



# Student Handbook Narrative

Dated 9-12-23



Visit our website at  
[mothermcauley.org](http://mothermcauley.org)

## 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.

## **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.



**MOTHER  
McAULEY**  
Liberal Arts High School

**President**

Mrs. Carey Temple Harrington '86

**Principal**

Dr. Kathryn Baal, PhD.

**Assistant Principal of Academics**

Ms. Sandra Smycz

**Assistant Principal of Student Support**

Ms. Sarah Kolkmeyer '06

**Directors of Student Life**

Mr. Michael Levasseur

**Director of Athletics**

Mrs. Laurie Jakubczak '78

**Director of Admissions**

Mrs. Colleen Quinlan White '94

**Dean of Upperclasswomen**

Ms. Caitlin Gallagher '09

**Dean of Underclasswomen**

Mrs. Amanda Sullivan

# Listing of Important Telephone Numbers

 **To Report an Absence.....773-881-6518**

 **Mother McAuley's Main Office.....773-881-6500**

Mrs. Carey Harrington, President .....	773-881-6504
Kathryn Baal Ph.D., Principal .....	773-881-6561
Ms. Sandra Smycz, Assistant Principal of Academics .....	773-881-6505
Ms. Sarah Kolkmeier, Assistant Principal of Student Supports .....	773-881-7711
Mr. Michael Levasseur, Director of Student Life .....	773-881-6525
Mrs. Laurie Jakubczak, Director of Athletics .....	773-881-6550
Mrs. Colleen White, Director of Admissions .....	773-881- 6540
Ms. Caitlin Gallagher, Dean of Upperclasswomen .....	773-881-6511
Mrs. Amanda Sullivan, Dean of Underclasswomen .....	773-881-6548



Costello LRC .....	773-298-8808
Mrs. Ann Gruber, RN, School Nurse .....	773-881-6524
Mr. Steve Manning, VP of Administration and Chief Financial Officer .....	773-881-6507
Tuition Office .....	773-881-6506
Mrs. Peggy Rourke, Vice President of Institutional Advancement .....	773-881-6547
Registrar's Office .....	773-881-6522

## Division Leads

### School Leadership Council

The Division Leads are appointed by the Principal to supervise the department. Division Leads and Directors serve on the School Leadership Council. Division Leads report to the Assistant Principal of Academics.

### Division Leads:

English Department	Sr. Nancy Houlihan, RSM – <a href="mailto:nhoulihan@mothermcauley.org">nhoulihan@mothermcauley.org</a>
Mathematics and Visual Arts & Tech. Depts.	Mrs. Meghan Brazel – <a href="mailto:mbrazel@mothermcauley.org">mbrazel@mothermcauley.org</a>
Physical Ed, Perf. Arts, and Science Depts.	Mrs. Rebecca Finn – <a href="mailto:rfinn@mothermcauley.org">rfinn@mothermcauley.org</a>
Social Science Department	Mrs. Rita Fox – <a href="mailto:rfox@mothermcauley.org">rfox@mothermcauley.org</a>
Theology & Ministry Department	Mr. John Kyler – <a href="mailto:jkyler@mothermcauley.org">jkyler@mothermcauley.org</a>
World Languages Department	Mrs. Roz Sunquist – <a href="mailto:rsunquist@mothermcauley.org">rsunquist@mothermcauley.org</a>

## Counseling Department

Ms. Kathleen Mixan, Division Lead.....	773-881-6535
Mrs. Eileen Lynch, College Counselor.....	773-881-6537
Mrs. Shantà Wheeler (A – Gn) .....	773-881-6539
Ms. Kathleen Mixan (Go – N).....	773-881-7171
Mrs. Tiffany Woronko (O – Z) .....	773-881-6538
Mrs. Nadine Byrnes, Social Worker.....	773-881-6223
Mrs. Christa Arquilla, Counseling Dept. Admin. Asst. ....	773-881-6523

## FAX Numbers

Administration / Dean of Students FAX.....	773-881-6624
Athletic Office FAX.....	773-881-6546
Counseling Office FAX .....	773-429-4235
Finance Office FAX .....	773-881-6515



# Semester Exam Schedule

## Semester One Exams:

December 18, 2023  
December 19, 2023  
December 20, 2023  
December 21, 2023 (Make-up Exams Date)

## Semester Two Exams:

May 28, 2024  
May 29, 2024  
May 30, 2024  
May 31, 2024 (Make-up Exams Date)

## AP Exam / Portfolio Deadline Schedule

May 6, 2024	AP U.S. Government and Politics Exam – 8 AM AP Chemistry Exam – 12 PM
<b>May 7, 2024</b>	<b>AP Human Geography Exam – 8 AM</b> <b>AP Statistics Exam – 12 PM</b>
May 8, 2024	AP English Literature & Composition Exam – 8 AM
<b>May 9, 2024</b>	<b>AP Psychology Exam – 12 PM</b>
May 10, 2024	AP U.S. History Exam – 8 AM AP Art & Design / Portfolio Deadline
<b>May 13, 2024</b>	<b>AP Calculus AB Exam – 8 AM</b>
May 14, 2024	AP English Language and Composition Exam – 8 AM AP Physics C Mechanics Exam – 12 PM
<b>May 15, 2024</b>	<b>AP French Language Exam – 8 AM</b> <b>AP World History Exam – 8 AM</b> <b>AP Computer Science Principles Exam – 12 PM</b>
May 16, 2024	AP Spanish Language Exam – 8 AM AP Biology Exam – 12 PM
<b>May 17, 2024</b>	<b>AP Physics 1 Exam – 8 AM</b>

# Academic Planning Guidelines

## Graduation requirements

CREDITS	COURSE
4	English
3	Math
1	Physical Education
4	Science
3	Social Science
4	Theology
2	Language
.5	Personal Finance
.5	Art History
.5	Music or Theatre
1	Fine Arts Electives
4.5	Electives
<b>28</b>	<b>TOTAL CREDITS</b>

