

# **MARIST HIGH SCHOOL**

**2020-21**

## **SCHOOL HANDBOOK**

4200 W. 115th Street, Chicago, IL 60655

Telephone: (773) 881-5300 Fax: (773) 881-0595

Website: [www.marist.net](http://www.marist.net)

## **MISSION STATEMENT**

The Mission of Marist High School as a Roman Catholic, coed high school, is to make Jesus Christ known and loved in the Marist Brothers' tradition, while preparing students for higher education and life.

**Faith + Family + Future**

### **THE MEMORARE**

Remember, O most Gracious  
Virgin Mary, that never was it  
known that anyone who fled  
to your protection, implored  
your help, or sought your  
intercession, was left unaided.  
Inspired by this confidence, I  
fly to you, O Virgin of Virgins,  
my Mother. To you do I come,  
before you I stand, sinful, and  
sorrowful. O Mother of the  
Word Incarnate, despise not  
my petition, but in your mercy,  
hear and answer me.

Amen.

Saint Marcellin Champagnat, pray for us.

Mary Our Good Mother, pray for us.

## ADMINISTRATION/TELEPHONE EXTENSIONS/EMAIL ADDRESS

President	Mr. Larry Tucker '79 <a href="mailto:tucker.larry@marist.net">tucker.larry@marist.net</a>	x5371
Principal	Dr. Kathryn Baal <a href="mailto:principal@marist.net">principal@marist.net</a>	x5324
Assistant Principal of Academics	Mrs. Sarah Kolkmeier <a href="mailto:kolkmeier.sarah@marist.net">kolkmeier.sarah@marist.net</a>	x5303
Assistant Principal of Student Services	Mrs. Beth O'Neill <a href="mailto:oneill.beth@marist.net">oneill.beth@marist.net</a>	x5320
Dean of Students-Upperclassman	Mr. Joseph Inzinga '77 <a href="mailto:inzinga.joseph@marist.net">inzinga.joseph@marist.net</a>	x5361
Dean of Students-Underclassman	Mr. Donald Pirkle '77 <a href="mailto:pirkle.donald@marist.net">pirkle.donald@marist.net</a>	x5322

## OFFICE CONTACTS/TELEPHONE EXTENSIONS/E-MAIL ADDRESSES

Accounting	Mrs. Patti Derdzinski <a href="mailto:derdzinski.patti@marist.net">derdzinski.patti@marist.net</a>	x5353
Alumni Office	Mrs. Chrissy Maher <a href="mailto:maher.chrissy@marist.net">maher.chrissy@marist.net</a>	x5378
Athletic Director	Mr. Eric Simpson <a href="mailto:simpson.eric@marist.net">simpson.eric@marist.net</a>	x5367
Administrative Assistant to the President	Mrs. Karen Laurencell <a href="mailto:laurencell.karen@marist.net">laurencell.karen@marist.net</a>	x5371
Administrative Assistant to the Principal	Mrs. Cherise Roberts <a href="mailto:roberts.cherise@marist.net">roberts.cherise@marist.net</a>	x5324
Administrative Assistant to the Assistant Principals	Mrs. Eve Gambla <a href="mailto:gambla.eve@marist.net">gambla.eve@marist.net</a>	x5355
Administrative Assistant to the Deans	Mrs. Ruth Maloney <a href="mailto:maloney.ruth@marist.net">maloney.ruth@marist.net</a>	x5369
Administrative Assistant to the Director of Counseling	Mrs. Andrea Mossuto '07 <a href="mailto:mossuto.andrea@marist.net">mossuto.andrea@marist.net</a>	x5309
Attendance Office	Mrs. Colleen Coyne <a href="mailto:coyne.colleen@marist.net">coyne.colleen@marist.net</a>	x5350
Bookstore	Mrs. Eileen Keffer <a href="mailto:keffer.eileen@marist.net">keffer.eileen@marist.net</a>	x5307
Campus Ministry	Deacon Andrew Neu '78 <a href="mailto:neu.andrew@marist.net">neu.andrew@marist.net</a>	x5337

