Student Handbook Narrative 26-27

MOTHER McAULEY
Liberal Arts High School

Visit our website at
mothermcauley.org

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School Mission & Identity

Mission Statement

Mother McAuley Liberal Arts High School, established in 1846 in the Catholic tradition of the Sisters of Mercy and Catherine McAuley, empowers young women to grow in faith, excel academically, and lead with confidence, compassion, and courage.

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/guardians, 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 fully develop 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 Supports
Mrs. Sarah Kolkmeyer ‘06

Director of Athletics & Enrollment
Mrs. Colleen Quinlan White ‘94

Director of Mission & Ministry
Mr. John Kyler

Head Dean of Students
Ms. Amanda Sullivan

Assistant Dean of Students
Ms. Ozana Paraga

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

Mrs. Sarah Kolkmeyer, Assistant Principal of Student Supports ……773-881-7711

Mr. John Kyler, Director of Mission & Ministry……..773-881-6520

Mrs. Colleen White, Director of Athletics & Enrollment……..……773-881-6550

Ms. Amanda Sullivan, Dean of Students ……..……773-881-6548

Costello LRC ……..……...773-298-8808

Mrs. Ann Gruber, RN, School Nurse ……..……773-881-6524

Mrs. Beth Shibata, VP of Administration and Chief Financial Officer ……773-881-6507

Tuition Office ……...773-881-6506

Registrar's Office ……773-881-6540

Division Leads

School Leadership Council

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

Division Leads:

English Department	Dr. Stephanie Kucsera - skucsera@mothermcauley.org
Mathematics and Visual Arts & Tech. Depts.	Mrs. Meghan Brazel – mbrazel@mothermcauley.org
Physical Ed, Perf. Arts, and Science Depts.	Mrs. Rebecca Finn – rfinn@mothermcauley.org
Social Science & World Language Depts.	Ms. Amanda Sorice – asorice@mothermcauley.org
Theology & Ministry Depts.	Mr. John Kyler – jkyler@mothermcauley.org

Counseling Department

Mrs. Eileen Lynch, College Counselor……..…….. 773-881-6537
Mrs. Sara Diaz, College Counselor……773-881-6523
Mrs. Shantá Wheeler (A – Gn) ……773-881-6539
Ms. Michelle Wood (Go – N)…..……773-881-7171
Mrs. Tiffany Woronko (O – Z) ……773-881-6538
Ms. Nadine Byrnes, Social Worker……773-881-6223
Mrs. Terese Enright, 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

2026-2027 Bell Schedules

Daily/ Regular Schedule	Period	Start	End	Minutes
	1	7:50	8:32	42
	2*	8:36	9:23	47
	3	9:27	10:09	42
	4	10:13	10:55	42
	5	10:59	11:41	42
	6	11:45	12:27	42
	7	12:31	1:13	42
	8	1:17	1:59	42
	9	2:03	2:45	42

Thursday/ Condensed Schedule	Period	Start	End	Minutes
	1	7:50	8:25	35
	2*	8:29	9:09	40
	3	9:13	9:48	35
	4	9:52	10:27	35
	5	10:31	11:06	35
	6	11:10	11:45	35
	7	11:49	12:24	35
	8	12:28	1:03	35
	9	1:07	1:42	35

*Period 2 includes 5 minutes for announcements

Lunch Periods
5th Period–Freshmen and Sophomores
6th Period–Juniors and Seniors

Academic Information

Semester Exam Schedule

Semester One Exams:

December 16, 2026
December 17, 2026
December 18, 2026
January 4, 2027 (Make-up Exams Date)

Semester Two Exams:

May 25, 2027
May 26, 2027
May 27, 2027
May 28, 2027 (Make-up Exams Date)

Advanced Placement Program

Mother McAuley Liberal Arts High School offers an extensive Advanced Placement Program with a total of 19 classes in English, Mathematics, 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. (2025-2026 $99.00 fee)

AP Courses offered through Mother McAuley

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

Courses held in conjunction with Brother Rice

- AP Biology
- AP Calculus BC
- Engineering Principles
- Beginning Band
- Concert Band
- Symphonic Band Honors
- Wind Ensemble Honors
- Theatre Workshop I
- Theatre Workshop II Honors

AP Exam / Portfolio Deadline Schedule

M	May 3, 2027	8:00 AM	AP Human Geography Exam
M	May 3, 2027	8:00 AM	AP Physics C Exam
M	May 3, 2027	12:00 PM	AP Biology Exam
Tu	May 4, 2027	8:00 AM	AP US Government & Politics Exam
W	May 5, 2027	8:00 AM	AP English Literature & Composition Exam
W	May 5, 2027	12:00 PM	AP Physics 1 Exam
Th	May 6, 2027	8:00 AM	AP World History Exam
Th	May 6, 2027	8:00 AM	AP French Language Exam
Th	May 6, 2027	12:00 PM	AP Chemistry Exam
F	May 7, 2027	8:00 AM	AP US History Exam
F	May 7, 2027	digital submission	AP Art & Design Portfolio Due
M	May 10, 2027	8:00 AM	AP Calculus AB Exam
Tu	May 11, 2027	12:00 PM	AP Statistics Exam
W	May 12, 2027	8:00 AM	AP English Language & Composition Exam
W	May 12, 2027	12:00 PM	AP Art History
Th	May 13, 2027	8:00 AM	AP Spanish Language Exam
F	May 14, 2027	8:00 AM	AP Computer Science Principles Exam
F	May 14, 2027	12:00 PM	AP Psychology Exam

Dual Credit Information

Successful completion of certain courses earns college credit hours through the dual credit program with Saint Xavier University, Chicago, IL, or Lewis University, Romeoville, 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.

Dual Credit courses are reviewed at the university level each year to ensure the course and faculty fall within the university requirements. As a result, course listings are annually subject to change. At the start of a course that is offering Dual Credit, students will be made aware and given the information necessary to determine whether or not they would like to take part in the program. There is a course fee for each credit hour that students are enrolled ($60/credit hour - SXU 2025-2026; $35/credit hour - Lewis University 2025-2026).