*Courses can be altered, added or dropped at the discretion of the school.*

- Students are responsible for reviewing their class schedules to be certain they are scheduled for required courses. The worksheet on page four is meant to guide that process.
- Each student must carry a minimum of seven classes each semester, excluding after school classes. Lunch must be included.
- Students in Illinois must pass an examination on the Federal Constitution and the Constitution of the State of Illinois as part of the graduation requirement.
- Due to the complexity of scheduling courses, conflicts may prohibit students from being enrolled into all the courses they select. Should a conflict arise, students will receive communication from their counselor if they are not able to be placed in a chosen course.
- The specific period of any course, including lunch and study, cannot be selected ahead of time. The only course that will require a semester selection is Driver Education.
- Students cannot drop full year classes after the first week of school. Students cannot drop semester classes after the first week of the semester. Schedule change requests will be approved on an individual basis and require a \$100 course change fee.



# 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 Lunch		6 World History	
Electives: Semester 1	Semester 2	7 Lunch	
7		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 Science		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.*

# Course Offerings for Class of 2024, 2025, 2026, and 2027

	Freshman	Sophomore	Junior	Senior
<b>THEOLOGY</b>	Theology I	Theology II	Theology III	Theology IV / Living Faith Theology IV / Global Studies Theology IV / Peer Ministry
<b>ENGLISH</b>	English I Honors English I Advanced English I Public Speaking	English II Honors English II Advanced English II Journalism I Broadcast Journalism Advanced Creative Writing Public Speaking	AP Language & Composition English III Honors English III Advanced Creative Writing Journalism II Honors - Yearbook & Newspaper Journalism I Broadcast Journalism Advanced Public Speaking	AP Literature & Composition English IV Honors English IV Advanced Journalism II Honors - Yearbook & Newspaper Journalism I Broadcast Journalism Advanced Creative Writing Public Speaking
<b>MATHEMATICS</b>	Geometry Honors Algebra Honors Algebra Advanced Algebra	Pre-Calculus Honors Geometry Honors Geometry Advanced Geometry	AP Calculus AB Calculus Honors Pre-Calculus Honors Algebra II - Advanced Algebra II	AP Statistics AP Calculus AB Calculus Honors Pre-Calculus Trigonometry and Statistics College Algebra with Trigonometry
<b>PHYSICAL EDUCATION</b>	Healthy Foundations I Healthy Foundations II Driver Education	Healthy Foundations I Healthy Foundations II Standard First Aid and CPR Healthy You Team Sports Driver Education	Healthy Foundations I Healthy Foundations II Standard First Aid and CPR Healthy You Team Sports IHSA Officiating Driver Education	Healthy Foundations I Healthy Foundations II Standard First Aid and CPR Healthy You Team Sports Intro to Athletic Trainin IHSA Officiating Driver Education
<b>THEATRE</b>	Drama I Drama II Acting Drama II Tech Intro to Theatre	Drama I Drama II Acting Drama II Tech Intro to Theatre Theatre Workshop I	Drama I Drama II Acting Drama II Tech Intro to Theatre Theatre Workshop I Theatre Workshop II Honors	Drama I Drama II Acting Drama II Tech Intro to Theatre Theatre Workshop I Theatre Workshop II Honors
<b>MUSIC</b>	Intro to Chorus Chorus I Beginning Strings - Violin & Viola Beginning Strings - Cello & Bass Intermediate Strings Symphony Strings Honors String Ensemble Honors Beginning Band Concert Band Symphonic Band Honors Wind Ensemble Honors Music: From Bach to Rock	Intro to Chorus Chorus I Chorus II A Cappella Honors Mac Melody Music Theory Workshop Vocal Techniques Beginning Strings - Violin & Viola Beginning Strings - Cello & Bass Intermediate Strings Symphony Strings Honors String Ensemble Honors Beginning Band Concert Band Symphonic Band Honors Wind Ensemble Honors Music: From Bach to Rock	Intro to Chorus Chorus I Chorus II Advanced Chorus Honors A Cappella Honors Mac Melody Music Theory Workshop AP Music Theory Vocal Techniques Beginning Strings - Violin & Viola Beginning Strings - Cello & Bass Intermediate Strings Symphony Strings Honors String Ensemble Honors Beginning Band Concert Band Symphonic Band Honors Wind Ensemble Honors Music: From Bach to Rock	Intro to Chorus Chorus I Chorus II Advanced Chorus Honors A Cappella Honors Mac Melody Music Theory Workshop AP Music Theory Vocal Techniques Beginning Strings - Violin & Viola Beginning Strings - Cello & Bass Intermediate Strings Symphony Strings Honors String Ensemble Honors Beginning Band Concert Band Symphonic Band Honors Wind Ensemble Honors Music: From Bach to Rock

