
- _____ Apply to colleges prior to November 1st
- _____ **MAKE SURE THAT YOU MEET ALL DEADLINES**
- _____ Submit copies of all award letters to the College Center as they arrive
- _____ Check the scholarship information on Naviance
- _____ Complete the FAFSA in October
- _____ Complete the graduation survey and final transcript request
- _____ Recommended websites: naviance.com; fastweb.com; collegezone.com; collegeboard.org; act.org; fafsa.ed.gov

ACADEMIC POLICIES

Academic Dishonesty

It is the belief of educators at Mother McAuley Liberal Arts High School that academic dishonesty by students degrades their character and reputation, impedes the teaching-learning process, and is in opposition to the Christian values inherent in the philosophy upon which this school is based.

Cheating on an examination or the use of other forms of dishonesty (including plagiarism – see below) in earning academic grades is considered to be a serious offense which calls for a zero (F) grade on the academic work involved, with the quarterly or semester grade being lowered in proportion to the importance of this work. During testing situations, gesturing, talking to and/or with another student, looking at another student's paper, whether copying or not, and placing a test answer paper in a position so that another student may easily see it, or any other inappropriate or suspicious test taking behavior, subjects the student to an automatic grade of zero (F). In the case of final examinations, the student could also fail the course. Sharing work, information, answers, possessing testing materials, removing, transferring, transmitting, or sharing any testing materials in anyway (whether electronically, copied, or handwritten) with another student constitutes cheating. All students involved will receive a grade of zero (F). At the discretion of the level dean, additional disciplinary action may be taken including suspension or Behavioral Probation. All cases of dishonesty are reported to the level dean, and teachers will call the student's parents.

"Plagiarism is offering the words or ideas of another person as one's own. Major violations: are:

- The use of another student's work
 - The purchase of a canned research paper
 - Copying whole passages into a paper without documentation
 - Putting specific ideas of others into your own words without documentation" (Lester 91)
- Lester, Sr., James D., and James D. Lester, Jr. Writing Research Papers. 11th ed. New York: Pearson-Longman, 2005.

Turnitin.com is a writing tool that helps students produce quality essays, reports and research papers. Features of this program enable students to check their work for potential plagiarism by comparing it against the world's largest comparison database. Turnitin shows how much of the student's submission matches content from other databases so students can quickly understand how much content is unoriginal and edit their work as necessary. Students are able to re-submit their revisions until they meet the criteria in place for the assignments. Turnitin provides students with legible, timely feedback on their writing. Overall, the program ensures originality, streamlines peer reviews and simplifies the editing process.

Academic Probation

Academic Probation can be imposed on students experiencing serious academic difficulty. Probation is a period of time during which the student will be monitored and evaluated in an attempt to have the student improve her academic performance and prevent her failure of a course. Students may be assigned to a required study and excluded from field trips. Elective courses may need to be forfeited to accommodate this.

The duration of academic probation will be determined by the dean. A student on academic probation must demonstrate sufficient improvement to have the probation ended or be subject to an administrative review which could result in dismissal.

Failures

A student must earn a minimum of 7 full credits each year to progress to the next year.

1. If a student fails a required course, the credit for that course must be earned at McAuley summer school before the student may return the next year. This may require 1 credit or ½ credit dependent upon whether the student failed the full year or a semester.
2. If a student fails any elective course and the effect is that the student did not earn 7 full credits during the school year, the student must make up the lost credit by taking an elective course during summer school.
3. No more than 1.5 credits of makeup work may be earned in Summer School per summer.

Multiple Failure Policy

A student who fails more than 1.5 credits (3 semester courses) in a given academic year will not be allowed to return to Mother McAuley the following semester. Furthermore, any student who accumulates 3 or more credit failures (six or more failed semesters) throughout their academic career is at risk of continuing or returning to McAuley. Should a student fail any additional classes the subsequent semester, she will forfeit her enrollment at Mother McAuley Liberal Arts High School. Students who fail two or more courses or have a G.P.A. that falls below a 1.5 in a given academic quarter or semester, can be placed on Academic Probation.

BEHAVIORAL CODE OF CONDUCT

Mother McAuley High School reserves the right to take disciplinary action when a student's behavior, ON or OFF campus:

- Violates the values of the school
- Endangers the student herself or others
- Defames or threatens a member of the school community
- Negatively impacts the school or its reputation
- Causes public scandal
- Jeopardizes the good name of the school
- Misuses social media

Any of the above conduct may be cause for removal from Mother McAuley High School.

The Level Deans, Dean of Student Support, or any other member of the Administration, may detain students or remove students from instruction to question them regarding violations of school policies or school behavior if there is a violation or a reasonable degree of suspicion that a violation has been committed. In addition, an appropriate investigation will be conducted if it is a severe violation. The Administration may act on information related to violations of school rules. School officials are not required to notify parents about the questioning of students. Students are obligated to answer all questions truthfully.

Absence - Extended

When notified by parents that a student will be out of school because of an extended illness, the following procedure will be initiated:

1. The level dean requests teachers to assign work. **Assignments may be picked up in the Main Office 24 hours after the request has been made.**
2. The level dean checks with teachers to determine if requirements have been met to grant credit at the marking period.
3. A doctor's note must be presented to the level dean prior to the first class of the day she returns.

Absence for Trips

Mother McAuley Liberal Arts High School discourages and disapproves of families taking a student out of school for family trips during the 9 1/2-month school year.

If a trip must be taken during the school year, then the procedures are as follows:

The procedure for obtaining a trip form is as follows:

1. The student presents a note from her parents regarding the date and reason for the trip to her level dean at least **two weeks prior to the trip.**
2. It is the student's responsibility to make up any missing work.
3. The student will take the trip form to each faculty member for comment on how this absence will affect the academic status of the student.
4. The completed copy is returned to the level dean who will keep it on file.
5. Absence due to trips in combination with additional absences could place a student on Attendance Probation.

After School Activities

Students who are involved in extra-curricular activities must obey the directives of a supervising faculty member or coach. The school does not assume responsibility for students remaining in the school without permission. All school policies are in effect for before, after school and weekend activities.