If you have any questions regarding the Dual Credit Program, please contact our Assistant Principal of Academics, Ms. Sandra Smycz at ssmycz@mothermcauley.org

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
28	**TOTAL CREDITS**

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 5 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 as a period in a student's schedule and cannot be substituted for a class.
- 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, the registrar, or the Assistant Principal of Academics if they are not able to be placed in a chosen course.
- The specific period of any course, including study, cannot be selected ahead of time.
- **Students cannot drop full year classes after the first three days of school. Students cannot drop semester classes after the first three days 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 Social Science	
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 Social Science		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	

Course Offerings for
Class of 2027, 2028, 2029, and 2030

	Freshman	Sophomore	Junior	Senior
THEOLOGY	Theology I	Theology II	Theology III	Theology IV / Living Faith Theology IV / Global Studies Theology IV / Peer Ministry
ENGLISH	English I Honors English I Advanced English I	English II Honors English II Advanced English II Journalism I Broadcast Journalism Advanced Creative Writing	AP Language & Composition English III Honors English III Advanced Journalism II Honors - Yearbook & Newspaper Journalism I Broadcast Journalism Advanced Creative Writing	AP Literature & Composition English IV Honors English IV Advanced Journalism II Honors - Yearbook & Newspaper Journalism I Broadcast Journalism Advanced Creative Writing
MATHEMATICS	Geometry Honors Algebra Honors Algebra I Advanced Algebra I	Pre-Calculus Honors Geometry Honors Geometry Advanced Geometry	AP Calculus AB Calculus Honors Pre-Calculus Honors Algebra II Honors Algebra II Advanced Algebra II	AP Statistics AP Calculus AB AP Calculus BC Calculus Honors Pre-Calculus Honors Pre-Calculus Trigonometry and Statistics College Algebra with Trigonometry
PHYSICAL EDUCATION	Healthy Foundations I Healthy Foundations II Driver Education	Healthy Foundations I Healthy Foundations II Standard First Aid and CPR Healthy You Driver Education	Healthy Foundations I Healthy Foundations II Standard First Aid and CPR Healthy You Driver Education	Healthy Foundations I Healthy Foundations II Standard First Aid and CPR Healthy You Intro to Athletic Training Driver Education
THEATRE	Public Speaking Drama Acting Technical Theatre Intro to Theatre	Public Speaking Drama Acting Technical Theatre Intro to Theatre Theatre Workshop I	Public Speaking Drama Acting Technical Theatre Intro to Theatre Theatre Workshop I Theatre Workshop II Honors	Public Speaking Drama Acting Technical Theatre Intro to Theatre Theatre Workshop I Theatre Workshop II Honors
MUSIC	Intro to Chorus Chorus I Beginning Strings - Violin & Viola Beginning Strings - Cello & Bass Intermediate Strings Symphony Strings 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 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 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 2027, 2028, 2029, and 2030

	Freshman	Sophomore	Junior	Senior
SCIENCE	Biology Honors Biology Advanced Biology	Chemistry Honors Chemistry Advanced Chemistry AP Computer Science Principles	AP Biology AP Chemistry AP Physics I Physics Advanced Physics Engineering Principles AP Computer Science Principles	AP Biology AP Chemistry AP Physics I Physics Advanced Physics AP Physics C - Mechanics Anatomy & Physiology Anatomy & Physiology Honors Engineering Principles Environmental Science AP Computer Science Principles
SOCIAL SCIENCE	AP Human Geography World History Advanced	AP Human Geography AP World History World History Advanced World History AP US History US History Advanced Personal Finance	AP US History US History Honors US History Advanced Advanced Economics Psychology Advanced Sociology Advanced American Criminal Justice Advanced Personal Finance	AP US Government & Politics Advanced Economics Psychology Advanced Sociology Advanced American Criminal Justice Advanced Developmental Psychology Honors AP Psychology Personal Finance
VISUAL ARTS & TECHNOLOGY	Intro to Drawing Intro to Painting Ceramics Sculpture Art and Emerging Tech	Intro to Drawing Intro to Painting Ceramics Sculpture Clay Sculpture and Wheel Throwing Art and Emerging Tech Graphic Design Animation Advanced Drawing Advanced Painting Illustration/Digital Illustration on the iPad Architectural Drawing, Design, and CAD (Computer Aided Design) Journalism I	Art History AP Art History Intro to Drawing Intro to Painting Advanced Drawing Advanced Painting Photography I Photography II Studio Art Honors AP Art and Design Ceramics Sculpture Clay Sculpture and Wheel Throwing Art and Emerging Technology Graphic Design Animation Architectural Drawing, Design and CAD (Computer Aided Design) Illustration/Digital Illustration on the iPad Journalism I Journalism II Honors - Yearbook & Newspaper	Art History AP Art History Intro to Drawing Intro to Painting Advanced Drawing Advanced Painting Photography I Photography II Studio Art Honors AP Art and Design Ceramics Sculpture Clay Sculpture & Wheel Throwing Art and Emerging Tech Graphic Design Animation Illustration/Digital Illustration on the iPad Architectural Drawing, Design, and CAD (Computer Aided Design) Journalism I Journalism II Honors - Yearbook and Design
WORLD LANGUAGES	French I Advanced French I Honors Spanish I Spanish I Advanced Spanish I Honors	French II Advanced French II Honors Spanish II Spanish II Advanced Spanish II Honors	French III Advanced French III Honors Spanish III Spanish III Advanced Spanish III Honors	French IV Advanced AP French Spanish IV Advanced Spanish IV Honors AP Spanish

Grading Weights & Grade Reporting

Grading Weights

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

Letter Grade	Grading Scale Percentage	Advanced/ Academic	Honors (H)	Advanced Placement (AP)
A+	98-100	4.67	5.00	5.33
A	93-97.99	4.33	4.67	5.00
A-	90-92.99	4.00	4.33	4.67
B+	88-89.99	3.67	4.00	4.33
B	83-87.99	3.33	3.67	4.00
B-	80-82.99	3.00	3.33	3.67
C+	78-79.99	2.67	3.00	3.33
C	73-77.99	2.33	2.67	3.00
C-	70-72.99	2.00	2.33	2.67
D+	68-69.99	1.67	1.67	1.67
D	63-67.99	1.33	1.33	1.33
D-	60-62.99	1.00	1.00	1.00
F	0-59.99	0	0	0

Honors with Distinction	Weighted GPA: **4.67 or higher**	No individual grade below a 63% (D)
First Honors	Weighted GPA: **4.00 - 4.669**	No individual grade below a 63% (D)
Second Honors	Weighted GPA: **3.33 - 3.999**	No individual grade below a 63% (D)

1. Incoming freshmen are placed based on entrance exam scores, standardized test scores, teacher recommendations, middle school grades and the elementary school summary report. Students can change levels in a course with teacher and Division Lead approval.