**ELECTIVES** Students must choose a minimum of three course offerings to fulfill the electives credit.

# Continuation of..... Course Offerings for Class of 2024, 2025, 2026, and 2027

	Freshman	Sophomore	Junior	Senior
SCIENCE	<p>Biology Honors Biology Advanced Biology Computer Science Essentials Intro to Coding Mobile App Creation</p>	<p>Chemistry Honors Chemistry Advanced Chemistry Computer Science Essentials Intro to Coding Mobile App Creation AP Computer Science Principles Robotics and Computer Applications</p>	<p>AP Biology AP Chemistry Computer Science Essentials Engineering Principles Physics Honors Physics Advanced Physics Intro to Coding Mobile App Creation AP Computer Science Principles Robotics and Computer Applications</p>	<p>AP Biology AP Chemistry AP Physics I AP Physics C - Mechanics Computer Science Essentials Environmental Science Advanced Physiology Honors Anatomy &amp; Physiology Engineering Principles Intro to Coding Mobile App Creation AP Computer Science Principles Robotics and Computer Applications</p>
SOCIAL SCIENCE	<p>AP Human Geography</p>	<p>AP World History World History Honors World History Advanced World History Entrepreneurship Studies Business Tech / Digital Marketing Personal Finance</p>	<p>AP US History US History Honors US History Advanced Advanced Economics Psychology Advanced Sociology Advanced American Criminal Justice Advanced Entrepreneurship Studies Business Tech / Digital Marketing Personal Finance</p>	<p>AP US Government &amp; Politics Advanced Economics Psychology Advanced Sociology Advanced American Criminal Justice Advanced Entrepreneurship Studies Developmental Psychology Honors AP Psychology Business Tech / Digital Marketing Personal Finance</p>
VISUAL ARTS & TECHNOLOGY	<p>Intro to Drawing Intro to Painting Ceramics Sculpture Clay Sculpture and Wheel Throwing Art and Emerging Tech</p>	<p>Intro to Drawing Intro to Painting Ceramics Sculpture Clay Sculpture and Wheel Throwing Art and Emerging Tech Graphic Design I Graphic Design II Digital Animation Advanced Drawing Advanced Painting Web Page Layout and Design Illustration Journalism I Digital Illustration on the iPad</p>	<p>Intro to Drawing Intro to Painting Ceramics Sculpture Clay Sculpture and Wheel Throw Art and Emerging Technology Graphic Design I Graphic Design II Digital Animation Studio Art Honors Web Page Layout and Design Illustration Journalism II Honors - Yearbook &amp; Newspaper Journalism I Art History AP Art History Photography I Photography II Advanced Drawing Advanced Painting Digital Illustration on the iPad AP Art and Design Technical Drawing and CAD</p>	<p>Intro to Drawing Intro to Painting Ceramics Sculpture Clay Sculpture and Wheel Throw Art and Emerging Technology Graphic Design I Graphic Design II Digital Animation Studio Art Honors Web Page Layout and Design Illustration Journalism II Honors - Yearbook &amp; Newspaper Journalism I Art History AP Art History Photography I Photography II Advanced Drawing Advanced Painting Digital Illustration on the iPad AP Art and Design Technical Drawing and CAD</p>
WORLD LANGUAGES	<p>French I Advanced French I Honors Spanish I Spanish I Advanced Spanish I Honors</p>	<p>French II Advanced French II Honors Spanish II Spanish II Advanced Spanish II Honors</p>	<p>French III Advanced French III Honors Spanish III Spanish III Advanced Spanish III Honors</p>	<p>French IV Advanced AP French Spanish IV Advanced Spanish IV Honors AP Spanish Latin IV Honors</p>

# Advanced Placement Program

Mother McAuley Liberal Arts High School offers an extensive Advanced Placement Program with a total of 20 classes in English, Mathematics, Music, Science, Social Science, Visual Arts & Technology and World Languages. The Advanced Placement Program courses provide students with the opportunity to experience the challenge of college-level courses while still in the supportive high school environment. Students who participate in Advanced Placement courses are challenged to reason, analyze and understand independently. By setting high standards for each student, the Advanced Placement Program instills a quest for knowledge and the ability to be a self-directed learner. Students are required to take the College Board Advanced Placement Exam at the end of the course. Exam fee required. (2022-2023 \$97.00 fee)

## AP Courses offered at McAuley

AP Language and Composition	AP Chemistry	AP Psychology
AP Literature & Composition	AP Physics C - Mechanics	AP Art History
AP Calculus AB	AP Physics I	AP Art and Design
AP Statistics	AP Human Geography	AP French Language
AP Music Theory	AP World History	AP Spanish Language
AP Computer Science Principles	AP U.S. History	
AP Biology	AP U.S. Government and Politics	

## Courses held in conjunction with Brother Rice

AP Music Theory	Symphonic Band Honors	Theatre Workshop I
Beginning Band	Wind Ensemble Honors	Theatre Workshop II Honors
Concert Band		

# Dual 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: (2022-2023: Cost is \$60.00 per credit hour).

Mother McAuley Liberal Art High School	Saint Xavier University
AP Biology 418	General Biology I & II - BIOL 111 & 112 - 10 credits
AP Literature and Composition 102	Introduction to Literature - ENGL 154 - 3 credits
AP Spanish Language 519	Intermediate Spanish I & II - SPAN 103 & 104 - 6 credits
AP Statistics 326	Introduction to Statistics - MATH 135 - 4 credits

**If you have any questions regarding the Dual Credit Program, please contact our Assistant Principal of Academics, Ms. Sandra Smycz, at [ssmycz@mothermcauley.org](mailto:ssmycz@mothermcauley.org).**

## 2023-2024 Bell Schedule

<b>Daily /Regular Schedule</b>	<b>Period</b>	<b>Start</b>	<b>End</b>
	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

<b>Thursday /Condensed Schedule</b>	<b>Period</b>	<b>Start</b>	<b>End</b>
	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

<b>Late Start Schedule</b>	<b>Period</b>	<b>Start</b>	<b>End</b>
	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 will include announcements.**

### Lunch Periods:

- Period 5 – Freshmen and Sophomores
- Period 6 – Juniors and Seniors

## Grading

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

Score	Grade
97-100	A+
90-96	A
87-89	B+
80-86	B
77-79	C+
70-76	C
67-69	D+
60-66	D
0-59	F

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:

AP Courses - Level 1	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>F</u>
	5	4	3	1	0
<b>Honors Courses - Level 2</b>	<b>4.5</b>	<b>3.5</b>	<b>2.5</b>	<b>1</b>	<b>0</b>
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

Mother McAuley has formal grade distribution at the semester. At the end of October, parents are made aware of grade progress at Parent-Teacher Conferences. First Semester and Second Semester report cards are available in the Parent PlusPortals eLocker. Information about specific distribution dates will be available in the Parent eNewsletter.