A student who is absent from school on the day of an activity will not be permitted to participate. Any exception may only be approved by the level dean.

ATTENDANCE PROCEDURES

Attendance Policies

Mother McAuley Liberal Arts High School firmly believes that regular attendance is an integral part of a student's total educational experience. Consistent class attendance is necessary to insure continuity in learning and to promote academic success in McAuley's challenging curriculum. An engaged learner's daily interactions cannot be replicated or replaced due to the direct correlation between consistent attendance and academic excellence. Attendance and participation are part of the academic requirements in each class at McAuley. Therefore, McAuley requires consistent daily attendance.

If a student accumulates more than 5 absences in a semester then a parent will be notified by letter from the Level Dean. If the student accumulates 10 absences in a semester, then a mandatory parent meeting will be held and she will be placed on Attendance Probation. Any students with a questionable absence/tardy pattern may also be placed on Social Suspension.

A student is allowed one excused tardy per semester. (Please see tardy policy on page 41)

A doctor's note may be requested if illness is used as a reason for absence or if the absences are sporadic. Any absences for trips, college visits, etc., are part of this repeated absence policy. Repeated missing of tests and assignments will be dealt with on an individual basis through the best judgement of the teacher. A student with questionable or repeated absenteeism can be denied credit for the classes or individual classes missed.

In the event that a student is ill or must be out of school, parents must call the school **before 9:00 a.m.**

TO REPORT AN ABSENCE, PLEASE CALL 773-881-6518

Upon returning to school, the student should present a written excuse from the parent/guardian, giving the name, date, days absent, and the reason for the absence to her 2nd period teacher. These notes are kept on file until June.

If a student anticipates an absence, a note must be brought to the level dean prior to the anticipated date of absence.

A student who is absent from school on the day of an activity will not be permitted to participate. Any exception may only be approved by the Level Dean.

All missed work during an absence will be made up. A student must take a missed test the day she returns to the specific class. If a student has missed any assignments (not tests or quizzes), she has the corresponding number of days to make up the work.

	Letter Home	Excessive Letter	Student, Parent Meeting with Counselor and Dean	Attendance Review Board Meeting	Loss of Credit
Tardy to school	5	8	10*	15	Determined at ARB Meeting
Absences	5	8	10*	15	Determined at ARB Meeting

* Student may be placed on Attendance probation and will be ineligible for field trips

Attendance Probation

Students placed on Attendance Probation may be denied credit for classes missed, denied the opportunity to go on field trips, and if attendance does not improve, may be asked to withdraw from Mother McAuley. A mandatory parent meeting is required for all students placed on Attendance Probation.

A student on Attendance Probation must bring a physician's note written on physician's stationery to her level dean for any subsequent absences in order to be permitted to complete make-up work. This policy also applies to students with questionable tardiness patterns.

Attendance Review Board

The ARB may consist of the Level Dean, Dean of Student Support, Counselor, the student and three faculty members. The counselor is invited to act as a student advocate and is non-voting. The ARB will informally meet once a month to discuss any information, concerns, or upcoming formal hearings.

Attendance Record

The official record of attendance will be taken at period 2. Attendance will appear on the report card and the official transcript. Only school sponsored field trips and retreats are not recorded as days of absence.

Beverage Containers

Approved water bottles that may be carried during the school day are McAuley Camelback displaying our shield. If students choose not to carry the bottle with the McAuley shield, they can purchase and use water bottles that are clear, spill proof, non-disposable and may not hold more than 20 ounces. Both options ensure that students will be limited to drinking water and alleviate any concerns of ruining electronic devices. No other beverage containers may be carried during the school day.

Building Access

1. When school is in session, the building will open at 6:30 a.m. and close at 5:00 p.m.*
2. Students may not be in any classrooms or any other area of the building, unless supervised by a McAuley faculty/staff member.
3. For safety reasons, certain areas of the school are restricted. Students may not be in the McAuley Theatre, foyers or gym locker rooms unless assigned to a class in these areas.

The building closes at 5:00 p.m. and all students are expected to be picked up by this time.

Bullying/Harassment/ Cyber Bullying

Mother McAuley Liberal Arts High School promotes a productive learning environment where any type of unacceptable conduct will be prohibited. Bullying and harassment are defined as behaviors by an individual or group, that are harmful/hurtful to another, or which can create a hostile or threatening environment. Bullying/harassment includes, but is not limited to, any behavior that is cruel, abusive, and humiliating; physical, verbal, or non-verbal threats, intimidation, social exclusion and isolation; defamation, and the spreading of gossip and/or rumors.

Bullying/harassment can take place in person or by the use of computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages. Interacting with people online is no different than interacting with individuals face-to-face; therefore, students are expected to act respectfully and with dignity when communicating through social media. Students must understand that they are accountable and use discretion for their postings and other electronic communications, as these communications represent the student and the school. Publishing text or images online which defames, libels, criticizes, ridicules, embarrasses, bullies or in any other way harms others, especially a member of the Mother McAuley Liberal Arts High School community or the reputation of Mother McAuley Liberal Arts High School is strictly prohibited.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school sponsored event, whether or not it is held on school premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning environment for one or more students and/or the orderly day to day operations of any school or school program. Since bystander support of bullying and harassment can encourage these behaviors, Mother McAuley Liberal Arts High School prohibits both active and passive support for acts of harassment or bullying.

Mother McAuley Liberal Arts High School believes that standards for student behavior must be set through interaction among the students, parents and guardians, staff and administration of the school, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others. The development of this atmosphere requires respect for self and others, as well as for school property on the part of students, staff, and parents. Mother McAuley Liberal Arts High School has no duty to regulate off-campus

internet messages, statements, postings, or acts. Nevertheless, Mother McAuley Liberal Arts High School reserves the right to regulate, review, investigate and discipline students for bullying, harassment, intimidation and/or cyber bullying or any other disciplinary violations when such activities threaten violence against another student, or otherwise disrupt the learning environment or orderly conduct of the school, school business, or school activities. Students who engage in any kind of harassment/bullying will be subject to appropriate discipline, including suspension, dismissal, or expulsion. Harassment of any kind should immediately be reported to an administrator who will then conduct a thorough investigation followed by a mandated conflict resolution.