2. A student may be placed at one level in one subject and at a different level in another subject.

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

Students must be a Mother McAuley student for five semesters in order to earn the rank of Valedictorian or Salutatorian senior year.

Report Card Distribution

Mother McAuley has formal grade distribution at the semester. In October, parents/guardians are made aware of grade progress at Parent-Teacher Conferences. First Semester and Second Semester report cards are available in the Parent and Student Performance tab in Blackbaud. Information about specific distribution dates will be available in the Parent eNewsletter.

Moreover, parents/guardians are encouraged to check Blackbaud 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/guardians 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 Standardized 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 ACT is required of all junior students. The PreACT and ACT measures a student's mathematics, English, reading and science reasoning ability.

As a college preparatory institution, Mother McAuley expects all junior students to obtain an official ACT or SAT score. An ACT or SAT score is an admission requirement of most colleges and universities and may be used for admission, course placement, and/or scholarship eligibility. To ensure all Mother McAuley students have the opportunity to pursue post-secondary education as well as scholarship opportunities, students will not be eligible to graduate without an official ACT or SAT score report. For additional testing information please contact the 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	**Registration Deadline**
September 19, 2026	August 14, 2026
October 17, 2026	September 11, 2026
December 12, 2026	November 6, 2026
February 27, 2027	January 22, 2027
April 10, 2027	March 5, 2027
June 12, 2027	May 7, 2027
July 10, 2027	June 5, 2027

* For SAT and SAT Subject Tests, check the College Board website (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/guardians 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/guardian, 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 15th and November 1st 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/guardians 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 Honesty

Academic honesty is a basic guiding principle for all academic activity at Mother McAuley Liberal Arts High School, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. It is the belief of our school's educators and administrators that academic dishonesty by students degrades their character and reputation, impedes the teaching-learning process, and is in opposition to the Catholic, Mercy values inherent in the philosophy upon which our school is based.

Violations of the academic honesty policy fall under two categories: **cheating or obtaining an unfair advantage**, and **plagiarism**.

Examples of **cheating or obtaining an unfair advantage** on assignments or assessments include but are not limited to:

- Using notes, answers, calculators, electronic messages/images, online language translators, or other aids (such as "cheat sheets" or "crib sheets") without the teacher's explicit permission.
- Giving the appearance of cheating by having a digital device during a non-digital assessment.
- Talking or communication of any type (verbal, electronic, or otherwise) between students during an individual assessment.
- Copying, or allowing another student to copy from assessments, homework or other assignments, such as a take-home exam or quiz, project, report, presentation, etc.
- Removal of any portion of an assessment from the testing space via photo, notes, or removal of assessment documents.
- Split Screen or swiping up when taking an assessment on a device.
- Taking a screenshot during an assessment.
- Screen recording during an assessment.
- Attempting to access an assessment when not in the classroom or accessing it without the teacher's permission.
- Changing answers on an assessment, assignment, project, etc. after grading.
- Stealing copies of assessments or answer keys.
- Changing grades in a grade book or altering a computer grading program.
- Collaboration through the unauthorized use of outside resources. This includes, but is not limited to, the use of AI; having a parent, tutor, or peer edit or improve your assignment; or working on an assignment with a peer unless explicitly permitted.
- Verbally or digitally providing other students with information regarding an assessment.

Examples of **plagiarism** on assignments or assessments include but are not limited to:

- Submitting a paper or presentation obtained from an online service.
- Unauthorized copying and pasting or duplicating the whole or parts of copyright-protected works (such as books, articles, websites, art, music, photos, digital images, videos, etc.).
- Use of (AI) Artificial Intelligence without the teacher's explicit permission. Artificial intelligence tools include but are not limited to chatbots, artificial intelligence-based assistants, translators, or augmented optical character recognition systems.
- Turning in parts of or a whole paper or presentation written or produced by another person, with or without that person's knowledge.

- Turning in parts of or a whole paper or presentation written or produced by Artificial Intelligence.
- Intentionally or unintentionally leaving out quotation marks or improperly formatting phrases, sentences, and passages copied word-for-word from a source text.
- Intentionally or unintentionally failing to cite the source of text, audio, visual, or digital materials copied or paraphrased in a paper or presentation.
- Attributing an idea, fact, or quotation to an incorrect, false, or made-up source.

Violations of the academic honesty policy will be tiered using the system outlined below.

1st Offense:

- The teacher will assess the situation to determine if academic dishonesty is present. S/he will contact the Head Dean as well as call the student's parent or guardian.
- The student will receive zero points (F) for the assignment/assessment in question. In the case of final examinations, the student could also fail the course.
- The student will be placed on academic warning.
- The Dean of Students will issue a Saturday detention (JUG) to the student, unless the severity of the situation merits more. This can include but is not limited to detentions, in and out of school suspensions, and withdrawal from Mother McAuley.

2nd Offense:

- The teacher will investigate the incident thoroughly and call the student's parent or guardian if academic dishonesty has been found.
- The student will receive zero points (F) for the assignment/assessment in question. In the case of final examinations, the student could also fail the course.
- The Dean of Students and Assistant Principal of Academics will hold a mandatory meeting with the student, parent(s)/guardian(s), and counselor. The student will be placed on academic probation.
- The Dean of Students will issue two Saturday detentions (JUG) to the student, unless the severity of the situation merits more. This can include but is not limited to detentions, in and out of school suspensions, and withdrawal from Mother McAuley.

3rd Offense:

- The teacher will investigate the incident thoroughly and call the student's parent or guardian if academic dishonesty has been found.
- The student will receive zero points (F) for the assignment/assessment in question. In the case of final examinations, the student could also fail the course. A Withdrawal-Failing (F-WD) grade may be assigned if the academic honesty violations have taken place within the same course.
- The student's case will be reviewed by the Disciplinary Review Board (DRB). Punishments will be based on the severity of the offenses as well as the circumstances around them. Penalties may include but are not limited to: Saturday detentions, in and out of school suspensions, and withdrawal from Mother McAuley.

