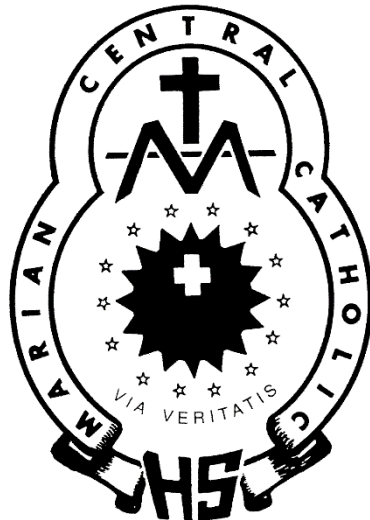


# Marian Central Catholic High School

*NURTURING FAITH ~ IMPARTING KNOWLEDGE ~ INSPIRING ACHIEVEMENT*



## 2024 - 2025 Student Handbook

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## VISION/MISSION/VALUE STATEMENT

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### Our Vision

*Marian Central is committed to preparing Men and Women for Life by inspiring and encouraging our students to strive for personal excellence in academic pursuits, sporting achievements and cultural endeavors. The development of their personal character centers on **Grace, Truth, and Unity**, which are intertwined throughout this process.*

### Our Mission

*Since the founding of Marian Central Catholic High School, its mission has been and continues to be developing students spiritually, morally, academically, and socially by integrating the teachings of Jesus Christ with a value-centered curriculum. In a safe family atmosphere, the faculty and administration challenge students not only to reach their highest academic potential, but also to adopt a disciplined work ethic necessary to become contributing self-sufficient citizens who move confidently into the world, and to use their talents and gifts to lead and serve others. Building Men and Women for Life.*

### Value Statement

*We believe that every member of the Marian Central community will practice faith in God, commit to excellence, seek knowledge, live ethically, promote justice, and act with a global awareness.*

*Marian Central is committed to a nurturing approach to education and faith formation. Marian faithfully embraces this approach for students and staff alike.*

- ▶ *We will provide a holistic approach to education characterized by Catholic values.*
- ▶ *We will focus on academic excellence, mutual respect, self-discipline, faith challenges, and community service in order to achieve personal goals now and for the future.*
- ▶ *We encourage leadership, active learning, critical thinking, and technological skills in order to realize our full potential.*
- ▶ *We will hold faculty and students alike to the high standards of intellectual and moral development.*

## SCHOOL OVERVIEW

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|                  |   |
|------------------|---|
| Type of School:  | Diocesan Co-educational Central Catholic High School  |
| Founded:         | September 1959  |
| Location         | McHenry County – Woodstock, Illinois, which is approximately 55 miles northwest of Chicago, Illinois (Dorr Township, 33 <sup>rd</sup> Congressional District) |
| Community:       | Suburban residential  |
| Grades:          | 9, 10, 11, and 12   |
| Accreditation:   | Cognia  |
| Recognition:     | Illinois State Board of Education<br>National Catholic Education Association  |
| Grading Periods: | Two semesters, each with two quarters, per year   |
| Graduates:       | Over 98% continue their education at colleges and universities  |
| School Colors:   | Cardinal Red and Columbia Blue  |

## SPIRITUAL FORMATION PROGRAM

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### *Marian Central Catholic Spirituality Goals*

Marian Central Catholic's spirituality goals are 1) to help students encounter the person of Jesus Christ; 2) to reinforce His teachings in their minds and hearts; and 3) to prepare them for living His universal call to holiness in the world.

These goals are achieved through a spiritual formation program consisting of the school's sacramental life, yearly retreats, as well as a college-preparatory curriculum in the classroom that is in harmony with the Catholic faith.

### *Sacramental Life*

Marian Central Catholic has a rich sacramental life. The schedule can be found on the school website and will be posted in the school.

The Holy Sacrifice of the Mass is offered every day in the chapel, multiple times a month in Landers Pavilion for the whole student body, and at least once a season for every sport, club, and organization. The Sacrament of Reconciliation is available for students every day 20 minutes before daily mass. Students can also ask the Priest Spiritual Director for confession at any time. Eucharistic Adoration is held in the chapel during the lunch periods every day.

Marian Central welcomes all students who, during their time at the school, freely choose to join the Catholic Church and receive the sacraments of Baptism, Confirmation, and the Holy Eucharist. The school will assist students who wish to enter the Church in cooperation with their local parish.

### *Retreats*

As part of Marian Central Catholic's mission, students are required to attend a yearly retreat hosted by the school. Retreats take precedence over all other school activities, including (but not limited to) sports tryouts, practices, contests, theater rehearsals, club activities, etc. Parental permission cannot excuse a student from attending the yearly retreat. Participation in these spiritual activities each year is a graduation requirement. Marian Central reserves the right to determine appropriate, comparable retreat alternatives for missed retreats.

### *Theology Program*

As a requirement for graduation, students will earn four theology credits. The theology courses at Marian follow the Christ-centered curriculum proposed by the United States Conference of Catholic Bishops' document, *Doctrinal Elements of a Curriculum Framework for the Development of Catechetical Materials for Young People of High School Age*, namely:

Theology 1 – "I. The Revelation of Jesus Christ in Scripture," and "II. Who is Jesus Christ?"

Theology 2 – "III. The Mission of Jesus Christ (the Paschal Mystery)," and "IV. Jesus Christ's Mission Continues in the Church"

Theology 3 – "V. Sacraments as Privileged Encounters with Jesus Christ," and "VI. Life in Jesus Christ"

Theology 4 – "Living as a Disciple of Jesus Christ in Society (Option C)" and "Responding to the Call of Jesus Christ (Option D)," with an option for Intensive Study.

## SCHOOL ORGANIZATION & HISTORY

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Marian Central Catholic is a Rockford Diocesan Central Catholic High School. As such, it is an educational institution with its own Articles of Civil Incorporation in the State of Illinois and is under the Ecclesiastical Jurisdiction of the Bishop of the Diocese of Rockford. In the United States, there are three forms of governance for Catholic High Schools--private, parochial, and diocesan. Private schools typically are schools operated by religious orders of priests, brothers, or sisters. Parochial schools normally are operated by a single parish or two or three parishes. Diocesan schools are operated by a diocese and are directly under the authority of the Bishop of the Diocese. Marian Central is a cooperative venture of all of the seventeen Catholic parishes in McHenry County. As such, it is financially supported by the participating parishes. Its primary aim is "to provide youth with a faith-centered academic education which will prepare them for participation in the Church and in the world".

Rockford Diocesan policies are applicable to all elementary and secondary schools within the diocese. Diocesan policies are enacted by the Ordinary of the Diocese (Bishop) following consultation with appropriate commissions/councils.

Marian Central was built in 1959 and opened in September of that year. The school was dedicated on December 6, 1959, by His Excellency, The Most Reverend Loras T. Lane, Bishop of Rockford. A major expansion including classrooms, an auditorium and a second gymnasium was added to the original building in 1995. These facilities were dedicated on June 2, 1996, by His Excellency, The Most Reverend Thomas G. Doran, Bishop of Rockford. In 1999, an additional 27.5 acres of land was purchased and developed into activity/athletic fields. In December 2010, a new chapel and science classrooms/ laboratories addition was completed. These facilities were dedicated on April 7, 2011, by His Excellency, The Most Reverend Thomas G. Doran, Bishop of Rockford. At the outset, the school was staffed predominately by women religious of the Sisters of the Holy Cross. Currently, the composition of the school's staff is predominately lay. Over 7,000 students have graduated from the school during its history.

# THE SYMBOLS OF MARIAN CENTRAL

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## The Patroness



Our Lady of Lourdes was chosen to protect and promote the welfare of the Marian Central Community. A statue of Mary is located outside the main entrance to the school.

## The Crest



In the center of the crest is a crown encircled by 14 stars, representing the original 14 parishes which initially supported the school. Inside the circle of the crown is a cross which signifies "Around the World with Holy Cross". The Holy Cross Sisters originally staffed the school. Above the crown the "M" signifies Mary. Below the crown and stars are two Latin words which constitute the motto of Bishop Lane, "Via Veritatis," which means "the way of truth". Bishop Lane was Bishop of the Diocese of Rockford when Marian Central was founded in 1959.



## The Emblem

The school emblem is a representation of a Hurricane which symbolizes the engulfing spirit of Marian Central. The athletic teams of Marian Central are known as the "Hurricanes".

## *MARIAN CENTRAL FIGHT SONG*

Hail to the victors valiant,  
Hail to the conquering heroes,  
Hail, hail to Marian,  
The leader and the best.

Hail to the victors valiant,  
Hail to the conquering heroes,  
Hail, hail to Marian,  
The champions of Midwest.

In every game we play, we play it fair,  
And we will fight 'til every game is won.  
And when we see our blue and red team there,  
We will always know that...  
One and two and three.

And every loyal student in the stands,  
Will always pledge to cheer our team along,  
Come on you Hurricanes, fight to win,  
Fight to win for Marian Central High.

## SCHOOL ADMINISTRATION

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### **SUPERINTENDENT – Mr. Michael Shukis**

Mr. Michael Shukis serves as the chief administrator in a role of leadership and service to the total high school community and reports directly to the Board of Consultants for direction of the institution's policies and finances. In addition, he is responsible for all areas regarding maintenance of the plant and grounds and its upkeep and development, the alumni and development programs, as well as the recruitment and public relations programs of the school.

### **SPIRITUAL DIRECTOR– Rev. Charles Warren**

Fr. Warren is a Roman Catholic priest of the Diocese of Rockford assigned by the Bishop to serve as a member of the administrative team. Fr. Warren is responsible for planning, organizing, and carrying out all the school's spiritual activities. He serves the pastoral needs of all members of the Marian community and is responsible for all spiritual matters including prayer and worship, liturgical celebrations, and the retreat program.

### **DIRECTOR OF CURRICULUM AND PROFESSIONAL DEVELOPMENT – Mrs. Debra Cunico**

Mrs. Debra Cunico serves as the chief administrator of all academic and student activity programs and reports directly to the Superintendent. She provides leadership and is responsible for directing all areas relating to the instructional program including curriculum, teacher professional development, student registration, the master schedule, grade reporting and the grading system. All certified personnel report directly to the Curriculum Director.

### **DEAN'S OFFICE – Mr. Brad Williams & Mr. Benji Winkelman**

The Dean's Office oversees the discipline of the school. In addition, this office is responsible for attendance, maintaining and communicating the activities calendar, giving direction to, and organizing and coordinating all non-athletic student/school activities co-curricular in nature, and calendaring activities of parent organizations.

### **ATHLETIC DIRECTOR – Mr. Cody O'Neill**

The Athletic Director is responsible for all matters pertaining to the athletic program including scheduling of contests, ordering, and maintaining an inventory of all equipment and supplies, and arranging transportation for all athletic contests. He is responsible for the *Athletic Handbooks* and oversees any parent athletic program support efforts overseeing/directing all their activities. The A.D. Office is located just off the entrance/commons area. All coaches report to the Athletic Director.

## ADMINISTRATIVE SUPPORT STAFF:

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### **Guidance Director: Mrs. Kelly Hilton**

The Guidance Director, Mrs. Kelly Hilton, is responsible for all matters pertaining to guidance and counseling. Parent and student conferences are scheduled through the Guidance secretary. The Guidance Office, located on the second floor, opens at 7:30 a.m.



### **Admissions/Development Director: Mrs. Kaitlin Bordeaux**

The Director of Admissions/Development, Mrs. Kaitlin Bordeaux, is responsible for admissions and marketing as well as certain development and alumni activities. She is responsible for all matters pertaining to the school's marketing program and the recruitment of potential students, the oversight of the production and distribution of all marketing materials, the planning and organizing of marketing events, conducting of school tours, organizing of shadow days, and handling of the registration of all transfer students. Her development responsibilities include fundraising campaigns, donor records, promotional materials, public relations activities, parent support groups and their activities, alumni communications and records, the alumni association, and the like. Mrs. Bordeaux is the administrative liaison to parent support groups other than athletics, overseeing/directing all their activities. The Development Office is room 109, down the hall from the office.

## ACADEMICS

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### Academic Honesty

One of the important aspects of classroom procedures is the integrity of each student's own work. Dishonesty, cheating and plagiarism may include, but are not limited to – misrepresenting the truth, forging, or falsifying school documents, accessing restricted files/information, academic dishonesty including inappropriate use of the internet or information found on the internet, unauthorized use of AI technologies, or any other action intended to obtain credit for work not one's own. If a student is found cheating, assisting another on a formative assessment or otherwise engaging in dishonest activities including plagiarism, he/she may receive a zero "0" on the assignment. This includes any unauthorized use of AI technologies. If a student is found cheating, assisting another on a test or summative assessment, or otherwise engaging in dishonest activities including plagiarism, he/she may be asked to retake or resubmit the work and may receive up to 50% of earned credit, per teacher discretion. Either way, he/she will also be disciplined in accordance with the Infraction/Consequence Matrix found in Appendix D of the student handbook. When such a situation arises, the teacher must notify the student's parents and will inform them of the actions taken, including appropriate disciplinary action.

### Academic Probation

A student whose credits fall below the required number because of multiple failures over his/her academic career at Marian, thereby demonstrating an inability to make adequate progress toward graduation, may be placed on academic probation or dismissed.

Once a student earns his/her third failure in any required course, a meeting is convened between parents, student, Curriculum Director, and the assigned guidance counselor to draft an academic probation contract. This contract will be reviewed biannually. If/when a student reaches his/her 6<sup>th</sup> failure prior to graduation, the student will be dismissed from Marian Central, and tuition obligations will be assessed based on current balance and date, according to the tuition contract signed upon registration.

## Credit Requirements for Graduation

Marian Central requires twenty-four (24) credits for graduation.

| <u>Credits</u> | <u>Department/Courses</u>  |
|----------------|--|
| 4              | English  |
| 2              | World Language, Visual Art, Performing Art, or Music   |
| 3              | Mathematics  |
| 3              | Physical Education/Health/First Aid  |
| 4              | Theology   |
| 3              | Science (Biology included)   |
| 3              | Social Studies (1/2 credit Consumer Economics, 1/2 credit US Government, & 1 credit U.S. History are included) |
| 2              | Electives  |
| <b>24</b>      | <b>Total</b>   |

The minimum course load for each student each semester is six (6) courses taken at Marian Central. Each student must earn a passing grade in United States History and a Constitution test covering the Federal and State Constitution, the Declaration of Independence, voting procedures and flag etiquette.

All students must successfully complete six credits per year and must be registered for all ten class periods of the school day, including an Advisory period. All required courses plus the two electives that will count toward graduation must first be taken at Marian Central. Additional elective courses may be taken in an approved program but will not appear on the Marian transcript until the required courses/electives are completed. Failures in required courses must be repeated and passed in an approved credit recovery program. Failures in elective courses may also necessitate the student making up the deficient credits in an approved credit recovery program. A student lacking these requirements will be placed on academic probation and may not be able to continue his/her education at Marian Central.

## College Preparatory Recommendations

Appropriate academic preparation for college-level studies is important. Students who enter college with a strong college preparatory curriculum have a better chance to succeed academically and are more likely to be admitted to the programs of their choice. Students are strongly encouraged to check the course requirements for their target college(s) and work closely with the Marian Central Guidance office while selecting courses. Most colleges and universities have set these minimum high school requirements for admission of Freshmen to public universities:

4 credits of English

3 or 4 credits of Mathematics

3 or 4 credits of Laboratory Sciences

3 credits of Social Studies

2 or 3 credits of the same World Language, Visual Art, Performing Art, or Music

## Course Schedule Change

A \$30.00 fee is required for a schedule change. The Guidance Counselors and Administration will determine whether a change in a student's schedule will be permitted. A student is not permitted to drop a course after the 5th school day of each semester. Dropping a course after the deadline may result in a withdrawal failure (WF) on the report card.

## Course Syllabi and Outlines

During the first week of classes each student will receive a course outline and syllabus for each of his/her classes listing the procedures and requirements and stating the course objectives and the evaluation components used to determine the student's grade. Students should retain these for the duration of the course.

## Credit Recovery

Students who must make up credit may take correspondence or college courses at the student's expense. No more than two and one-half credits through such coursework may be counted toward graduation. All such courses must be approved by the Guidance Director prior to enrolling in the course.

If a student is required to take a credit recovery course, the student must successfully complete it within one semester or summer immediately following the failure. Failure to successfully complete any recovery course in the time allotted by Marian Central will result in the inability for the student to enroll in the following semester/school year.

## Examinations

Marian Central requires written exams at the end of the first and second semester cumulative, comprehensive exams. The only exception would be during second semester when seniors and AP students are offered an opportunity to earn an exemption for their second semester final exam as long as they meet specific criteria spelled out in the exemption form provided each year. **There will be no excused absences for vacations/trips the weeks of semester exams. Therefore, students not present for these required exams due to vacations will receive an "F."** Quarter 1 grades (Semester 1 Midterm) will be posted after October 11, 2024, and Quarter 3 grades (Semester 2 Midterm) will be posted after March 11, 2025. Semester 1 exams will be December 18, 19, & 20, 2024. Semester 2 exams will be May 20, 21, & 22, 2025 (unless we need to adjust the calendar due to emergency days used).

Students assigned to study halls do not need to report to their assigned room and may choose to study in the cafeteria for quiet during those periods. If the period is the first or last of the testing day, students may opt to arrive late or leave early, however they must check in/out of the office upon arrival or departure. Teachers for those classes will be in the cafeteria during that period to supervise those students.

## Grade Classification

Freshman: 0 - 5 credits

Junior: 12 -17 credits

Sophomore: 6 - 11 credits

Senior: 18 or more credits.

## Grading Philosophy

Grades are an evaluation of what the student has learned, reflecting both a mastery of course objectives and the total effort and enthusiasm expended by the student in this process. Key indicators of student mastery include: the ability to teach what they know, use specific content language, think critically, use evidence to support/substantiate claims, and create new meaning. In accordance with the concepts of motivation and reinforcement as well as in cooperation with the Illinois Board of Higher Education, Marian Central requires a letter grade evaluation for each class. Grades are a part of the student's transcript and are important for entrance into institutions of higher learning and to potential employers. We at Marian Central only keep a student's records; the student makes them.

There are two main assessment categories that teachers use to assess our students, Formative and Summative.

**Formative assessments** occur during instruction and are used to monitor students' learning and to provide timely feedback that can be used to improve student learning. Faculty can use formative assessments to identify students who are struggling, to address any problems in understanding immediately. These assessments also provide the teacher with information needed to adjust their teaching to better meet the needs of the students.

**Summative assessments** occur after instruction and are used to evaluate student learning at the end of a unit or course, usually comparing it to a set of specific learning outcomes/objectives. Where formatives may have some effect on a student's grade, summative assessments measure whether the students met the expectations of the content standards and, therefore, have a larger impact on the student's grade.

Every course will provide a syllabus at the beginning of the school year. Within the syllabus will be

- The grade weighting of the course
- The Teacher's Late Work Policy
- The Teacher's Group Work Policy
- The Teacher's Extra Credit Policy
- The School's Policy on Absent Work

**School-wide policy for late work (formative):**

- All assigned work is due on the date/time the teacher provides.
- An assignment is late if it is not submitted on the date/time the teacher provides.
- If a student is absent on the due date, but was present on the day it was assigned, the assignment will be considered "on time" if the student submits the work on the day they return to school.
- If the student is absent on the day the work was assigned, the assignment will be considered "on time" if the student submits the work within three days of their return to school.
- Late work will be accepted up to the date of the summative but will receive 75% of earned credit.
- Late work will not be accepted after the summative date and the grade of zero will remain.

**Departmental Policymaking for Remediation**

Remediation policies are determined by each department. All remediation policies will be outlined in the syllabi of all offered courses.

**Grade Point Average (GPA)**

Current weighted quarter GPAs are listed on the report card for each quarter of that current school year. Course values and grade point values are used for GPA computation. All full year courses have a 1.0 course value. Each letter grade that a student receives is assigned a grade point value. See the section entitled *Grading System* below for specific grade point values.

If a student takes correspondence courses or classes from other educational institutions, the course name, grade, and credit earned will be displayed on their Marian transcript. Although the credits earned will be added to the total credits earned, any grades earned outside of Marian will not be calculated into the student's cumulative GPA. \*If, however, a course is taken as a dual enrollment course through a higher educational program (community college, college, or university) and has been approved by Marian Administration, the grades earned will be calculated into the student's cumulative GPA at Marian Central.

## Grade Reporting

Parental access to student grades is available continuously throughout the school year from the web-based grade book linked to the school web site. Within two weeks prior to the end of each grading period, a reminder will be sent to parents to check students' academic progress on the Parent Portal. Once at the site, enter the user ID and the password provided to families by the school to gain access. Parents are encouraged to continually monitor their students' academic progress using this feature.

## Grading System

| Grade Point Values |  |         |           |
|--------------------|--|---------|-----------|
| Grade              | Regular/Honors/AP  | Regular | Honors/AP |
| A+                 | 98-100   | 4.333   | 5.333     |
| A                  | 93-97  | 4.000   | 5.000     |
| A-                 | 90-92  | 3.667   | 4.667     |
| B+                 | 87-89  | 3.333   | 4.333     |
| B                  | 83-86  | 3.000   | 4.000     |
| B-                 | 80-82  | 2.667   | 3.667     |
| C+                 | 77-79  | 2.333   | 3.333     |
| C                  | 73-76  | 2.000   | 3.000     |
| C-                 | 70-72  | 1.667   | 2.667     |
| D+                 | 68-69  | 1.333   | 1.333     |
| D                  | 66-67  | 1.000   | 1.000     |
| D-                 | 65   | 0.667   | 0.667     |
| F                  | Below 65   | 0.000   | 0.000     |
| I                  | Incomplete   |         |           |
| M                  | Used in P.E. classes for the student who has presented a doctor's excuse indicating that s/he cannot participate in the P.E. program for an extended period. <i>This grade is not used for the computation of the G.P.A.</i> |         |           |
| WF                 | Withdrawal with Failure. <i>This grade is not used for the computation of the G.P.A.</i>   |         |           |

The semester grade for a course is calculated as follows: each of the two quarter letter grades counts two-fifths and the semester exam counts one-fifth. **Semester grades will then be determined by the final calculated percentage. If, however, a student fails two of the three components of the semester grade, they will be deemed as not having shown the necessary mastery of the content to pass the test and the student will receive a final semester grade of an F.**

## Graduation Participation

Participation in the graduation ceremony is reserved for those seniors who have completed the academic and other graduation requirements of the school. Students who have not met these requirements due to course failures, incomplete work, not returning the school-issued device and accessories, outstanding tuition/financial obligations including device/accessory charges, disciplinary issues, missing retreats, etc. may not be allowed to participate.