Bus Transportation

Bus service through a private school bus company is available for a fee. The cost and routes vary each year. Questions regarding transportation should be directed to the Main Office.

Other students arrange for their own transportation in car pools, the CTA, PACE, or suburban bus lines.

The bus driver is the responsible authority in charge of the bus, and as such, he/she can expect that students are courteous and considerate at all times. Students who fail to show courteous/considerate behavior and/or fail to follow bus rules and regulations may be prohibited from riding the bus.

Calculators

A teacher has the right to ask a student to clear the memory of a calculator prior to any testing situation. The school does not assume responsibility for lost or stolen calculators. Each student must etch or indelibly print her name on her calculator to aid in identification of lost or missing calculators.

Cellular Phones

Cell phones are not allowed to be carried or used during the school day in the hallways or classrooms. Cell phones should be turned off and placed in the student's locker. Students may use their cell phones to check text messages during their lunch period ONLY in the dining hall. Limitations may be applied as needed and this policy is subject to change. Cell phones used at any other time or place will be confiscated and a \$25.00 reclamation fee and a Saturday Jug will be imposed. Confiscated phones may be reclaimed from the level dean. Upon a second offense, the fine will be \$50.00, a Saturday Jug and a parent will be required to reclaim the phone from the level dean. Continued offenses will result in Behavioral Probation and additional consequences determined by the level dean.

Cheating

The sharing of any class work, including but not limited to, homework, term papers, and projects is considered cheating. In addition, sharing information, transmitting, answers to a test, possessing testing materials, removing or sharing any testing material in any way (text messaging, electronically, copied, duplicated, or handwritten) is cheating. All students involved will receive an automatic grade of zero (F) and the teacher will call the parent. At the discretion of the level dean, the student may also be suspended and placed on Behavioral Probation.

Contagious Disease

If a student is suspected of having a contagious disease, the student will be sent home. Students who have been absent because of a contagious disease must have a doctor's note indicating that the student is free of the contagious disease and able to return to school. **The doctor's note must be presented to the school nurse prior to the first class of the day.**

Custody

In cases where parents are divorced or separated, the school can presume that both parents have access to the student. **If one or the other parent has been denied this privilege, it is the parents' obligation to make this known in writing to the proper level dean.** Mailings and student information are directed to the custodial parent.

Dances

Parents must sign the appropriate permission slip for a student to attend a class dance or the Senior prom.

- On the day of the dance, including the day before prom, students must be in school the full day. No early dismissals should be requested.
- All disciplinary responsibilities (jugs, after school detentions, dining hall detentions, fines, etc.) must be met and satisfied before a student would be allowed to purchase a ticket to her level dance, including prom.
- All financial responsibilities must be met for a student to attend prom.
- Class dances – Freshman/Sophomore and Junior/Senior dances are traditional male and female semi-formal dances.

- Male escorts must be under the age of 21 and must wear appropriate semi-formal attire.
- Any type of dancing with inappropriate sexual overtones is not permitted.
- Students will not be admitted after 7:30 p.m.; they may begin to leave at 9:30 p.m.
- **Anyone arriving late must notify the level dean by the date given.**
- Coats may be checked, but the school assumes no responsibility for lost or misplaced items. Money and valuable items should be removed from coat pockets.
- All purses, bags and coats may be searched prior to entry.
- Smoking is not permitted anywhere in the building.
- Drinking and/or possession of drugs or drug paraphernalia, including vaping devices, are forbidden at all times on the school premises.
- Conduct which indicates that students have been drinking or that they have been using drugs will warrant disciplinary action as specified in the Student Handbook. Responsibility for the conduct of the student will be referred to the parents immediately. Violation of this policy will result in expulsion.
- Any student attending the dance may be subject to a breathalyzer test.
- Parents are reminded that it is unlawful for any person to furnish alcohol to a person under 21 years of age.
- If buses, vans, or limos are used for transportation, parental approval is expected. Moreover, parents should make every attempt to insure there is no transportation or consumption of drugs or alcohol in the vehicle.
- Any student suspected of displaying gang-related clothing or behavior will be expelled from the dance immediately and school policy enforced.
- **The school does not approve of the rental of suites, motel/hotel rooms for pre-or-post-dance activities.**
- Proper moral behavior and decision-making are expected of our students and their escorts.
- The prom is a formal female-male date dance. Though hours of the prom and methods of transportation differ from class dances, all other rules apply.

Female Dress Code

- All dance participants must abide by the school's policy for formal dance attire; apparel that reveals the body around the stomach, navel, lower back, and sides are not appropriate and may not be worn to dances.
- Apparel should have a modest neckline (no plunging necklines or lack of coverage).
- The top of the apparel should come to the top of the bust. The bust continues around your sides directly under the armpit; with arms down at the side, if flesh touches flesh below the mid-bust line, the apparel is inappropriate. Any sort of plunging neckline is unacceptable.
- Exposed midriff and cutouts are not acceptable.
- There should be no visible abdomen whatsoever. Cut outs (including nude, sheer material) are unacceptable.
- Opaque material or lace **that is absolutely not sheer** is acceptable
- The back of the apparel opening should be no lower than the natural waistline.
- The opening on the back should not span wider than where the arms are resting at the sides. Any visible abdomen or side of chest is inappropriate.
- Dresses must be no shorter than four (4) inches above the knee and must reach mid-thigh.
- Visible tattoos or facial piercings are not permitted and must be fully covered up or removed.
- Hair color and style must meet handbook code.
- Any student not in compliance with the dress code will be given two options: call home for a parent/guardian to bring a more appropriate style of apparel or the student will be given a garment to wear over or cover anything inappropriate. Mother McAuley High School reserves the right to use discretion in determining the appropriateness of all dance apparel.

Male Dress Code

- Jackets and ties are required, along with dress pants and dress shoes. Tuxedos are optional.

- Earrings, facial piercings, tattoos, or makeup of any kind are not permitted.
- Any student not in compliance with the dress code will be given two options: call home for a parent/guardian to bring a more appropriate style of apparel or the student will be given a garment to wear over or cover anything inappropriate. Mother McAuley High School reserves the right to use discretion in determining the appropriateness of all dance apparel.