Database Manager	Mrs. Colleen Connolly <a href="mailto:connolly.colleen@marist.net">connolly.colleen@marist.net</a>	x5370
Director of Admissions	Mrs. Alex Brown <a href="mailto:alex@marist.net">alex@marist.net</a>	x5330
Director of Finance	Mr. Marion Klatka <a href="mailto:klatka.marion@marist.net">klatka.marion@marist.net</a>	x5331
Director of Advancement	Mr. Thomas Inzinga '84 <a href="mailto:inzinga.thomas@marist.net">inzinga.thomas@marist.net</a>	x5379
Director of Strategic Communications	Mrs. Patti Weinmann <a href="mailto:weinmann.patti@marist.net">weinmann.patti@marist.net</a>	x5311
Director of Student Activities	Mr. Brian Brennan '12 <a href="mailto:brennan.brian@marist.net">brennan.brian@marist.net</a>	x5319
Director of Technology	Mrs. Irene Halko <a href="mailto:halko.irene@marist.net">halko.irene@marist.net</a>	x5354
Health Office	Mrs. Amanda Gaida <a href="mailto:gaida.amanda@marist.net">gaida.amanda@marist.net</a>	x5352
Learning Resource Program Co-Directors	Mrs. Erin Kelly <a href="mailto:kelly.erin@marist.net">kelly.erin@marist.net</a>	x5304
	Mrs. Margie Sweeney <a href="mailto:sweeney.margie@marist.net">sweeney.margie@marist.net</a>	x5336
Media Specialist	Mrs. Kristen Rademacher <a href="mailto:rademacher.kristen@marist.net">rademacher.kristen@marist.net</a>	x5356
Registrar	Mrs. Colleen Connolly <a href="mailto:connolly.colleen@marist.net">connolly.colleen@marist.net</a>	x5370
Testing Coordinator	Br. Hank Hammer, FMS <a href="mailto:hammer.hank@marist.net">hammer.hank@marist.net</a>	x5373
Tuition and Bus Information	Mrs. Kathy Majka <a href="mailto:majka.kathy@marist.net">majka.kathy@marist.net</a>	x5317

#### **GUIDANCE/TELEPHONE EXTENSIONS/E-MAIL ADDRESS**

Director of Counseling	Mrs. Joy Lewis <a href="mailto:lewis.joy@marist.net">lewis.joy@marist.net</a>	x5372
College Counselors:	Mrs. Kim Myers <a href="mailto:myers.kim@marist.net">myers.kim@marist.net</a>	x5351
	Mrs. Nicole Peterson <a href="mailto:peterston.nicole@marist.net">peterston.nicole@marist.net</a>	x5305
Freshman Counselors:	Mrs. Heather Olsson <a href="mailto:olsson.heather@marist.net">olsson.heather@marist.net</a>	x5312
	Mr. Patrick Ryan '01 <a href="mailto:ryan.patrick@marist.net">ryan.patrick@marist.net</a>	x5329

Sophomore Counselor:	Mr. Erik Christensen <a href="mailto:christensen.erik@marist.net">christensen.erik@marist.net</a>	X5326
Junior Counselor:	Ms. Maggie Reif <a href="mailto:reif.maggie@marist.net">reif.maggie@marist.net</a>	x5321
Senior Counselor:	TBD	x5323
Marcellin Counselor:	Mrs. Holly Cox <a href="mailto:cox.holly@marist.net">cox.holly@marist.net</a>	x5327
Social Worker:	Mrs. Cathaleen Novak <a href="mailto:novak.cathaleen@marist.net">novak.cathaleen@marist.net</a>	x5314

Faculty: Faculty extensions and e-mail addresses are available on the school website.

**MARIST HIGH SCHOOL**  
**PARENTAL/STUDENT CONTRACT**  
**2020-21**

We have received the Parent/Student Handbook and agree with the provisions stated therein including the Guidance Department Informed Consent. We do understand that the policies listed in the book are applicable to the 2020-2021 year. We realize that this is a binding contract and that these are the expectations for our sons and daughters for the 2020-2021 school year.

We do understand that the policies listed in the book are applicable for the 2020-21 academic year.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

# MARIST HIGH SCHOOL STUDENT SOCIAL MEDIA AGREEMENT

**2020-21**

Social media can be a useful tool to communicate with fellow students, teammates, and friends. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status or post that you or your friends put online is part of your digital footprint FOREVER. You never know when that will come back to hurt your reputation during the college admissions process, sports recruiting process, a new job, or other important parts of your life.

Realizing this, we are asking that you initial the following and sign below:

- \_\_\_\_\_ I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.
- \_\_\_\_\_ I will not degrade my friends, teammates, coaches, teachers, or others.
- \_\_\_\_\_ I will post only positive things about my friends, teammates, teachers, coaches or others.
- \_\_\_\_\_ I will use social media to purposely promote my school, my team, my club, my abilities, and social values.
- \_\_\_\_\_ I will consider the statement "IS THIS THE ME I WANT YOU TO SEE?" before I post anything online.
- \_\_\_\_\_ I will ignore any negative comments written about me on social media and will not retaliate in any manner.
- \_\_\_\_\_ If I see another student or teammate or friend post something potentially negative online, I will have a conversation with that person. If I am uncomfortable having a conversation with that person, I will bring it to the attention of an adult.
- \_\_\_\_\_ I am aware that I represent myself, my team, my club, my family, my school and my community at all times...and will do so in a positive manner.