If a senior faces a documented medical or other verified circumstance that causes him/her to delay 2<sup>nd</sup> Semester final exams beyond the graduation ceremony, the 2<sup>nd</sup> Semester grades will be reviewed to determine if any grade in the required courses hinge upon the senior passing the final exam. If such a situation does exist, the senior may not be allowed to participate in the graduation ceremony unless he/she has successfully passed the final exam.

## Homework (Formative Assessment)

The general practice at Marian Central is that students have frequent homework. We encourage parents to periodically check with teachers to monitor student homework assignments.

Excused Short-term absences: If a student is too ill to attend school, we prefer that the student spend the time recuperating and resume regular schoolwork when he/she returns to school. Therefore, the office usually does not provide assignments for short-term absences. Upon return, the student will be allowed to make up his/her work in accordance with the Make-up Work Policy below.

Excused Long-term absences (due to illness): For absences of three days or more parents may request that teachers provide assignments through the Guidance Office. It is also helpful for a classmate to obtain assignments from teachers. Absences for three or more consecutive days will require a doctor's note, stating that the student is able to safely return to the school environment. This doctor's note should be turned in to the school office when the student returns to school.

Planned Absences (any length): Students who need to miss school for a college visit, (non-school sponsored) athletic event or field trip, funeral, vacation, or other pre-arranged absence **MUST** obtain their assignments **before** their departure. Student must present a signed note from the parent/legal guardian detailing the nature of the absence to the Dean's Office. Parents may also email the Dean's Office or leave a message on the attendance line to begin the process as well, however, parent notice must be presented a minimum of one week in advance of the planned vacation/trip or family/personal purpose. Students will be given an Advanced Leave Notice form to complete and return. This must be in advance of the planned absence. **Advanced Leave will not be granted during the weeks of semester exams.** All missed assignments that are indicated on the Advanced Leave Form are expected to be turned in on the first day the student returns to school.

## Make up Work Due to Excused Absence Policy and Procedure

Excused absences are judged on the basis of illness, personal and/or family reasons, and school-related functions. Exceptions may be judged only by the administration.

The single greatest predictor of academic success is school attendance. Missing school cuts to the very heart of the learning process: the classroom experience, the exchange of ideas among classmates, and the give and take between the student and the teacher. Try as a student might, he or she cannot fully duplicate that experience by reading a textbook to catch up, copying someone's notes, or even by meeting with a teacher after school. For this reason, it is the student's duty to attend class every day unless truly unable to do so. We ask that families help support the child in being faithful to that duty.

Marian Central Catholic recognizes the important relationship between class attendance and pupil performance. Regular attendance is a critical factor in school success for pupils. It is the responsibility of the student to find out what class work was missed, complete the work as soon as possible and schedule make-up sessions with teachers; otherwise, the permanent grade for the work becomes a zero. Arrangements for make-up work must be made by the student immediately upon return from their absence. Exceptions may be made for extended excused absences by special arrangement with the teacher.

**Students will be allowed three (3) days from the date of their return to school to make up any assessments and assignments that were assigned during their absence.** Students will receive full credit for the assignments made up within the allotted time. Tests, quizzes, projects, homework, and other assignments which were pre-assigned should be made up or turned in on the first day of the student's return to school (i.e., tests, quizzes, projects, or homework announced prior to the student's absence). If a student is in attendance on the day a test is given, they must take the test before leaving school. Tests and quizzes are to be made up with that

teacher before or after school. If a student fails to show up for a scheduled make-up test (and are present on campus) they will receive a 0% on the test.

***If a student misses school only on the day of a test, he or she must be prepared to take the test on the day of return. An alternate form of the test may be given.***

Grading for Absent Work: Students who are absent from classes are required to make up ALL work missed in each class. It is the student's responsibility to make arrangements with teachers to obtain all make-up work. Teachers will insert a “placeholder” of 0 points for each missing assessment or assignment due to the absence(s), and it will be the student’s responsibility to complete missed assignments and exams in the allotted time. Teachers will then replace the “0” with the earned grade. The “0” will remain for all work not made up by a time specified by the individual teacher and will directly affect the calculation of the student’s grade. *Allotted time for make-up is outlined above.*

## Honors Day

The following awards and honors are presented at the annual Honors' Day assembly:

Departmental Awards are earned by outstanding students in the respective subject areas.

Senior Scholars are honored in the following categories:

1. The Marian Scholar is a senior student whose cumulative grade point average is 3.800 or above at the end of seven semesters.
2. Illinois State Scholars are designated by the Illinois State Scholarship Commission for their achievement on the ACT or SAT test and class rank.
3. Senior Tri-M Society members are designated by a pink tassel.
4. Senior Spanish Honor Society as well as the French Honor Society are signified by a pin.
5. Senior members of the National Honor Society are awarded gold honor stoles.

National Merit Scholars are named in the following categories: commended students, semi-finalists, and finalists. The National Merit Scholarship Corporation names its scholars based on achievements made on the PSAT/NMSQT Test taken during the junior year.

Marian Central Awards are granted in the following areas:

1. The Valedictorian Trophy is awarded to the senior student ranking as number one after seven semesters. In the case of a tie in rank for this position, the student with the greater number of honor points will be the valedictorian. In case of a tie in honor points, the honor will be bestowed on both students. The valedictorian trophy is awarded to the senior student who has accumulated the greatest number of honor points in his/her high school career.
2. The Salutatorian Trophy is awarded to the senior student ranked as number two after seven semesters. In case of a tie in rank for this position the student with the greater number of honor points will be the salutatorian. In case of a tie in honor points, the honor will be bestowed on both students. The salutatorian trophy is awarded to the senior student who has accumulated the second highest number of honor points in his/her high school career. In the case of multiple valedictorians, no salutatorian recognition will be awarded.
3. To be eligible for class valedictorian or salutatorian the student must have completed his/her entire junior and senior years at Marian and have a minimum of 26 credits.
4. Co-curricular awards are earned by students whose participation and achievements in the co-curricular program has been noteworthy.
5. Students may only wear school-sponsored pins, cords, tassels, and medals on Honors Day and Graduation.



University Scholarships and Awards are granted to senior students based on criteria established by the universities.

Special Scholarships and Awards are given by various clubs and organizations.

## Honor Roll

All courses taken at Marian are used in preparing the Honor Roll. A grade point average of 3.800 is necessary for the High Honor Roll; a GPA of 3.000 is standard for the Second Honor Roll. The Principal's List includes those students who have earned straight A's. Honor Roll is based on semester grades.

## National Honor Society

The National Honor Society is a group of selected students who display the qualities of leadership, scholarship, character, and service. By improving the environment of the school, the Society achieves its ultimate goal: the virtuous development of its members. Students must meet the following criteria:

- Junior or Senior class standing.
- Enrolled at Marian Central for at least 1 full year prior to the selection process.
- Completion of, or current enrollment in, at least one Honors or AP level class.
- A cumulative grade point average of 3.800 or higher for Juniors and Seniors.
- Submission of a completed Student Activity Information Packet. Packets are mailed to eligible juniors and seniors during the summer. Packets must be submitted in person to the NHS Advisor by the submission deadline.
- Participation in the annual NHS induction ceremony held in the fall of each year.
- Willingness to participate in NHS chapter activities including school and community service projects.
- Recommendation by the National Honor Society selection committee. This faculty council of five members is appointed by the Curriculum Director and makes their recommendations based upon the information provided in the Student Activity Information Packet.

## Parent Conferences

Parents may request a parent-teacher conference whenever the need arises. Just after QUARTER 1 of the first semester, times have been set aside for parents to schedule a conference through our online scheduling system. Student participation in conferences is strongly encouraged. The 2024-25 school year conference dates are set for Thursday, October 24, 2024, from 5 p.m. to 8 p.m. and Friday, October 25, 2024, from 8 a.m. to 2 p.m. For all other conference needs, the school's telephone system provides a voice mailbox for each teacher. Telephone or personal conferences with teachers can be initiated by leaving a message in the teacher's voice mailbox or contacting them by e-mail throughout the school year. Each teacher's e-mail address is published on the school web site.

## Report Cards

Report cards are mailed out at the end of each semester only. Because grades are continuously available online from the school's web site, an email message will be sent reminding parents and students to check mid-semester/Quarter grades. Only the semester grades are recorded on student transcripts. If an error appears on a final grade, the student is responsible for discussing this with the teacher of the class. If there is an error, the teacher will complete a grade change form and turn it into the school office. Information contained on a semester report card will become a part of the student's official record unless within ten (10) days the Curriculum Director is notified of error. If, at the end of second semester, the student either did not return the school-issued device and accessories or have not paid for a replacement of any or all, the student's second semester report card will reflect incompletes or "I" in all course grades until the obligation is remedied.



## Transcripts

To request an official or unofficial transcript, a student should obtain a transcript request form from the Guidance office, complete this form by supplying the appropriate information, attach a \$5.00 fee for each transcript requested and return both to the registrar. Colleges require that official transcripts be mailed directly from the school (usually along with the application). Grades and credits earned in credit recovery courses or courses taken at other high schools are included on Marian Central transcript records but are not calculated in the student's grade point average. Any college credit(s) earned through school/college partnerships, including U.S. Government courses, IDEA, Introduction to Business, and Principles of Marketing, including PCCS courses (Automotive Technology, CNA program, Fire Science Technician/Emergency Medical Technician/Criminal Justice program, Early Childhood program, Heating, Ventilation, and Air Conditioning, or Manufacturing and Advanced Technologies). The student will need to request that transcript from the partnering college. If, at the end of second semester, the student either did not return the school-issued device and accessories or have not paid for a replacement of any or all, the student's transcript will reflect incompletes or "I" in all course grades until the obligation is remedied.

## Catholic Teaching on Racism and Discrimination

The Catholic Church stands in the strongest possible opposition to all forms of unjust discrimination, out of obedience to the teaching and in imitation of the example of Jesus Christ. She boldly proclaims the sanctity of every single human life, with no exceptions. According to the constant teaching of the Church, human dignity is revealed primarily in three ways: 1) we are created in the image and likeness of God (cf. Gen 1:27); 2) Jesus Christ became man, died for our sins and rose for our justification (cf. Rm 4:25); and 3) the gift of eternal life is offered to all of us in Christ Jesus (cf. Rm 6:23).

From St. Martin de Porres, to St. Katharine Drexel, to the countless priests, religious, and laity who proudly stood by the side of the oppressed in the Civil Rights Movement, the Church's history is filled with faithful witnesses to the dignity of the human person against the sin of racism.

The Second Vatican Council taught in 1965, "any kind of social or cultural discrimination in basic personal rights on the grounds of sex, race, color, social conditions, language or religion, must be curbed and eradicated as incompatible with God's design," (*Gaudium et Spes*, 29).

The United States Conference of Catholic Bishops (USCCB) noted with sadness in 1979 that "Racism is an evil which endures in our society and in our Church," (*Brothers and Sisters to Us*), and again in 2018, "Despite many promising strides made in our country, racism still infects our nation," (*Open Wide Our Hearts*). Bishop David J. Malloy of the Diocese of Rockford has stated his full agreement with this recent document against racism from the USCCB.

Pope Francis himself recently addressed "with great concern the disturbing social unrest...following the tragic death of Mr. George Floyd," emphasizing that "we cannot tolerate or turn a blind eye to racism and exclusion in any form and yet claim to defend the sacredness of every human life," (*General Audience, June 3rd, 2020*).

Marian Central, as a central deanery high school of the Diocese of Rockford, upholds all the teachings of the Catholic Church. In particular during this time of what the Holy Father referred to as "disturbing social unrest," we stand in solidarity with all victims of racism and unjust discrimination. Formed by this constant teaching of the Church, Marian Central will always strive to defend the inviolable dignity of every human life. No exceptions.

## Admissions Policies

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Students are eligible to be admitted to Marian Central upon successful completion of eighth grade in an accredited school, provided they otherwise meet the eligibility requirements for enrollment.

### Emergency Information

See Emergency Information in General Office Information.

### Home Schooling

Students who have been educated in Home Study or in a non-accredited school must be fourteen (14) years of age by September 1 to be considered for admission to Marian. For such students, eligibility will be based upon an assessment of a student's readiness to attend, (achievement, admission test results, social maturity, etc.). A student will not be eligible to receive a diploma without fulfilling the minimum credits necessary for graduation from Marian Central Catholic High School.

### Insurance - Student Accident

See Insurance - Student Accident in General Office Information.

### Nondiscrimination Policy

Marian Central Catholic High School does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational and admission policies, scholarship and loan programs, and athletic and other school administered programs. Diocesan Education Commission policy states "married students are not permitted to enroll or continue enrollment in Diocesan schools."

### Physical/Immunization Policy

See Immunization/Physical Policy in General Office Information.

### Re-Admission Policy

A student who has left Marian and wishes to return must apply for readmission. The student's academic, attendance and disciplinary records are carefully examined in determining whether a student will be readmitted.

### Shadow Days

The best way for prospective students to experience a day in the life of a Hurricane is to shadow a current Marian Central student. Prospective students will attend Marian Central classes, enjoy complimentary lunch, and meet our teachers and students. Shadow days are reserved for 7<sup>th</sup> and 8<sup>th</sup> grade students or high school students interested in transferring to Marian Central and are designed for students who have yet to decide on their high school choice. To request a shadow day:

1. Interested parents should contact the Director of Admissions to set up a shadow day, at least one week prior to the intended visit.
2. The Director of Admissions will pair the prospective student with a Marian Central student of similar interests.
3. Prospective students should wear appropriate attire during their shadow day. Please, no jeans or leggings.

## Transfer Students

A student who wishes to transfer to Marian Central should submit an unofficial transcript, application, and release of records to the Director of Admissions. After a scheduled interview with the students and their parents, the Director will determine acceptance to Marian Central.

*\*Students who are found to have either deliberately omitted or provided false information with regards to reasons for transfer, discipline issues from previous school, or the like will be subject to immediate dismissal.*

## International Students

English speaking International Students will be considered for admission on an individual basis, both for one year exchange programs and for the purpose of matriculation. Typically, a recognized international educational agency is responsible for securing prerequisite visas, paperwork, student expenses, and host family management for the International Student. In accordance with school policy, International Students are assessed at a higher tuition rate to cover additional processing fees. All International students are to work directly with Administration with regards to their visas, including arrival and departure plans between the U.S. and their native country.

## Exit Procedures

Exit Procedures in General Office Information.

## ATTENDANCE POLICIES

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**School is in session for a minimum of 176 days each year. DAILY attendance is required of all Marian Central students because absence from class is always a detriment to the educational process, regardless of the reason.**

**May 22, 2025, will be the earliest last day of school if no emergency days are used. When planning future summer activities, please anticipate the potential for make-up days up to and including May 30, 2025.**

## Absences – Types

**EXCUSED:** An absence with the consent of the school and parents is considered an excused absence.

Examples include:

1. Illness on the part of the student.
2. Serious illness or death in the immediate family.
3. Emergency medical or dental appointment (see Request for Early Dismissal/Late Arrival section).
4. Special cases (trips, doctor, dentist, court dates etc.) in which an excuse has been secured in advance of the absence (medical, dental appointments, court dates must include follow up doctor/court official note of verification – see Request for Early Dismissal/Late Arrival section).
5. School-sponsored activities (retreats, field trips, etc.).
6. Other absences to be determined by the Dean's Office.

## ILLNESSES LASTING 3 or MORE DAYS

If a student is ill for 3 or more days, **a doctor's note is required** for the student to return to school and have the absence counted as excused.

**PLANNED ABSENCES:** If a student knows in advance that an absence will occur, an *Advanced Leave Notice* form must be completed and approved by the Administration prior to the absence. Because this form allows the student to be informed of all necessary schoolwork for the days missed, the student should be prepared to have all said work completed and turned in upon return to school.

**UNEXCUSED:** An absence, which may have the consent of the parents, but without the consent of the school, is considered an unexcused absence. In the event of an unexcused absence each teacher will record a "0" for each Formative class assignment missed, and once submitted, will be graded in accordance with the schoolwide policy for late work. Once made up, Summative grades will be credited 100% of the earned grade. Detentions are also assigned by the Dean's Office for unexcused absences. **In the event of unexcused absences/tardies, students will be assigned detention immediately unless a parent note is provided and approved by the Dean's Office as "excused" to the office within 24 hours.**

Examples of unexcused absences include:

1. Out-of-School Suspension from school.
2. Trips not approved in advance by the Dean's Office.
3. Individual or group skipping school.
4. Over sleeping.
5. Gainful employment.
6. Hunting, fishing, and other recreational pursuits other than approved vacation time.
7. Shopping.
8. Student is late on Late Start Days.
9. Other absences to be determined by the Dean's Office.

## Absence During Exams

If, for some unforeseen reason, a student is ill on the day(s) of exams, the parent must still call in the absence like any other excused absence. On the day immediately following the student's absence, it is the student's responsibility to make arrangements to make up the exam with the teachers in the courses that s/he has missed. This is to be done immediately, with the expectation that the exams would be made up within the same number of days that the student was absent. (i.e.: if the student was only absent the first day of exams, on the day s/he returns s/he will contact her/his 1<sup>st</sup> & 2<sup>nd</sup> hour teacher by the end of the day and have a plan to make up those exams within the next day.) If the absence occurs during second semester exams, parents/students should contact administration to arrange a schedule for making up the exams. Students should anticipate that the exams be taken in the order in which they had missed and directly after their absence, with no additional time provided.

## Excessive Absences/Truancy

School attendance is compulsory in the State of Illinois. Excessive absences of any type have a negative impact on academic achievement. An absence without the consent of the school and the parents is truancy. Leaving during the school day without the consent of the school is also truancy. According to state law, a student is also determined truant if the student's absences for non-medical or non-family emergency exceeds more than 5% of the total student attendance days in the school year. Once a student has accumulated 5 absences within any one semester or 10 absences before the end of the school year, that are not all substantiated with acceptable individual documentation, the parents will be contacted, and the student may be placed on a Behavioral Intervention Plan (Attendance Contract). Marian Central reserves the right to involve proper truancy officials in extreme cases. In the event a student accumulates excessive absences, the student may no longer be allowed to continue enrollment at Marian Central.

## Absence Procedures

**PHONE CALL:** When a student is going to be absent, the parent must report the absence by calling the school's Automated Attendant (338-4220 ext. 299 available 24 hours/day) **prior to 9:30 a.m.** Parents must call **every day** the student is absent, even when the illness continues for more than one day. At the end of each school day, each student who is unaccounted for will be marked as unexcused on school records.

## Absences – Homework

See Homework in Academics.

## Attendance Records

Attendance is part of the student's permanent school records and is recorded on the transcript. All absences are classified as excused or unexcused. Medical appointments, early dismissals and college visits are included in this regulation. **A student who misses two to three class periods will be marked one half day absent.** A student who misses four or more class periods will be marked a full day absent.

## College Visits

Juniors and Seniors will be excused from school for two planned college visit days (per year). The student must submit a dated letter from the college confirming the visit to the Dean's Office. The student bears the responsibility for all schoolwork missed during such an absence. There will be no excused absences for college visits during the weeks of semester exams and during scheduled retreats. A college visit day is scheduled for seniors on Tuesday, October 15, 2024. **A college visit on any other day is recorded as an excused absence in school records as long as documentation is provided to the office confirming the visit.** Note that many colleges and universities schedule evening and weekend opportunities for student visits.

## College Representatives

College representatives visit the school regularly throughout the school year to recruit potential students. Juniors and seniors can meet with representatives during both the fall and spring semesters. Sophomores will be allowed to meet with representatives during the spring semester only. Advanced notice of college representative visits are publicized on all TV screens throughout the school, on the Marian website calendar, as well as in SCOIR. To attend these visits, the student must either sign up in SCOIR and/or procure a pass from the guidance secretary. This pass must be presented to the classroom teacher at the beginning of the period for which the visit is scheduled. The classroom teacher has final authority to grant or not grant such permission. The signing of the form by the classroom teacher indicates that the student is granted permission to miss the class to attend the meeting with the representative. Guidance and Administration reserve the right to limit the number of college visits during the school day based on the number of absences and which periods they may occur.

## Early Dismissal/Late Arrival

Early dismissal permission may be obtained from the Registrar upon prior request from the parents. Any time a student leaves school for any reason, he/she must receive permission from the Registrar and check out/in when he/she returns using the digital school check-in system. Early dismissals are to be obtained in the morning before 8:00 a.m. **Though still considered excused with a parent/doctor note or email, if a student misses between two and three class periods, it will be marked as a half-absence. If a student misses four or more class periods, it will be marked as a full day absence.**

Late arrivals due to medical appointments, court appearances, etc. also require school notification. The Registrar is to be notified by written note/call the attendance line no later than the beginning of the school day of the day of the appointment or by phone if the appointment is an emergency. **Though still considered excused with a parent/doctor note, email, or call, if a student misses between two and three class periods,**

**it will be marked as a half-absence. If a student misses four or more class periods, it will be marked as a full day absence.**

Any time a student is arriving late or leaving early for an appointment of any nature, i.e., doctor, dentist, orthodontist, court appearance, etc., a school absence verification must be obtained from the doctor, court official, etc. and submitted immediately upon arriving at school following the appointment.