Dining Hall/Lounge/Patio

Each student will select a table at the beginning of the semester and will sit at that same table each day. Students are to remain in the dining hall and lounge during the entire lunch period assigned to them. Any student who wishes to leave the dining hall must have a permit and/or a note from a faculty member. Food is permitted only in the dining hall and lounge. Each girl must clean her table and surrounding area and leave it in good order for the next student.

Additional expectations include the following:

1. **Before school:** Students may enter the dining hall in the morning AFTER book bags, coats, and other non-uniform clothing are placed in the locker.
2. Loud and rowdy behavior is not allowed in the dining hall.
3. Food and/or beverages may not be taken out of the dining hall or lounge area. Eating or drinking anything in any place other than in the dining hall or lounge area is not permitted. No food or beverages may be taken to the patio area. See beverage container policy on page 33.
4. **All school policies, including the uniform policy, are in effect while students are in the dining hall and lounge.**
5. No outside food may be ordered by students and delivered to the school at any time.

Students with dining hall detentions will:

1. Check in with dining hall monitor upon entering the dining hall.
2. Be assigned to the dining hall detention table.
3. Clean the dining hall for the last 10 minutes of the period.
4. Check out with the dining hall monitor before leaving the dining hall only after the dining hall is completely clean.
5. Failure to follow dining hall detention procedures will warrant further disciplinary action by the level dean.

Early Dismissal

Early dismissals are discouraged and because they have the same effect as absences, they will be counted as part of the "Repeated Absence" policy. Requests for early dismissals are to be submitted to the appropriate level dean before the first period class. Early dismissals will be granted only if the request is made in writing and signed by the parents. Phone calls will not be accepted for early dismissal.

Electronic Equipment

Digital cameras, iPods, camera phones, laptops, laser pointers, and other electronic equipment are not allowed to be carried or used in the school building between 8:00 a.m. – 3:00 p.m. unless they are to be used as part of class projects. The school is not responsible for the security of any electronic equipment. Violations of this policy will result in disciplinary action and equipment will be confiscated.

Emergency Closing

If unusual circumstances warrant closing or a change in school hours, notification will be made through an electronic messaging system. In addition, announcements will be made on Radio, Television and posted on PlusPortals (www.plusportals.com/MotherMcAuley) and the school's web page. Information may also be obtained by calling the Main Office at 773-881-6500.

Exams

Semester exams are scheduled and included in the school calendar. Quarter Assessments are scheduled during the week prior to the end of each academic quarter therefore; all students are expected to be present on these days. (See Exam Schedules.) **Vacations/trips must not be planned during these days.** Second semester exams may not be made up. A student absent for her second semester exam may receive a grade of F for the exam and this may result in failure of the course.

Fighting

Fighting is a serious offense. Fighting, whether physical or verbal, will warrant disciplinary action and may result in expulsion. The school recognizes that inter-personal conflicts are a normal part of daily relationships.

However, students are expected to respect one another and their teachers, to talk through misunderstandings, and seek appropriate adult mediation and participate in conflict resolution.

Fire Drills

Fire drills are necessary for the safety of the students, faculty and staff. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which she may be. Fire evacuation information is posted in every room.

General Rules for Fire Drills:

1. Close windows.
2. Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
3. The teacher should be the first one out of the room, should take the class roster and keys, and remain with the class.
4. The last student out should close the door.
5. The teacher will take attendance once the group has reached its proper distance from the building.
6. When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

Note: Fire drills are very important and serious exercises which may save your life. You are expected to act accordingly.

Forgery – Tampering With School Documents

Forging/falsifying parent, guardian or teacher signatures and/or changing/creating any school related documents or grades, tampering/altering/assisting/disposing of school documents (attendance slips, detentions, progress reports, failure warnings, parent notes, etc.) are all serious offenses. Each individual occurrence will result in behavioral probation and the student's parent/guardian will be notified and additional consequences will be determined by the level dean.

Gang Activity

Gang activity will not be tolerated at Mother McAuley Liberal Arts High School. Any student suspected of engaging in any gang-related activity will be immediately suspended from classes. Her parents/guardians will be contacted and she is subject to expulsion. Some examples of gang-related activity include but are not limited to the following: use of hand signs; drawing of symbols on school property, books or clothing; wearing gang colors, symbolic clothing, jewelry or symbols; harassment of students while in school or while traveling to and from school or while participating in school-related functions.

Graduation Ceremony Requirements

Participation in the graduation ceremony is a privilege:

1. Students must be in good standing.
2. All behavioral obligations must be completed.
3. All financial obligations including tuition and any fines incurred throughout the year must be fulfilled.
4. Graduates are to wear modest, pure white, formal length dresses, white shoes and white gloves. Dresses should be no shorter than two inches above the ankle. Dresses that reveal the body around the stomach, navel, lower back, sides, and thighs, or that expose cleavage are not appropriate and may not be worn to graduation. Any visible body piercing, other than earrings worn in the ears, is not allowed. Tattoos may not be exposed. Athletic shoes, slippers, slides, and flip-flops are not to be worn.

Gum

The chewing of gum is not permitted in school at any time or any place. A student who violates this policy will be issued a detention.

Halls

No shouting or excessive noise is allowed in the halls at any time. Students may not sit on the floor in the halls or in front of lockers at any time. Students must go to dining hall/lounge before and after school. Students should move quickly through the halls and keep to the right during all class changes. Students may not be in the halls during class time unless they have a Hall Pass. Students going to lunch need to move quickly and quietly to the dining hall. Any disruptive behavior in the hall, including pushing and "bookchecking," will necessitate a detention. Students must spend their open period in a Resource Center, lounge, library or an assigned study. Posters hung in the school must first be approved by a dean and may be displayed only in approved areas. No posters will be hung on painted surfaces.