Moreover, parents are encouraged to check PlusPortals to see up-to-date grade information for their daughter at any time. Call the Information Technology Help Line at 773-881-6567 if you need technical assistance. Parents may also contact the respective teacher or counselor at any time during the school year if they wish to discuss their daughter's progress.



# Academic Testing

## 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. In the fall, the PSAT/NMSQT is required of all junior students. PSAT/NMSQT results determine junior students' National Merit eligibility, as defined by the National Merit Scholarship Corporation. The PSAT measures a student's reading, writing and mathematics ability.
2. In the spring, the PreACT is required of all freshman and sophomore 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 College Counseling Office.

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

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

**ACT Test Dates**  
September 9, 2023  
**October 28, 2023**  
December 9, 2023  
**February 10, 2024**  
April 13, 2024  
**June 8, 2024**

**Registration Deadline**  
August 4, 2023  
**September 22, 2023**  
November 3, 2023  
**January 5, 2024**  
March 8, 2024  
**May 3, 2024**

\* For SAT and SAT Subject Tests, check the College Board website ([www.collegeboard.org](http://www.collegeboard.org)) for registration information and deadline dates.

# 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 academic, social-emotional and/or personal issues that 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. This information is used to implement necessary support systems to ensure all students are successful throughout their high school career.

Other written policies and/or procedures concerning mental health and welfare are available in the Counseling Department, Dean of Students' Office, 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 the administration.

### **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 or social worker on an as needed basis. Students select themselves into these groups. Groups may address topics such as managing anxiety and stress, executive functioning skills, mindfulness, healthy living habits, and grief counseling.

- **College Information**

College counseling services assist students in developing their future goals 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 submitted complete; including the application, fee, and letters of recommendation, essay, resume and transcript request form, letters of recommendation request form by the October 15<sup>th</sup> and November 1<sup>st</sup> priority deadlines.

- **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. Furthermore, all logistical information is posted on the college counseling Google Classroom.



# 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 any way (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 level 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 seven 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 Dean, 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 (3+ days)**

Mother McAuley Liberal Arts High School discourages and disapproves of families taking a student out of school for family trips during the 9½ month school year.

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

1. The student presents a note or email from her parents regarding the date and reason for the trip to the 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 level Dean will provide the student with a trip form for each faculty member to comment on how the absence will affect the academic status of the student.
4. The completed form is signed by the student, parent/guardian and counselor.
5. Form should then be submitted to the level Dean and Assistant Principal of Academics for final approval. The level Dean will keep it on file.
6. Absence due to trips in combination with additional absences could place a student on Attendance Probation.

### **After School Activities**

Students who are involved in extracurricular 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 ensure 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 7 absences in a semester then a parent will be notified by a letter from the level Dean. If the student accumulates ten (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 question-able absence/tardy pattern may also be placed on Social Suspension.

A student is allowed three (3) excused tardy per semester. (Please see tardy policy on page 25.)

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 judgment 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 or email the Attendance Office **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 the level Dean. These notes are kept on file until June. An email may be sent to the level Dean instead of a written note.

If a student anticipates an absence, a written note or email 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 previously announced 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	Phone Call Home	Student, Parent Meeting with Counselor and Dean	Attendance Review Board Meeting	Loss of Credit
Tardy to school	7	9	10*	15	Determined at ARB Meeting
Absences	7	9	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 the 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, 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

Any reusable, plastic water bottle may be carried during the school day. No commercial containers or other beverage containers may be carried during the school day, including but not limited to coffee cups, disposable water bottles, and pop cans.

### 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. Any parents and guests must check in at the Main Office near Circle Drive and wear a visitor badge.
3. Students may not be in any classrooms or any other area of the building, unless supervised by a McAuley faculty/staff member.
4. 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.

5. Students are prohibited from letting any individual into the building at any time, including before and after school. This includes outside food delivery service.

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 allowed to be carried during the school day. They must be off or on silent mode and out of sight. They cannot be used in the hallways or classrooms during school hours and at no point can students be talking on their cell phone or via FaceTime. Handheld devices may ONLY be used during a student's lunch period in the Dining Hall or Student Lounge. 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 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 dance.

- 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.
- 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 their 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 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 ensure 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 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 the 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/Student Lounge/Courtyard**

Students are to remain in the dining hall and student lounge during the entire lunch period assigned to them. Any student who wishes to leave the dining hall must sign out. 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 or student lounge in the morning before school
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 courtyard 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 student lounge.
5. No outside food may be ordered by students and delivered to the school at any time.

## **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 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 during the school day unless they are to be used as part of class projects. No earbuds are allowed to be worn in the halls during change of class. 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](http://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 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 interpersonal 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**

All students and faculty members will evacuate the building from their current classroom and/or location and will follow their proper evacuation route to meet in the school parking lot. In order to ensure an efficient process, students will be divided by level Theology class and will meet at their assigned location where two designated faculty members will take immediate attendance. Attendance will be turned into the nearest



CRT (Crisis Response Team) Member as soon as possible. Once the “all clear” signal has been given, faculty members will lead their assigned group back into school and will re-enter the building through the designated door as listed on the MERP.

### **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. This includes any work done on Google Docs.

### **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. If students arrive early or need to stay late, please go to the dining hall/lounge. 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 “book checking,” 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 the level Dean/Student Activities Director and may be displayed only in approved areas. No posters will be hung on painted surfaces.

### **Headphones/Earbuds**

Headphones, including earbuds/Airpods, are prohibited during the school day unless the student is in the dining hall, student lounge, or study hall. Teachers or supervising adults may give permission if a student needs them for instructional purposes. No headphones or earbuds should be worn in the hallways at any time.