***\*\*Please note that early releases and late arrivals are tracked as attendance issues. Any student who has an excessive amount of any combination of early releases/late arrivals will be subject to a parent meeting and potential intervention plan developed to deter additional accumulation of missing valuable instructional time.***

## Emergency Closing/Parent Announcements

The school utilizes a parent phone/email emergency notification system to announce school closings and other emergencies. The system is also used to notify parents of other updated/new information posted on the school website. Emergency school closings are also announced on the school's website and on the school's telephone system. The maximum number of snow days/emergency days required to be made up (either added to the end of the school year or through E-Learning Days), per the State of Illinois, is 5. If there are more than 5 emergency closings, these missed days will not be made up.

## E-Learning Days and Remote Learning

The safety of our students and staff is a primary factor when making the decision not to have in-person instruction during inclement weather, for student and staff health and safety, or for any other reason.

### Emergency E-Learning Day Procedures

We realize that many of our students and staff drive quite a distance and on more rural roads, which causes us to make more realistic decisions regarding requiring them to drive in poor conditions. As we have done in the past, we have several options available to us when faced with the decision to close the school due to inclement weather. These options include keeping school open and students participating in a traditional day of learning utilizing our late start schedule to allow for poor driving conditions to be cleared or to close the school for the safety of our students, which would typically require us to make up these days at the end of the school year.

If Marian Central Administration determines that there is a need to close the school due to weather or other unforeseen circumstances, staff and families may be notified that an E-Learning Day will be implemented by the usual phone blasts and email notifications.

In the case of an E-learning day, students are responsible to check each course's webpage by 9:00 am, complete an asynchronous assignment, and submit online as per the teacher's instruction, including but not limited to Google Classroom, OneNote, or Teams. All work is to be submitted no later than 9:00 pm on the same day. The submission of the assignment serves as evidence of student attendance. All classes are required to post assignments. A typical assignment will be one that a student would be able to reasonably complete using online resources unless the teacher had specifically told the students to take their workbook/textbook home with them the day before.

Teachers will use their preferred Learning Management System (LMS) to post class content and homework before 9:00 am of the announced E-Learning Day. Teachers will also provide designated "office hours" in which students will be able to obtain help, answer questions, etc. during the E-Learning Day.

If circumstances occur which prevent the student from logging in on the announced E-Learning Day (i.e.: power outage), a parent will need to call the Marian Attendance line just as they would do if the student were to be absent that school day. If the student does not take part in the E-Learning Day, the absence will be accumulated as normal, and all make-up work is expected to be completed within the appropriate grace period provided by the school for an absence. Finally, if circumstances are identified that do not allow the family's household to participate in Marian Central's E-Learning Day (i.e.: no internet access at home), families/students must communicate that fact to all their course instructors early in the semester so that individual arrangements can be made.

In the case of a multi-day closure, a synchronous learning program may be implemented. In this case, additional instructions will be provided.

## Field Trip Participation

Participation in field trips sponsored by teaching staff is a privilege. As a result, some students may not be allowed to participate in such activities based upon their academic, attendance, and/or discipline records. Students recommended by Marian Central for non-Marian sponsored conferences (HOBY, USSYP, Rotary, etc.) may also petition for administrative approval to have that absence marked as a Field Trip but must produce dated proof of attendance of said conference.

**Students must meet eligibility requirements (grades, attendance, and discipline) to be considered for Field Trip inclusion.** Exceptions to this would be if participation in the Field Trip is a required activity related to class curriculum.

## Hall/Bathroom Pass

Students are encouraged to utilize passing periods to use facilities (bathroom), go to locker, stop by school office, etc.; however, there may be situations when a student may need to leave a class. Teachers will have uniform "undesignated" laminated hall passes (student's name/date/time NOT written on pass) during most of the school year. Students using this pass will be required to sign out with their destination and time in/out for safety purposes. During the last 2 months of school, teachers may be required to use designated hall passes, which must be hand-written and signed by teachers and **MUST** include student's name, date, time, and destination. **Any student out of class MUST have a hall-pass or the student will be issued a detention.** Marian Central and its teachers reserve the right to limit or revoke hall pass privileges for one or all students depending on circumstances (i.e.: Homecoming Week or exam weeks).

## Illness at School

Students becoming ill during the school day should report to the school office receptionist. The parents will be notified of this, and appropriate procedures will be followed. **Students are not allowed to text (or otherwise contact) parents/guardians and have parents/guardians call the school to initiate the dismissal process.** The school office will not interrupt a class to retrieve a student under these circumstances. Students must report to the school office **FIRST** to begin the process.

## Leaving School Grounds

Students are always to remain on the school grounds during their school day unless special permission to leave is obtained from the Dean's Office, whereupon parents are always notified first. Any student leaving with special permission must sign out with the office receptionist at the departure time. If returning the same day, he/she must sign in at the office. **If a student leaves the building because of illness without checking out in**



**the office, the student will be unexcused for the time period missed.** Leaving school grounds without administrative permission will result in a Saturday detention.

### Medical/Dental Appointments

Medical and dental appointments should be made after school, or on days when school is not in session. If a student must leave early/arrive late due to medical or dental appointments, a doctor's note verifying the appointment must be presented when the student returns to school.

### Tardiness to Class

Students are expected to be on time for classes and study halls. Unexcused classroom tardiness will result in a ½-hour school detention. Discipline will progress according to Appendix D if there are further occurrences.

### Tardiness to School

Tardiness to school is part of the student's permanent school record and is recorded on the transcript. If the student arrives late for school (after 8:00 a.m.), he/she is to report to the school office for a permission slip. All late-arriving students will be required to use the digital school check-in system, which requires their current school ID. This digital system will timestamp and record all late arrivals and generate a printed classroom pass. Students arriving after second period are considered a one-half day absence. All tardies require a phone call from a parent/guardian. Unexcused tardiness to school will result in school detention. **After a student has accumulated 5 tardies to school (excused or unexcused) any additional tardies will be unexcused.** Should a student accumulate more than 5 tardies to school a parent meeting with administration will be required and a Behavioral Intervention Plan (BIP) may be enacted. Any additional tardies will result in a Saturday detention. **Tardiness on all Late Start days will automatically result in detention.** The accumulation of any of the above-mentioned tardy circumstances and their consequences will be reset at the beginning of the second semester.

### Vacations/Trips/Non-School Sponsored Student Activities - Missing School

Regular daily attendance is important at Marian Central Catholic High School. Interruptions to the educational process are detrimental to a student's academic progress. Marian Central does not advocate students missing school. However, a student who anticipates being absent for a vacation, trip or for family/personal purposes must present notification of that intent to the Dean's Office. Such parent-written notice must be presented a minimum of one week in advance of the planned vacation/trip or family/personal purpose stating the days he/she will be missing school. The student bears the responsibility for all work missed during the time of his/her absence. Teachers are not obligated to provide additional time or grace period for homework submissions. All missing work due to planned absences should be handed in on the day of return to school.

All students are expected to be in attendance during the week of semester exams. The school will excuse absences during these weeks on a case-by-case basis by the administrative team.

In the event a student is excused from school on the day(s) of semester exams, in no case will the student be allowed to take his/her exams prior to the scheduled administration of those exams.



## FINANCIAL INFORMATION

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### Participating Parish Certification

Marian Central has three tuition rates – the Standard rate, a lower Participating Parish rate, and a Non-Participating Diocesan Parish rate. The Standard tuition rate is the budgeted per pupil cost of education. The Participating Parish rate is a lower rate offered to Catholics from one of the McHenry County Catholic parishes. The Non-Participating Diocesan Parish Rate is a lower rate offered to Catholics from a Rockford Diocesan parish outside of McHenry County. To receive the Participating Parish rate, Catholics must be certified by the Pastor of one of the participating parishes. The criteria to receive certification for this rate are that the family is active in their parish in the following ways: a) that the family is registered at the participating parish; and b) that the student, as well as the Catholic members of the family participate in the active stewardship life of the parish by consistently participating at Sunday Mass at the participating parish; that the family contributes financially to the support of the participating parish in a discernible way, such as through the use of envelopes; and that the family participates in parish activities. Each year families desiring to take advantage of the lower Participating Parish tuition rate must take a “Request for Participating Parish Tuition Rate” form to their McHenry County parish office. Upon procuring the signature of the pastor or his designee, the family takes the signed/certified “Request for Participating Parish Tuition Rate” form to Marian’s school office. The school Business Manager will then adjust the tuition of the family to reflect the participating parishioner rate. The same procedure and form are used for families requesting the lower Non-Participating Diocesan Parish Rate.

### Payments

Payments can be made by credit/debit cards online through the school web site or by check. **There will be a 4% surcharge for all credit card payments.** If making payments for tuition and other fees by check, such checks should be made payable to Marian Central Catholic High School and delivered to the Business Manager or mailed to the attention of the Business Manager at the school address. Registration and course fees are non-refundable. A second returned check in an academic year will necessitate that family being required to make credit card or cash only payments to the school for the remainder of the year. Please refer to your individual family’s tuition contract for payment deadlines. The Business Manager’s Office is open from 7:30 a.m. to 4:00 p.m. The Business Manager is available to assist parents with questions regarding finances.

### Semester Examinations - Financial Obligations

No student will be allowed to take first semester exams unless his/her tuition is current. Therefore, a minimum of one-half of the family tuition must be paid prior to the first semester exam dates. No student will be allowed to take second semester exams unless his/her tuition and any other fees are paid in full. In the event a family finds itself in an extraordinary circumstance, a request for an exception to the first semester payment policy can be made to the Superintendent. This written request is to include an explanation of the extraordinary circumstances accompanied by a payment plan. The Superintendent has the authority to make such an exception if it is deemed appropriate and the payment plan is acceptable. A family’s payment history will be examined in making such a decision. There are no exceptions to this policy at the end of the second semester.

## Tuition & Student Handbook Contract

All parents are required to sign a Tuition/Student Handbook contract identifying the payment plan they will follow and turn in/send it to the Business Manager at the time of making the initial tuition down payment.

## Tuition Rates

Standard Rate: \$12,000.00 per student enrolled (the budgeted cost per student)

Participating Parish Rate: \$8,900.00 First student enrolled

\$6,700.00 Second student enrolled (25% discount)

\$4,500.00 Third student enrolled (50% discount)

Non-Participating Diocesan Parish Rate: \$10,400.00 per student enrolled

## Tuition Payment Program

Tuition Payment Plans, Payment Due Dates & Costs:

| TUITION PAYMENT RATES<br>& PLANS  | PAYMENT PLAN OPTIONS & PAYMENT DATES |                           |                     |                                 |
|---|--------------------------------------|---------------------------|---------------------|---------------------------------|
|   | YEARLY                               |                           | SEMESTER            |                                 |
|   | Full Tuition<br>Payment              | 1% Discount<br>If paid by | 1/2 Down<br>Payment | 2 <sup>nd</sup> Half<br>Payment |
|   |                                      | July 18, 2024             | July 18, 2024       | Dec. 16, 2024                   |
| <b>Participating Parish Rate:</b>   |                                      |                           |                     |                                 |
| PLAN 1 -- 1 Student   | \$8,900.00                           | \$8,810.00                | \$4,450.00          | \$4,450.00                      |
| PLAN 2 -- 2 Students  | \$15,600.00                          | \$15,450.00               | \$7,800.00          | \$7,800.00                      |
| PLAN 3 -- 3 Students  | \$20,100.00                          | \$19,900.00               | \$10,050.00         | \$10,050.00                     |
| <b>Standard Rate:</b>   |                                      |                           |                     |                                 |
| PLAN 4 -- 1 Student   | \$12,000.00                          | \$11,880.00               | \$6,000.00          | \$6,000.00                      |
| PLAN 5 -- 2 Students  | \$24,000.00                          | \$23,760.00               | \$12,000.00         | \$12,000.00                     |
| PLAN 6 -- 3 Students  | \$36,000.00                          | \$35,640.00               | \$18,000.00         | \$18,000.00                     |
| <b>Non-Part. Dioc. Parish Rate</b><br>(non-McHenry County Catholic Parish): |                                      |                           |                     |                                 |
| PLAN 7 -- 1 Student   | \$10,400.00                          | \$10,295.00               | \$5,200.00          | \$5,200.00                      |
| PLAN 8 -- 2 Students  | \$20,800.00                          | \$20,590.00               | \$10,400.00         | \$10,400.00                     |
| PLAN 9 -- 3 Students  | \$31,200.00                          | \$30,890.00               | \$15,600.00         | \$15,600.00                     |

| TUITION PAYMENT RATES<br>& PLANS       | PAYMENT PLAN OPTIONS & PAYMENT DATES |  |                     |                                   |
|--|--------------------------------------|--|---------------------|-----------------------------------|
|  | QUARTERLY                            |  | MONTHLY             |                                   |
|  | 1/4 Down<br>Payment                  | Other<br>3 Payments                              | 1/4 Down<br>Payment | Other<br>7 Payments               |
|  | July 18, 2024                        | Sept. 16, 2024<br>Dec. 16, 2024<br>Mar. 17, 2025 | July 18, 2024       | Sept. 16, 2024 -<br>Mar. 17, 2025 |
| <b>Participating Parish Rate:</b>      |                                      |  |                     |                                   |
| PLAN 1 -- 1 Student                    | \$2,225.00                           | \$2,225.00                                       | \$2,225.00          | \$954.00                          |
| PLAN 2 -- 2 Students                   | \$3,900.00                           | \$3,900.00                                       | \$3,900.00          | \$1,672.00                        |
| PLAN 3 -- 3 Students                   | \$5,025.00                           | \$5,025.00                                       | \$5,025.00          | \$2,154.00                        |
| <b>Standard Rate:</b>                  |                                      |  |                     |                                   |
| PLAN 4 -- 1 Student                    | \$3,000.00                           | \$3,000.00                                       | \$3,000.00          | \$1,286.00                        |
| PLAN 5 -- 2 Students                   | \$6,000.00                           | \$6,000.00                                       | \$6,000.00          | \$2,572.00                        |
| PLAN 6 -- 3 Students                   | \$9,000.00                           | \$9,000.00                                       | \$9,000.00          | \$3,858.00                        |
| <b>Non-Part. Diocesan Parish Rate:</b> |                                      |  |                     |                                   |
| PLAN 7 -- 1 Student                    | \$2,600.00                           | \$2,600.00                                       | \$2,600.00          | \$1,115.00                        |
| PLAN 8 -- 2 Students                   | \$5,200.00                           | \$5,200.00                                       | \$5,200.00          | \$2,229.00                        |
| PLAN 9 -- 3 Students                   | \$7,800.00                           | \$7,800.00                                       | \$7,800.00          | \$3,343.00                        |

The tuition payment program includes payment options, incentives and charges is as follows:

- a. Families who prepay their entire 2024-25 tuition by July 18, 2024, will receive a 1% discount on their tuition charge.
- b. Families choosing the semester plan will receive a 1% discount on their second payment if it is paid by December 16, 2024.
- c. Families who do not prepay their entire 2024-2025 tuition by July 18, 2024, will choose the semester, quarterly, or monthly payment plan. One-fourth of the total tuition is due by July 18, 2024. In each of the quarterly and monthly plans, payment is due on or before the designated due dates (Sept. 16, 2024; Dec. 16, 2024; Mar. 17, 2025.) There will be a \$20 service fee for each tuition payment that is not received by the school by the designated due date (see Tuition Payment Options chart on previous page) in accord with the family's tuition contract for lack of funds in the payer's account or is otherwise late. In the event of a hardship situation, the family must first contact the Superintendent and secure approval to avoid the service fee.
- d. Families may make online tuition payments for the school year through the school web site by using either Visa, Discover or MasterCard. **There will be a 4% surcharge for all credit card payments.**
- e. Initially all families are charged the standard rate. This rate remains in effect unless and until the completely executed Participating Parish Tuition Certification form is handed in to the school Business Manager. Should a family turn in the form after October 1, 2024, the tuition will be prorated between the two rates according to the time of submission of the form for the remainder of the school year.
- f. Families of incoming freshmen and transfer students are obligated to make a non-refundable \$500 tuition down payment at the time of registering for the school year.
- g. All foreign exchange students (J-1 visas) attending for 1 school year as well as all international students (F-1 visas) planning to matriculate at Marian Central are charged the international rates, which are available upon request.

## Fees and Other Costs

| Fee   | Amount   | Due Date   | Purpose   |
|---|--|--|---|
| Activity – Required<br>All Students             | \$40   | July   | \$10.00 - Class Dues<br>\$30.00 - I.D. & Admission to<br>Regular Season Athletic Events   |
| Technology-Required<br>All Students             | \$325  | July   | Costs associated with student use of school<br>technology (1:1 laptops)   |
| Tuition Assurance –<br>Required All<br>Families | \$40 per family                                    | July   | Assures enrolled student’s tuition will be covered<br>in the event of the death of a tuition paying<br>parent/legal guardian.   |
| Registration                                    | \$300<br>\$225 if paid<br>Prior to<br>Feb. 9, 2024 | January/<br>February                                       | Course scheduling, report cards, A.V. costs,<br>library use, school newspaper, etc. \$75 is<br>deposited in the school’s tuition assistance<br>program. The fee is non-refundable |
| Graduation                                      | \$125  | July   | Cost of diploma, cap and gown, flowers, etc.  |
| Breakage  | Variable   | At time of<br>Occurrence                                   | Cost of any school property damaged or<br>broken by a student   |
| School Buses                                    | \$1,200<br>\$125                                   | July<br>Any Time   | Annual Pass<br>20-Ride Ticket   |
| Books   | Variable   | July/August  | Purchase from MBS online using school<br>web site   |
| School Uniforms                                 | Variable   | Any Time   | Purchase from Dennis using school web site or in<br>store   |
| Religion/Retreat                                | \$50   | July   | Retreat required for all students.  |
| Junior Overnight Retreat                        | \$225  | July   | Junior Overnight Required Retreat   |
| Senior Kairos Retreat                           | \$225  | July   | Senior 3-day Optional Retreat   |
| Parking Permits                                 | \$75   | At application   | Parking lot security, maintenance, snow removal,<br>etc.  |
| Pre-ACT & ACT Tests                             | \$35   | July   | Freshmen, Sophomores & Juniors  |
| Athletic  | \$325<br>\$500                                     | July<br>July   | One Sport (includes all sports, cheerleading,<br>and pom squads, Chess)<br>Two or more sports   |
| Lock  | \$10 (per)   | July   | Two locks needed. Only school locks may<br>be used on hall and gym lockers  |
| *Advanced Placement                             | \$100 (per)  | January/February   | Cost of College Board Testing   |
| Dual Credit Fee                                 | \$25 (per)   | January/February   | Cost required from McHenry County College   |
| I.D. Replacement                                | \$5  | At time of<br>Occurrence                                   | Cost of Replacement   |
| Saturday School                                 | \$20   | Noon of<br>Preceding Friday                                | Cost of Supervision   |
| Yearbook  | \$90/\$100   | \$85 up to<br>November 1 <sup>st</sup><br>\$100 thereafter | Cost of Publication – optional  |
| Family Athletic Pass                            | \$150  | Any Time   | Optional in lieu of paying at the gate  |

*\*If a student chooses to drop a year-long Advanced Placement course at the end of first semester, there will be no refund and the student will not be allowed to take the AP exam.*

## GENERAL OFFICE INFORMATION

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### After School Regulation

Students are to leave the premises after the conclusion of the school day unless they are involved in a school sponsored, supervised activity, staying for additional academic assistance, or waiting for rides. Students are not to loiter in the hallways, parking lots, or other unsupervised areas after school. When waiting for rides, students must wait in the entrance/commons area. Students waiting in the entrance/commons area must still display proper behavior, or they will be disciplined accordingly.

### Bus Options

Students are subject to all school behavior codes while riding a bus. Serious or repeated bus misconduct may result in suspension/denial of bus riding privileges.

RTA (PACE) Transportation. RTA bus service within McHenry County (Routes 807 between McHenry and Woodstock and 808 between Harvard and Woodstock and Crystal Lake and Woodstock) is available. RTA bus schedules are available in the school office receptionist area. Good conduct is expected of Marian students riding public transportation buses.

School Bus Routes. Marian provides two morning and two afternoon bus routes for the purpose of transporting students to and from school. There is a charge for riding one of these school buses. For further information regarding routes, times, etc., click on *Transportation* under the “quick links” tab on the school website. Route 41 accommodates students from Huntley and Algonquin areas. Route 42 serves Crystal Lake, Cary, and Lake in The Hills areas.

Woodstock District #200 Transportation. Woodstock school district provides bus transportation to and from Marian for those students who live within the Woodstock school district boundaries. Information regarding routes, times, etc. may be obtained by calling the district's transportation office at (815) 338-4777.

### Electronic Equipment

Students are permitted to bring cell phones to school; however, such devices must be powered off and kept out of sight during class time. With regards to Smart Watches, teachers may ask students to take off and put away their Smart Watches during summative assessments, as they have the same Each student will be provided with a laptop device for use within the classroom and therefore are NOT allowed to bring a personally owned device from home for use in the classrooms. Students are expected to bring their school-issued device to school daily and fully charged. (Students are responsible for charging their devices on their own time.)

*\*If a student needs to print something for class and the student cannot otherwise print from home, s/he should go to the teacher that assigned the work to either print or determine another acceptable way in which to submit the work.*

Students using cell phones or other personal electronic devices without permission of their classroom teacher or in violation of the school's Acceptable Use Policy (see Appendix A at the end of the handbook) may be assigned a consequence and may have their device confiscated by the teacher or administration. Students will receive their device back by the end of the day after having a conversation with the teacher or administration.

## Cell Phone Policy

### Cell Phone/Mobile Technology Philosophy

Members of the Marian Central community are expected to be positive contributors to the school environment and should avoid discriminating, intimidating, or harassing behavior. This is especially relevant considering ubiquitous technological communication and the speed at which information travels. Please report any failure of expectations and policies below to the appropriate staff or faculty and pay special attention to think carefully before engaging in electronic communications.

### Cell Phone Use Policy

Cell phones may not be used in classrooms unless a teacher has given direct, specific permission. Students should store cell phones out of sight with the ringer silenced. Cell phone use is not allowed in hallways, bathrooms, or locker rooms. Headphones, earbuds and/or video/audio calls are not allowed at any time.