I.D. Cards

I.D. cards are part of the uniform; therefore, a student must wear her I.D. card at all times, around her neck on a McAuley lanyard. I.D. cards are to be kept for four years. If a student loses her I.D. card, she must purchase a replacement at the cost of \$6.00 from the Main Office. I.D. cards will also carry bar codes for use in the library. A student must report a lost I.D. to the library or be subject to responsibility for books and/or fines attached to the I.D. Students may not deface their I.D.'s, if a student defaces her I.D. she must purchase a replacement I.D. card at the cost of \$6.00. If a student transfers from McAuley, she must surrender her I.D. card. Students not wearing an I.D. will receive a detention. Students attending class at Brother Rice will be issued a special I.D. These are to be carried at all times and are to be presented to the monitor on duty.

iPads

All students are expected to abide by the rules and regulations of the iPad User Agreement, which can be found on PlusPortals (www.plusportals.com/MotherMcAuley).

Insurance

The school does not provide student medical insurance coverage. Parents, however, may apply for the Students Accident Insurance plan provided by the Markel Insurance Company which offers either "in-school" or "twenty-four hour" coverage. Applications for this insurance will be distributed to the student during the first weeks of school. Students not covered by the Markel Insurance Company plan must rely on their own family insurance coverage.

Language

Vulgar language, swearing, gestures, name calling, racial slurs, ethnic harassment/ridicule will not be tolerated. Such behavior will result in a minimum of an after school detention. When warranted, further disciplinary action, including expulsion, will be taken.

Lockers

The school assigns lockers for students. Locks must be purchased from the school. The sharing of lockers is prohibited. Students should keep the assigned locker locked at all times with a lock issued by the school. Students are prohibited from using empty lockers for personal use. After closing the locker, students should spin the dial several times to insure that it will not be easily opened by another. Sharing locker combinations negates the security of the locker. **THE SCHOOL IS NOT RESPONSIBLE FOR SAFEGUARDING PERSONAL PROPERTY.** Students may not write on or in their locker or any other student's locker. This is considered vandalism. Any students found in violation of this policy will be required to clean their lockers. Repeated violations may result in locker relocation. Each student is responsible for the cleanliness of her locker. It is the student's responsibility to report broken lockers to the Main Office.

Lockers are the property of the school and are under the direct control and supervision of the administration. Lockers will be inspected periodically. Furthermore, the administration may inspect lockers at any time for the following reasons: to look for stolen library items, textbooks, school equipment and supplies; to remove health hazards; to check for necessary repairs; to confiscate illegal items. A student will be assessed the amount needed for repair/replacement of a vandalized locker used by her and/or registered in her name. Each student registered for physical education will purchase a lock for her gym locker for her work out clothes and shoes. During physical education class, she should lock her purse, calculator, and/or books in this locker.

Locker decorations are limited to recognition of birthdays and school events. Decorations may remain on the front of the locker for one week and are expected to be taken down by the student. Decorations are limited to: wrapping paper, ribbon, 8½ x 11 sheets of paper, and a maximum of 6 photos or pictures. Masking tape must be used to fasten decoration to the front of the recipient's locker door. Decorations may not be taped to the wall above the locker, the floor, or lockers on either side of the recipient.

Medical Policies

If a student becomes ill, she must obtain a pass to the Health Room from her classroom teacher. The Health Room is not used for resting. Students should not call a parent to obtain release from school. The School Nurse or Dean will notify a parent/guardian of the need for a student to be released from school due to illness. Students going home must be picked up and signed out through the Health Room located at the back of the West Gym. A student who is ill and leaves school without proper permission is considered truant and appropriate disciplinary action will be taken. **All prescription and non-prescription medications must be left with the School Nurse.** The nurse will not dispense any medication to any student without permission from the student's parent/guardian/physician. Permission forms for dispensing medication must be completed yearly and kept on file with the nurse. Any changes must be reported in writing to the nurse. All incoming freshmen must have a current physical examination which is required by Illinois State Law. All rising seniors are required by state law to have a meningitis vaccine booster prior to the first day of school their senior year.

Students should be signed out at the main office (this is for security reasons). Students not in compliance will be excluded from school. A Diabetes Care Plan must also be on file with the School Nurse if your daughter has diabetes and requires assistance with managing this condition while at school and school functions.

Off-Campus

Students may not be in the parking lots, backroads, the South sidewalk, Circle Drive or other areas considered off campus during school hours. Any student in violation of this policy will minimally be issued a Saturday jug.

Parking

Only faculty, staff and McAuley upperclasswomen with approval and who have paid the parking fee are allowed to park in the McAuley parking lot. Students must purchase and display the tag in their vehicle when parking on campus.

Parking in a space not assigned to you or in a no-parking area is a violation of the parking policy. Any parking violations should be reported to the Main Office. A student reported for parking violations will be issued a Saturday jug. Students who disturb residents by parking in the surrounding neighborhood will also be issued a Saturday jug. Cars parked in restricted areas will be towed away at the owner's expense.

It is the students' responsibility to cooperate and to be on the alert for any unusual activity in the parking lots. License plate number and description of any suspect car should be reported to the Main Office. Any property damages on campus should be reported to the Main Office. **The school does not assume responsibility for any damages or losses incurred to vehicles while using its parking facilities.**

Petitions

Petitions may not be circulated for student signatures. We encourage communication in our school community. Students should see their level dean with any concerns.

Public Behavior

Any student whose behavior outside of school, who in the opinion of the Administration, brings disgrace to the school, renders herself liable to suspension, probation or dismissal from Mother McAuley Liberal Arts High School.

Smoking

In compliance with Illinois state law, Mother McAuley Liberal Arts High School does not permit students to smoke on school premises including parking lots and roadways. This no smoking rule is violated when a student is in possession of a lit or unlit cigarette. The student who violates the no smoking rule will be fined \$50.00 and receive a minimum Saturday jug.

Social Media

It is the school's expectation that all students are responsible, respectful digital citizens. Social media postings are public and permanent and may cause irreparable damage. Mother McAuley Liberal Arts High School has no duty to regulate off-campus internet/social media statements, postings or acts. Nevertheless, Mother McAuley Liberal Arts High School reserves the right to regulate, review, investigate and discipline students for inappropriate social media usage postings or cyber-bullying, pursuant to Public Act 98-129. Students who engage in this behavior may be subject to appropriate discipline including suspension or expulsion. (See page 33 for additional information on cyber-bullying).