\_\_\_\_\_ September\_\_\_\_\_, 2020

# THE HISTORY OF MARIST HIGH SCHOOL – CHICAGO

In 1962, Albert Cardinal Meyer requested the Marist Brothers to come to Chicago and oversee the planning, construction, and staffing of a new high school on the southwest side of the city.

On November 6<sup>th</sup> of that year, Brother Pius Lyons arrived in Chicago to oversee the founding of the new school, and on June 3, 1963, ground breaking ceremonies were held. To the astonishment of many, Brother Pius was able to open the school on September 9, 1963. Seven Marist Brothers arrived on September 6<sup>th</sup> and began school for the three hundred and twenty freshmen who were enrolled.

Permanent housing for the Brothers was not available until the completion of the monastery on December 26, 1963.

On September 8, 1964, a second class of students was added to Marist, bringing the enrollment to six hundred and fifty. In September of 1965, the enrollment increased to nine hundred and sixty students, and finally an additional four hundred students entered in September of 1966. Marist High School was now a four year educational institution.

The interest in a Marist education had swelled the enrollment of the school and stretched the limits of a building built for 1200 students. Consequently, John Cardinal Cody allocated funds for an additional wing for the building. In September of 1966, a theatre, plus rooms 100 – 109 and 200 – 209 were added to the school complex.

Marist High School's facilities continued to expand with the addition of the Cardinal Cody Center which was made possible by a funding campaign. This addition to the school was dedicated on October 1, 1978 and provided the students with expanded band facilities, music rooms, a wrestling room, and a campus center for general activities. The expansion also allowed the school to enlarge the computer science program and to introduce an arts program. Computer science benefited from further expansion in 1984. The creation of a separate facility was made possible by a matching grant and fundraising. In 2001 and 2002, building and enhancements continued with the creation of the Sterling Mortimer Center that included a fitness center and walk-in bookstore, and also the rehab of four science labs.

On June 5, 2001, Francis Cardinal George gave the approval for Marist to become a co-educational high school. The Class of 2005 represented the last all male class to graduate from Marist High School. The Class of 2006 represented the first coed class to graduate from Marist High School.

In 2008, the school completed a three-phase fundraising initiative, The Campaign for Time and Eternity. The capital improvements included in this campaign were: the expansion of the library and cafeteria; now the McGowan Academic Resource Center and the cafetorium, resurfacing and expansion of parking lots, the installation of new tennis courts and an all-weather track, and the addition of a student activities center with a regulation size court and seating for 250. An overarching fundraising effort happened throughout all three phases to build technology, financial aid and faculty development endowments. This initiative continues to be a focus of the school's fundraising endeavors.

In 2010, the school kicked off the Red and White Campaign to improve the existing football stadium with turf, a new press box and other amenities. By mid-2011, the project shifted to building a new varsity baseball facility on the west fields of the school. These improvements ensure our students have state-of-the-art facilities.

The 2013-14 school year marked Marist's 50<sup>th</sup> anniversary. The milestone was marked with celebrations including an opening mass celebrated by the late Francis Cardinal George and the Red & White Ball held downtown.

Always a leader in education, Marist unveiled a plan to forge into the 21<sup>st</sup> century using the best technology, curriculum, and space available. During the 2013-2014 school year, a one to one iPad program was introduced. School leadership focused on hands-on, real world learning opportunities. To that end, an entrepreneurial course was created for students to have hands on business world experience and access to industry leaders and mentors. Several spaces in the school were renovated to provide innovative space for learning including an entrepreneurial space, graphic design studio, journalism workshop, and more. A broadcast studio was also built to give students hands-on experience in front of and behind the camera.

The Explore Program launched to offer students mentorship, job shadowing, and internship opportunities to gain insight to college and career choices, and brought an esteemed group of professionals to campus to share their knowledge and expertise.

In early 2018, Marist embarked on a \$15 million capital campaign that transformed the Monastery, the original home of the Marist Brothers, into the Beeson Science Center and Our Lady Queen of the Heavens Planetarium, a 10-lab science center with an astronomy dome. This innovative space, which opened in August 2019, puts teachers and students into labs dedicated to the branches of science every day for hands-on, authentic learning.

Spring 2020 was marked by the pandemic and Marist rose to the challenge, providing meaningful remote curriculum and engaging with students online. Spiritual and wellness resources were provided along with communication efforts and special events to keep the community connected. Marist started the 2020-21 school year using a hybrid learning model blending remote and in-person learning as restrictions due to COVID-19 continued.

## **SCHOOL CREST**

The school crest presents the origins and purpose of Marist High School. The Marist M which sits atop the crest is a symbol of the Marist Brothers' Congregation. Crowning the M are 12 stars, symbolic of the Blessed Virgin Mary to whom the congregation is dedicated. Surrounding this design is an outline of the State of Illinois.