*Cell phones may be used before or after school, as well as in the cafeteria during lunch.*

In the case of an emergency, students may contact the main office to conduct a phone call. Taking pictures or video/audio recording of people without consent is prohibited.

If a student violates the expectations above teachers may confiscate the device for the remainder of the period, issue appropriate discipline, and/or refer the student to the main office for potential disciplinary action. Repeated violations may result in a complete withdrawal of cell phone use privileges.

*Neither Marian Central nor the teacher are liable for the well-being of electronic devices.*

## Emergency Information

The Emergency Notification Form will be emailed and is to be completed online through the Rediker system at the beginning of each school year. The school needs an accurate record of addresses, parent home and work phone numbers, cell phone numbers, email addresses, and phone numbers of two adults who will serve as "emergency persons" in the absence of the parents. This Emergency Notification Form is kept on file. During the school year, any changes that occur to the information provided are to be reported to the school office immediately.

## Exit Procedures

Before transcripts and records are released, the following must be completed:

1. Return completed exit form to the Office.
2. Return school issued device and charger.
2. Bring all outstanding accounts up to date. Please note that the student registration fee is not refundable. Once a student has completed two weeks of a quarter's work, he/she will be responsible for the entire quarter's tuition.
3. Clean out hall and physical education lockers and remove student locks.
4. Return all loaned athletic equipment and uniforms.

## Good Student Driving Applications

Some insurance companies give a reduced insurance premium for students who maintain the company designated grade point average. Students who have obtained these applications from their insurance agents should complete the form and submit it to the Dean's Office for signature if the student is eligible according to the guidelines set by the family's auto insurance company.

## Hall Posters

Any posters, advertisements or other displays in the hallways and cafeteria must have stamped approval of the Dean's Office before being posted.

## Immunization/Physical Policy

At the start of a given school year, all freshmen and transfer students are required to submit to the school office a current (dated no earlier than October of the previous year) physical examination completed on the [State of Illinois Certificate of Child Health form](#). This form should be filled out completely, signed by a health care provider, and dated with the month/day/year of each immunization indicating that the student is fully protected and in compliance with all required immunizations. All students are to meet this requirement prior to the start of the school year.

- Students entering the 12<sup>th</sup> grade must also show updated proof of receiving the Meningococcal Conjugate booster shot.
- A dental exam completed on the [State of Illinois Proof of Dental Examination form](#) is required for all 9<sup>th</sup> grade students. This is to be submitted no later than May 15<sup>th</sup> of the student's Freshmen year.

**Failure to meet this requirement by October 15 of the current school year will result in the student being excluded from further school attendance until the requirement is met.**

ONLY students enrolling in an Illinois school for the first time (out of state, out of country, homeschooled) must submit an eye exam completed on the [State of Illinois Eye Examination Report](#) form by a physician who performs eye exams or an optometrist.

### Athletes:

- All student athletes are required to submit a COPY of their 9<sup>th</sup> grade physical to the athletic department as long as the physician checks "interscholastic sports" at the bottom of the physical form.
- Students in 10<sup>th</sup> – 12<sup>th</sup> grades must submit yearly [sports physicals](#) to the athletic department. Student athletes participating in ANY sport must meet all the above-stated requirements prior to taking part in any athletic practice or contest.

### Religious and Medical Objections:

- Parents who are requesting a religious or medical exemption to immunizations or examinations must complete the [Illinois Certificate of Religious Exemption form](#) and submit it prior to October 1 of **freshman and senior years.**
- For medical exemptions, statements from physicians, indicating an immunization is medically contraindicated and predisposes the student to a potential health risk if vaccinated, would be attached to the physical form.
- The health care provider responsible for performing the child's examination must sign the form.
- Parents must then send the completed form along with a copy of the child's previous immunization record (if there is one) to:

**Marian Central Catholic High School**  
1001 McHenry Ave.  
Woodstock, IL 60098  
*Attn: Registrar*

The registrar will submit the form to the Rockford Diocese no later than October 1. The Diocesan Superintendent of Schools will then make the decision as to whether the waiver will be issued, mailing his/her decision directly to the parents and the school.

### Medical Exemptions:

All Illinois certified forms can be found on the Illinois State Board of Education website <https://www.isbe.net/Pages/Health-Requirements-Student-Health-Data.aspx>



## Inspection Policy

Individuals entering upon the premises of the school -- whether students, employees, or guests -- are expected to conduct themselves in keeping with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, Marian Central reserves the right, under Illinois law and in its discretion, to conduct inspections of School property and the property of students and visitors existing on the school's premises. Included within this Policy is the right to inspect the following:

1. Lockers
2. Knapsacks, briefcases, bags, purses, gym bags or similar such devices brought onto or existing on School premises
3. Vehicles on School premises
4. Clothing (with appropriate safeguards for the individual's personal privacy)
5. Desks
6. Other property (whether School, student, or visitor) present on School premises

The inspection may occur without notice to or the consent of the student, and without a search warrant. School authorities may request the assistance of law enforcement officials for inspections for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted using specially trained dogs. If a search produces evidence that the student has violated or is violating either law, local ordinance, or the school's policies or rules, school authorities may seize evidence, and disciplinary action may be taken against the student. School authorities may also turn over such evidence to law enforcement authorities.

Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. A student's failure to cooperate with such an inspection may lead to appropriate disciplinary action up to and including expulsion from school.

## Insurance - Student Accident

The school/diocese does not carry medical insurance for injuries to students. Therefore, the cost for medical expenses incurred by a student as the result of an accident or injury which occurs on school property or at a school activity will be the responsibility of the student's family or family insurance provider. Students participating in athletics will be required to present proof of insurance to the Athletic Director before being allowed to participate in any sport.

## Lockers

Students are assigned two lockers: a hall locker and a gym locker. Students may occupy only those lockers which have been assigned to them. The ownership of the locker is maintained by Marian Central, and the student is granted the use of the lockers according to the following regulations:

1. The only items that may be placed in lockers are articles of clothing, schoolbooks or supplies relating to school use, lunches, and personal items which the student is legally entitled to have in his/her possession.
2. The school is not responsible for lost or stolen property.
3. Students must keep their hall and gym lockers locked. Only locks purchased from the school are to be used. Unauthorized locks will be removed from the lockers. Students will be issued detention if a non-school lock is found on the locker.
4. The student is financially responsible for the replacement or repair cost if damage is done to his/her assigned locker.
5. Keep lockers in good order at all times. Students are not to put markings on either the outside or inside of the lockers or to adhere items to the inside of the locker with any type of permanent adhesive. Any locker decorations are to respect the academic and Christian nature of the school.
6. Do not share your combination with anyone.
7. Open beverages are not to be kept open in the lockers.

8. Lockers must be completely cleaned out at the end of the school year for summer cleaning. New lockers will be issued in the fall.

## Lost and Found

The Lost and Found for clothing items is in the Auxiliary Gym. All other items are turned in to the school office. If lost and found articles are not claimed within two weeks, they will be donated to local charitable organizations.

## Student ID

**Student identification cards will be issued to all students and must be with students at all times while in school.** This card must be presented upon request to any member of the faculty or staff during the school day or at any school function. Students may not embellish their ID card with any drawing or writing. Students must have their ID card in their possession when attending any school-related extracurricular activity. Students without a school ID may obtain a replacement ID card for a fee of \$5.00.

## LUNCH & LUNCH CARD

All students' Marian Central school ID is linked to the student's lunch account. All food/drink purchases made in the cafeteria must be done using the student's ID card. **Cafeteria staff will not sell without a student ID with an active balance.** Parent/Guardian may "refill" a student's lunch account either with online payment or submission of a check/cash to the school office. Please allow 1 full school day for the account to be updated with payment. If a student's ID card is damaged, lost, or stolen – please report this to the school office immediately and a new school ID will be issued for a \$5 replacement fee. In the event of a stolen/lost ID, the school office will place a hold on the old account to secure any remaining funds. Students are strongly **DISCOURAGED** from giving/loaning their card to any student. Marian Central is not responsible for any unauthorized charges prior to office notification of lost/stolen card.

## Medication at School

The school and school personnel do not dispense aspirin or other similar medications. Parental authorization for special needs, including prescribed medication, must be presented in writing to the Dean's Office. The required medication form must be filled out completely and on file before any medication can be distributed. (See APPENDIX A) Medication is to be brought to the office. It should be in the original prescription container, clearly labeled with the student's name and required dosage. A student's safety in these matters necessitates appropriate communication between home and school. Clarifications/exceptions are to be directed to the Dean's Office. **Prescribed Epi-pens and inhalers can always remain with the student, as long as a current prescription and/or doctor's note is on file in the school office.** It is strongly recommended to also provide an Epi-Pen or inhaler (clearly labeled) to the student's P.E. instructor (either the primary device, or an additional device) for any field activities. Any device stored by the P.E. instructor will be returned at the conclusion of the course. If a student is prescribed marijuana for medicinal purposes, the student's parents/legal guardian are required by law to inform the school, and further information on procedure and policy will be provided by the school.

Neither the school nor school personnel incur liability for injury or illness or other damage resulting from administering medication prescribed by licensed physician or other licensed medical personnel and administered in accordance with the prescribed dosage.

## SUNSCREEN

A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

## Parking Permits & Student Automobiles

All students who drive automobiles and wish to park in the school parking lot must purchase a Marian parking permit. Permits must be suspended from the rearview mirror supporting bracket inside the vehicle. The front side of the permit faces outward toward the front of the vehicle in plain view of any person looking through the front windshield. Students are to park only in the marked spaces in the parking lot. Violators will be assessed a \$75 fine which will include the purchase of a parking permit. If the vehicle the student is using changes during the school year, it is the student's responsibility to update the vehicle information related to their parking permit within one week.

**\*\*Please note that attaching any politically affiliated flag on vehicles parked in the Marian parking lot is strictly prohibited.**

## Vending Machines

Vending machines for student usage are in the athletic commons area. These machines may only be used after the regular academic day. Recyclable containers should be disposed of in the appropriate recycling bins.

## Visitors

Parents and alumni are welcome to visit Marian before or after each academic day. During the academic day, all visitors must register in the school office immediately upon entering the building. Visitors will be required to show a valid state-issued ID (driver's license, etc.) and must sign in using the digital check-in system. Visitors will also be asked to return to the office to sign-out at the conclusion of their visit.

## Work Permits

The State of Illinois has established the following requirements for minors seeking employment:

Students under 16 years old seeking employment must provide the following information:

- A letter from the prospective employer on the company letterhead describing the position and hours.
- A letter from the parent giving the student permission to obtain employment.
- A copy of the student's social security card

\*No student under the age of 14 may receive a work permit. In addition, no student under the age of 16 is allowed to work at an establishment where alcohol is served or sold.

## STUDENT SERVICES & SUPPORT

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### Academic Assistance

Marian Central respects the individuality and personal needs of each student, but we must do so within our curricular standards. Students who have a diagnosed disability directly affecting their academic progress may receive reasonable accommodations within the classroom setting, based on the student's specific diagnosis (*as long as no more than 120 minutes per week of specialized support is required*). Such accommodations will be determined on a case-by-case basis and will be reviewed regularly by our Academic Resource Director. Marian Central has high expectations for all students and provides a challenging course of studies with an emphasis on a core curriculum. Ultimately, it is the student's responsibility to put forth the needed effort to achieve success in the school's programs.

### Concussion Protocol

The State of Illinois requires all IHSA member schools to have policies and protocol regarding students who suffer concussions. There is both a Return to School (RTS) and Return to Play (RTP) Policy which includes direct and specific communication between the school representative and the family, including a licensed physician. Marian has developed a specific protocol regarding concussions. This includes:

- The school will require a note from the physician indicating that the student has suffered a concussion, either during a school-sponsored sport or a non-school activity. This note may include specific directions from the physician regarding specific restrictions, needs, and accommodations that the student may require.
- With regards to schoolwork, the guidance counselor in charge of concussions will be in consistent communication with the family and the student during the duration of the Return to School protocol. The guidance counselor will also communicate to the student's teachers any approved accommodations required, including the expected duration.
- The guidance counselor may also work with the student and teachers to arrange a special schedule that will help the student to make up any missed work. The student will be allowed to make up all work including tests, quizzes, and projects as directed in the RTS protocol.
- Once the student has been officially diagnosed, the student will be required to report to Marian's Athletic Trainer who will utilize a neurocognitive testing procedure to determine, with the student's physician's report, when the student can return to play. At NO time shall a student be permitted to return to practice or play unless the student has provided the school with written clearance from the licensed physician and the school's athletic trainer.
- Communication about the student's progress between the family, the student, medical staff, guidance counselor, and the school's athletic trainer must take place throughout the process to properly facilitate the student's recovery. To continue receiving Return-to-School accommodations, it is expected that the front office receives an updated doctor's note **at least every two weeks** (unless otherwise arranged with the school's Administration/Guidance/Athletic Trainer) until the student is released from doctor's care.
- Once a student is released to Return-to-Play for their sport, the student will also be released to return to participating in PE classes.

### Peer Tutoring Program

A tutoring program is also available for students through the National Honor Society. Students may also obtain help from teachers before or after school by making appointments with the individual teacher. To access the NHS tutoring program, parents or students are asked to contact the Guidance office or NHS moderator.

## Study Hall

Study Hall is a structured learning environment where the teacher monitors the students' appropriate use of time. Students are to come prepared with the needed books and other material required for study, as this should be a time to work on current or missed work, projects, and general studying.

## Technology Acceptable Use Policy

To safeguard appropriate, ethical, and legal use of the school's computer equipment, Marian has adopted an acceptable use policy which all families must sign and agree to prior to utilizing the school's internet service, computer hardware, tablets, etc. (see Appendix B).

# UNIFORM/DRESS CODE

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## Philosophy

Dressing up for school reflects a positive image of our uniqueness and lends dignity to our most important task at school - teaching and learning. It also allows us to recognize the demands of society regarding professional dress and makes a distinction between work and recreational activities.

The responsibility of dressing within the dress/uniform code is that of the parents and students. The responsibility of checking for and reporting dress/uniform code violations is that of each faculty member, school staff, and administration. The Dean's office has the final responsibility for interpreting and enforcing the dress/uniform code. **Modesty is always expected. Distracting or distasteful clothing and jewelry are not permitted. All garments of this Dress/Uniform Code are to be properly sized, worn, and in decent repair at all times.**

## Uniform Attire

Marian Central contracts with *Dennis Uniform* as the exclusive provider of certain required clothing items for our students. **No other company is authorized to provide these uniform items.** The required uniform items for all students include school sweaters, fleece, polo shirts, slacks, and shorts. Families purchase these uniform items directly from *Dennis Uniform*. We have two uniform "seasons" at Marian: Polo and Sweater seasons.

**"Polo Season"** begins at the start of the school year through October 25, 2024. It resumes after spring break on March 31, 2025, through the end of the school year. During this season, students are expected to wear school uniform polos (long/short sleeved) and may wear either the uniform slacks or shorts. *Dennis Uniform* fleece pullover or jacket is permitted.

**"Sweater Season"** begins October 28, 2024, and ends as we leave for Spring Break on March 21, 2025. During this season, students are expected to wear school uniform sweaters OR red fleece quarter-zip jackets and uniform slacks. Shorts and polos are not permitted during this season.

## School Uniform Polos

During Polo Season (from the start of the school year through October 25, 2024, and from March 31, 2025, through the end of the school year) all students are required to wear the school/uniform polo shirt. These shirts are available in red, white, or blue short-sleeve options, and must have the Hurricane logo embroidered in the pocket area. **Polo shirts must be tucked into slacks or shorts AT ALL TIMES.** All buttons except for the top button must be fastened.

**Long-sleeved shirts** are not allowed under the short-sleeved polo shirt as part of the uniform.

**Black fleece jackets** are not available for purchase however, if you have these in your possession, they can be worn during polo season over the polo.

**Red fleece quarter-zip jackets** with the crest embroidered on them are now available and can be worn over the uniform polo during polo season.

**Uniform (polo) should still be identifiable under the fleece. \*\*Athletic warm-ups, sweatshirts, etc. are NOT part of the school uniform.**

Marian uniform shorts may be worn as an alternative to long pants during polo season only. Length of shorts must NOT be shortened.

## School Uniform Sweaters

The school/uniform sweater represents the school colors of blue and red and has the school crest embroidered on it. All students must wear either a blue or red sweater between October 28, 2024, and March 21, 2025. **Red fleece quarter-zip jackets** with the school crest embroidered on them are available to purchase through *Dennis Uniform*. The red fleece is optional and can be worn in place of (but not over) the red or blue sweater during sweater season, but students must still wear the appropriate shirt underneath (solid white or blue blouse for girls & solid white or blue dress shirt with tie for boys).

## School Uniform Slacks & Shorts

All students are required to wear the school/uniform dress slacks ankle length (year-round) or school/uniform shorts (during Polo Season only.) The slacks/shorts are available in navy or khaki/tan and have an interlocking MC embroidered on the front left pocket. Skirts are not an option for girls.

## Additional Guidelines

**Shoes:** Student must wear shoes that are a predominately neutral color (black, brown, navy, gray or white). The bulk of the shoe color must be a neutral color and shoes should not be more than two colors. If shoes have laces, they must be tied. Shoes must be closed toe, closed heel with solid construction on the sides. Deck style boat shoes are permissible.

**The following shoe styles are not allowed. (This list is not exhaustive):** Slippers, sandals, clogs, crocs, mules, moccasins, and boots. In general, shoes cannot be a distraction, detract from the learning environment or have more than two colors. Solid, single color dress shoes are encouraged but not required. Administration has the authority to deem a particular style/color not acceptable.

**Hats/Caps/Sunglasses/Bandanas:** No headgear/sunglasses of any type are to be worn in the building at any time, unless approved by Dean's Office (for medical reasons, etc.)

**Tattoos:** Tattoos are highly discouraged. If a student has a tattoo(s), it must ALWAYS be covered so that it is not visible.

**Good Repair & Respectful Wear:** All uniform items/clothing are always to be clean and in good repair. Frayed, torn uniforms are not permitted. Only office authorized buttons and/or pins are to be worn on the school sweater. Any writing or marking on sweaters will result in a school detention. **School uniform crest/logo/initials are not to be covered by any other article of clothing.**

## Dress Code Requirement for All Girls

**Blouses:** During “Sweater Season,” girls are required to wear either solid white or solid blue dress blouses with collars, long or short sleeves. Blouses must always be of a length to be worn tucked into the slacks. All buttons except for the top button are to be fastened.

**Hair:** Hair must be neat, combed, and of the student’s natural color. Severe styles (including shaved part(s) of the head, including shaved designs) are not acceptable. Bleached or colored (pink, blue, platinum, etc.) hair is not acceptable. All Rockford Diocesan Schools will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, such as braids, locks, or twists.

**Jewelry/Accessories:** If jewelry is worn, it must be tasteful. A maximum of two (2) earrings per ear, bracelets, necklaces, and rings are the only jewelry considered appropriate. Earrings may only be worn on the ear, no other body parts. Excessive jewelry (necklaces, rings, etc.) is not allowed. Chokers, choke chains, spiked collars, and wallet chains are not allowed. Nose piercings are NOT allowed.

## Dress Code Requirement for All Boys

**Shirts:** During “Sweater Season,” boys are required to wear either solid white or solid blue dress shirts. Shirts must always be of a length to be worn tucked into the slacks. All buttons including the top button are to be fastened when wearing a tie.

**Ties:** During “Sweater Season,” conventional ties must be worn to cover the top button of the dress shirt. No bow ties are allowed. Ties may not be distracting or disrespectful.

**Hair:** Hair must always be neat and combed and no longer than the eyebrows in front, top of the collar in the back, and top of ears on the sides. Neither should hair fall forward covering the student’s eyes or cheeks. Hair must be of the student’s natural color. Ponytails, shags, multi-layered cuts are not acceptable. Spiked (hair height exceeding 2” at any area of the head) or bleached hair is not acceptable. Severe styles (including shaved part(s) of the head) are not acceptable. Hair restriction devices (headbands, rubber bands, etc.) are prohibited. All Rockford Diocesan Schools will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, such as braids, locks, or twists.

**Facial Hair:** Boys are to be clean-shaven every school day. Beards and mustaches are NOT allowed. Sideburns are to be no longer than the bottom of the ear. “Flared” type sideburns are NOT allowed. If a student is identified as having facial hair during the school day, he will be sent to the office and be required to shave it with a new disposable razor and shaving cream, provided by the school. All razors must be returned to the office after use for safe disposal.

**Jewelry/Accessories:** Boys are NOT permitted to wear pierced jewelry on any body parts. Boys with piercings are not to wear them while on school grounds during the school day, at any school-sponsored event, or when representing the school for any occasion. Students are not allowed to wear hemp or hemp-like necklaces, chokers, or bracelets. Chokers, choke chains, spiked collars, and chained wallets are not allowed.

## Spirit Dress Down Days

Marian will offer several “Spirit Dress Down” days throughout the school year. On these designated days, students may wear Marian-approved spirit wear (sweatshirts, club/activity t-shirts, team jerseys) along with properly fitting jeans or sweatpants. Jeans must not have any rips or tears and must be worn at or above the hip level. Students who wish to wear shorts on Spirit Dress Down Days must wear the Marian uniform shorts.

Additional items NOT allowed on Spirit Dress Down Days include tank-tops and/or bare midriff shirts, sandals, flip-flops, Crocs, or beach shoes, beach or sleepwear, yoga, stretch, or rompers/skorts.

All other dress code guidelines regarding jewelry, hair, etc. are still to be followed.

*\*\*If Administration determines that students are NOT following the Dress Down guidelines, it has the right to withdraw further Dress Down Days.*



# STUDENT CONDUCT & EXPECTATIONS

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## Philosophy of Discipline

Training in discipline develops self-control, character, orderliness, efficiency, and the ability to cope with the future responsibilities of adult life. It is Marian Central's role to make students aware that every choice of action has a consequence – good or bad. A sense of responsibility and accountability for those choices is developed. This Discipline policy will ensure that our school's climate will be conducive to learning and that each student will be treated with respect.