Social Suspension

Participation in extracurricular activities at Mother McAuley Liberal Arts High School is a privilege offered to students in good standing in all facets of school life, including attendance and behavior. Mother McAuley Liberal Arts High School firmly believes that consistent attendance and proper Christian behavior are essential components to a productive academic atmosphere and directly contribute to increased student success. As a result, any student placed on Attendance Probation or Behavioral Probation may also be placed on Social Suspension.

Social Suspension is the exclusion from extracurricular activities including participation in clubs, organizations, athletics, theatre, music, and level activities such as dances. Therefore, any student not in good standing may be placed on Social Suspension for a duration of 30 calendar days. Status will be reviewed by the level dean at the conclusion of the 30-day period.

Solicitation

The advertisement or sale of goods or services is prohibited within the school. The use of the school's name, logo, and shield is not permitted without consent of the Administration.

Fundraising and/or the collection of money for any purpose or project, including apparel and food, may not be conducted without prior approval of the Principal.

Student Data

Student information (address, phone, etc.) is requested at the beginning of each school year and is kept on file in the Main Office, the Dean's office, and other school offices. Any changes in address, phone number, parents' employment, emergency information, etc. that occur during the year should be reported to the level dean and/or Registrar. The Missing Children Records Act requires that all students have a copy of their birth certificate on file at Mother McAuley Liberal Arts High School.

Student Records

Mother McAuley Liberal Arts High School keeps permanent records and temporary files for each of its students/graduates. The permanent record includes ACT/SAT results, semester grades, attendance, and immunization records.

The Illinois School Student Records (P.A. 79-1108) was signed into law on March 24, 1976. This act provides the access on the part of parents and eligible students (those 18 or over) to student records maintained by an educational institution. Requests must be in writing, state the specific record desired and state the reason for the request. Within three days of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent and/or eligible student.

Substance Abuse

Drinking and/or possession of alcoholic beverages, abuse and/or possession of drugs or drug paraphernalia, including vaping devices or being under the influence of drugs and/or alcohol are forbidden at all times on the school premises. The school maintains the right to search any personal property when there is suspicion of a violation of this policy. Conduct within the school or at school sponsored functions which indicate that students have been drinking, vaping or that they have been using drugs is a serious offense and will warrant disciplinary action. These devices will be treated as smoking and are prohibited, and therefore will be a violation of Mother McAuley High School's drug and alcohol policy. **These regulations apply equally to school functions held off campus as well as social and athletic events held at other schools.** Students exhibiting this behavior will be reported to the level dean. At off-campus functions, responsibility for the student will be immediately referred to the parents. Seniors exhibiting this behavior may lose the privilege of attending prom, graduation, and other school activities.

Violation of this policy will result in expulsion. The alternative to expulsion is attendance at an accredited substance education program having an evaluation component. The program will be determined by the level dean in conjunction with the student's counselor. The cost varies according to the agency used. Payment(s) is assumed by the parents or daughter. Further disciplinary consequences may be required by the level dean.

Parents are reminded that it is unlawful for any person to furnish alcohol to a person under 21 years of age. (IL.Rev. Stat., ch.43, Par.131, IL.Rev. Stat., ch.23, IL.Rev.Stat., ch.56 ½, par.705,1401)

Tardiness

Parents should not call if a student is tardy. Any student arriving late to class or school for any reason should report directly to the Main Office and sign in, then proceed to her classroom. Students arriving late to class will be given either an after school detention or a jug **regardless** of a verbal or written excuse. Students are allowed one excused tardy per semester. Any questions regarding a detention for tardiness must be addressed by the student to the level dean. Any student with excessive tardies will be placed on attendance probation.

Telephone Messages

Please do not request delivery of telephone messages to your daughter except in cases of extreme emergency.

Theft

It is the responsibility of each student to safeguard her personal possessions and not leave any items unattended (books, calculators, cell phones, coats, iPads, money, purse, etc.). Sharing locker combinations with other students, leaving your locker unlocked, or presetting your combination negates the security of the locker. Mother McAuley Liberal Arts High School does not assume responsibility for the recovery or replacement of lost, stolen or damaged personal property. A student who steals from another member of the McAuley community may be expelled.

Truancy

A student absent from school without prior parental knowledge, as well as a student who leaves school without proper permission, is considered truant. Truancy is a violation of the state and local law. Parents will be contacted. Consequences for truancy are probation and Saturday jugs. Further disciplinary action will be determined by the level Dean. The school does not accept responsibility for a student who is absent from

school or a class without appropriate permission whether she is on or off school property. **No credit is given for assignments, tests, and quizzes missed due to truancy.**

Unexcused Absence from Class

Students are expected to report to every class and assigned study. Failure to comply indicates a cut. Notification of a cut is sent by the Attendance Office to the teacher and level dean. Tardiness in excess of 10 minutes will be considered a cut. Leaving class without the expressed permission of the teacher is also considered a cut. Work missed, including tests and quizzes, will not receive credit or be made up.

A cut is counted as part of the repeated absence policy. Disciplinary action for a cut will be a Saturday jug. If a student again cuts class, further disciplinary action will be warranted, such as behavioral probation and additional Saturday jugs.

The school does not accept responsibility for a student who is absent from school or class without appropriate permission whether she is on or off school property.

Uniforms

Mother McAuley Liberal Arts High School is a college preparatory institution committed to providing a quality secondary education for young women. As a school community, we firmly believe that the enforcement of a formal dress code helps to perpetuate a positive learning environment conducive for academic success. In partnership with our parents and guardians, it is our expectation that all aspects of the dress code policy be fully embraced by our families in order to further Mother McAuley's academic excellence and strong sense of unity.