Academic Ineligibility

Each week, student grades are reviewed by the Assistant Principal of Academics, the Assistant Principal of Student Supports, and the Athletic Director. Students who are earning two F's during any given week are ineligible to participate in extracurricular activities. For athletics, this means being unable to participate in practices, games, meets, or matches until at least one grade is brought up to passing (i.e.,

earning a D). For co-curriculars, this means being unable to participate in meetings, rehearsals, or events until at least one grade is brought up to passing (i.e., earning a D).

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 Assistant Principal of Academics. 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 or taking 8 credits in a subsequent semester, prior to graduation.
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 semester, will be placed on Academic Probation.

Absence and Attendance Policies

Overview on Attendance

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. 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.

For purposes of this policy, an absence is any time a student is not present in class during the scheduled school day, other than approved school-sponsored activities. An absence may be classified as tardy, excused, or unexcused as defined below.

The official record of attendance will be taken daily during each class period. In Blackbaud, attendance is also recorded per period, not by day. Attendance also will appear on the report card listed as days absent and tardy. Students who miss more than two periods for an excused or unexcused absence will not be considered for the perfect attendance award their senior year.

Types of Absences

1. **Tardy**

   When a student is late to class, a tardy is issued either by the dean's office or the teacher. A student who misses more than half the class first period or more than ten minutes of any other period is no longer considered tardy, but rather would be considered "cutting" class thus they will be issued an unexcused absence.

   There are two types of tardies: (1) first period (and zero-period) tardy, and (2) tardy to a class period.

   - First Period and Zero-Period Tardy: Any student who is late to first period is required to obtain a tardy slip from the Main Office to present to her first period teacher. This expectation also applies to students enrolled in zero-period classes. A student is permitted no more than three tardies per semester for the first period before disciplinary consequences are issued. A student will be marked tardy regardless of whether a parent/guardian notifies the school, and the student cannot miss more than half the class period (zero and/or first period) before it is considered an unexcused absence. Beginning with the fourth tardy in a semester, the Dean's Office will issue a detention for each additional first period tardy or zero-period tardy. If a student reaches her eighth first period tardy and/or zero-period tardy, enhanced disciplinary action will be taken.
   - Other Tardies (periods 2-10): Any student who is tardy to any other specific class period (periods 2-10) is required to have a pass (from a faculty or staff member, the school nurse, counselor, or Dean) to enter class late. A student who misses more than the first ten minutes of a class period is considered "cutting" and will receive an unexcused absence as well as a detention. If a student's tardiness becomes excessive (beyond three tardies), a dean will meet with the student and determine a higher level of consequences, and the student may be placed on an attendance warning and/or probation contract.

2. Excused Absences

An excused absence is an absence that has been reported by a parent/guardian to the Attendance Office within 24 hours and is due to one of the following reasons: personal illness (including mental or behavioral health), death or critical illness in the immediate family, religious observance, court appearance, necessary medical or dental appointment, a school-approved opportunity (field trip, retreat, athletic event, college visit), or other circumstances beyond the control of the student, or circumstances that cause reasonable concern to parent/guardian for the student's mental, emotional, or physical health or safety, as approved by the school administration.

Any student who is absent for more than 3 days will be required to provide a doctor's note upon their return to school.

A student who is absent (excused) for more than 3 hours on an excused basis will not be permitted to participate in or attend any school-sponsored activity, school event, practice, or sporting event (game, practice, dance, play, etc.) on the day of her absence.

Please note that excessive excused absences due to school related events or activities may still be subject to attendance review if this exception is taken advantage of by the student.

Beyond general excused absences, there are various categories of excused absences:

a. Excused - Medical

An excused-medical absence is an absence due to a documented advanced medical or mental health condition, or hospitalization for more than 5 days, supported by a physician's note on office stationery indicating the date(s) the student was unable to attend school and the date she may return.
For a medical absence to be coded as excused-medical, the physician's note must be submitted to the Attendance Office within 48 hours of the absence(s).

b. Excused - School-Sponsored Events/Activities

Any school-sponsored field trip or event, including choral performances, retreats, service experiences, recruitment visits, IHSA sporting events, and similar activities, is considered an excused absence as long as the required parent-signed permission form has been submitted to the appropriate adult.

c. Excused - College Visits

Junior and senior students are provided excused absence days to visit college campuses between September and April. Senior students are allowed up to two (2) college visits per school year, and junior students are allowed up to one (1) college visits per school year.
To be coded as a College Visit excused absence:

i. Parents/Guardians must report the absence to the Attendance Office and indicate "College Visit" as the reason.

ii. The student must submit documentation on the college/university letterhead, signed by the school official, stating that she was present for an official school visit on the specific date(s). Brochures, flyers or emails are not sufficient.

Travel days associated with college visits are not excused as College Visit days; they will be coded according to the general absence rules (excused, excused-medical, or unexcused).

College Visit days count as excused absences on the attendance record and therefore affect perfect attendance eligibility. Students must follow the "Missed Classwork & Assessments" procedure for excused absences.

d. **Excused - Religious Holiday/Observance**
Absences for religious holidays or observances must be pre-arranged by the parents/guardians with the Dean's Office and will be coded as excused.

Making Up Work for Excused Absence(s)
When a student has an excused absence, she is allowed to make-up all her classwork and assessments. For missed assignments, excluding tests or quizzes, the student has the same number of school days as the number of days absent to complete the work. For example, if a student is absent on Monday (1 day) and returns on Tuesday, the assignment is due on Wednesday (the day after the student returns to school). If there is a previously announced assessment, such as a test or quiz, the student must take the assessment on the day she returns to the specific class. Any work not turned in within the allotted time will be marked as a zero.

3. **Unexcused Absences**

An absence is considered unexcused if a parent/guardian has not notified the Dean's Office and shared a rationale for the student's absence within 24 hours. An unexcused absence is considered a "cut", and under Illinois law an unexcused absence for all or part of the day is considered a truant absence. When an absence is denoted as unexcused, no classwork and/or assessments will be allowed to be made up, and the student will not be allowed to participate in or attend any school-sponsored practice, activity or sporting event (game, practice, dance, etc.) regardless of how many hours they were considered unexcused. Additionally, students will receive a Saturday detention (JUG) for unexcused absences.