Christian courtesy is to be extended in all circumstances and situations by every person in the Marian Community toward each and every person. This courtesy springs from a clear recognition of our dignity as Christians expressed in self-respect, respect for all others, and care for all that God has given us for our use. Therefore, Marian's students, parents, faculty, and staff will demonstrate concern for one another, kindness, mannerly behavior, and care of the school building, property, and equipment. This is expected of everyone at Marian Central Catholic High School.

Teacher and/or administrative disciplinary actions are philosophically designed to change behavior, not to punish. Discipline in school is to be considered as an aspect of moral guidance and not a form of punishment. It is a means of training the student to assume his/her responsibilities and more control of his/her conduct, helping them grow progressively in self-competency and maturity. Discipline promotes genuine character building.

Marian Central Catholic High School students are expected to always be responsible for their behavior and to realize that every person is worthwhile and deserving of respect. At our school we will teach our students self-discipline by making each student accountable for his/her own actions. Our students will learn from their own experiences and be empowered to grow with dignity.

This document cannot possibly identify every disciplinary situation that may develop at school. However, for those situations not specifically identified, the material provided in this document will provide the school administration with a guide for handling such situations.

## MARIAN COMMUNITY RESPONSIBILITIES

The formal policy for proper conduct at Marian Central Catholic High School is guided by Christian values. Everyone understands that he/she shall:

- Use respectful language when speaking to classmates, staff, parent volunteers and visitors.
- Refrain from put-downs, name calling, swearing, using offensive or obscene gestures or any language or gestures that could be perceived as rude or vulgar. **Behavior directed towards the purpose of intimidation, exclusion, or harassment is never acceptable.**
- Be honest, courteous, attentive, and respectful in all dealings with fellow students, teachers, school personnel, and visitors.
- Always respect the rights and the value of each individual person on the school premises, on the way to and from school, through social media, and/or at school sponsored events.
- Discourage negative behavior in other students. This includes any behavior or language that does not conform to the standards listed above.
- Respect and respond promptly to the directives of the teacher and other school personnel.
- Obtain permission from the proper authority for the use of school facilities, equipment, or other materials.
- Be courteous, attentive, and respectful when fellow students, teachers, administrators, visitors, or performers address individual classes or the assembled student body.
- Keep the campus clean.



The expectations, rules, and regulations pertaining to student conduct are designed to create an orderly environment which encourages excellence and where individuals can maximize his/her potential in academic, social, spiritual, and co-curricular pursuits. Respect for others, school pride, self-worth and self-discipline are emphasized.

## Behavior On/Off Campus

Good behavior which reflects the school's philosophy is expected from all members of the Marian Community. Students are to treat others with respect, dignity, and courtesy, and are expected to be attentive and cooperative. Such behavior is always expected, including in the classrooms, hallways, cafeteria, and at school activities. Teachers may detain students after school with a 24-hour notice as a means of improving conduct/behavior. A student who interferes with the teaching procedures and hinders the learning process may be referred to the Dean's Office for disciplinary action or assigned a teacher detention. **Likewise, the school may impose consequences for behavior deemed inappropriate/unacceptable that takes place off campus and outside school hours. Included in this regulation is off-campus behavior which reflects poorly on the Marian Community as well as using technology/social media inappropriately. This may include harassment, use of school name, remarks directed to or about school staff, offensive communications, safety threats, and the like. Penalization may take the form of exclusion from Marian co-curricular activities, teams, dances, programs, etc., suspension from school or possible expulsion. Appropriate disciplinary action in this regard is an administrative decision.** We are partners with parents in their students' education. We notify parents of concerns about student life or behavior, even when off campus.

## Cafeteria

All students remain on campus for lunch. Since classes are in continuous session, students are required to move to and from the cafeteria in a quiet and orderly fashion. Use of washrooms during the lunch periods is restricted to those located in the gym hallway and students must sign out. Other guidelines include:

- NO food or drink is allowed outside the cafeteria. This includes both before school with breakfast items as well as lunch hours.
- Students are to leave the area they were seated at clean, and all trays and garbage put in their proper places.
- School uniform and phone rules apply during lunch periods.

Regarding food and drink in the building:

- The possession and/or use of beverages with the exception of plain, clear water bottles is not permitted outside of the cafeteria during school hours.
- **Food and drink deliveries will not be accepted from outside vendors for any student during school hours.**
- **Food and drink are prohibited in the hallways and classrooms between the hours of 8:00 am and 2:40 pm and are subject to any staff or faculty member instructing the student to throw it out.**
- Parties which include food/drink are not permitted in the classrooms.

## Conduct at Co-Curricular Events (Sportsmanship)

Students attending home or away athletic contests, or any other co-curricular function are to maintain the standards of behavior identified in this handbook. School pride, loyalty, sportsmanship and proper respect toward the opponent and the opponent's school are emphasized--proper behavior must be observed.

## Pregnancy Policy

Diocesan Education Commission policy states that each occurrence of student pregnancy will be treated on an individual basis. The final decision concerning the student's educational program will be determined by the Administration of the school where the student is enrolled, in accordance with established Diocesan regulations. Students who find themselves in this situation should feel comfortable approaching the staff or administration to inform them.

## Harassment/Discrimination/Bullying Policy

Harassment, discrimination, or bullying of any kind is prohibited during any school-sponsored educational program or activity, while in school, on school property, on school busses/vehicles or bus stops, at any school-sponsored or school-sanctioned event or activity, or through the transmission of information from any computer, a computer network, or similar electronic equipment (whether school-issued or personal). This policy is NOT limited to conduct that occurs on the premises of Marian Central.

Any behavior of a student which, in the school's discretion, puts another individual at risk for aggressive behavior, discrimination, bullying, or harassment of any kind will be subject to appropriate disciplinary action up to and including expulsion. More details on this policy are found in Appendix C of this handbook.

A student who feels they or another individual have been subject to bullying or harassment should notify the Dean's Office or another administrator. A thorough investigation will take place, and the appropriate action will be taken based on proven circumstances. All efforts will be made to keep the anonymity of individuals who report or provide witness to a situation.

## Investigations Regarding Student Social Media Networking

An elementary school or high school may not request or require a student to provide a password or other related account information to gain access to the student's account or profile on a social media website.

However, an elementary school or high school may investigate and may require a student to cooperate in an investigation, if there is specific information about activity on a student's account on a social networking website that violates a school disciplinary rule or policy. Amid the course of an investigation, an elementary school or high school may require the student to share the content that is reported, in order to make a factual determination.

A student's failure to cooperate in such investigations may lead to disciplinary action up to and including expulsion.

Elementary and secondary schools are required under law to notify their students and parents of this policy by publishing it in the school's disciplinary rules, policies, or handbook, or communicating it by similar means.

***\*NEW\***Students are not permitted to create social media accounts relating to Marian Central without approval from the administration. Approved social media accounts should include language indicating they are "official Marian Central" accounts. Where possible, Marian Central will seek account verifications from social media providers. Any social media accounts that may be interpreted as being related to Marian Central that are not administratively approved should include language to the effect of being "unofficial" or "not associated with" Marian Central as an institution. Additionally, unauthorized social media accounts may not include any image or likeness of Marian, including, but not limited to any Marian Central school or organization logos. Creating an unauthorized social media account seemingly associated with Marian Central is a violation of school behavior/discipline policy and will receive appropriate consequences. Behavioral expectations for Marian Central students include technology and social media use.*

## Drug/Alcohol/Tobacco Policy

Marian Central Catholic High School is a drug-free environment. Students are prohibited from possessing, using, selling/distributing, or being under the influence of alcohol, tobacco, or drugs (besides prescribed medication). Marian Central Catholic High School reserves the right to utilize a breathalyzer if there is reasonable cause. A student who is in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion. More details on this policy are found in our Infraction/Consequence Matrix in Appendix D of this handbook.

## Weapons Policy

It is a violation of school policies for a student to possess a weapon on school premises or at any time. Included within the prohibitions of this Policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device, or other object which, in the school's discretion, may be considered to constitute a weapon.

Violations of this policy may result in disciplinary action up to and including expulsion.

## Progressive Discipline

Establishing healthy boundaries is crucial to a child's development. We strive to create a safe, positive learning environment that always respects the teachings of our Catholic faith. We expect our students to be respectful, responsible, and safe. If students behave contrary to those three basic principles, we have a duty to hold them accountable for their actions in a fair manner. We have a progressive discipline policy in which repeated offenses may receive progressively greater consequences. Administration reserves the right to impose a more or less stringent consequence as determined by the severity of the infraction. **See Appendix D for a non-exhaustive detail of leveled infractions and the recommended minimum consequence.** Any student who accumulates SIX or more detention hours within one school year may be placed on a Behavioral Intervention Plan or may be referred to the Board of Discipline.

## We employ six levels of discipline:

### ½-Hour Detention

For any 100-level infraction (see Appendix C) teachers or staff may issue a ½ Hour Detention to be served either with the teacher or referred to the Dean's Office to schedule for the weekly after school detention session. Many of these infractions benefit from a conference between teacher and student to resolve any misunderstandings. After school ½ Hour Detentions begin at 2:45 p.m., or at a time designated by the teacher. Students will have at least 24 hours to make necessary arrangements with their parent, coach, or employer. At this level of detention, teachers will most likely be in contact with parents regarding behavior; however, ultimately, it is the student's responsibility to communicate with parents. Students will be required to sign an acknowledgement of receipt of detention.

**\*\*Students may NOT reschedule their disciplinary consequences.**

### 1-Hour Detention

For any repeated 100-level infraction or 200-level infraction (see Appendix D) teachers or staff may issue a 1-Hour Detention to be served during the weekly detention session. After school 1-Hour Detentions begin at 2:45 p.m. The location of these sessions rotates amongst the teaching staff throughout the year, and students will be notified of the location. The Detention List is also available in the school office. Students are given reminders of their detention obligations. Students will have at least 24 hours to make necessary arrangements with their

parent, coach, or employer. At this level of detention, teachers will most likely be in contact with parents regarding behavior; however, ultimately, it is the student's responsibility to communicate with parents. Administration may be in contact with the parent, depending on the severity or frequency of infraction(s). Students will be required to sign an acknowledgement of receipt of detention.

**\*\*Students may NOT reschedule their disciplinary consequences.**

### **Saturday School Detention**

For any repeated lower-level up to and including a 300-level infraction (see Appendix D), the Dean's Office will issue a 3-Hour Saturday Detention. Saturday School detentions are scheduled on an as-needed basis, usually the first Saturday of the month, depending on calendar events. (An alternative, equivalent consequence will be given, depending on current circumstances.) Students will be required to sign an acknowledgement of receipt of detention.

1. Saturday School Detention is assigned for 300-level infraction.
2. Repeat of a 200-level infraction.
3. Severe 200-level infraction may be immediately met with Saturday consequence.
4. There is a \$20.00 fee which must be prepaid to the Business Manager by 3:00 p.m. of the last day of school prior to the scheduled date of the detention.

The Saturday School Detention will allow students to remain in school and attend their regularly scheduled classes even though they have violated school rules. Students will be able to attend classes on a regular basis providing that they meet the regulations and procedures as provided for the Saturday School Detention. With the Saturday School Detention, the student's education continues, and the student continues to work to improve his/her attitude and behavior.

The procedures and guidelines for the Saturday School Detention are as follows:

1. School will be from 8:00 a.m. to 11:00 a.m. every scheduled Saturday.
2. Students assigned to the Saturday School program will be supervised by a certified staff member.
3. Administration will notify students and parents/guardians by written notice of the reason, and date and time of the assigned Saturday School. No changes will be made after this written notification.
4. Students will be expected to conduct themselves in an appropriate fashion. Failure to comply with this directive results in the student being sent home and serving TWO 3-hour Saturday detentions (with \$40 fee for 2 Saturday detentions.) OR an In-School Suspension.
5. The student will be responsible for his/her own transportation to and from school.
6. Failure to report promptly by 8:00 a.m. will result in issuance of an additional 1-hour detention.
7. All students must bring school related work to keep them busy during the program.
8. Students are to dress in accord with the regular school day dress code. All school policies will be enforced while students are on the school property. Students out of uniform for Saturday detention will be issued an additional 1-hour detention.
9. Students who fail to serve an assigned Saturday School will be issued an In-School Suspension for ONE day and assigned to another Saturday School. (Missing a second Saturday School may result in Out-of-School Suspension or a hearing with the Board of Discipline)

**\*\*Students may NOT reschedule their disciplinary consequences.**

### **In-School Suspension**

For any repeated lower-level up to and including a 400-level (see Appendix D), Administration may issue an In-School Suspension. An In-School Suspension will be scheduled for one or multiple days during the school day in lieu of an Out-of-School Suspension. All In-School Suspensions begin the first academic day of/following the offense. On the day(s) the student is serving In-School Suspension, the student is NOT allowed to participate in any school sponsored functions.

1. An In-School Suspension may be assigned for 300-level or higher infraction.

2. Repeat of lower-level infractions.
3. Severe 300-level infraction may be immediately met with an In-School Suspension.

The In-School Suspension will allow the student to remain in school and accountable for the school day even though they are not allowed to attend their regularly scheduled classes.

The procedures and guidelines for an In-School Suspension are as follows:

1. Students will report to the main office by 7:55 am on each day of the assigned In-School Suspension. Failure to report promptly by 7:55 am will result in additional consequences.
2. The student will be responsible for his/her own transportation to and from school.
3. Students are to dress in accord with the regular school day dress code. All school policies will be enforced while students are on the school property. Students out of uniform will be given a rental uniform to use and issued an additional 1-hour detention.
4. Students assigned to an In-School Suspension will be supervised by a school administrator. Students will check their phone with the Dean, and it will be returned to them at the conclusion of the suspension.
5. Administration will notify students and parents/guardians by both an in-person meeting and written notice of the reason, and date, and time of the assigned In-School Suspension. No changes will be made after this notification.
6. Students will be expected to conduct themselves in an appropriate fashion. Failure to comply with this directive may result in the student being sent home and facing the potential of either additional days added to the In-School Suspension, Out-of-School Suspension, or a hearing with the Board of Discipline.
7. All students must bring school-related work to keep them busy during the program. Teachers will also be directed to send work down to the office for the student to work on, so they do not fall further behind.
8. Students will be required to check their phone in with Administration. The phone will be returned to the student at the end of the school day.
9. All Formative and Summative work missed will be assigned a placeholder "0." All formative assignments due to an In-School Suspension will be due the day of return to class. Any work not received on the date of return will follow the schoolwide policy regarding late work. All missing summative assessments must be made up immediately upon return to school if they cannot be proctored while serving the In-School Suspension and will be awarded full credit based on assessment performance.
10. Students should be expected to bring their own bag lunch and drink to school, as they will be eating their lunch in the main office on the day(s) of the In-School Suspension.
11. Students who fail to serve an assigned In-School Suspension may result in the student facing the potential of either additional days added to the In-School Suspension, Out-of-School Suspension, or a hearing with the Board of Discipline. A parent conference will be required prior to the student's return to school.

Each day of an In-School Suspension is the equivalent of 6 hours of detention, according to system tracking. Seniors who are working towards Semester 2 Exam exemption status will be considered ineligible for any exemptions, as they will have exceeded the 3-hour detention cap of the criteria.

**\*\*Students may NOT reschedule their disciplinary consequences.**

### **Out-of-School Suspension**

For any act deemed unacceptable in a Catholic School setting (see Appendix D), students may be suspended from school for up to ten days. Such determinations will be made by a school administrator. Students will be informed of the Out-of-School Suspension. Parents will be apprised of the disciplinary action to be taken. Serious situations may be referred to the Board of Discipline for possible expulsion. All suspensions begin the first academic day of/following the offense and are recorded as unexcused absences, and a placeholder "0" for each period's work. Any second Out-of-School Suspension in the academic year will necessitate a meeting with the Board of Discipline concerning possible expulsion. During Out-of-School Suspensions, students are

NOT permitted to attend classes, be in the building or on the campus, nor participate in any school sponsored functions.

All Formative work missed will be assigned a placeholder “0.” All formative assignments due to an Out-of-School suspension will be due the day of return to school. Any work not received upon return will follow schoolwide late work policy. All missing summative assessments must be made up immediately upon return to school and will be awarded full credit based on assessment performance.

Each day of an Out-of-School Suspension is the equivalent of 6 hours of detention, according to system tracking. Seniors who are working towards Semester 2 Exam exemption status will be considered ineligible for any exemptions, as they will have exceeded the 3-hour detention cap of the criteria.

**\*\*Students may NOT reschedule their disciplinary consequences.**

## Board of Discipline

The Board of Discipline is convened at the request of the Dean’s Office to consider a student's serious or repeated unacceptable behavior. Parents of the student as well as the family's pastor will be notified by the Dean’s Office before the meeting. This is a closed hearing attended only by the student, members of the Board of Discipline and the Spiritual Director. The members of the Board are the Curriculum Director, the Deans, and three faculty representatives. The parents will be notified of the decision. The Board's recommendation will result in some form of probation or expulsion.

### *Rockford Diocese Policy 5165 – Discipline, Suspension, and Expulsion*

- When a student is suspended, the suspension may not be for more than 10 school days.
- When a student commits an expellable offense, the student is to be suspended (Out-of-School pending an expulsion hearing that must take place within those 10 days of Out-of-School Suspension. However, a student who engages in gross disobedience or misconduct on a school bus may be suspended from riding the bus for more than 10 days for safety reasons.
- In or Out-of-School Suspensions: The school administrator shall immediately notify the parent or legal guardian of the student’s suspension, the reason, and the length. (Preferably in person at school.) The school is required to provide the parent or legal guardian with a written notification of the suspension, the reason, and the length, as well as the right to a review of the suspension.
- The parent or legal guardian and the student may appear at any discipline hearing to present information, but neither are required to attend.
- If the committee decides to expel the student, the length may not exceed two years.
- The parent or legal guardian has a right to appeal the decision of the Discipline Committee by providing a written statement to the Diocesan Catholic Education Office and the expulsion will be reviewed.
- If a parent or legal guardian requests his or her child be re-enrolled after the period of expulsion, the school administration must meet with the parent or legal guardian and determine whether the child has remediated the behavior that led to the expulsion. Readmittance remains at the discretion of the school administration.

### *Rockford Diocese Policy 5166 – Clear and Present Danger Reporting*

A School Principal is required to report information on a student or other person who poses a clear and present danger to himself, herself, or others. This report must be made to the Illinois State Police (ISP) within 24 hours after the Administrator makes this determination. This report is required by the Firearm Concealed Carry Act and the Mental Health and Developmental Disabilities Code. Clear and present danger is defined as a person who:



- 1) Communicates a serious threat of physical violence against a reasonably identifiable victim or poses a clear and imminent risk of serious physical injury to himself, herself or another person as determined by a physician, clinical psychologist, or qualified examiner; or
- 2) Demonstrates threatening physical or verbal behavior, such as violent, suicidal, or assaultive threats, actions, or other behavior as determined by a physician, clinical psychologist, qualified examiner, school administrator, or law enforcement official.

### *Consequences due to Misbehavior on Marian Central School Shuttle, District 200, or Durham Bus Transportation*

The school and related transportation company reserves the right to impose consequences on a student up to and including suspension from riding the bus for a designated period of time as a consequence for inappropriate behavior while at the bus stop or while riding the bus. Any misbehaviors that disrupt students and/or the driver will result in appropriate consequences, similar to classroom consequences. Please refer to the Infraction/Consequence Matrix in Appendix C.

## CO-CURRICULAR PROGRAM

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### Philosophy

At Marian, learning and scholarship are central. All other endeavors flow from this central purpose. The co-curricular program is offered in line with the educational philosophy that academics come first, but it is still acknowledged that the co-curricular program is an integral part in the educational process of high school students. As stated in the Marian Central School Philosophy, one goal of the school is "to provide student leadership opportunities within the school community."

With this theme in mind, the co-curricular program with its various types of activities has been established. Below is a synopsis of these activities. Students are encouraged to become involved in as many activities as possible. However, they need to be made aware of the importance of dedication, attendance and practices, fairness, teamwork and doing the best that they can, all while maintaining their class work.

### Clubs and Organizations

**Student Council:** Involvement on Student Council helps prepare students for leadership roles and gives them a voice in the governing of the school. The Student Council facilitates many activities such as the Freshmen Orientation, Homecoming Week, prom, etc.

Student Council officers are determined through a process including both an application and student election. Interested students are required to attend all Council meetings, attend Council activities, and serve on committees for the various activities. Student Council will have one president per grade level and several other Advisory representatives. To be eligible for these officer positions, candidates are required to have a minimum cumulative 2.800 grade point average, display qualities of leadership, observe all school rules, have good disciplinary and attendance records, and have no outstanding accounts (academic, financial, athletic , etc.). Specific duties for all officers are available from the moderator. Failure of any members of the Student Council to comply with the responsibilities, duties and/or expectations for their positions could result in that member being removed from the Council.

The specific duties and responsibilities for all class officers are available from their respective moderators.

**\*\*Any student may be a member of the student council at-large. Students will be notified about various council meetings, activities, and committees that they can participate in throughout the school year.**

**Other Clubs & Organizations Offered:**

Art Club, Catholic Social Justice, Campus Ministry, Diplomatic Affairs Delegation, Engineering Club, Fall Play, French Honor Society, Friends of Rachel (FOR), Future Business Leaders of America (FBLA), Gavel Club, Green Club, Key Club, Marian Mentors, Math Team, Mental Health Awareness, Music Groups (Jazz, Pep, Madrigals, Choir), Musical, National Honor Society (NHS), Outdoor Club, Pro-Life Club, Science Club, Spanish Honor Society, Student Council, Thespian Honor Society, Tri-M, Yearbook, and Writer’s Society (Le Nom de Plume).