Following are the approved shoes for the 2018-2019 school year. All can be purchased online at the sites provided, in addition to these local retail partners:

- Golden Shoes located at 12212 Harlem Avenue in Palos Heights (708) 448-3580
- Big 'n Little Shoes located at 3142 W. 111th Street (773) 239-6066
- Barons Shoes located at 3101 W 111th St, Chicago IL 60655 (773) 238-6100
- Martinelli's located at 3517 W. 95th Street in Evergreen Park (708-425-6287)

- Doc Marten Mary Jane (Style #8065) in Black
 - Available at www.docmarten.com and other various websites.
 - Also available at Big 'n Little Shoes and Golden Shoes.
- Eastland Falmouth Camp Moc Shoes (Item #3365) in Waxy Tan, Brown Leather or Bomber Brown
 - Available at www.eastlandshoe.com
 - Available at Big 'n Little Shoes, Golden Shoes and Barons Shoes
- BOC Merry – Style #C95823 in chocolate oiled
 - Available at www.bocshoes.com and other various websites
 - Also available at Big 'n Little Shoes and Golden Shoes
- Skechers Women's Buras Style #17361 in black
 - Available at www.skechers.com and other various websites.
 - Also available at Big 'n Little Shoes and Golden Shoes

All uniform clothing must be purchased from Schoolbelles Uniforms located at 7763 S. Harlem Avenue (708-598-8008). The uniform consists of the following items:

- McAuley embroidered knit polo
- Designated sweater/fleece/pullover top options for cold weather found at Schoolbelles
- Designated level kilt
- Shoes and socks or tights must be worn at all times with the uniform. Socks should be solid white or black and be worn above the ankle
- Tights may be worn and their color should be solid white or black only.
- School ID must be worn around the neck and on a McAuley lanyard

Extreme hairstyles, hair colors, makeup and excessive and inappropriate body ornaments (i.e., chains, metal-spiked jewelry, hemp necklaces, etc.) are forbidden in school. Hats, caps, head scarves, bandanas,

hair rollers, hair wraps or sweatbands or any other head coverings may never be worn in the building at any time. This includes non-uniform days.

Any other apparel, accessories and body decorations (i.e. tattoos, tongue piercing, brow piercing, nose piercing, body piercing, etc.) which are worn are considered a violation of the uniform policy. Band-Aids or other coverings may not be worn over piercings. Any student coming to school with visible body piercing, other than small earrings worn in the ears, will be asked to remove the jewelry and jewelry will be confiscated by a dean. Any student with a visible tattoo will be required to cover it during the school day and at school functions. Failure to follow this policy will result in suspension and the student will not be permitted to return to school until the object is removed.

Of special concern: A student having an extreme hair color or style is considered to be in violation of the uniform policy. The administration of the school reserves the right to define "extreme hair colors." Generally, this would include hair dyed an unnatural color completely or in streaks or in patches that draw one's attention. Failure to abide by this policy will result in suspension from school until the dean receives written verification that natural hair color restoration will begin immediately. Payment for costs incurred for the restoration will be the responsibility of the student.

Students needing to change out of their uniform for any reason, at any time, should do so in the locker room or women's washroom. At all times, the Administration reserves the privilege of regulating against unbecoming fashions or fads and determining what is appropriate school dress.

Uniforms must be worn during the school day in all areas of the school including the dining hall, detention and jug. A student who is out of uniform will be issued an after-school detention by the faculty/staff member and other disciplinary action may be warranted.

On non-uniform days, students are expected to be in appropriate attire. Attire must cover from the shoulders to mid-thigh.

To and from School:

Students are to be appropriately dressed when coming to school and when leaving.

Vandalism/Graffiti

Vandalism or deliberate abuse of school property is a serious offense. Students should report any cases of vandalism to the level dean. Students found vandalizing school property, including lockers, or the property of others will be held responsible for repair or replacement cost of the vandalized property.

Visitors

All visitors should be directed to the Main Office where they will register and receive a Visitor's I.D. Students may not bring guests to school. No exceptions are made for small children, relatives, out-of-town friends. Alumnae and former faculty members are welcome to visit classes and teachers after registering at the Main Office and obtaining and displaying a visitor's pass.

Weapons and Other Dangerous Objects or Materials

Possession, use, control or transfer of any objects or material which can be used to inflict bodily harm and/or are defined by Section 921 of Title 18, United States Code or Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code or possession of any other object or material, including "look alikes", used or intended for the express purpose of inflicting bodily harm or intimidation will be considered a weapon and the student will be recommended for expulsion.

Student possession and/or use of objects and materials designed for self-defense such as but not limited to objects containing a non-lethal noxious liquid gas and which are reasonably perceived by the administration to be dangerous and disturbing or have the potential to disturb the safety and well-being of individuals or the school community, are strictly prohibited on school property or at school related events regardless of location.

Violation of this regulation will result in confiscation of the item or material, automatic suspension, remuneration for damages incurred if applicable and administrative review for possible expulsion. The administration reserves the right to evaluate individual situations and student behavior in the context in which it occurs and take appropriate action commensurate with intent to do harm and past disciplinary history.

NOTE:

***All infractions are subject to an administrative review for possible further disciplinary action.**

***Violation of any of the above infractions may result in loss of privileges to participate in extracurricular activities.**

VIOLATION OF SCHOOL POLICY

Minor disciplinary situations are handled by the individual faculty member. Major school policy violations are handled by the teachers and school administration through any one of the following processes: Detention, After-school detention, Jug, Suspension, Probation or Expulsion.

Occasionally, situations may arise where a Dean, or member of the Administrative Team, may need to talk individually to a student in order to resolve a situation. Administration reserves the right to question students regarding situations or an ongoing investigation without parent consent.

The school defines these actions as follows:

Detention is an additional 45-minute period of time at the beginning or end of the school day supervised by a faculty member. The student must serve the detention within 48 hours of being issued. **It is the student's responsibility to notify her parents of the detention.** After school employment, after school responsibilities and/or extracurricular activities are not sufficient reason for missing detention. Detention must be served in full uniform. Failure to serve detention will result in the student serving a Saturday jug in addition to the detention.

Jug is a three-hour detention period on a designated Saturday from 8:00 a.m. - 11:00 a.m., supervised by a faculty or staff member. Students should report promptly to the Circle Drive doors **in full uniform**. Students who arrive at jug out of uniform will not be allowed to serve their jug. Failure to attend a jug will warrant a one-day suspension and the jug will be rescheduled. **It is the student's responsibility to notify her parents of the jug.**

Suspension is exclusion from classes and school activities for at least one school day. The absence becomes part of the official school attendance record and becomes part of the repeated absence policy. Parents are expected to assume responsibility for the student when placed on home suspension. Students may not be contacting teachers regarding missed work while on suspension.