4. **Tenth-Period Attendance**

Students enrolled in a tenth-period class are expected to attend the full class period. Participation in club meetings, practices, rehearsals, athletic activities, and other extracurricular commitments may not interfere with attendance in scheduled tenth-period class. A student who misses tenth period for one of these reasons will receive an unexcused absence and will not be permitted to make up missed classwork or assessments. Exceptions may be granted only for approved school-sponsored activities or with prior administrative approval.

5. **Extended Absences**

An extended absence is defined as five (5) or more consecutive days of absence, or an ongoing pattern of medically documented intermittent absences due to the same health conditions. Depending on the situation extended absences can be excused, excused-medical, or unexcused.

- Long-term Medically Excused Absences: When a student anticipates an absence due to temporary or chronic health condition, parents/guardians must contact the Assistant Principal of Student Supports and student's counselor as soon as possible to discuss an attendance and academic support plan. Parents/guardians must submit appropriate medical documentation from a licensed physician, including:

    a. diagnosis or description of the condition;
    b. anticipated duration and frequency of absences;
    c. and any recommendations regarding physical, cognitive, or emotional limitations.

The school will develop a *"Return to Learn Plan"* that may include adjusted workload, extended deadlines, modified attendance expectations, and coordination with teachers for remote or alternative instruction, as appropriate. Credit for courses will not be denied solely on the basis of medically documented long-term absence, provided the student and family engage with the agreed-upon plan.

Long-term medically excused absences do not count toward attendance warning or attendance probation thresholds when appropriate documentation is on file, though the school may convene a meeting with the family to review ongoing support.

- Extended Family Trips: Mother McAuley discourages and disapproves of families taking a student out of school for family trips during the school year. These absences will be considered unexcused and students will not be able to make-up classwork or assessments. If you have extenuating circumstances in which your family needs to travel, please contact the student's counselor and one of the deans. Your request will be reviewed by the school's administration.

- Non-School Activities - Club Sports, Tournaments, and Competitions: Mother McAuley recognizes that some students participate in elite club sports or non-school competitions. However, participation in non-school activities does not take precedence over regular school attendance.

  Students may receive up to two excused school days per academic year for pre-arranged non-school club sports tournaments or competitions. Parents/guardians must submit a written request to the Dean's Office two weeks in advance along with documentation from the club or event organizer verifying the date(s) and the student's required participation. These excused days are intended for significant events and may not be used for routine practices, training, local competitions, or travel days. Once a student has used the allotted excused days, or if the frequency, duration, or pattern of absences becomes a concern, subsequent absences for non-school activities will be coded as unexcused. The school administration reserves the right to review each request and determine whether an absence should be excused.

  In rare cases of significant, pre-arranged events (e.g. national-level competitions), parents/guardians may submit a written request to the Dean's Office at least two weeks in advance. The school may, at its discretion, classify part or all of the absence as excused and develop a plan for make-up work. Approval in one instance does not guarantee approval for future events.

Procedures for Communicating Absences

1. **Reporting All-Day Absences:** On the day of the absence, a parent/guardian must report her student absent before 9:00 AM by calling 773-881-6518 or emailing attendance@mothermcauley.org. If you email, please include the student's name, date and time of absence along with the reason for the student's absence. If your daughter is out multiple consecutive days for the same illness, you must report the absence daily unless otherwise directed by the Dean's Office.

2. **Reporting Late Arrival:** A late arrival is defined as a student arriving at school more than twenty (20) minutes after the school day begins. Depending on the time of the arrival, a student may be marked tardy or absent to first period. Late arrivals count toward tardy and attendance warning and probation thresholds.

A student who is absent more than 3 hours during the school day will not be permitted to participate in or attend any school-sponsored activity, event, practice, or sporting event on that day, regardless of whether the time missed occurs at the beginning or end of the day.

In the event of a late arrival, the student must report directly to the Main Office, sign in, and receive a late slip to present to her teacher upon arrival to class. Late arrival students will not be admitted to class late without a slip from the Main Office.

3. **Reporting Early Dismissal**: An early dismissal is when a student needs to leave school early and miss the end of the day. Early dismissals are discouraged because they have the same effect as full-day absences and late arrivals.

   In the event of an early dismissal, the student's parent or guardian must email attendance@mothermcauley.org at least 30 minutes prior to the student's dismissal time. A pass will be sent to the student to come down to the Main Office at her dismissal time, and the parent or guardian must come to the Main Office to sign the student out for the day. Any student who leaves the school building without written parent permission and/or signs out through the Main Office will receive a Saturday detention (JUG).

4. **Required Doctor Note (3+ Days):** If a student is out for more than 3 consecutive days due to an illness, a doctor's note is required on the fourth day. Without a doctor's note, subsequent days may be coded as unexcused. For chronic or long-term conditions, see "Long-Term Medically Excused Absences" (above).

Excessive Absences & Consequences

For attendance monitoring purposes, excessive absences are defined as more than seven (7) period, partial-day, or full-day excused and/or unexcused absences in a semester that are not associated with school-sponsored events or documented long-term medical absences. Students with excessive absences in a semester can receive an attendance warning notification, and if the student continues to miss school students can be placed on attendance probation or go before the Disciplinary Review Board.

Students with excessive absences have the potential of not being eligible to participate in field trips and extracurricular activities, including practices, sport events, club meetings, social events and school activities. At the eleventh (11th) absence in a course in a semester, the student may be at risk of loss of academic credit for that course following an administrative review unless there are documented extenuating circumstances (e.g. hospitalization, chronic health issues, court appearances) reviewed and approved by school administration. If attendance does not improve, a student may be asked to withdraw from Mother McAuley.

1. **Attendance/Tardy Warning:** When a student accumulates more than seven (7) excused and/or unexcused absences or tardies in a semester, which are not associated with school-sponsored events or a long-term medical absence, the parents/guardians will be notified by the Head Dean or Assistant Dean via phone. Additionally, the families will receive a written letter outlining the parameters of their daughter being on "Attendance Warning" and what could happen if her absences continue.