## **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. Lanyard replacement is \$2.00, and a new plastic card holder costs \$1.00. I.D. cards will also carry bar codes for use in the Media Center, Dining Hall, and Lounge. A student must report a lost I.D. to the Main Office or be subject to responsibility for books, dining hall purchases, 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. I.D cards are required to make purchases at the Kitty Mac Cafe or the Dining Hall; no exceptions.

## **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](http://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 may be requested through the 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, and 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 ensure 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 receive a lock for her gym locker. All valuables and personal belongings are expected to be kept locked at all times. If the lock is lost or damaged a \$5 replacement fee will be charged.

## Locker Decorations

Locker decorations are prohibited. Only school sponsored events/activities approved by the Student Activities Director are permitted to be posted.

## Medical Policies

If a student becomes ill, she must obtain a pass to the Nurse's Office from her classroom teacher. Students should not call a parent to obtain a release from school. The School Nurse or their level Dean will notify the parent/guardian on the need for their daughter to be released from school due to illness. Students going home must be picked up and signed out through the Main Office. Also, a parent/guardian may give permission for the student to drive herself home. 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 kept in the Nurse's Office. Medication must be properly labeled with the student's name, date of birth, and year of graduation. A School Medication Authorization Form must be completed by their physician and parent/guardian. This form must be updated yearly. Any changes must be reported in writing to the Nurse. All incoming freshmen must have a current physical examination, and a dental form completed having an exam within the year, which is required by Illinois State Law. The Certificate of Child Health Examination Form must be submitted to the School Nurse prior to the first day of school. All rising seniors are required by State Law to have met the Meningococcal Conjugate vaccine requirement prior to the first day of their senior year. Students not in compliance will be excluded from school. Students with Asthma are required to submit an Asthma Action Plan yearly, completed by their physician. If your child has allergies and they carry an epi-pen/inhaler for self-administration, the Allergy Action Plan form needs to be completed. A Diabetes Care Plan must also be on file with the School Nurse if your student has Diabetes and requires assistance with managing this condition while at school and school functions. All medical forms can be found on our website.

Per 105 ILCS 5/22-30(c), the school and school personnel incur no liability for injuries occurring when administering medication, asthma medication, an epinephrine auto-injector, or an opioid antagonist. Please contact our school nurse, if you should have any questions: Ann Gruber, RN, Phone: 773-881-6524 or email: [agruber@mothermcauley.org](mailto:agruber@mothermcauley.org)

## 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/Vaping - Nicotine**

In compliance with Illinois state law, Mother McAuley Liberal Arts High School does not permit students or adults 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 or nicotine vape. 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 17 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, theater, 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 of Students' 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 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 marijuana 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 Dean of Students. 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 a suspension or expulsion at the discretion of the level Dean. 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 three 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 or an extended time away from class (exceeding 10 minutes) 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.

Our school uniform helps to identify the student as a member of the Mother McAuley community. Uniforms also help promote the safety and security of our students. It establishes an atmosphere that is conducive to learning, and it helps project a positive image of the school. **All uniform clothing must be purchased from Mac's Ltd.**

### **Mandatory Uniform Items**

All students are required to wear the knit McAuley embroidered polo, designated level skirt, and the school ID worn on a McAuley lanyard. The lanyard may only be worn around the neck and the student's school ID must be visible at all times while in the school building during the school day. No article of clothing may be tied around the waist or thrown over the shoulders. Skirts must be worn at the waist, fully buttoned and zipped and must be no shorter than 3 inches above the knee. Skirts may not be rolled. ANY clothing other than the uniform is considered non-uniform clothing and may not be worn or carried during the school day.

Shoes and socks or tights must be worn at all times with the uniform. Socks should be solid white or black. Tights may be worn and their color should be solid white or black only.

### **Uniform Polo Shirts**

Freshmen students are required to purchase the red or white Mother McAuley uniform polo shirts. Sophomores, juniors and seniors may continue to wear gray polo shirts, but may also purchase and wear white or red polo shirts. The only students allowed to wear navy blue polo shirts are seniors. Polo shirts are a required part of the daily uniform. It must be worn under all outerwear.

### **Shoes**

Students may wear Doc Marten Mary Janes, or any solid black gym shoe with a white or black sole. All logos on gym shoes should be black or white. NO colored logos will be permitted. Examples of appropriate gym shoe options can be found on the school website [here](#).

## **Additional Optional Uniform Items**

### **Pants, Shorts, and Leggings**

In lieu of the uniform skirt, students may wear the school approved uniform pants which are for purchase in Macs Ltd. During designated warm weather weeks, students may wear school approved navy blue uniform shorts from Macs Ltd. Additionally, if students choose, they may wear the uniform leggings or uniform spandex shorts with the McAuley logo under their skirts. ONLY the McAuley leggings and shorts may be worn under skirts. NO pajama pants or sweatpants are permitted to be worn under students' skirts. Students MUST wear the shorts, pants, and leggings that are sold in the Macs Ltd. No other brands or styles will be permitted. All of these items are optional for students and not a required part of the uniform.

### **Sweaters, Cardigans, and Pullovers**

Students may wear the embroidered red pullover sweater, embroidered red cardigan, or the embroidered navy blue quarter zip pullover over their uniform polo. These items may be purchased from Macs Ltd. throughout the school year. These items are optional for all students and not a required part of the uniform. Sophomores, juniors and seniors may continue to wear the navy blue uniform sweater or gray outerwear for the 2023-2024 school year. Beginning in the 2024-2025 school year, only the red pullover sweater, red cardigan, or navy blue quarter zip will be permitted.

Gym shirts can be purchased at Macs Ltd and worn with any shorts. Students will change for gym this year.

### **Hair**

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

The following hair colors are considered "extreme" and are not permitted:

- Hot Pink
- Green
- Blue
- Purple

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 level 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.