## Athletic Program

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Marian Central competes in the Chicago Christian Conference and adheres to the rules and regulations of the Conference and the Illinois High School Association (IHSA). The school offers no co-ed sports. The following is a list of the interscholastic sports that are offered at Marian:

|             | <u>FALL</u>   | <u>WINTER</u>   | <u>SPRING</u> |
|-------------|---------------|-----------------|---------------|
| <b>Boys</b> | Cross Country | Basketball      | Baseball      |
|             | Football      | Wrestling       | Tennis        |
|             | Golf          | Scholastic Bowl | Track         |
|             | Soccer        | Fencing         | Lacrosse      |
|             | Chess Team    |                 | Bass Fishing  |

|              | <u>FALL</u>   | <u>WINTER</u>   | <u>SPRING</u> |
|--------------|---------------|-----------------|---------------|
| <b>Girls</b> | Cross Country | Basketball      | Soccer        |
|              | Golf          | Dance           | Softball      |
|              | Tennis        | Cheerleading    | Track         |
|              | Volleyball    | Scholastic Bowl | Bass Fishing  |
|              | Dance         | Fencing         |               |
|              | Cheerleading  |                 |               |
|              | Chess Team    |                 |               |

## NCAA, IHSA, and Marian Athletic Eligibility Rules

Marian Central had an Athletic Handbook is published each year and is posted on the school web site.



## School Co-Curricular Activity and/or Athletic Participation

On a regular school day, a student is required to be in school by the start of third period (9:50 am) in order to be eligible to participate in a scheduled practice, rehearsal, school activity, or athletic contest sponsored by Marian Central. **A student is required to attend a minimum of the last 2/3 of the school day to be eligible to participate.** All performance activities (drama or music), school dances, club/organization activities, and IHSA activities are affected by this regulation. Special circumstances, such as bereavement of an immediate relative, may be considered, but must be approved by the administration.

## Academic Eligibility for Co-Curricular Activities and Athletics

1. Eligibility is determined on Monday of each week. The weekly grade check determines the semester grade for each course that a student would receive were that student to transfer to another school at that time.
2. Students are ineligible to participate for the following week if: s/he has any of the following:
  - a) 2 or more F's.
  - b) 1 F & 2 or more D's.
  - c) 3 or more D's.
3. Ineligible students will not be allowed to participate in any interscholastic games or extracurricular performances/activities/field trips from that Monday through Sunday of the following week. Ineligible students may practice/attend meetings with their team/organization, but this is up to the discretion of the coach/moderator.
4. Students failing two classes for a semester will not be eligible for the next semester. Ineligible students may practice with their team or attend meetings, but this is up to the discretion of the coach.

## Dance Regulations

Only Marian students with I.D.'s will be admitted to school dances. Those other than Marian students will be allowed to attend Homecoming, Winter Formal, and Prom as guests of a Marian student. The following are regulations concerning student attendance at dances:

1. Students who did not attend school during the last 2/3 of the school day cannot attend the dance that evening. In the event of a dance on a Saturday, students would be required to have attended the last 2/3 of the school day prior to the event to be eligible to participate.
2. Students are to dress modestly at all dances. Students who are not in compliance will be required to change or to leave. See Appendix E for Dress Code Guidelines.
3. No student will be allowed to enter an event one hour after the event has begun. For example, for a 7:30 - 10:30 p.m. dance, no student will be allowed admission after 8:30 p.m. The only exceptions to this regulation include members of a team who have a scheduled game and students who work if they have done the following: (a) notified the moderator of the dance in writing one day prior to the dance; (b) brought a note from their employer on letterhead stationery stating their work hours.
4. All students are to enter and exit the building at the student commons entrance.
5. Once a student enters the dance, he/she must remain inside the building.
6. Should a student leave the building before the event has ended, he/she will not be allowed to re-enter.
7. All Student Handbook regulations apply for co-curricular events, including searches of cars, bags, and administration of breathalyzers, should reasonable suspicion warrant such instances.
8. Dangerous (bodysurfing, picking up each other, flips, etc.) or inappropriate dancing, including sexually explicit forms of dancing, will not be tolerated.
9. Bags/backpacks are not allowed into the gym – students must store them in their cars or check the bag with one of the faculty chaperones.

10. Some activities are not open to participation by all students, i.e., the freshman/7<sup>th</sup>/8<sup>th</sup> grade activity night is open only to freshman; the junior/senior prom is open only to juniors, seniors and guests of juniors and seniors through the age of 20 – individuals 21 years of age and older are not eligible to attend this event.
11. Marian students wishing to bring a non-Marian guest must submit a completed Date Request Form prior to the sale of dance tickets. As a Catholic school, “date” must be opposite gender of Marian student requesting permission.

## State Contests

Students who are members of an athletic team may be excused from school when their team is playing/competing in a State Series Contest (IHSA). Athletic coaches will assume supervisory responsibility only for those team members designated for competition in the athletic contests. Non-participating members are required to have parent permission, and parents assume full responsibility for travel, lodging and supervision. Gauging student-interest, Marian Central may reserve a “fan bus” to safely transport student-fans to/from State contests. The cost of the bus will be passed on to the students, and a minimum-rider expectation will need to be met or the bus reservation will be cancelled. Students missing school to attend any school-related sports activity, such as State Competitions, will need to follow regular attendance protocol (parent-permission needed, attendance will be affected, etc.)

## Early Dismissal for School-Sponsored Activities

Students who leave early because of athletic events or other school-sponsored activities are required to get their assignments from teachers before they leave and are expected to have missing work completed by the expected due date.

## Summer Functions Policy

Marian Central Catholic High School's Council of Administration and the school's administration encourage and promote student and staff participation and attendance at coaching schools, music clinics, athletic camps, pompon/cheerleader camps, and other such events that may be held at or away from Marian Central during the summer months.

All Marian Central officially sponsored activities shall receive prior approval from the superintendent, and only those shall be known as Marian Central sponsored.

Staff, students, parents, and sponsors entered in summer activities under the name of Marian Central shall conform to all the Marian Central Catholic High School codes of conduct.

## Disclaimer

Not every possible circumstance or activity can be addressed in the student handbook because there are many situations which are very individualized in nature. Circumstances and activities that are not specifically addressed in this handbook are subject to review and decision by the Curriculum Director, Student Deans, and Superintendent of Marian Central Catholic High School.

## DAILY SCHEDULES

### Regular (1)

|                     |                    |
|---------------------|--------------------|
| Warning Bell        | 7:55 a.m.          |
| Period 1            | 8:00 - 8:46 a.m.   |
| Advisory Period (2) | 8:50 - 9:15 a.m.   |
| Period 3            | 9:19 - 10:04 a.m.  |
| Period 4            | 10:08 - 10:53 a.m. |
| Period 5 (Lunch)    | 10:57 - 11:22 a.m. |
| Period 6/7 (Class)  | 11:26 - 12:11 p.m. |
| Period 5/6 (Class)  | 10:57 - 11:42 a.m. |
| Period 7 (Lunch)    | 11:46 - 12:11 p.m. |
| Period 8            | 12:15 - 1:00 pm    |
| Period 9            | 1:04 - 1:49 p.m.   |
| Period 10           | 1:53 - 2:40 p.m.   |
| Detention Bell      | 2:45 p.m.          |
| Detention Dismissal | 3:45 p.m.          |

### All School Mass (2) *\*New times*

|                      |                    |
|----------------------|--------------------|
| Warning Bell         | 7:55 a.m.          |
| Period 1             | 8:00 - 8:44 a.m.   |
| Period 3             | 8:48 - 9:32 a.m.   |
| *Period 4            | 9:36 - 10:15 a.m.  |
| *Advisory Period (2) | 10:19 - 10:24 a.m. |
| *All School Mass     | 10:29 - 11:19 a.m. |
| Period 5 (Lunch)     | 11:23 - 11:48 a.m. |
| Period 6/7 (Class)   | 11:52 - 12:31 p.m. |
| Period 5/6 (Class)   | 11:23 - 12:02 p.m. |
| Period 7 (Lunch)     | 12:06 - 12:31 pm   |
| Period 8             | 12:35 - 1:14 p.m.  |
| Period 9             | 1:18 - 1:57 p.m.   |
| Period 10            | 2:01 - 2:40 p.m.   |

### Pep Assembly Schedule (No Advisory) (3)

|                    |                    |
|--------------------|--------------------|
| Warning Bell       | 7:55 a.m.          |
| Period 1           | 8:00 - 8:53 a.m.   |
| Period 3           | 8:57 - 9:42 a.m.   |
| Period 4           | 9:46 - 10:31 a.m.  |
| Period 5 (Lunch)   | 10:35 - 11:00 a.m. |
| Period 6/7 (Class) | 11:04 - 11:49 a.m. |
| Period 5/6 (Class) | 10:35 - 11:20 a.m. |
| Period 7 (Lunch)   | 11:24 - 11:49 a.m. |
| Period 8           | 11:53 - 12:31 p.m. |
| Period 9           | 12:35 - 1:13 p.m.  |
| Period 10          | 1:17 - 1:56 p.m.   |
| Pep Assembly       | 2:00 - 2:40 p.m.   |

### Noon Dismissal (No Advisory) (4)

|              |                    |
|--------------|--------------------|
| Warning Bell | 7:55 a.m.          |
| Period 1     | 8:00 - 8:30 a.m.   |
| Period 3     | 8:35 - 9:05 a.m.   |
| Period 4     | 9:10 - 9:40 a.m.   |
| Period 5/6/7 | 9:45 - 10:15 a.m.  |
| Period 8     | 10:20 - 10:50 a.m. |
| Period 9     | 10:55 - 11:25 a.m. |
| Period 10    | 11:30 - 12:00 p.m. |

### Special Noon Dismissal w/Mass (5)

|                     |                    |
|---------------------|--------------------|
| Warning Bell        | 7:55 a.m.          |
| Advisory Period (2) | 8:00 - 8:10 a.m.   |
| Mass                | 8:15 - 9:20 a.m.   |
| Period 1            | 9:24 - 9:43 a.m.   |
| Period 3            | 9:47 - 10:06 a.m.  |
| Period 4            | 10:10 - 10:29 a.m. |
| Period 5/6/7        | 10:33 - 10:51 a.m. |
| Period 8            | 10:55 - 11:14 a.m. |
| Period 9            | 11:18 - 11:37 a.m. |
| Period 10           | 11:41 - 12:00 p.m. |

### Semester Exams (No Advisory) (6)

|   |                    |
|---|--------------------|
| Warning Bell  | 7:55 a.m.          |
| 1 <sup>st</sup> Exam Period                                 | 8:00 - 9:20 a.m.   |
| 2 <sup>nd</sup> Exam Period                                 | 9:25 - 10:40 a.m.  |
| 3 <sup>rd</sup> Exam Period (2 <sup>nd</sup> exam day only) | 10:45 - 12:00 p.m. |

## Late Start

### Marian Central Catholic Late Start Days for the 2024 - 2025 School Year

Marian Central has (8) “Late Start” days on the school calendar. Although the regular class schedule has first period starting at 8:00 A.M. each day, on the first Wednesday of the designated late start months – students will experience an abbreviated schedule where classes start later, at 9:45 A.M. and there will be no Advisory Period.

### Purpose of the Late Start Days

The purpose of the late starts is to provide time for the staff to receive professional development and work collaboratively with instructional teams. This time will more specifically serve to reinforce curricular content, introduce new teaching strategies, and support educators’ adjustment to new technology or legislation that might affect their teaching; as well as supporting any new teachers.

### Late Start Benefits to Students

Studies have shown that when teachers have time to participate in these highly focused professional development sessions, good teachers become better, the culture of the school improves, and this, in turn, leads to a significantly positive overall effect on student achievement.

### Bus Schedules for Late Start Days

Students who take the Durham bus to school will have an accommodated pick-up schedule on every late start morning, with AM pick-up times moved accordingly and pick-up times will be posted on the school website. RTA/PACE riders will need to check those route schedules for times that will accommodate the late starts. D200 bus rider pick-up times will not be adapted to accommodate our late starts; however, the cafeteria will be open for students who must arrive at the regularly scheduled time. Early-arrival students must report and remain in the cafeteria during the late-start time period.

### The following are the eight scheduled late start dates for the 2024-2025 school year:

- Wednesday, September 4, 2024
- Wednesday, October 2, 2024
- Wednesday, November 6, 2024
- Wednesday, December 4, 2024
- Wednesday, January 15, 2025
- Wednesday, February 12, 2025
- Wednesday, March 12, 2025
- Wednesday, April 9, 2025
- (No Late Start in May)

### Late Start Day Bell Schedule (No Advisory) (7)

|                    |                    |        |
|--------------------|--------------------|--------|
| Warning Bell       | 9:40 a.m.          |        |
| Period 1           | 9:45 – 10:21 a.m.  | 36 min |
| Period 3           | 10:25 – 10:59 a.m. | 34 min |
| Period 4           | 11:03 – 11:37 a.m. | 34 min |
| Period 5 (lunch)   | 11:41 – 12:06 p.m. | 25 min |
| Period 6/7 (class) | 12:10 – 12:46 p.m. | 36 min |
| Period 5/6 (class) | 11:41 – 12:17 p.m. | 36 min |
| Period 7 (lunch)   | 12:21 – 12:46 p.m. | 25 min |
| Period 8           | 12:50 – 1:24 p.m.  | 34 min |
| Period 9           | 1:28 – 2:02 p.m.   | 34 min |
| Period 10          | 2:06 – 2:40 p.m.   | 34 min |

### *Advisory Period*

Marian Central Catholic High School incorporates a daily 25-minute advisory period into all student schedules serving two general functions:

- 1) Preserve instructional time by absorbing non-academic functions.
- 2) Enhance the atmosphere and culture of the school, guided by four central themes:

➤ **Theme #1: Spirituality**

- Catholic identity
- Sacramental experiences
- Retreat planning
- Service projects

➤ **Theme #2: Named, Noticed, Known**

- Advisory as a homebase for students all four years
- Advisors and students will develop a strong, consistent, in-depth relationship.
- Develop a cohesive, caring, collaborative school community.

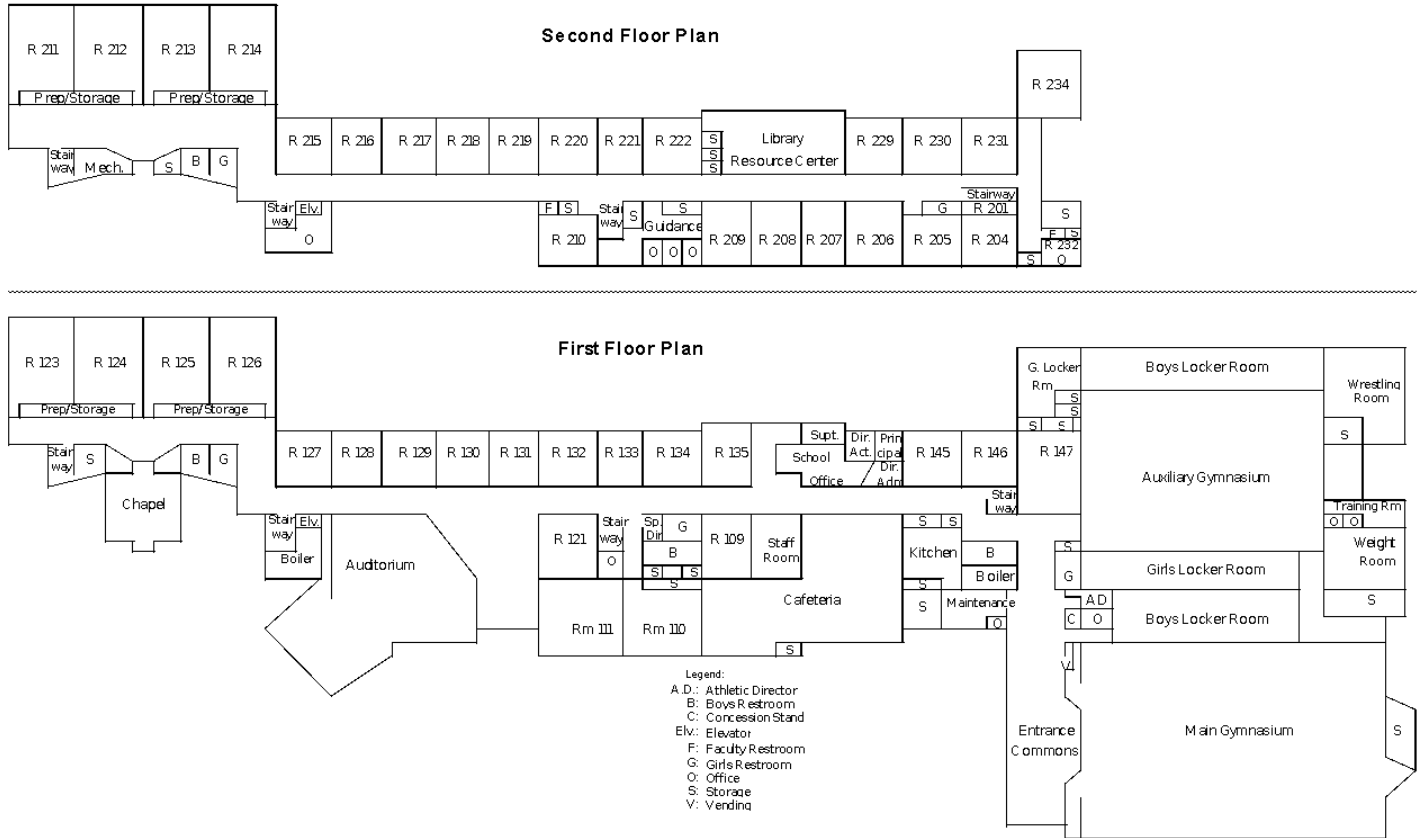
➤ **Theme #3: Personal Development**

- Develop each student (and staff member) as a whole person.
- Focus on wellness.
- Students will be supported in their efforts to confront, manage, and navigate their experiences.

➤ **Theme #4: Academic Success**

- Provide access to academic support and pursue co-curriculars.
- Self-monitoring of schoolwork and grades
- Post-secondary planning and preparation

# FLOOR PLAN



Appendix A: Medical Authorization Forms

Marian Central Catholic High School 2024-2025  
Medication Authorization Form

It is our policy that (Rx) prescription and (OTC) over-the-counter medication should be administered in the home when at all possible. However, under certain circumstances, it is in the best interest of the student to take prescribed or OTC medication during the school day. In the case of the student needing a prescription medication during the school day, the doctor and the parent/guardian must provide authorization to the school office. In the case of the student needing an over-the-counter medication during the school day, the parent/guardian must provide authorization to the school office. The medication must be brought to the school office in the original container that includes all prescription or OTC information including the student's name. The parent/guardian must assume responsibility for informing the school in writing of any change in the student's health or change in medication. The prescribed or OTC medication will be kept in the school office, and the student is responsible for coming to the school office to take the medication. A Medication Log will be kept in the office where each student must sign every time a medication stored in the office is taken. **A student may carry on his or her person and may self-administer an epinephrine auto-injector or asthma inhaler where the student or student's parent/guardian supplied the epi-pen or asthma inhaler and presented the school with a prescription authorizing the student to use the epi-pen or inhaler. (Please complete the Parental Authorization for EpiPen Use or Inhaler Use By or For Student Form.)** This Authorization is valid for the dates indicated or the end of the current school year. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

**Over-the-Counter Medication:** \_\_\_\_\_

Dose: \_\_\_\_\_ Time of Administration at School: \_\_\_\_\_

I hereby state that the information is above is accurate and give permission to Marian Central Catholic High School personnel to administer the medication identified to the above-named student.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Prescription Medication:** \_\_\_\_\_

Dose: \_\_\_\_\_ Time of Administration at School: \_\_\_\_\_

Duration (from date): \_\_\_\_\_ to (date): \_\_\_\_\_

Reason for medication prescribed: \_\_\_\_\_

Possible Side Effects: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



MARIAN CENTRAL CATHOLIC HIGH SCHOOL 2024-25  
PARENTAL AUTHORIZATION FOR EPIPEN USE OR ASTHMA INHALER USE BY OR  
FOR STUDENT

1. The undersigned parent(s) or legal guardian(s) of \_\_\_\_\_ is submitting a prescription or other written statement from my child's physician, physician assistant, or advanced practice registered nurse the following:

\_\_\_ Asthma inhaler/medication. The asthma prescription label or the written statement from the child's physician, physician assistant, or advanced practice registered nurse must contain the name of the asthma medication, the prescribed dosage, and the time at which or circumstances under which the asthma medication is to be administered,

\_\_\_ Epinephrine injector. The epi-pen prescription or the written statement from the child's physician, physician assistant, or advanced practice registered nurse must contain the name and purpose of the epinephrine injector, prescribed dosage; and the time or times at which or the special circumstances under which the epi-pen is to be administered.

2. I understand I must provide the epi-pen or the asthma inhaler/medication.

3. The prescription or other written statement from my child's physician, physician assistant, or advanced practice registered nurse permits my child, and I also permit my child, to:

- \_\_\_ self-administer and self-carry asthma inhaler/medication
- \_\_\_ self-carry of asthma inhaler/medication
- \_\_\_ self-administer and self-carry of an epinephrine injector
- \_\_\_ self-carry an epinephrine injector.

4. I also give permission for a school nurse or "trained personnel" to administer:

- \_\_\_ asthma inhaler/medication to my child
- \_\_\_ an epi-pen to my child

in accordance with the instructions of the prescription or other written statement of my child's physician, physician assistant, or advanced practice registered nurse, and

5. I understand that I must complete this form and provide a new prescription or other written statement every school year if my child's need continues into a new school year.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Parent \_\_\_ Legal Guardian

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_ Parent \_\_\_ Legal Guardian

Acceptable Use Policy (AUP) for the Use of Technology for Students (updated June 2024)

**Purpose:**

Marian Central provides individual laptops and other technology resources to serve its students. Access to these resources is provided to further the educational goals of the school and the Diocese. Students are to use these resources for educational and/or school-related activities and to facilitate the efficient exchange of useful information related to the student's schoolwork. The resources provided through the school, including the individual laptops, are and remain the property of the school. Students are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Marian Central has the right to and does monitor the use of computers and other electronic resources by students, including students' access to the Internet, Internet use, and e-mail use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet, or email.