2. **Attendance/Tardy Probation:** Once a student accumulates more than ten (10) excused and/or unexcused absences or tardies in a semester that are not associated with school-sponsored events or a long-term medical absence the parents/guardians will be notified by the Head Dean or Assistant Dean that a mandatory family meeting needs to occur with a Dean, an Assistant Principal and the student's counselor. The student will be placed on "Attendance Probation" and

the consequences associated with probation will be shared with the student and parents/guardians at the meeting. A letter outlining the probationary period and consequences will be shared with the family after the meeting. Please note, any student with a questionable absence/tardy pattern may also be placed on social-activity suspension.

3. **Disciplinary Review Board (DRB):** The DRB may consist of the dean, counselor, administrator and faculty member(s).The DRB will meet to review the student's attendance, and parameters of the probation to determine whether it is in the student's best interest to remain at McAuley. Following the internal DRB meeting, a meeting will be held with the student, at least one parent/guardian, and members of the DRB.

Behavioral Policies

Behavioral Code of Conduct

Mother McAuley students are expected to conduct themselves in a respectful and dignified manner. Students are representatives of Mother McAuley High School at all times. 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
- Disrupts or does not support the professional learning environment

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

The 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.

Other School Policies (in alphabetical order)

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. Students are required to remain in the Student Lounge until 7:00am. Beginning at 7:00am, students may have access to the interior hallways.
2. Any parents/guardians 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.
6. Students are prohibited from propping any of the exterior doors open for any reason. Students who are reported propping doors will be reported to the Dean's Office and receive a Saturday JUG.

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/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/guardians. 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.

Cell Phones

At Mother McAuley Liberal Arts High School, we prepare young women to live in a complex, dynamic society by teaching them to think critically, communicate effectively, respond compassionately and to the needs of their community while assuming roles of Christian leadership. In order to make this happen our primary focus is to foster a holistic school environment that is conducive to learning, attentive to comprehensive growth and a daily safe haven for our young girls. In order to ensure this occurs, we have adopted a Bell-to-Bell Cell-Phone Free school policy that provides our young women the opportunity to engage fully in their academic pursuits, to interact meaningfully with peers and adults, and to foster relationships, and to maintain a healthy balance between technology-use and real-world interactions.

POLICY DEFINITIONS:

- **Cell Phone:** Throughout this policy, the definition of cell phone refers to a personal electronic device capable of making and receiving calls and text messages, and accessing the internet independently from the school's network infrastructure, also commonly referred to as a “cell phone.” For purposes of this policy the term “cell phone” includes all of the following:
    - Phones or flip phones (both phones that connect to the internet and non-internet connected cell phones that send and receive text messages and make phone calls)
    - Airpods, earbuds, headphones and bluetooth connected headphones
    - Smartwatches, fitness trackers, smart glasses and other accessories or personal web-capable devices that connect to the internet
    - Handheld personal devices outside of the iPad such as tablets, e-readers and video games

- **Bell-to-Bell**: For the purposes of this policy “bell-to-bell” (or “school day”) refers to the time from the first morning bell at 7:50 am until the afternoon dismissal bell at 2:45 pm except on Thursday condensed days when the dismissal bell is at 1:42 pm. If a student is registered in a zero period class, the school day begins with the 7:30 am morning bell. Likewise, if you are registered in a tenth period class, the afternoon dismissal bell is not until 4:00 pm. This policy may also extend to school buses, field trips, retreats, service immersion/projects and athletic events, as determined by the school.

BELL-TO-BELL PHONE-FREE POLICY:

Policy: Mother McAuley is a bell-to-bell phone-free school from the start of the first bell through the end of the school day when the last bell rings. Cell phones and other mobile devices brought onto school grounds are to be turned off and locked away in your locker for the entirety of the school day from bell-to-bell. This includes lunch, study halls, and during passing periods.

EXPECTATIONS:

1. If brought to school, it is the responsibility of the students to turn off their cell phones and store them in their lockers prior to the first bell.

2. Cell phones must remain in lockers throughout the day. This includes during lunch periods, study halls, open periods and all passing periods. Students may not access cell phones or other devices in bathrooms or locker rooms at any time during the school day.

3. Students are encouraged to communicate with parents/guardians through the main office, if necessary.

CONSEQUENCES:

If a student does not meet the expectations regarding cell phones during the school day, a faculty member, a staff member or an administrator will apply the following actions:

- **First Offense:** Device is confiscated and stored in the main office until the end of the school day (last bell). The student is required to meet with the dean prior to retrieving her phone.

- **Second Offense**: Device is confiscated and stored in the main office until the end of the school day (last bell). With the student present, the dean notifies a parent/guardian and shares a verbal reminder of the policy. A one-hour detention is issued to the student.

- **Third Offense**: Device is confiscated and stored in the main office until the end of the school day (last bell). With the student present, the dean notifies a parent/guardian and shares a verbal reminder of the policy. The parent/guardian must retrieve the cell phone during office hours. The dean will issue a JUG (Saturday detention) to the student.

- **Beyond Third Offense**: Device is confiscated and stored in the main office until the end of the school day (last bell). With the student present, the dean notifies a parent/guardian of the violation and schedules an in-person meeting. The student will be issued a one-day suspension and could temporarily lose rights to have a cell phone or mobile devices on campus. If violations continue, the administration will determine additional consequences as needed (i.e.: loss of privileges to carry devices on campus, disciplinary review, additional suspension, and/or expulsion).

EXCEPTIONS:
Students with documented health conditions, as defined in their McAuley accommodation or health plan, may be permitted to use a cell phone or other mobile device during the school day if required to monitor or manage their health. This use must be approved in advance by school administration and incorporated into the student's health plan. Students with approved exceptions are expected to follow all other device storage and usage guidelines when not actively managing their health concerns.

PARENT/GUARDIAN/STUDENT COMMUNICATION:
If a parent/guardian/student needs to communicate during the school day, a phone will be available in the main office. The main office staff will relay any urgent messages to the students.

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 School Registrar**. Mailings and student information are directed to the custodial parent.

Dances

Parents/guardians 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 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/guardians immediately. Violation of this policy will result in expulsion.
- Any student attending the dance may be subject to a breathalyzer test.
- Parents/guardians 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, approval from a parent/guardian is expected. Moreover, parents/guardians 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. Students are permitted to use the courtyard outside of the dining hall during their lunch period. All rules and expectations apply in the courtyard.

Additional expectations include the following:

1. Before school: Students may enter the student lounge in the morning before school
2. Loud and rowdy behavior is not allowed in the dining hall or student lounge.
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 20.