Hats, sleep caps, skull caps, shower caps, beanies, hoods, and hair rollers (anything that covers the entire head) may never be worn in the building at any time. This includes non-uniform days. Fabric headbands, religious head coverings, or medically required scarfs are allowed with approval by the level Dean.

Any other apparel, accessories and body piercings other than the ears 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 the level Dean. 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.

### **Out of Uniform Days**

On out of uniform days, the following items of clothing are prohibited:

- Sunglasses
- Hats or head coverings
- Strapless shirts
- Shirts without a modest neckline or shirts that expose the midriff



- Excessively ripped jeans or pants
- Clothing items that display polarizing topics that cause disruption to our educational setting, and that are not aligned with our Mercy Traditions.

Students in violation of this policy will be given a school uniform to wear for the day.

### **Vandalism/Graffiti**

Vandalism or deliberate abuse of school property is a serious offense. Students should report any cases of vandalism to the Dean of Students. 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.

### **Vaping**

See *Substance Abuse* policy above.

### **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 and will be escorted into the building by personnel from the Institutional Advancement department.

### **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 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 the level Dean, or a 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 1 week 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.
- **Probation or Expulsion** - The duration of behavioral probation will be determined by the level 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 the Main Office
8. Other minor infractions
9. Food/drink outside dining hall
10. Allowing individuals into the building

## **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/vaping (\$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/ vaping
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

# **Costello LRC**

## **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 Costello 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 exception of Thursday after school). The Costello Learning Resource Center is located on the 2<sup>nd</sup> 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.

## Student Life Center

The Student Life Center is open from 7:45 a.m. until 3:00 p.m. on Monday, Tuesday, Wednesday and Friday, and open from 7:45 a.m. until 1:40 p.m. on Thursday (unless posted differently). All school rules will be enforced. No food or drink allowed in the Student Life Center.

## 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, and locks 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.

# Financial Information

## 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 2023-24 school year is \$14,250. A tuition credit amount of \$750 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 \$500 will be provided. 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 \$400 at the time of registration. **Incoming Freshman 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 \$185. No student schedules will be released until the registration fee is paid.

The first tuition payment of **\$1,425** for all returning students and **\$875** 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 (July, October, January and April). Note the full payment is due April 1.
- All payments are due the first of each month. A late payment fee of \$40 may be applied after the fifth of the month, July through May. Any account balance that exists on June 1 will be assessed a final late fee of 3% or \$40, whichever is greater.

- Charges for AP testing, St. Xavier registration, and bus service will be billed to the student's account.
- A graduation fee of \$135 is charged to all Senior students.
- Payments may be completed online at [www.motherscauley.org](http://www.motherscauley.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 for current students will not be released until tuition for the prior 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 (\$135), have been paid. **Official transcripts will be withheld until the tuition balance is paid.** There are no exceptions or extensions for this policy.

### **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. If the account is not current, any past due amount remains the responsibility of the family. 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 2023-2024

Tuition for the 2023-2024 school year is \$14,250. A \$40 late fee is applicable if payment is received after the 5<sup>th</sup> of each month.

<u>PAYMENT DUE DATE</u>	<u>PAYMENT AMOUNT</u>	<u>PAYMENT BALANCE</u>
07/01/23	\$1,425	\$12,825
08/01/23	\$1,425	\$11,400
09/01/23	\$1,425	\$9,975
10/01/23	\$1,425	\$8,550
11/01/23	\$1,425	\$7,125
12/01/23	\$1,425	\$5,700
01/01/24	\$1,425	\$4,275
02/01/24	\$1,425	\$2,850
03/01/24	\$1,425	\$1,425
04/01/24	\$1,425	-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. There are no exceptions or extensions to this policy.

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 is a source of support wherever 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 2022-2023 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) 881-6547.

## 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.

## **Cash for Christmas Raffle**

All families will receive 30 tickets that provide 30 chances to win nine cash prizes. A \$300 fundraising fee will be added to each family's tuition statement. Families can make that money back by selling their 30 tickets for \$10 each, or families can enter the raffle themselves. Raffle distribution: September 12, 2023. Raffle ticket return deadline: November 7, 2023. Winners announced November 9, 2023.

# **McAuley Clubs/Organizations 2023-2024**

Proposals for new clubs for the 2023-2024 school year must be submitted by October 1, 2023 for Semester One and February 2, 2024 for Semester Two. For additional information regarding eligibility requirements, etc., for any club/organization, please contact Mr. Mike Levasseur at [mlevasseur@mothermcauley.org](mailto:mlevasseur@mothermcauley.org)

## **Action/Reaction**

*Moderator: Mrs. Fitzpatrick*

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.

## **American Sign Language Club**

*Moderator: TBD*

The ASL, deaf, and hard of hearing community is often faced with challenges because of the lack of knowledge and awareness of what they face daily. The ASL, American Sign Language, club will inspire and encourage the McAuley student body to become aware of the ASL, deaf, and hard of hearing communities challenges and spread awareness to the community. The ASL club participants will learn basic signs, hear from guest speakers, and fundraise for supporting organizations.

## **Anime Club**

*Moderator: Mr. Meyer*

Anime Village is for all students that share an interest in anime and Japanese culture. We hold discussions about shows, watch monthly anime series as voted on by the members, and learn about the Asian culture. It is an environment for students to communicate and bond over anime they are passionate about. Anime Village also organizes fundraisers to donate to those in need.

## **Black Student Union**

*Moderator: Mrs. Wheeler & Ms. Woronko*

The Black Student Union's primary objective is to empower and support our Black students. Our goal is to be a safe space to educate and inspire others about our race and culture. The Black Student Union supports the mission of Mother McAuley and the Sisters of Mercy because we will be one band, one sound as we unite in solidarity with all of our peers toward tackling the issue of racism, one of our Mercy Critical Concerns. One of the most important hallmarks of our club is inclusion - we want ALL students to join to promote positive racial relations and to enhance cultural awareness. By joining the BSU, you will form strong relationships with diverse peers, learn more about the Black race and culture, and work to empower our students and communities of color.