Running through the crest are the three tributaries of the Chicago River. The star, taken from the flag of the City of Chicago, is situated where the three rivers meet and where the original City of Chicago was located.

The Phoenix, symbolic of eternal life, is taken from the shield of the diocese and appears on the left side of the crest. On the right are the lamp of learning and a cross, the symbols of Catholic education.



## **STATEMENT OF MARIST'S PHILOSOPHY**

Marist High School is a Catholic college preparatory school serving the young men and young women of the Southwest Chicago community and the surrounding suburban area. Marist High School admits all qualified young men and young women whose parents/guardians indicate interest in the benefits of the college preparatory curriculum, Christian atmosphere, and Catholic character of the school. Marist High School does not discriminate on the basis of race, sex, national origin or disability, if with reasonable accommodation on the part of the school, the disabled person's needs could be met. As a Catholic high school, Marist stresses the transmission of the values lived and taught by Christ. The presence of the Marist Brothers as directors, administrators and teachers of the school reflects the charism of their founder, St. Marcellin Champagnat, and their devotion to Mary. The religious and lay staff of Marist is dedicated to providing an education that will result in the spiritual growth of the student as well as his intellectual, physical and social development.

Therefore, the fostering of Christian values is an aim in all areas of the curriculum. The educational program at Marist is designed to provide a formation in faith by integrating the religious and secular aspects of learning. In partnership with the parents/guardians of our students, Marist is committed to developing in students the ability to make prudent use of their judgment and will, encouraging just attitudes and mature behavior, fostering an appreciation for the cultural heritage of previous generations, and instilling a sense of moral and civic responsibilities.

To achieve these ends, Marist offers a traditional curriculum, which emphasizes the discipline, skill, and critical thinking necessary in a rapidly changing world. This curriculum is offered in an atmosphere of respect, recognizing the individual dignity of each member of the Marist family and providing the opportunity for each student to achieve his potential. The ultimate aim of Marist is to live up to its motto, "Education for Time and Eternity," and to graduate young men and young women who are academically prepared for college, aware of their civic and humanitarian responsibilities, and committed to the Gospel message of Jesus Christ.

## **THE MARIST BROTHERS**

The Marist Brothers of the Schools, a religious order of teaching Brothers, was founded in France on January 2, 1817, by Father Marcellin Champagnat. As a result of the French Revolution and the Napoleonic Wars, the condition of the religious education of youth was deplorable. This sad state of affairs had to be remedied and children given the opportunity to learn Christ's message to mankind and the grandeur of their Christian heritage. The founder, Father Champagnat, decided to do something about it. He was a devout, humble and resolute man. Had he been less courageous, he would never have ventured to undertake such a task. Had he less confidence in God, he would never have succeeded. He was faithful to his religion and fearless in his profession. He was neither disturbed by disappointments nor bothered by contradictions, both of which assailed him.

In the founding of his congregation, he dedicated it to the glory of God and placed it under the protection of Mary, Christ's Holy and Immaculate Mother. His motto, "All to Jesus through Mary and all to Mary for Jesus" is the watchword of every Marist Brother. Because of conditions existing at the time, his purpose was the Christian education of youth and his aim was to see his work extended to every nation on the globe.

How well his work has succeeded can best be attested to by the phenomenal spread of the Marist Brothers throughout the world. Today the Brothers are working in seventy countries educating young people at all levels, from elementary to university. In 1886, less than fifty years after Champagnat's death, the Marist Brothers opened St. Peter's in Lewistown, Maine, their first school in the United States. On September 15, 1892, St. Ann's Academy in New York City opened its doors as a day and boarding school.

The Marist Brothers of the United States also have Brothers doing missionary work in the Philippine Islands, Japan, and Rwanda. Father Champagnat was canonized in Rome on April 18, 1999, by His Holiness Pope John Paul II amidst the acclamation of the Church and the rejoicing of the Marist family. The world is indebted to him and to his devoted followers who left their homelands to spread Christ's kingdom on earth.

The word "Marist" is a French word, which is most often understood to mean "of," "with," or "like" Mary. Given its meaning, the name "Marist" presents those of us who bear it with a unique challenge to be "like Mary" in all of our ventures.

# I. TUITION AND FEE POLICY FOR 2020-2021

## A. Registration Fee

1. For returning students, this non-refundable fee is due by April 30, 2020.
2. For new students, this non-refundable fee is due by a date specified by the Admissions Office.