The duration of behavioral probation will be determined by the Dean. A student on behavioral probation must demonstrate sufficient improvement to have the probation ended or be subject to expulsion. Any student who violates her behavioral probation may be expelled.

An **Administrative Review Due Process** is conducted as a result of a student's serious and/or continued violation of school policy. Members of the Administrative Team examine the student's school record as it relates to behavior, attendance, and academics. The Administrative Team will make recommendations regarding disciplinary action. The outcome of the review will determine the student's future at Mother McAuley Liberal Arts High School.

Expulsion is permanent exclusion from school following serious or repeated deviation from school policy.

LEVELS OF INFRACTION

In order to clarify consequences to infractions and to clarify possible probationary terms, rule infractions are divided into three levels. The reader is asked to note here that the following are merely examples of infractions and their penalties and are in no way meant to represent the sum total of all possible infractions and potential penalties which might be leveled against a student who is found to be in violation of them.

Level I

The following are considered examples of infractions that may result in an after-school detention:

1. Tardy to school or class
2. Uniform violation
3. Gum
4. Disrespect/disruptive behavior
5. Inappropriate language/swearing
6. ID infraction
7. Failure to bring in absent note to teacher
8. Other minor infractions
9. Food/drink outside dining hall

Level II

The following are considered examples of infractions that may result in a Saturday detention:

1. Cell phone violation, plus \$25 fine for first offense. \$50 for second offense.
2. Cutting class
3. Off-campus
4. Tardy to school in excess of 15 minutes
5. Failure to serve detention(s)
6. Parking violation
7. Cheating/plagiarism
8. Smoking (\$50 fine)
9. Other infractions that warrant a Saturday detention
10. Repeated Level I infractions
11. Bus misconduct

Level III

The following are considered examples of major infractions that may result in suspension, probation or expulsion:

1. Theft
2. Vandalism to school or personal property
3. Fighting
4. Violation of substance abuse policy
5. Violation of weapons and dangerous materials policy
6. Gang activity
7. Violation of Bullying/Harassment policy
8. Violation of behavioral code of conduct
9. Other major infractions that warrant serious consequences
10. Repeated level II infraction

LEARNING CENTERS COMPUTER CENTERS

The Computer Centers may be used by students, classes, and faculty and staff. Computers are available from 7:15 a.m. until 3:30 p.m. every school day. A student must check in with the room supervisor with her I.D. Students working between 7:15 a.m. and 7:55 a.m. and after 9th period may arrive and leave at their discretion. During all other times, students are expected to remain in the computer center until the bell rings. Exceptions are a) students with a teacher's classroom pass or b) a permit with a note indicating "student may return to class when work is completed." Any computer equipment that is property of Mother McAuley Liberal Arts High School is not to be marred, vandalized, or moved at any time. The users must maintain the network and software configurations that are in place at the time of use. Under no circumstance is a user to change any predetermined settings on any unit in any location of the school.

MAC LAB and Media Center

Both Centers contain networked, Windows computers, Internet Access, word processing and integrated software programs. The Centers are available for individual or group use.

LEARNING RESOURCE CENTER

The goals of the Learning Resource Center are to help each student discover her unique learning style, to identify and utilize her academic strengths and encourage each student to take responsibility for her own

participation in learning. The LRC is here to academically support students who have been diagnosed with a learning disability and any student who needs academic support. In addition, the teachers in the LRC assist students with various challenges, including concept review, work completion, study skills and organization. The Learning Resource Center is open before school at 7:30 a.m., during lunch periods and after school until 3:30 p.m. (with the expectation of Thursday after school). The Learning Resource Center is located on the 2nd floor in the main hallway in Room 223.

MATH CENTER

The Math Center is located on the second floor near C-Wing. A schedule of when the Math Center is open is posted outside the Math Center and posted in the Math classrooms. It is available to all students seeking extra help in math and to make up missed tests and quizzes. Math teachers are present to assist the students with any math assignment or problem. Students can also come to the Math Center for assistance with ACT math preparation. Students taking a math class are advised not to overload their schedules so they can utilize the Math Center.

MEDIA CENTER

The Media Center is open from 7:00 a.m. until 4:00 p.m. every school day (unless posted differently). Students using the Media Center *before* and *after* school may leave at their discretion. During periods 1-9 and after school, all students must sign in when entering the Media Center. Students using the Media Center during their *study hall* or *lunch period* may leave for the *dining hall* or the *student lounge* at their discretion after signing out.

The Media Center contains the Follett automated card catalog, a vertical file, and print collections, indices, and Internet access. Passwords for online subscription services are available from Media Center staff members and on PlusPortals. Books may be checked out for a two week time period unless they are on reserve. Reserve books may have overnight, 3-day check out, or no check out. Date due slips will be stamped in the checked out books. Student I.D. cards are necessary to check out books and to use Media Center materials. Book fines are ten cents per school day for regular check out and twenty-five cents per school day for overnight/reserve books. Lost books will be replaced at current replacement cost plus a \$3.00 processing fee. Vertical file materials are used only in the Media Center. A black and white photocopy machine is available to students. The cost is ten cents per sheet. All school rules will be enforced. No food or drink allowed in the Media Center.

SCIENCE CENTER

The Science Center is located on the second floor near B-wing and is open during all lunch periods. It is available to all students seeking extra help in science and to make up missed tests and quizzes. Faculty members are present to assist the students with any science assignment or problem.

TRANSFER

Any student wishing to transfer from Mother McAuley Liberal Arts High School should notify the level dean. A written letter from the student's parent or guardian indicating intent to transfer should be given to the level dean well in advance of the date of transfer. Student I.D. card, State of Illinois textbooks, locks, and library materials must be returned before any transfer requests are processed. If the transfer occurs during the school year, tuition and fees will be prorated, and the refund or balance due will be determined on an individual basis. Official transcripts will not be released until all financial obligations are met.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.