## **Book Club**

*Moderator: Ms. Gralak*

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

## **Culinary Club**

*Moderator: Ms. Shinnars*

The culinary club is open for all students interested in gaining experience in the culinary arts. This club will meet 1-2 times a month in McAuley's kitchen to collaborate on and learn how to prepare new dishes. Each meeting will alternate between a cooking or baking project. Service opportunities will be available to members of the club.

## **D&D Club**

*Moderator: Mr. Bochenczak*

D&D Club is a space where Mother McAuley students can learn how to play Dungeons & Dragons and play with other students in an ongoing story. Dungeons & Dragons is a fantasy tabletop roleplaying game where a group of people meet up and create a story together using the game's rules and unique dice. It's a great opportunity to laugh and meet new people with like-minded interests.

## **EcoMacs**

*Moderator: Ms. Shinnars*

The EcoMacs is an environmental service club. Through monthly meetings and activities, like upcycling and stewardship, we strive to educate the McAuley community on issues facing our planet. We 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.



## **French Club**

*Moderator: Mrs. Cheryl Sullivan*

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.

## **Girls Who Code**

*Moderator: Mr. Thomas*

Girls Who Code (GWC) is a national organization that promotes high school students to pursue computer science careers. Membership is open to any McAuley student. The McAuley GWC Club teaches students how to design and develop software to learn programming basics. The GWC Club meets weekly for 1 hour after school. Students are encouraged to design an impact project to solve a real world problem that affects the McAuley community. Other topics may be introduced depending on the interest of the club members.

## **Intramural Sports**

*Moderator: Ms. McCauley*

Intramural sports are a fun and social way to build community, socialize with others, and stay active. The Intramural Sports Program at McAuley offers opportunities to participate in sports by providing an arena in which individuals can compete against one another in a safe, friendly environment. McAuley offers four sports each year.

## **Jewelry Club**

*Moderator: Ms. Pierce*

This club is open to all students interested in jewelry making. Jewelry Club will meet twice a month. Jewelry Club is meant for students to learn basic skills to make jewelry that they can use to express themselves. No experience is needed to join.

## **Latinas Lead**

*Moderator: Ms. Zeilner and Ms. Paraga*

Latinas Lead is a club whose purpose is to bring unity within the Latino community around us. Our goal is to become a safe place where we can discuss and highlight issues, and also empower and support Latinas that walk the McAuley hallways. Latinas Lead will also be used as an educational platform where we can teach non-Latinas the importance and highlights of our culture. Latinas Lead is for everyone, and we want to encourage others, especially Latinas, to use their voices to speak and discuss issues like differences and challenges we all face.



## **Liturgical Ensemble**

*Moderator: Mrs. Alifantis*

This ministry allows musicians(singers and instrumentalists) to use their talents 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. Members are expected to attend the weekly rehearsals regularly in order to perform at mass. Liturgical Ensemble believes what St. Augustine teaches: "She who sings prays twice."

## **Liturgical Strings**

*Moderator: Mr. Eberhard*

Liturgical Strings provides string students the opportunity to share their talents by providing instrumental music to the McAuley Community during masses and prayer services. Liturgical Strings works closely with the Liturgical Ensemble in preparing the music. The musicians are all grade levels and should have several years of string playing experience. The participants are encouraged to be a member of McAuley Symphony Strings and the McAuley String Ensemble.

## **Mac Media - Broadcast Club**

*Moderator: Ms. Duffy*

The Mac Media Club is where students are able to expand upon the basics of production planning, script preparation, analysis, directing, equipment setup, trouble-shooting and production. In addition, students will learn field-shooting, interviewing and editing, and will rotate in the crew positions necessary to produce and air television programs and projects. Theater, chorus, and sporting events will also be broadcast.

## **Macs LEAD (Leadership, Education, and Awareness of Disabilities)**

*Moderators: Mrs. Murzyn and Mrs. Amanda Sullivan*

Macs LEAD is a club committed to teaching students about individuals with special needs, the organizations that serve them, and fostering student consciousness and connectedness to these populations. The primary goal is inclusivity, through education, awareness, and interaction. All levels are welcome to join. Students will have the opportunity to listen to guest speakers to raise awareness of different types of disabilities/special needs, exercises in socially appropriate terms and engagements with people with special needs, provide service to facilities and organizations that serve people with special needs, and plan and organize school-wide drives to raise money or items for organizations.

## **Macs Majorette**

*Moderators: Mrs. Wheeler*

Macs Majorette is a new dance club that is open to all grades. Majorette is a form of dance that incorporates high energy movement, baton twirling, and gymnastics. No experience is needed. Come as you are to participate or give input with choreography.

## **Math Macs Team**

*Moderator: Mrs. O'Hara*

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**

*Moderator: Ms. Martin*

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 alumni, 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.**

*Moderator: Ms. McCormick*

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 is open to all grade levels, meets weekly and more often as deadlines for conferences become closer.

## **Movie Macs**

*Moderator: Mr. Crowley*

Movie Macs is a club that meets every two weeks to watch and discuss a variety of different movies from all genres including comedy, drama, horror, classics and many more. This is a club for anyone looking to form bonds and friendships through thoughtful and in-depth analyses and discussions of historical movies as well as movies in pop-culture today. The club's mission is to support Mother McAuley by challenging its members to think critically about the elements of great movies and to be able to effectively articulate these findings in engaging group discussions, ultimately making life-long friendships.

## **National Art Honor Society**

*Moderator: Ms. Kotas*

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 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.

## **National English Honor Society**

*Moderator: Mrs. Bewley*

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**

*Moderator: Mrs. Cheryl Sullivan*

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, local charities.