## B. Tuition Contract & Tuition Payments

1. As a private high school, Marist High School relies exclusively on tuition to fund its operations and is dependent on families paying in a timely manner so that school financial obligations can be met.
2. The signing of the Parent/Student Handbook Contract confirms that parents/guardians have read the contract and are promising that they will pay according to one of Marist High School's two payment plans.
3. Failure to pay tuition may cause serious consequences for the student:
  - a. Students with an outstanding balance from the previous year may not be permitted to enroll or attend classes until the outstanding balance is paid in full.
  - b. If tuition becomes delinquent during the school year, the student may not be allowed to attend classes or take exams, and/or participate in any school activities, including interscholastic sports, club activities, homecoming, school dances, proms, senior activities and graduation until the outstanding balance is paid in full.
  - c. Student accounts may be blocked due to outstanding financial obligations.
  - d. Students will not earn credit for their coursework or receive their diploma until the outstanding balance is paid in full.
  - e. Students with an outstanding balance at the end of any semester may be required to withdraw from Marist High School.
  - f. If a student is asked to withdraw, the official transcript will remain incomplete until the financial obligation is fully paid.

## C. Payment Plans

1. Full Payment with Discount
  - a. The entire tuition is due in full by July 1, 2021 less an early payment discount of \$300.00.
  - b. To receive this discount, the school must be in receipt of this payment on or before July 20th.
2. Monthly Payment Plan
  - a. Tuition is divided into ten (10) monthly payments.
  - b. The payments are due in the finance office by the first of each month as follows:

<b>July 1</b>	<b>July Payment</b>	<b>December 1</b>	<b>December Payment</b>
<b>August 1</b>	<b>August Payment</b>	<b>January 1</b>	<b>January Payment</b>
<b>September 1</b>	<b>September Payment</b>	<b>February 1</b>	<b>February Payment</b>
<b>October 1</b>	<b>October Payment</b>	<b>March 1</b>	<b>March Payment</b>
<b>November 1</b>	<b>November Payment</b>	<b>April 1</b>	<b>April Payment</b>

## D. Tuition Statements

1. Tuition statements will be sent via email only.
2. Families should contact the Business Office with changes to their email addresses.

## E. Late Fees

1. Families are expected to have their tuition current each month.
2. Payments not received PRIOR to the 20th of each month may be assessed a monthly late fee.
3. The school is not responsible for delays by the post office or date post marks.
4. Only payments received AFTER the 20th of each month will be assessed a late fee.

**F. NSF Checks**

1. If your check is returned by the bank due to non-sufficient funds (NSF), your account will be charged a \$25.00 penalty fee, as well as the applicable 1% penalty fee on a past due amount.
2. If your check is returned by the bank due to non-sufficient funds (NSF), you will receive a letter from the Business Office requesting immediate payment in the form of cash, credit card or money order.

**G. Refund Policy**

If a student attends class for any portion of an academic marking period, the family will be responsible for the tuition for the marking period attended.

**H. Graduation Fee**

Seniors are obligated to pay a graduation fee.

**I. Academic Charges**

1. Students who change courses will be charged a Schedule Change Fee of \$50.00 for each course changed.
2. Certain academic courses have an additional fee associated with them. You will be billed for these fees on your October statement. .
3. All students enrolled in Advanced Placement courses are required to take the AP exam and will be charged the College Board fee of \$95.00 per exam.

**J. Brothers and Sisters at Marist High School**

1. If a family elects to send more than one child to Marist High School, the oldest child will be charged full tuition.
2. A second child will receive a reduction in tuition of \$1,000.00.
3. A third/fourth child will receive a reduction in tuition of \$2,000.00.
4. Additional fees must be paid in full for each student.

**K. Payments to the Business Office**

1. Cash, money order, cashier check, personal check or credit/debit card payments may be brought into the Business office or dropped in our outside drop box during normal business hours.
2. On-line payments may be made via e-check or debit/credit card. A 2.5% processing fee is assessed for use of debit/credit cards.
3. The online payment link can be found at [www.marist.net](http://www.marist.net).
4. Marist accepts Visa, MasterCard and Discover only.
5. Recurring payments via e-check or debit/credit card can be set up utilizing our on-line payment link.

**L. Financial Difficulty**

If a family is unable to meet its contractual financial obligation, an appointment should be made with the Director of Finance to work out an acceptable payment plan.

**M. Transfer Status**

A student is considered enrolled and tuition is due at Marist High School until the official transfer form is submitted or Marist High School withdraws the student for outstanding financial obligations.

**N. Educational Records**

1. NO official educational records will be released until all financial obligations are met.
2. Seniors will not be given "graduate" status until ALL financial obligations have been paid in full.

**O. Past Due Accounts**

Accounts ONE month in arrears will be assessed a 1% penalty fee on the past due balance.

## **II. FINANCIAL ASSISTANCE POLICY & PROCEDURES**

Marist High School has a limited number of financial resources available for tuition assistance to students whose family demonstrates such a need.