**Goals:**

The goal in providing technological resources to all students is to promote educational excellence in our school. We do this by facilitating resource sharing, innovation, and communication amongst students and staff with the support and supervision of parents, teachers, and support staff. With respect to any of its computers and other electronic resources, Marian Central uses filtering and blocking software as well as staff members to monitor Internet usage. These measures meet the terms of the Children's Internet Protection Act (CIPA) for protecting minors against access, through computers and other electronic resources, to visual illustrations that are obscene, pornographic, or are otherwise harmful to minors. However, it is impossible to fully control all information available to students. Because information on networks is transitory and diverse, Marian Central cannot completely predict or control what users may or may not locate. The school believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of Marian Central.

Therefore, Marian Central adopts this Policy governing the use of electronic resources and the Internet in order to:

- Acknowledge the privilege granted to the student for using the school's computers and other electronic resources.
- Ensure responsible and ethical use of the school's network, Internet resources, and e-mail;
- Provide guidance for acceptable use by students obtaining access to electronic resources; and
- Preserve the security and integrity of the school network.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, Marian Central is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The accuracy or suitability of any information that is retrieved through technology.
- Breaches of confidentiality.
- Defamatory material; or
- The consequences that may come from failure to follow MCCHS policy and procedures governing the use of technology.

### **Responsibilities of the Student:**

All users of computers and other electronic resources shall be consistent with the Diocesan and School's goal of promoting educational excellence by improving resource sharing and communication. This Acceptable Use Policy does not attempt to state all required or restricted behaviors of users. By signing this Policy, the student acknowledges that he/she has read the terms and conditions, understands their significance, and agrees to abide by this Policy.

### **Technology resources provided by Marian Central are:**

- Owned by the school.
- The responsibility of the student regarding loss, theft, or damage on or off campus.
- Offered as a privilege, not a right.
- Provided for the purpose of furthering education and the goals of the school.
- Monitored through filtering and blocking software; and
- To be used for school-related purposes only.

### **Academic Integrity:**

- Students are expected to properly acknowledge their sources.
- Students must produce original work.
- Students may NOT engage in unauthorized use of ChatGPT or any other AI composition software.
- Students must obtain permission from their teacher before using any AI composition software for any assignments. Using these tools without permission puts the student's academic integrity into question.

### **Network Considerations:**

All students must use the "marian\_student" wireless network while using their device in the classroom. Student filtering guidelines are a requirement of all schools in compliance with Federal Law. The Children's Internet Privacy Act (CIPA) requires that all network access in schools be filtered, regardless of the tool used to access the internet while in the school. Students are prohibited from connecting to a private, unfiltered network connection on their device using a data plan or third-party app or website to bypass network filters. Marian Central is not held responsible for any charges incurred while using the device during classroom

activities. Students are further prohibited from using a device other than the school issued device while at Marian during school hours.

### Technology Use Guidelines:

Students are encouraged to take full advantage of the technology provided by Marian Central. Marian Central's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for educational purposes only. The actions of student users accessing networks through Marian Central reflect on Marian Central; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using Marian Central's computers and networks. The following guidelines are to be followed. The list is not exhaustive. Marian Central reserves the right to interpret this Policy in its sole discretion in the event matters not expressly covered in this Policy arise.

### Appropriate or acceptable educational uses of these resources include, but are not limited to:

- Access to the Internet to retrieve information from libraries, databases, and Internet sites to enrich and expand curriculum.
- All technology use, including Internet access, is provided for educational purposes, to enrich and expand the curriculum. Use of technology resources must be consistent with the educational objectives of the Diocese and school.
- Always abide by the generally accepted rules of network etiquette.
- Be polite in your messages.
- Use computer resources courteously and efficiently.
- Individual accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password.
- Do not leave issued device and/or an open file or session unattended or unsupervised. You are ultimately responsible for all activity on your issued device or under your account.
- Do not remove Asset Tag from the device. If the tag is coming off, please contact the school office.
- All devices used by students at Marian are restricted by the limits of this Policy and must be approved by the Network Administrator or Superintendent.
- The school has the right to monitor student use of the school computers, network, and Internet. Students have no expectation of privacy in their use of school technology.
- Any information contained or placed on the issued device, the school's computer hard drive, or the school's designated Cloud Drives are the property of the school.
- Students are required to report any damage or change to equipment to a teacher, administration, or the school office (see Maintenance and Care section of this document).
- Content filtering software is not 100% secure. Access to questionable sites should be brought to the attention of the Network Administrator immediately.
- The Rockford Diocese Office of Catholic Education and/or Marian Central may modify, amend, or add additional rules and restrictions to this Policy at any time.

## **Prohibited Use:**

The following guidelines are intended to promote legal, ethical, moral, and safe use of the school's technology resources in accordance with the teachings of our Catholic faith. The list below is not exhaustive. Marian Central reserves the right to interpret the Policy in its sole discretion in the event matters not expressly covered in this Policy arise. Inappropriate or unacceptable uses(s) of these resources include, but are not limited to the following:

- Engaging in activities not related to educational purposes or which are contrary to rules, policies and/or guidelines of the school.
- Accessing, retrieving, viewing, or distributing any material in violation of any federal or state laws or regulations or school policy or rules. This includes, but is not limited to,
  - Improper use of copyrighted material;
  - Improper use of the System to commit fraud or with the intent to commit fraud;
  - Improper use of passwords or access codes;
  - Disclosing the full name, home address or phone number of any student or School/Diocesan employee or volunteer;
  - Using third party apps or websites to bypass network filtering;
  - Accessing, retrieving, posting, transmitting or viewing obscene, profane, abusive, or indecent materials that are inconsistent with the objectives and/or teachings of the Catholic Church and/or the Diocese and/or school;
  - Unauthorized downloading or copying of software, regardless of whether it is copyrighted, shareware, or freeware without authorization from the school office; or
  - Any act of social injustices such as harassing, threatening, intimidating, or degrading an individual or group of individuals.
- Vandalism is prohibited. This includes, but is not limited to:
  - Deleting, examining, copying, or modifying files, data, email, or voice mail belonging to other users, and/or attempts of same;
  - Attempts to breach security codes and/or passwords; or
  - Destruction, abuse or modification of devices, computer hardware and/or software including changes to preferences; and/or attempts of same.
- Sending nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome or inappropriate messages.
- Using technology resources for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters.
- Using, transmitting, or posting images or video of administrators, employees, students, parents, parishioners, or any other person without specific permission
- Establishing network or Internet connections to live communications, including voice, instant messaging, video, and/or chat, without specific permission from the Curriculum Director.
- Using the network to identify, imply or infer any gang activity.

## **System Security and Reliability**

In order to maintain the school's security and reliability of the school's network, the following are prohibited:

- Wastefully using technology resources, such as file space or bandwidth
- Hacking-unauthorized access to system resources from outside the network

- Interceptions-monitoring data or traffic on any network, system, or server
- Deliberate attempts to overload the system or cause damage.
- The creation, circulation, and/or use of computer viruses
- Using the network in any way would disrupt its use by other users or be dangerous to the integrity of the local area network.

Students must notify the school office of any security risk or abuse of the system. Do not demonstrate the problem to another student. Any student identified as a security risk may be denied access to the network.

### **INTERNET SAFETY:**

Students must take steps to ensure their safety on the internet, including, but not limited to, the following rules:

- Students should never give out identifying information such as home address, school name, or telephone number to others on the Internet or by email, including in a public message such as chat room or newsgroups. If a person asks for such personal information, students must have the approval of their parent or guardian before providing the information.
- Students should not post photographs of themselves in newsgroups or on websites that are available to the public.
- Students should not arrange a face-to-face meeting with someone they “meet” on the Internet or by email without parental/guardian permission. If a meeting is arranged, the meeting must be in a public place and the student’s parent/guardian must attend.
- Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such a message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action (e.g., bullying) the student’s parent should provide a copy to MCCHS Administration.
- Marian Central recommends that parents/guardians read and follow the U.S Department of Justice Guidelines for Parents/Guardians on Internet Safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

### **Web sites & Apps**

- Using, transmitting, or posting images of employees, students, parents, or parishioners without specific permission is prohibited.
- Any web site or app created by a student using the technology system must be part of a school-sponsored activity, or otherwise be authorized by the Curriculum Director.
- All content, including links, of any web site or app created by a student using the school’s resources must receive prior approval by the school office.
- All contents of a website or app created by a student must conform to these Acceptable Use Guidelines.
- Marian Central Catholic High School retains the following rights and recognizes the following responsibilities:
  - To suspend or remove a user account from the Marian network.

- To monitor the use of all online activities.
- To provide both internal and external controls, as appropriate or feasible, in order to provide a safe technological environment for all users; and
- To provide training to both staff and students that promote and follow the guidelines set forth by Marian Central.

Access to computers, the Internet, and other electronic devices is important to student learning and achieving the educational goals of the school and the Diocese. However, as with all tools, they must be used properly. This Policy applies to all student-issued laptops, school-based computers, and other electronic resources: calculators, cell phones, digital cameras, and provides guidance for acceptable, responsible, and ethical use of these resources. The use of computers and other electronic resources is a privilege not a right, and any attempt to violate the provisions of this agreement could result in revocation of the student's privileges, regardless of the success or failure of the attempt.

## **Student/Guardian Policy and Guidelines**

In an effort to increase opportunities to use these 21st century skills, Marian Central Catholic High School is pleased to offer our students access to the school's computers, internet, network, and other technology through our 1:1 program ("Marian Student Device") for educational purposes. From this point forward, the phrase "Marian Student Device" includes the device provided to each student (in its entirety) and the charging cord. The Marian Student Device will be issued to each student for their own personal educational-related uses both at school and at home. Marian Student Devices issued through this 1:1 program are solely educational devices and are to be used in that capacity. Failure to comply with these guidelines may lead to suspension or termination of student use.

### **Ownership of Marian Student Devices:**

Marian Central Catholic High School maintains the legal title of all Marian Student Devices issued to students. Students are authorized to possess, and use is as long as they comply with the Acceptable Use Policy (AUP), but they hold no ownership rights to the Marian Student Devices. Marian Central Catholic High School shall not be held liable for any damage, loss, or claim of any kind resulting either directly or indirectly from student use or inability to use Marian Student Devices.

### **No Warranties:**

Marian Central makes no warranties regarding Marian Student Device. Marian Central shall not be liable for any damage, loss, or other claims of any and all kinds resulting directly or indirectly from the use of or inability to use our Technology.

### **Costs:**

Any manufacturer defects will be covered by the manufacturer's 4-year warranty. Marian Central holds insurance for all school technology issued to each student under this agreement at no cost to the student.



**Each student is required to pay a deductible or complete replacement cost for damage, theft, or loss.** The claim/deductible table is at the end of this document. In case of negligence or willful or wanton conduct in violation of any Marian Central policy or procedure governing the use of this device, damage will not be covered, and instead, Marian Central will assess the full replacement cost of the device to the student's family.

#### **If the Marian Student Device is Lost/Stolen:**

If the Marian Student Device is lost or stolen, the police must be notified within 24 hours of the discovery of the loss/theft. A police report must be filed by the student's parent/guardian. In addition to contacting the police, the student's parent/guardian shall notify Marian Administration that the computer is stolen or lost within 24 hours of the discovery of the loss or theft, providing school authorities with appropriate copy of police report. If the loss was claimed on the family's insurance, any reimbursement received should be provided back to Marian Central Catholic High School in compensation for the loss. **If the device is recovered but not in good condition, or not recovered at all and the loss was not covered by insurance, the family may be required to reimburse the school for the replacement cost of the lost/stolen device.**

#### **Return of Marian Student Device:**

All students must return the Marian Student Device at the end of each school year. Additionally, if a student withdraws from enrollment with Marian Central Catholic High School, or has his/her rights terminated, the student must return said Marian Student Device immediately. In no event shall the student retain the Marian Student Device for more than 2 days after the date of expiration, withdrawal, or termination. If a student fails to return the Marian Student Device in a timely fashion and/or the device is returned in poor condition, the student and his/her parent/guardians will be subject to paying replacement costs.

#### **MCCHS Technology Transport and Use:**

Once the Marian Student Device is issued to the student, the student and his or her parent or guardian are responsible for Marian Student Device at all times that it is signed out to the student. Students and their parents or guardians must take reasonable care to protect and properly use the Marian Student Device issued under the program at all times. Among other things, this means:

- Once assigned, the student is fully and solely responsible for said Marian Student Device including when they are left unsupervised in a classroom, hallway, locker or elsewhere on or off school property.
- The student is the only authorized user of his/her assigned device. Students may not share or trade their computers with other individuals, including other students, other than their parents, guardians, or school officials.

- Students must bring their devices fully charged and with the power cord to school daily. Repeated failure to bring the computer to class daily may result in discipline or other consequences under technology policies.
- Marian Student Device must be used on flat, stable surfaces only.
- Marian Student Device must not be cleaned with cleaners such as Windex.
- Marian Student Device must not be marked with markers, stickers, or other similar materials.
- School applied labels, asset tags and other identifiers may not be removed from Marian Student Device.
- Food and drink should not be used near Marian Student Device.
- Marian Student Device should not be left in automobiles, as they cannot tolerate extreme heat or cold and may become damaged.

**Student and Parent/Guardians acknowledge that:**

- Internet connectivity on a device will be filtered by the Marian Central Catholic High School and any attempt to bypass the network filters is prohibited.
- Students are only allowed to bring/use the school issued device while in school during school hours. They are not allowed to use any other personal device while at school.
- Students are prohibited from bringing a device that infects the school network with any program designed to damage or compromise the school network and its contents. Marian Central reserves the right to collect and examine any device that is suspected of causing technology problems at school.
- Printing from a Marian Student Device will not be allowed at school. Students may have the ability to print from their home computers.
- All devices must be charged prior to school and run exclusively on battery power while used in the classroom environment. Only in extreme circumstances would teachers allow a student to charge a device in a classroom.
- Transmission of material of bullying nature or sexual nature will not be tolerated.
- Since students will be utilizing their Marian Student Device, although students are able to have cellphones on school property, they must remain turned off and out of sight.

A student who violates this Policy is subject to additional school disciplinary action, up to and including suspension and/or expulsion. The decision of the school regarding inappropriate use of the technology or telecommunication resources is final. Reimbursement may be sought for damage requiring repair or replacement of equipment where Marian Central, in its sole discretion, determines the damage was caused intentionally or with recklessness.

| <b>Payment per claim per student (over 4 years) *</b> |                              |  |
|---|------------------------------|--|
| <b>Claim</b>  | <b>Damage/Repair Payment</b> | <b>Stolen/Lost Payment</b>   |
| 1   | \$50                         | Potential cost to student/family will be determined based on completion of school & police investigation |
| 2   | \$100                        |  |
| 3 or more   | \$150 up to full replacement |  |

- In case of negligence or willful or wanton conduct in violation of any Marian Central policy or procedure governing the use of this device, damage will not be covered, and instead, Marian Central will assess the full replacement cost of the device to the student's family.

**Other Potential Charges:**

Replacement charges are as follows:

- Charging Cord \$50

A stylus is not included with the device but can be purchased from the school if the student chooses to use one.

- Stylus, New: \$50

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*Please sign and detach this acceptable use agreement acknowledgement and return it to the school office before receiving the device.*

**Acknowledgement**

By signing this 2024-25 Acceptable Usage Policy, the student acknowledges the Acceptable Use Policy for the Use of Technology for Students **and** the On-To-One Device Student/Guardian Policy and Guidelines.

*Student (print)* \_\_\_\_\_

*Student (signature)* \_\_\_\_\_

*Date* \_\_\_\_\_

*Anticipated year of graduation* \_\_\_\_\_

*Parent/Guardian (print)* \_\_\_\_\_

*Parent/Guardian(signature)* \_\_\_\_\_

*Date* \_\_\_\_\_

## *Appendix C – Bullying*

### **Bullying, Cyber-Bullying, Intimidation, and Harassment Policy**

“Bullying,” including “cyber-bullying,” is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (“cyber-bullying”), directed toward a student or students that has or can reasonably be predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students’ person or property,
- Causing a substantially detrimental effect on the student’s or students’ physical or mental health,
- Substantially interfering with the student's or students’ academic performance, or
- Substantially interfering with the student's or students’ ability to participate in or benefit from the services, activities or privileges provided by a school.

#### **Bullying is contrary to State law and the mission and policy of Marian Central Catholic High School.**

No person, including school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; ancestry; age; religion; physical or mental disability; order of protection status; economic status; actual or potential parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that unreasonably interferes with the student's or students’ ability to participate in or benefit from the services, activities or privileges provided by a school affects the tangible benefits of education, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. This list is meant to be illustrative and non-exhaustive.

Marian Central reserves the right to enforce discipline policy should any type of harassment occur:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school sanctioned events or activities.
- Through the transmission of information from a computer that is accessed at a school or non-school related location, activity, function, or program or from the use of technology or an electronic device that is that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. (See “Cyber-Bullying”)

#### **Sexual Harassment**

Sexual harassment of any kind is prohibited. Any person, including a school employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, or a sexual nature or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or
2. Has the purpose or effect of:
  1. Substantially interfering with a student’s educational environment,
  2. Creating an intimidating, hostile, or offensive educational environment,
  3. Depriving a student of educational aid, benefits, services, or treatment, or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities. The term “sexual violence” includes several different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Cyber-Bullying**

Cyber-bullying is prohibited. Cyber-bullying is defined as bullying using technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyberbullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in [105 ILCS 5/27- 23.7(b)].

**Prohibition on Cyber-Bullying:** Bullying is prohibited through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. **This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require the school to staff or monitor any non-school related activity, function, or program.**

### **Reporting Procedures:**

Students are encouraged to report, orally or in writing, claims or incidences of bullying, cyber-bullying, harassment, sexual harassment, or any other prohibited conduct to the school Curriculum Director, Dean’s Office, Guidance Counselors, or any teacher. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the school’s Dean’s Office for appropriate action.

### **Marian Central prohibits any form of reprisal or retaliation against any person who reports an act of bullying and the consequences.**

Any student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including suspension and expulsion.

**Investigation of Bullying Allegations:**

- The school will make all reasonable efforts to complete the investigation within 10 school days after the date the report of bullying was received and will take into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
- The school will involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- The school will take appropriate interventions to address bullying, which may include, but are not limited to, school counseling services, restorative measures, and social-emotional skill building.

## Primary Complaint Managers:

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| <b>Name</b>          | Mr. Williams or Mr. Winkelman<br>(Dean of Students)  | <b>Name</b>          | Mrs. Hilton or Mr. Kruse<br>(Guidance Counselors)  |
| <b>Address</b>       | 1001 McHenry Avenue  | <b>Address</b>       | 1001 McHenry Avenue  |
|                      | Woodstock, IL 60098  |                      | Woodstock, IL 60098  |
| <b>Telephone No.</b> | (815) 338-4220<br>Ext. 127 (Will) or 128 (Wink)  | <b>Telephone No.</b> | (815) 338-4220<br>Ext. 121 or 122  |
| <b>Email Address</b> | <a href="mailto:bwilliams@marian.com">bwilliams@marian.com</a><br><a href="mailto:Bwinkelman@marian.com">Bwinkelman@marian.com</a> | <b>Email Address</b> | <a href="mailto:khilton@marian.com">khilton@marian.com</a><br><a href="mailto:tkruse@marian.com">tkruse@marian.com</a> |