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.

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 Blackbaud 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. 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.

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/guardian 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 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. Students are not permitted to have excessive hair color at Graduation (see Hair Policy on p.36).

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 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 has a specific accommodation. 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 Blackbaud**.**

Insurance

The school does not provide student medical insurance coverage. Parents/guardians, 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. Failure of a student to lock her locker will result in a detention. **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/guardian to obtain a release from school. The School Nurse or their 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.

Supply of Undesignated Opioid Antagonists Policy

In accordance with applicable State law, the School will make all reasonable efforts to maintain a supply of undesignated prescribed opioid antagonists in Mother McAuley and provide or administer them as necessary according to State law.

To the extent the School is able to maintain a supply of undesignated opioid antagonists, they will generally be available during school hours (7:45 am - 3:15 pm) and will be kept in the following designated secure area in the Health Office.

However, no one should rely on the school for the availability of opioid antagonists. This Policy does not guarantee the availability of undesignated opioid antagonists.

An opioid antagonist is defined as a drug that binds to opioid receptors and blocks or inhibits the effects of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to any person that they, in good faith, believe is having an opioid overdose while in school, while at a school-sponsored activity, while under the supervision of school personnel, or before or after regular school activities. The school shall maintain a list of trained personnel. Prior to the administration of an undesignated opioid antagonist, trained personnel must submit to the School's administration proof of completion of a training curriculum to recognize and respond to an opioid overdose.

Upon any administration of an undesignated opioid antagonist, the School must immediately notify the student's parents/ guardians or emergency contact.

Within 24 hours after the administration of an opioid antagonist, the School must notify the health care provider who provided the prescription for the opioid antagonist of its use.

Within three days after the administration of an opioid antagonist, the School must report the required information to the Illinois State Board of Education on the firm titled Undesignated Opioid Antagonist Reporting Form.

Mother McAuley, their employees, and agents are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of an opioid antagonist, regardless of whether authorization was given by the student's parents/ guardians or by the students' physician, physician assistant, or advanced practice registered nurse. A student's parent(s)/guardian(s) must indemnify and hold harmless Mother McAuley and their employees and agents against any claims, except a claim based on willful and wanton conduct, arising our of the administration of an opioid antagonist, regardless of whether authorization was given.

The parents/guardians of the student must sign a statement, through acceptance of the student handbook, acknowledging that Mother McAuley and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration of opioid antagonists, regardless of whether authorization of was given by the student's parents/guardians or by the student's physician, physician assistant or advanced practice registered nurse, and that the parents/guardians must indemnify and hold harmless Mother McAuley and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration of an opioid antagonist, regardless of whether authorization was given.

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

Nondiscrimination Policy

Mother McAuley 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. It does not discriminate on the basis of race, color, gender and national or ethnic origin in its hiring practices. Any behaviors believed to be in violation of this policy should be reported to the principal. All allegations of discrimination are taken seriously and retaliation for reporting discrimination is prohibited. However, any individual who intentionally makes false reports of discrimination may be disciplined up to suspension/expulsion.

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 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 28-29 for additional information on cyber-bullying). The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website

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 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'/guardians' employment, emergency information, etc. that occur during the year should be reported to the 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/guardians 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/guardian 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/guardians. 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 Dean. The alternative to expulsion is attendance at an accredited substance education program having an evaluation component. The program will be determined by the Dean in conjunction with the student's counselor. The cost varies according to the agency used. Payment(s) is assumed by the parents/guardians or daughter. Further disciplinary consequences may be required by the Dean. Parents/guardians 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)

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.

Transfer

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

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/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, sophomore, and junior students are required to purchase the red or white Mother McAuley uniform polo shirts. Seniors may continue to wear gray polo shirts but may also purchase and wear white or red polo shirts. Polo shirts are a required part of the daily uniform. It must be worn under all outerwear.

- **Shoes**
  Freshmen and sophomore students are required to wear Doc Marten Mary Janes. Junior and Senior students may continue to wear any solid black gym shoe with a white or black sole. No converse or high top shoes are permitted. 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, the embroidered navy blue quarter zip pullover, or the embroidered navy blue fleece jacket 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.

  PE classes have a uniform shirt and shorts. Students are expected to change for PE each day.

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 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.

Mother McAuley Liberal Arts High School does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

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 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 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.

Violations 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 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/guardian 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/guardians 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/guardians 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/guardians 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 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. Second cell phone violation
3. Uniform violation
4. Gum
5. Disrespect/disruptive behavior
6. Inappropriate language/swearing
7. ID infraction
8. Failure to bring in absent note to the Main Office
9. Other minor infractions
10. Food/drink outside dining hall

Level II

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

1. Third cell phone violation
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
12. Allowing individuals into the building
13. Propping the exterior school doors for any reason
14. Academic dishonesty

Level III

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

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

School Resources

Costello Learning Resource Center

The goals of the Learning Resource Center are to help each student discover her unique learning style, to identify and utilize her academic strengths and encourage each student to take responsibility for her own participation in learning. The LRC is here to academically support students who have been diagnosed with a learning disability and any student who needs academic support. In addition, the teachers in the LRC assist students with various challenges, including concept review, work completion, study skills and organization. The Learning Resource Center is open before school at 7:30 a.m., during lunch periods and after school until 3:15 p.m. (with the expectation of Thursday after school). The Learning Resource Center is located on the 2nd floor in the main hallway in Room 223.

Math Center

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

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 drinks are allowed in the Student Life Center.

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/guardians are expected to keep current with the tuition schedule.

Tuition and Fees

- Tuition for the 2026-27 school year is $15,700. A tuition credit 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 is provided.
- The fundraising fee of $400/family for the Cash for Christmas raffle is due in November.
- Charges for AP testing, course fees and bus service will be billed to student accounts as needed.
- A graduation fee of $135 is charged to all senior students.
- All returning students must pay a non-refundable registration fee of $200. No student schedule for the upcoming year will be released until the registration fee is paid.
- Incoming freshmen pay a non-refundable registration fee of $400 at the time of registration, as well as a tuition deposit. The deposit made is applied to the July tuition billing.