### **A. Financial resources**

1. Families interested in applying for financial assistance may do so by using our provider, FACTS.
2. FACTS charges each applicant \$25.00 per family.
3. Families must apply each year to be considered for financial assistance.
4. The deadline for applying is early March for incoming freshmen and April 15th for all returning students.
5. After review of the financial aid forms, the Financial Aid committee determines the amount of financial assistance to be given to each family.
6. Notifications of financial assistance awards are sent by Marist High School through the FACTS service (by email).

### **B. Monies Awarded**

1. All financial assistance monies received from Marist High School will be awarded as a reduction of the annual tuition.
2. In the event that the amount to be awarded exceeds the amount owed, only those needed monies will be awarded.
3. No refunds will be given. If all of the resources are not distributed, the excess will remain in the Endowment Fund for future distribution.

### **C. Scholarships**

Through the generosity of supporters of Marist High School, we are able to offer a limited number of endowed scholarships and community leadership awards.

1. The scholarship amount and terms of eligibility are determined by the donors, the President and the Principal of Marist High School.
2. All students who complete a Marist High School Financial Aid Assistance application will be considered for each scholarship.
3. In some instances, Marist High School's Financial Aid Committee will determine the recipient(s) of these scholarships. In that case letters will be mailed to these applicants indicating that they were awarded the scholarship, and if anything further needs to be done to meet the restrictions of the scholarship.
4. In other instances, the sponsoring foundation will determine the recipient of its scholarship and notification letters will be sent from the sponsoring agent.

### III. ACADEMICS

A. **Graduation Requirements** – Class of 2021, 2022, 2023 and 2024

Religious Studies	4.0 Credits
English	4.5 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Social Studies	3.0 Credits
World Language	2.0 Credits
Visual & Performing Arts	1.0 Credits
Physical Education/Health	1.5 Credits
Electives	3.0 Credits
Total Credits	25.0 Credits

B. **Special Requirements for Graduation**

1. Passing grade on an assessment covering: U.S. Constitution, State of Illinois Constitution, American patriotism and principles of representative government, and proper use of the flag.
2. Interpretation of regulations regarding Physical Education requirements are that students are excused from Physical Education for medical reasons must earn Physical Education credits by successful completion of requirements stipulated by the Curriculum Coordinator of the Physical Education and Health Department. The Physical Education requirement is waived for students enrolled in the Band course.
3. A student must elect and earn a minimum of six (6) credits (exclusive of teacher aid/lab assistance credits) each year he or she is enrolled at Marist. Students with twenty (20) or more credits at completion of junior year must earn a minimum of five (5) credits in their senior year.
4. Any student who fails a class in his or her senior year may not be allowed to take part in the graduation activities of Marist High School.
5. No student may graduate from Marist High School with any failing grades which have not been resolved through MHS Summer School course work or other course work as approved by the Director of Counseling.
6. All students must sit for a senior yearbook photograph by the end of the fall semester of their senior year.

C. **Grade Quality Points**

Marist High School offers courses in a number of ability levels. In order to maintain an equitable ranking process, a distinction is made in assigning quality points for each of the various levels.

<b><u>GRADE</u></b>	<b><u>A.P.</u></b>	<b><u>HONORS</u></b>	<b><u>ADVANCED</u></b>	<b><u>ACADEMIC</u></b>
A	6.5	6.0	5.5	5.0
B+	6.0	5.5	5.0	4.5
B	5.5	5.0	4.5	4.0
C+	5.0	4.5	4.0	3.5

C	4.5	4.0	3.5	3.0
D	3.5	3.0	2.5	2.0
F	0	0	0	0

**D. Marist High School Grading Scale**

A	93-100%
B+	89-92%
B	85-88%
C+	81-84%
C	76-80%
D	70-75%

1. The basis of the instructor's judgment in assigning a grade is the concrete evidence the student provides through formal assessments, quizzes, written and oral reports, group work, informal assessments and class participation.
2. An "F" represents not fulfilling the course requirements as established by the course of study. An "F" must be resolved through Marist High School Summer School course work or other coursework as approved by the Director of Counseling.
3. An "I" (Incomplete) is used at any marking period to indicate that the student has not completed the required work. It is not a grade in the subject and is used only in cases where circumstances beyond the student's control, such as illness, have made it impossible for the student to meet the requirement. An incomplete may automatically become a failure unless the work is completed during the following three weeks of school or unless the time is extended by the teacher involved. A teacher wishing to grant an "I" must do so with the consent of the Director of Counseling and/or Assistant Principal of Academics.