**APPENDIX D – INFRACTION/CONSEQUENCE MATRIX**

| <b>BEHAVIORAL EXPECTATION</b> | <b>Code</b> | <b>INFRACTION</b>   | <b>MINIMUM CONSEQUENCE</b>                          | <b>POLICE NOTIFICATION</b> | <b>PROCEDURE</b>  |
|-------------------------------|-------------|---|---|----------------------------|---|
| BE RESPECTFUL                 | 100         | <b>DISRESPECT</b> - speech or behavior which shows that you do not think someone is valuable, important, etc.; lack of respect towards teacher or fellow student(s).  | ½-Hour Detention                                    | <b>NO</b>                  | <b>SEVERITY</b><br>Consequence listed is the mandatory MINIMUM for the infraction. Marian Central reserves the right to increase the consequence based on severity of any infraction.<br><b>PROGRESSIVE DISCIPLINE</b><br><br><b>1st OCCURRENCE:</b><br>* ½ hour Detention<br><br><b>2nd OCCURRENCE:</b><br>* Referred to Dean's Office<br>* 1-hour Detention<br><br><b>3rd OCCURRENCE:</b><br>* Referred to Dean's Office<br>* 3-hour Saturday Detention<br><br><b>PROTOCOL</b><br>* Teacher-generates detention.<br>* If 2nd Occurrence, etc., Dean's Office will notify, and additional detention will be issued according to Progressive Discipline procedures. |
| BE RESPECTFUL                 | 101         | <b>DISRUPTION TO THE LEARNING ENVIRONMENT</b> - any willful disruption that impedes on the teacher's ability to create a safe, effective learning environment   | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPECTFUL                 | 102         | <b>IMPROPER PARKING</b> - Parking over delineated spaces, blocking or parking in designated no-parking areas  | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPECTFUL                 | 103         | <b>IN HALL WITHOUT VALID PASS/MISUSE OF HALL PASS</b> - includes deviating from requested pass destination or reasonable pass-time allotment.   | ½-Hour Detention<br>Possible loss of Parking Permit | <b>NO</b>                  |   |
| BE RESPONSIBLE                | 104         | <b>LEAVING WITHOUT PERMISSION</b> - Leaving the assigned area, without obtaining prior approval of the teachers and/or administrators.  | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPONSIBLE                | 105         | <b>LITTERING</b> - In hallways, cafeteria, classroom, school grounds including parking lot, gyms, sporting areas, auditorium, etc.  | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPECTFUL                 | 106         | <b>Damage to Locker or Locker room</b>  | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPECTFUL                 | 107         | <b>PROFANITY/INAPPROPRIATE COMMUNICATIONS</b> - offensive language either written or spoken.  | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPONSIBLE                | 108         | <b>TARDY (UNEXCUSED) TO CLASS</b> - Failure to be in assigned classroom/area when the bell rings.   | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPONSIBLE                | 109         | <b>TECHNOLOGY VIOLATION</b> - deliberate alteration, unauthorized entry (hacking) or harm to school computer, accessing inappropriate information; cell phone violation; downloading unauthorized files or programs.  | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPONSIBLE                | 110         | <b>UNIFORM CODE VIOLATION</b> - refusal or failure to comply with school uniform policy, including hair, shaving, or piercings.   | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPECTFUL                 | 111         | <b>DISOBEDIENCE</b> – disobedience or refusal to follow expectations as indicated in the Student Handbook.  | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPONSIBLE                | 112         | <b>EATING/DRINKING OUTSIDE THE CAFE DURING SCHOOL DAY</b> - Bringing food or beverages (other than refillable water bottles) into halls, classrooms, or other areas during the school day. This includes (but is not limited to) hot beverages, soft drinks, any food item. | ½-Hour Detention                                    | <b>NO</b>                  |   |
| BE RESPONSIBLE                | 113         | <b>FAILURE TO REPORT TO CAFETERIA DURING ASSIGNED LUNCH PERIOD</b> - Using lunch period to visit other classes in progress, being elsewhere without proper hall pass or advanced notification to cafeteria supervisor or school office.                                     | ½-Hour Detention                                    | <b>NO</b>                  |   |

|               |     |   |                  |    |
|---------------|-----|---|------------------|----|
| BE RESPECTFUL | 114 | <b>PUBLIC DISPLAY OF AFFECTION</b> - Inappropriate or overtly sexual behavior (kissing, touching, etc.) on school property. | ½-Hour Detention | NO |
|---------------|-----|---|------------------|----|

| BEHAVIORAL EXPECTATION | CODE | INFRACTION  | MINIMUM CONSEQUENCE  | POLICE NOTIFICATION | PROCEDURE   |
|------------------------|------|---|--|---------------------|---|
| BE RESPONSIBLE         | 200  | <b>DAMAGE TO PROPERTY</b> - Causing damage to or defacing school property or property of others on school grounds.  | <b>1-Hour Detention &amp; Possible Restitution</b>                         | NO                  | <b>SEVERITY</b><br>Consequence listed is the mandatory MINIMUM for the infraction. Marian Central reserves the right to increase the consequence based on severity of any infraction.<br><b>PROGRESSIVE DISCIPLINE</b><br><br><b>1ST OCCURRENCE:</b><br>* 1-Hour Detention served on regular weekly schedule, or may include any added detention scheduling by Dean's Office.<br><br><b>2nd OCCURRENCE:</b><br>* Referred to Dean's Office<br>* 3 hour Saturday Detention & \$20 fee<br><br><b>3rd OCCURRENCE:</b><br>* Referred to Dean's Office<br>* In School Suspension<br><br><b>PROTOCOL</b><br>* Teacher-generates detention in Rediker.<br>* If 2nd Occurrence, etc., Dean's Office will notify and additional detention will be issued according to Progressive Discipline procedures. |
| BE RESPONSIBLE         | 201  | <b>DISHONESTY</b> - Knowingly giving false information to a school employee (lying)   | <b>1-Hour Detention</b>  | NO                  |   |
| BE RESPONSIBLE         | 202  | <b>FAILURE TO ATTEND OR COMPLETE ASSIGNED ½-HOUR DETENTION-</b> Failure to report on time, or at all, to an assigned teacher or 1/2-hour detention; or leaving early/being disruptive in detention session.   | <b>1-Hour Detention</b>  | NO                  |   |
| BE RESPONSIBLE         | 203  | <b>FORGERY</b> - the unauthorized signing of the name of another person, or altering times, dates, grades, passes, or permits.  | <b>1-Hour Detention</b>  | NO                  |   |
| BE RESPONSIBLE         | 204  | <b>GAMBLING</b> - Playing any game of skill or chance for money or anything of value.   | <b>1-Hour Detention</b>  | <b>OPTIONAL</b>     |   |
| BE RESPECTFUL          | 205  | <b>INSUBORDINATION/DEFIANCE</b> - Willful disrespect, defiance, or disobedience towards a faculty or staff member (including substitute teacher)  | <b>1-Hour Detention</b>  | NO                  |   |
| BE RESPONSIBLE         | 206  | <b>TARDY (UNEXCUSED) TO SCHOOL</b> - Arriving late to school, either without parent/guardian permission, or exceeding 5th excused tardy.  | <b>1-Hour Detention</b>  | NO                  |   |
| BE RESPECTFUL          | 207  | <b>THROWING FOOD/OBJECTS IN CAFETERIA</b>   | <b>1-Hour Detention</b>  | NO                  |   |
| BE SAFE                | 208  | <b>UNSAFE/RECKLESS DRIVING</b> - Unsafe driving either on or off school property (off-property reporting considered valid with clear identification made, i.e., license plate/make of car/description of driver.)   | <b>1-Hour Detention</b>  | <b>OPTIONAL</b>     |   |
| BE RESPECTFUL          | 209  | <b>USE OF NUISANCE ITEMS</b> - Use of any item that causes disruption to school environment or violates I.H.S.A. regulations (at games), such as air horns, bullhorns, boomboxes, laser-pointers, etc. during school day or at school-related functions/activities.   | <b>1-Hour Detention</b>  | NO                  |   |
| BE RESPONSIBLE         | 210  | <b>CHEATING/PLAGIARISM</b> - To violate the rules of honesty in school related actions, requirements, and expectations. Cheating includes, but is not limited to, using someone else's answers, unauthorized use of AI technologies, or offering your work to someone else to copy. Plagiarism includes, but is not limited to, using work that is not your own (from internet, books, etc.) without proper citation. | <b>1-Hour Detention &amp; a grade of "0" on the assignment (formative)</b> | NO                  |   |



| BEHAVIORAL EXPECTATION | CODE | INFRACTION  | MINIMUM CONSEQUENCE  | POLICE NOTIFICATION | PROCEDURE   |
|------------------------|------|---|--|---------------------|---|
| BE RESPECTFUL          | 300  | <b>BULLYING/HARASSMENT</b> - Hazing or any kind of aggressive behavior designed to cause psychological harm to another or any urging of others to engage in such conduct, including the use of violence, force, noise, coercion, threat, or other comparable conduct. (See Bullying Policy, Appendix B)   | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b>  | <b>OPTIONAL</b>     | <p><b>SEVERITY</b><br/>Consequence listed is the mandatory MINIMUM for the infraction. Marian Central reserves the right to increase the consequence based on severity of any infraction.</p> <p><b><u>PROGRESSIVE DISCIPLINE</u></b></p> <p><b>1ST OCCURRENCE:</b><br/>* 3 Hour Saturday detention (\$20 fee).</p> <p><b>2nd OCCURRENCE</b><br/>* Referred to Dean's Office<br/>* In School Suspension</p> <p><b>3rd OCCURRENCE:</b><br/>* Referred to Dean's Office<br/>* Out-of-School Suspension, Behavioral Intervention Plan (Behavioral Contract), possible referral to Board of Discipline for expulsion hearing.</p> <p><b>PROTOCOL</b><br/>* Teacher-generates detention in Rediker.<br/>* If 2nd Occurrence, etc., Dean's Office will notify and additional detention will be issued according to Progressive Discipline procedures.</p> |
| BE RESPONSIBLE         | 301  | <b>CHEATING/PLAGIARISM</b> - To violate the rules of honesty in school related actions, requirements, and expectations. Cheating includes, but is not limited to, using someone else's answers, unauthorized use of AI technologies, or offering your work to someone else to copy. Plagiarism includes, but is not limited to, using work that is not your own (from internet, books, etc.) without proper citation.   | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee &amp; no more than 50% of earned credit on assignment after it is redone (summative)</b> | <b>NO</b>           |   |
| BE RESPECTFUL          | 302  | <b>CYBER-BULLYING</b> - Use of electronic information and communication devices to willfully and/or repeatedly harm either a person or persons through the medium of electronic text, photos, videos, or sexting. Examples of this behavior include, but are not limited to, sending false, cruel, vicious messages or materials to others; creating websites that have stories, cartoons, pictures, and jokes ridiculing others; engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others. (See Bullying Policy, Appendix B) | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b>  | <b>NO</b>           |   |
| BE RESPECTFUL          | 303  | <b>DAMAGE TO PROPERTY</b> - Causing damage to or defacing school property or property of others on school grounds, including any intentional damage to technology.  | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee &amp; Restitution</b>  | <b>OPTIONAL</b>     |   |
| BE RESPONSIBLE         | 304  | <b>FAILURE TO ATTEND OR COMPLETE ASSIGNED 1-HOUR DISCIPLINE</b> - Failure to report on time, or at all, to an assigned detention; or leaving early/being disruptive in 1-hour detention session.  | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b>  | <b>NO</b>           |   |
| BE SAFE                | 305  | <b>GANG-RELATED BEHAVIOR</b> - Participation in any activity that serves to demonstrate membership, advertise, or promote gang activity, including the wearing of displaying of jewelry, clothing, symbols, signs, handshakes, or other indicia of a gang.  | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b>  | <b>MANDATORY</b>    |   |

| BEHAVIORAL EXPECTATION | CODE | INFRACTION   | MINIMUM CONSEQUENCE                                       | POLICE NOTIFICATION | PROCEDURE   |
|------------------------|------|--|---|---------------------|---|
| BE RESPECTFUL          | 306  | <b>HARASSMENT/HAZING/DISCRIMINATORY CONDUCT</b> - To willfully and/or repeatedly annoy, impede, or otherwise negatively interfere with another student, including the wearing or possession of items depicting or implying hatred of or prejudice toward another individual on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, pregnancy status, genetic information or any other characteristic protected by law. Examples of harassing or discriminating conduct include epithets, slurs, negative stereotyping or insulting or degrading words or actions. Other examples of harassing or discriminating conduct include the use of written text messages, sexting, social media, or graphic materials, such as posters, cartoons, or jokes, which denigrate or show hostility toward a particular individual or group. (See Bullying Policy - Appendix C) | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b> | <b>OPTIONAL</b>     | <p><b>SEVERITY</b><br/>Consequence listed is the mandatory MINIMUM for the infraction. Marian Central reserves the right to increase the consequence based on severity of any infraction.</p> <p><b>PROGRESSIVE DISCIPLINE</b></p> <p><b>1ST OCCURRENCE:</b><br/>* 3 Hour Saturday detention (\$20 fee).</p> <p><b>2nd OCCURRENCE</b><br/>* Referred to Dean's Office<br/>* In School Suspension</p> <p><b>3rd OCCURRENCE:</b><br/>* Referred to Dean's Office<br/>* Out-of-School Suspension, Behavioral Intervention Plan (Behavioral Contract), possible referral to Board of Discipline for expulsion hearing.</p> <p><b>PROTOCOL</b><br/>* Teacher-generates detention in Rediker.<br/>* If 2nd Occurrence, etc., Dean's Office will notify, and additional detention will be issued according to Progressive Discipline procedures.</p> |
| BE RESPECTFUL          | 307  | <b>LEWD or LASCIVIOUS CONDUCT</b> - publicly and indecently exposing private body parts in public area. This includes sexting.   | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b> | <b>OPTIONAL</b>     |   |
| BE SAFE                | 308  | <b>RECKLESS BEHAVIOR</b> - Behavior that results, or could potentially result, in physical endangerment of self, others, and/or to school property.  | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b> | <b>OPTIONAL</b>     |   |
| BE RESPONSIBLE         | 309  | <b>SKIPPING CLASS/MASS/IN-SCHOOL FUNCTION</b> - Failure to attend without valid cause, any or all assigned classes or school-day functions, such as All-School Mass, Retreats, Pep Assemblies, Homerooms, etc.   | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b> | <b>OPTIONAL</b>     |   |
| BE RESPECTFUL          | 310  | <b>THEFT</b> - Taking property owned by the school without permission. Taking property located on school grounds owned by another individual (student or staff) without permission, including School ID.   | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b> | <b>OPTIONAL</b>     |   |
| BE RESPONSIBLE         | 311  | <b>TRUANCY/UNEXCUSED ABSENCE</b> - Arriving late to school without parent/guardian permission; failure to produce proper medical/court verification for early dismissal/late arrival; failure to attend school without parent/guardian permission; breach of Behavioral Intervention Plan (Attendance Contract) stipulations, if implemented.  | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b> | <b>OPTIONAL</b>     |   |
| BE RESPECTFUL          | 312  | <b>VERBAL ABUSE</b> - Offensive language, behavior, or gesture directed toward any school employee, volunteer, or student.   | <b>3 Hour Saturday Detention &amp; \$20 Detention Fee</b> | <b>OPTIONAL</b>     |   |

| BEHAVIORAL EXPECTATION | CODE | INFRACTION   | MINIMUM CONSEQUENCE         | POLICE NOTIFICATION | PROCEDURE  |
|------------------------|------|--|-----------------------------|---------------------|--|
| BE SAFE                | 400  | <b>FIGHTING</b> - The exchange of physical contact, constituting mutual combat, with or without injury. Without clear and convincing evidence that a participant in a fight attempted to avoid the confrontation, all parties will be disciplined. | <b>In School Suspension</b> | <b>OPTIONAL</b>     | <b>SEVERITY</b><br>Consequence listed is the mandatory MINIMUM for the infraction. Marian Central reserves the right to increase the consequence based on severity of any infraction.<br><b>PROGRESSIVE DISCIPLINE</b> |
| BE SAFE                | 401  | <b>POSSESSION/USE OF TOBACCO/ELECTRONIC SMOKING DEVICES</b> - Possession of tobacco in any form, including electronic smoking device (“vaping”) at school, on school premises, at school sponsored activities or on a school bus.                  | <b>In School Suspension</b> | <b>OPTIONAL</b>     | SEE PROGRESSIVE DISCIPLINE GUIDELINES FOR USE/POSSESSION OF TOBACCO or NICOTINE PRODUCTS.  |
| BE SAFE                | 402  | <b>BATTERY</b> - Knowingly or intentionally causing bodily injury to another student or attempting to cause bodily injury to another student.  | <b>In School Suspension</b> | <b>OPTIONAL</b>     | <b>SEVERITY</b><br>Consequence listed is the mandatory MINIMUM for the infraction. Marian Central reserves the right to increase the consequence based on severity of any infraction.<br><b>PROGRESSIVE DISCIPLINE</b> |
| BE RESPONSIBLE         | 403  | <b>FAILURE TO ATTEND OR COMPLETE ASSIGNED SATURDAY SCHOOL DISCIPLINE</b> - Failure to report on time, or at all, to an assigned Saturday School; or leaving early/being disruptive in Saturday School session.                                     | <b>In School Suspension</b> | <b>NO</b>           | <b>PROGRESSIVE DISCIPLINE</b>  |

| BEHAVIORAL EXPECTATION | CODE | INFRACTION  | MINIMUM CONSEQUENCE                                     | POLICE NOTIFICATION | PROCEDURE   |
|------------------------|------|---|---|---------------------|---|
| BE SAFE                | 404  | <b>ALCOHOL USE/POSSESSION</b> - Possession, having under one's control, using any alcoholic beverage, or being under the influence on school premises or in connection with any school-related activities. Possession or control means on one's person or in a locker, car, desk, or hidden in any accessible location on or abutting school property. Student may be asked to have professional chemical dependency assessment at an approved agency at the parent/guardian's expense.   | <b>Out-of-School Suspension</b>                         | <b>OPTIONAL</b>     | SEE PROGRESSIVE DISCIPLINE GUIDELINES FOR USE/POSSESSION OF ALCOHOL, DRUGS/DRUG PARAPHERNALIA, ETC. |
| BE SAFE                | 405  | <b>DRUG POSSESSION/USE/DISTRIBUTION</b> - Possessing, having under one's control or using any controlled substance, illegal drug, look-alike drug (any substance represented to be a synthetic drug, prescription drug or alcohol), or prescription drug without a valid prescription, or drug paraphernalia; possession or control means on one's person or in a locker, car, desk, or hidden in any accessible location on or abutting school property. Actual, constructive, attempted or intended intent to deliver, transfer or offer to sell any of the aforementioned items on or off school property. | <b>Out-of-School Suspension</b>                         | <b>MANDATORY</b>    |   |
| BE RESPECTFUL          | 406  | <b>SEXUAL HARASSMENT WITH SEXUAL MISCONDUCT</b> - Sexual harassment/misconduct is any severe and persistent conduct which is accompanied by unwelcome physical contact of a sexual nature. (See Bullying Policy, Appendix C)  | <b>Board of Discipline/Recommendation for Expulsion</b> | <b>MANDATORY</b>    |   |

|               |     |  |   |           |  |
|---------------|-----|--|---|-----------|--|
| BE RESPECTFUL | 407 | <b>STAFF BATTERY</b> - Knowingly or intentionally causing serious bodily injury to staff or attempting to cause serious bodily injury to staff.  | <b>Board of Discipline/Recommendation for Expulsion</b> | MANDATORY |  |
| BE SAFE       | 408 | <b>THREAT AGAINST SCHOOL/SCHOOL POPULATION</b> - Threatening the physical safety of the school population, or threatening to do extensive damage to school property, either through spoken or written (including electronic publications such as social media, text, etc.) means that can reasonably be interpreted as a viable threat against the school community. | <b>Board of Discipline/Recommendation for Expulsion</b> | MANDATORY |  |
| BE SAFE       | 409 | <b>WEAPONS</b> - Possession of a dangerous item, look-a-like weapon, destructive device, firearm, or illegal object on school property. Threats made (verbally, visually, electronically, etc.) with any weapon against fellow student, staff member, or school community.   | <b>Board of Discipline/Recommendation for Expulsion</b> | MANDATORY |  |

**TOBACCO/NICOTINE PROGRESSIVE DISCIPLINE (Offenses accumulate throughout school year)**

|                    |   |
|--------------------|---|
| <b>1st Offense</b> | One-day In School Suspension and parent notification.   |
| <b>2nd Offense</b> | Two-day In School Suspension; parent notification; refused participation in all co-curricular activities for a minimum of one calendar month; dismissed from any student government or any other leadership position for the remainder of the school year; suggestion for enrollment in and completion of a Marian approved tobacco use education program to be paid for by the family. |
| <b>3rd Offense</b> | Board of Discipline   |

**USE AND/OR POSSESSION OF ALCOHOL, DRUGS/DRUG PARAPHERNALIA, ETC. (Offenses accumulate throughout high school career)**

|                    |  |
|--------------------|--|
| <b>1st Offense</b> | Three-day Out-of-School Suspension; parent notification and conference with the Dean's Office; refused participation in all co-curricular activities for a minimum of one calendar month.  |
| <b>2nd Offense</b> | Five-day Out-of-School Suspension; parent notification and conference with the Dean's Office; refused participation in all co-curricular activities for a minimum of three calendar months; dismissed from any student government or any other leadership position for the remainder of the school year; suggestion for enrollment in and completion of a Marian approved alcohol/drug abuse program and paid for by the family; possible hearing before the Board of Discipline, depending on severity. |
| <b>3rd Offense</b> | Ten-Day Out-of-School Suspension; hearing before the Board of Discipline with the possibility of recommendation for expulsion from Marian Central.   |

## Appendix E - Dance Dress Code

*Slideshow with illustrative photos available at Marian Central's website and shared out through weekly Friday Focus family newsletter.*

### A Note to Parents & Students

We appreciate your help in making sure that Marian Central's formal and semi-formal dances are positive events for all our students attending. While Homecoming and Winter Dance are typically **Semi-Formal** (Suit & Tie for gentlemen and Special Occasion "Cocktail" dresses for ladies) for all students to enjoy, Prom is a **Formal** black-tie event for our junior and senior students. We hope they all create positive, joyful memories at these special events.

We realize this guide is geared more towards our female students as they search for the perfect dress for each occasion. We also recognize and respect the complexity of this sense of unbalance regarding the Prom/Dance dress code. We consult students every year to help shape these guidelines and hope we allow enough freedom to find the special outfit that will make our students feel and look amazing, while also remaining respectful to our Catholic school's central purpose and vision.

Thank you, in advance, for your help in continuing to make this a positive night for the Marian Central Catholic community!

### Why do we have a dress code for dances?

We want our students to have fun, but we want everyone to be dressed appropriately for Homecoming and Winter Dance, both Semi-Formal events and Prom, a formal event (for Juniors and Seniors only.) Each student needs to make sure that his/her attire meets dress code BEFORE the night of the dance. It is the responsibility of Marian Central students to inform their dates of our school's dress code and dance guidelines.

### Attire Guidelines for Ladies

There are so many beautiful gown designs and selections available. We hope these guidelines give you enough flexibility to select the perfect dress while still respecting the Catholic-Christian mission of our beloved school.

#### Dress Code Guideline #1

Dresses may be two-piece - but no more than 2" separation in midriff and must not be cut below waistline. Covering cut-outs or low necklines with sheer netting is not appropriate.

#### Dress Code Guideline #2

Dresses may be backless as long as they are NOT cut below the waistline.

#### Dress Code Guideline #3

Dresses may **not** have a slit that **exceeds mid-thigh**. Dress length should be **no higher than mid-thigh** (2 inches above the knee.)

#### Dress Code Guideline #4

Necklines of dresses should not cut below the bustline (bottom of front of bra)

### Attire Guideline for Gentlemen

Formal events are often referred to as a “Black-Tie” occasion, which requires a formal tuxedo or suit worn with a tie or bowtie. All gentlemen should be clean-shaven, and have school-appropriate hair length (see Student Handbook)

### Things to Remember

You are responsible for notifying your guest/date of the Marian Central dress code.

These dress codes are consistent with area PUBLIC schools. As a *private Catholic high school*, a high level of modesty is expected in dress and behavior.

If you have any concern-areas about a dress, work with a tailor to sew pieces of fabric to bring the dress within acceptable guidelines. You can always return the dress to its original design for formal events at college.

If in doubt - send a picture to the deans via email! [mcdeans@marian.com](mailto:mcdeans@marian.com) We just need to work together to “respect the house” but still make your night perfect!