## **National Honor Society**

*Moderator: Ms. Scholl*

The Mother McAuley Liberal Arts High School Chapter is a division of the parent organization of the National Honor Society. This group of juniors and seniors are chosen from those students who at the end of their third or 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 Science Honor Society**

*Moderators: Mrs. Clifford and Mrs. Wilson*

The National Science Honor Society is a nationally recognized organization composed of junior and senior students. The society was organized with the following objectives: to encourage and recognize scientific and intellectual thought, to advance students' knowledge of classical and modern science, to communicate with the scientific community, to aid the civic community with its comprehension of science, and to encourage students to participate in community service and in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all of mankind. To be eligible, students must be in an AP or honors science course, have a cumulative GPA of 3.5 and GPA in science classes of 4.0. Initiation takes place in the fall. Students organize and participate in in-school activities such as science trivia, Earth Day events, STEM week, Mole Day, Pi Day, and the Middle School Science Bowl, to name a few.

## **National Spanish Honor Society**

*Moderators: Mrs. Rollheiser and Mrs. Geary*

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 the 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 in and outside of the McAuley community.

## **Primary Colors**

*Moderator: Mrs. Carroll*

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.

## **Professional ABC's: Advice Beyond The Classroom**

*Moderator: Mrs. Finn*

Professional ABC's is a Mother McAuley Club that provides opportunities for members to explore and learn about the soft skills students will need in any future professional career. Students will attend classes that focus on topics such as first impressions, networking and resume building. Students will set up a LinkedIn profiles and start making contacts in areas of interest. Students will compete in teams and members will be selected for leadership positions. Students will participate in an off-site field trip to several downtown companies as well as in a year-end competition with other schools who have a Professional ABC's program. All sophomore, junior and senior McAuley students are invited to an interview process at the beginning of the

school year in order to be selected for membership. We meet once a month, before school, for a class of 45 minutes to one hour. Students will be required to study materials before these classes and participate in activities or take quizzes based on the material.

### **Psychology Club**

*Moderator: Mrs. Holland*

Psychology Club is open to all levels with an interest in psychology. Students speak of their interests in psychology at the first meeting, which will direct the content we will explore throughout the school year. Psychology Club creates an opportunity for insightful and intellectual conversations about topics such as mental health, psychological disorders, and stress management. Psychology Club also welcomes guest speakers who have careers in the field which allows members to get advice and exposure to the different types of psychology professions. This club aims to be a source of relatable information and will assist young women with educating their peers on various psychology topics.

### **Respect Life Club**

*Moderator: Mr. Cislo*

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 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.

### **Science Bowl**

*Moderator: Mr. Meyer*

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**

*Moderator: Mrs. Vail*

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.

## **Spanish Club**

*Moderators: Mrs. Geary and Mrs. Zeilner*

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.

## **Stage Crew**

*Moderator: Ms. McCasland*

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**

*Moderator: Mrs. White and Ms. Sheridan*

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 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**

*Moderator: Ms. Gallagher*

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.

### **Thespian Society**

*Moderator: Mrs. McKee*

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**

*Moderator: Mrs. Guardi*

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 Community**

*Moderators: Ms. Sorice*

This club 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. Leadership experience is available to students who will commit to meeting at least three times per month in order to plan activities and discussions for the larger group. Leaders will be chosen at the beginning of the year and will serve for the duration of the academic year, while they are meeting their commitment to UNITY Community.

### **Varsity Club**

*Moderator: Ms. Sheridan*

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**

*Moderators: Mr. Sheridan*

Women Who Write is a club centered on expression through the written word. Writers of all levels and abilities 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. Members should expect to work on their writing, share their writing with the club and maybe even 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.

## **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 Dean of Students, 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.

## **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.



# Additional Information

## 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.

## 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 continue 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. Laurie Keaty at [lkeaty@mothermcauley.org](mailto:lkeaty@mothermcauley.org) or 773-881-6522 if you have any changes to your email or phone number.**

# 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 McAuley Shopapalooza Event, 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. **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 to raise funds for student financial aid.

### Mothers' Club Officers - 2023-2024:

President -- Jill Kilgallon, [KJKilgallon@comcast.net](mailto:KJKilgallon@comcast.net)

Vice President -- Kitty Selman, [kittyselman@hotmail.com](mailto:kittyselman@hotmail.com)

Membership Coordinator -- Megan Scott, [jmscott773@msn.com](mailto:jmscott773@msn.com)

Treasurer -- Jeanne Kolasa, [jckolas@gmail.com](mailto:jckolas@gmail.com)

Co-Secretary -- Jennifer Busk, [jlbusk@hotmail.com](mailto:jlbusk@hotmail.com)

Co-Secretary -- Trisha Zuber, [Toc5232@gmail.com](mailto:Toc5232@gmail.com)

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 the annual White Sox Outing, Freshmen Family Mass and BBQ and other activities. Moreover, through the sale of raffle tickets, the Fathers' Club contributes financial support for students in need of financial aid.

### Fathers' Club Officers - 2023-2024:

President -- Marty Brett, [martin.brett@ameritech.net](mailto:martin.brett@ameritech.net)

Vice President -- Nick Schmit, [nickschmit79@aol.com](mailto:nickschmit79@aol.com)

Treasurer -- Luis Martinez, [lmartinez9522@sbcglobal.net](mailto:lmartinez9522@sbcglobal.net)

Recording Sec. -- Tom Brychel, [tommy9129@gmail.com](mailto:tommy9129@gmail.com)

Fathers' Club Trustees - David Burke, [dbur0835@hotmail.com](mailto:dbur0835@hotmail.com)

Michael Burns, [irishburns777@gmail.com](mailto:irishburns777@gmail.com)

Sean Hynes, [seanphynes@yahoo.com](mailto:seanphynes@yahoo.com)