**E. Final Grades**

1. Final Grades are calculated at the end of each semester and determine whether or not the student has passed or failed the course for the semester.
2. The semester grade is the ONLY grade that appears on the student transcript.
3. The semester grade is determined in the following manner:
  - a. Semester coursework = 80%
  - b. Semester exam = 20%
4. Semester grades are used to calculate a student's Grade Point Average (GPA). The cumulative GPA is always calculated by the weighted grade.

**F. Ineligibility**

1. If a student fails two or more classes at the 1st or 3rd marking period of a semester or the final 1st semester grading period, he/she shall be ineligible to play in all athletic events or participate in extracurricular activities (ie. dances, drivers' ed., etc.) for the following marking period. An ineligible student will be subject to grade check-ins at intervals during the following marking period, which may or may not make them eligible for participation in athletics and/or extracurricular activities.
2. Athletes may continue to practice at the discretion of the Director of Counseling and/or Assistant Principal of Academics, but may not play or dress for games.
3. Students participating in clubs or other activities may attend club meetings or practices only after attending the mandatory study

hall period and/or with approval of the year level Director of Counseling and/or Assistant Principal of Academics.

4. Ineligible students may not participate in Drivers' Education.

**G. Course Failures**

1. All semester failures must be resolved through Marist High School Summer School or other coursework as approved by the Director of Counseling.
2. Students with excessive failures may be asked to leave Marist High School.

**H. Academic Probation**

1. If a student fails more than two classes in a semester, he/she will be placed on Academic Probation. A student with multiple Ds may also be placed on Academic Probation.
2. Students on Academic Probation may be required to attend after school or lunch study sessions.
3. If a student does not show marked academic improvement, he/she may be asked to leave Marist High School at the conclusion of the semester based on discussion and review by the Administration.

**I. Academic Watch**

1. Incoming freshmen with significant academic issues in the 8th grade can be placed on Academic Watch for the first marking period of their freshman year.
2. Freshmen with multiple failures and/or multiple Ds at the semester may be asked to leave Marist High School.
3. Sophomores, juniors and seniors can be placed on Academic Watch for the 1st marking period of the new school year based on their 2nd semester report card from the prior year.
4. A review of all students on Academic Watch will take place during the 1st marking period of the new school year.

**J. Honor Roll**

1. The Honor Roll is calculated at the conclusion of each semester using weighted grades.
2. Honor Roll distinctions are as follows:
  - a. Dean's List = GPA of 5.0 or higher
  - b. Honors = GPA of 4.5 to 4.9
3. A list of Honor Roll recipients will be posted at the conclusion of each semester.

**K. Valedictorian/Salutatorian**

1. The designation of Valedictorian is given to the student with the highest weighted cumulative GPA over four years in attendance at Marist High School.
2. The designation of Salutatorian is given to the student with the second highest weighted cumulative GPA over four years in attendance at Marist High School.
3. The Valedictorian and Salutatorian are determined based on grades earned through eight semesters of course work at Marist High School.

**L. Withdrawal from Classes**

1. The Assistant Principal of Academics will consider withdrawal from a class based on a request from a student and his/her parent/guardian.
2. A student who withdraws from a course may receive a grade of WF (Withdraw Failing). This is left to the discretion of the Assistant Principal of Academics.
3. A student withdrawing from a course may not necessarily be placed into another course.

**M. Academic Integrity**

Academic integrity is a key characteristic of a Marist student. A high level of respect and trust is given to each student with the expectation that the student will not break that trust. Homework assignments, projects, quizzes, tests and other assessments are given to students in order that teachers may evaluate each students' individual knowledge and skills. Any student who is struggling academi-



cally with homework, projects, quizzes, tests or other assessments, should communicate with their teacher(s) and/or Assistant Principal of Academics/Director of Counseling so that a plan can be put into place to assist that student.

Violations of Academic Integrity (Academic Dishonesty) include the following:

1. Talking to and/or with another student during an assessment
2. Looking at another student's paper (whether copying or not)
3. Placing an assessment answer paper in a position so that another student may see it
4. Having illegal notes or materials (cheat sheets) in a student's possession during an assessment
5. Having in a student's possession a copy of an assessment, or answers to questions prior to the assessment being given
6. Using technology to cheat/plagiarize (i.e., taking, obtaining, distributing digital pictures of a quiz, test or assessment).
7. Copying another person's work, answers or writing.
8. Allowing another person to copy your work, answers or writing.
9. Sharing questions or answers from a quiz or test with students in another class who have not yet taken the assessment.
10. Stealing an assessment or using an assessment that has been obtained illegally.

Violations of Academic Integrity (Academic Dishonesty) will result in:

1. Report of the incident made to the Director of Counseling and/or Assistant Principal of Academics.
2. Documentation of Academic Dishonesty incident placed in your student file
3. Both academic and disciplinary consequences meted out (see chart).