Payment Procedure

- Mother McAuley uses the Blackbaud Tuition Management service for tuition processing. All families must have a Blackbaud Tuition account for proper recording and tracking of payments.
- Your Blackbaud Family ID is listed on all communication sent by Blackbaud Tuition Management and on your Tuition home page. The ID format is 1552725XXXXXX, with "15527" representing Mother McAuley and "25" the school year.
- Payments should be made through Blackbaud either online or by phone. Payment may also be mailed or brought to the school office.
- Payments are due on the first of each month. A late payment fee of $40 may be applied ten days after the due date, July through May. Any account balance at the end of the school year (May 28, 2026) will be assessed a final late fee of 3% or $40, whichever is greater.
- A service fee of $30 is charged for each check returned by the bank as uncollectible. If a second NSF is received, personal checks will not be accepted for future payments.
- Students should not deliver cash payments.
- For questions about your account settings, login information, or the status of a payment, contact the Blackbaud Tuition Management Help Center at 888-868-8828. There is also a Help Menu on your Tuition home page.

Tuition Policies

- Seniors will not be allowed to purchase prom tickets or participate in the graduation ceremony unless all financial obligations have been paid. Official transcripts will be withheld until the balance is paid in full. There are no exceptions or extensions to this policy.
- All tuition/fees must be fully paid for re-enrollment. Class schedules for current students will not be released until the tuition account is current. Personal checks may not be accepted for past due tuition. Incoming freshmen siblings will not be accepted if a tuition balance is outstanding for a currently enrolled sister.

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

Parents/guardians may contact the Finance Office at 773-881-6506 or moconnell@mothermcauley.org with questions concerning financial obligations during the following hours:

Regular School Day Hours: 7:30am – 3:00pm

Summer Hours (Mon-Thurs): 8:00am – 2:00pm (Closed on Fridays)

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.

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 2026-2027 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 Marketing and External Affairs at (773) 881-7717.

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 40 tickets that provide 40 chances to win nine cash prizes. A $400 fundraising fee will be added to each family's tuition statement. Families can make that money back by selling their 40 tickets for $10 each, or families can enter the raffle themselves. Raffle distribution: September 15, 2026. Raffle ticket return deadline: November 6, 2026. Winners announced November 10, 2026.

McAuley Clubs & Organizations

Proposals for new clubs for the 2026-2027 school year must be submitted by October for Semester One and February for Semester Two. For additional information regarding eligibility requirements, etc., for any club/organization, please contact Ms. Susie Zajack at szajack@mothermcauley.org.

Action/Reaction
Moderator: Mrs. Finn
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.

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. McCormick & Ms. Prunckle
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. Vanderwerf
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.

MMC/BR D&D Club
Moderator: Mr. Bochenczak
D&D Club is a space where Mother McAuley and Brother Rice 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: Mrs. Dowden
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: Ms. Edmaiston
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.

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. Alcaraz-Palencia*
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 Ms. 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 & Mrs. Vanderwerf
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
Moderator: Ms. Novosel, Ms. Scholl, Ms. Brannagan
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: Mr. Hildner and Mrs. Shinners
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: Mr. Hildner & Mrs. Shinners

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.

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: Ms. Edmaiston

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: Mrs. Dion & Mrs. McMahon

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 Mr. Meyer

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 of 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. Maura 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. Woronko and Mrs. Byrnes

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.

Quill and Scroll - Journalism Honor Society

Moderator: Ms. Sheahan

Quill and Scroll is an international honorary society for high school students who excel in some phase of high school journalism. Quill and Scroll seeks to encourage individual initiative in high school journalism, creative writing and allied fields enabling the individual to contribute greater skill to the journalistic endeavor. It also recognizes and rewards the individual achievements of students engaged in journalistic activity. Quill and Scroll has a selective membership. Criteria include junior or senior status, a GPA of 3.0 or better, superior work in some phase of the newspaper, yearbook or literary magazine after at least one year's work on the staff and recommendations by the publication's advisor. Activities include participation, nomination, and voting in the IHSA, Quill and Scroll, and SPAC award processes, as well as inductions and other events throughout the year. Members of this organization may be asked to provide service to the McAuley community through writing press releases, photographing events or other press/media opportunities.

Respect Life Club

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 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.

Social Justice for Women

Moderator: Ms. Voegtle

This club is a safe space for women to educate both themselves and others about issues that matter to them. Open discussion about important topics is encouraged at every meeting, with subjects ranging from local issues to problems that affect the whole world. Club members will

help guide the club's trajectory, as members will determine the discussion topics of each meeting. All members must be respectful and open-minded during discussions.

Spanish Club

Moderators:

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: Ms. Lara

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. Zajack

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.

Varsity Club

Moderator: Ms. Duffy & Mr. Staal

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: Ms. Webber

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 Information

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, athletic director, coach, and teacher(s) involved. Appropriate action will then follow.

A student who is absent (excused) for more than 3 hours will not be permitted to participate in or attend any school-sponsored activity, school event, practice, or sporting event (game, practice, dance, play, etc.) on the day of her absence.

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, and the Girls Catholic Athletic Conference (G.C.A.C.). The following interscholastic sports are offered at Mother McAuley Liberal Arts High School: basketball, bowling, competitive cheer, cross country, flag football, golf, lacrosse, soccer, softball, swimming and diving, tennis, track & field, volleyball, water polo and wrestling.

Additional Information

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.

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 environmentally 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 or 773-881-6522 if you have any changes to your email or phone number.**

Parent/Guardian Involvement

Connect with the Mother McAuley Mothers' Club

Did you know that all mothers and female legal guardians of McAuley can become members of the Mother McAuley Mothers' Club? Expand your social circle while supporting McAuley's mission. This warm and welcoming parent organization supports our school community through service, social and spiritual events. 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. **Questions**? Please visit the Parents' Club webpage for more information.

Connect with the Mother McAuley Fathers' Club

The Mother McAuley Fathers' Club is a social and volunteer organization that hosts social events and supports the school's students, faculty and administration. All McAuley dads and legal male guardians are welcome to become members. Become an active member this fall and enjoy opportunities to meet other McAuley dads, expand your social circle and partner with us to support McAuley's time-honored tradition of Mercy education.

Please view the Parents' Club webpage for more information—and discover the wonderful sense of community that makes Mother McAuley so unique. **Questions about either club?** Please contact Mrs. Ellen Navarrete at enavarrete@mothermcauley.org or 773.881.6527.