OFFENSE	ACADEMIC CONSEQUENCE	DISCIPLINARY CONSEQUENCE
A. Copying homework	<ul style="list-style-type: none"> <li>• Student may be given an opportunity to re-do the homework or an alternative assignment for partial credit</li> <li>• Parent contact is made by teacher</li> </ul>	Student receives a 1-hour detention (Class I)
B. Copying answers from another student on a test/assessment, using a cheat sheet, sharing test or assessment questions/answers with other students after you have taken a test/assessment, inappropriately using technology to obtain/share answers	<ul style="list-style-type: none"> <li>• Student may be given an opportunity to re-take an alternative test of assignment for partial credit</li> <li>• Parent contact is made by the teacher</li> </ul>	Student may receive up to six (6) hours of detention (Class I, II, II)
C. Taking a picture of	<ul style="list-style-type: none"> <li>• Student receives a</li> </ul>	Student may receive an

and/or sharing a picture of a test or assessment with or without answers	<p>failing grade on the test/assessment</p> <ul style="list-style-type: none"> <li>• Parent contact is made by the teacher or the year level counselor.</li> <li>• Student is disqualified from admittance to and/or membership in any honor society or organization</li> </ul>	out-of-school suspension, up to twelve (12) hours of detention, and may be placed on Disciplinary Probation (Class IV)
D. Plagiarizing (presenting the ideas and/or work of another as your own) in a paper, project or assessment	<ul style="list-style-type: none"> <li>• Student may be given an opportunity to re-take an alternative test or assessment for partial credit</li> <li>• Parents and student meet with year level counselor/Director of Counseling.</li> <li>• Student is disqualified from admittance to and/or membership in any honor society or organization</li> </ul>	Student may receive an out-of-school suspension, up to twelve (12) hours of detention, and may be placed on Disciplinary Probation (Class IV)
E. Stealing a copy of a test	<ul style="list-style-type: none"> <li>• Student receives a failing grade on the test/assessment</li> <li>• Parents and student meet with year level counselor/Director of Counseling.</li> <li>• Student is disqualified from admittance to and/or membership in any honor society/organization</li> </ul>	<p>Student may receive an out-of-school suspension, up to twelve (12) hours of detention, and may be placed on Disciplinary Probation</p> <p>May result in parental withdrawal or expulsion (Class IV, V)</p>

Evidence of habitual cheating and/or academic dishonesty may result in parental withdrawal or expulsion.

#### N. **Plagiarism**

1. Students must not represent another's work as their own. This includes all types of resources (textbooks, the internet, etc.)
2. In the preparation of all papers and other written work, students should carefully distinguish between their own ideas and those that have been derived from other sources. Where material or ideas presented are derived from student research the source must be indicated.

3. Information and opinions drawn from other sources are to be attributed specifically to their respective sources which requires students to learn the proper forms of citation. Quotations must be properly placed within quotation marks and fully cited.
4. Students who submit work which is not their own, or work without clear attribution to original sources, will be subject to disciplinary and academic action.
5. Punishment for plagiarism will include a failing grade on the assignment and may include parental withdrawal or expulsion from Marist High School depending on the severity of the incident.

O. **Transfer from Marist High School**

1. Students who transfer from Marist High School must have a transcript request completed in person by a parent/guardian turned in to the Registrar and approved by the Principal.
2. All financial obligations must be met, the student identification card must be returned, and clearance secured from the financial office before transcripts will be forwarded to another school.

P. **Transcript/Test Score Release Process**

1. When a student requests that a transcript be released to a college admissions office or scholarship agency, please note that only GRADES will be sent.
2. Marist High School will not automatically furnish standardized test scores to colleges, or other institutions/agencies.

## **IV. SCHOOL LIFE**

### **A. Academic Resource Center (ARC)**

The ARC is a multi-media library containing printed and electronic materials available for student and faculty research.

1. Materials may be borrowed for up to 3 weeks.
2. For additional information go to <https://www.marist.net/academics/arclibrary>

### **B. Learning Resource Program Co-Directors (LRP Co-Directors)**

The responsibilities of the LRP Director include:

1. Formulates and implements individual accommodation plans for students with disabilities.
2. Prepares ACT documentation.
4. Administers special testing for students in the Marcellin Program and identifies students with special needs in all programs.
5. Facilitates the tutoring program, which is available to all students.

### **C. Health Services**

The school nurse is available to assist students with health issues, provide first aid care and administer medications.

#### **1. Procedures to see the school nurse in case of injury:**

- a. Go directly to the Health Office.
- b. Faculty member in charge of the activity at the time of the injury must complete a written Accident Report.
- c. Accident Report should be filed with the Health Office.

#### **2. Procedures to see the school nurse in case of illness:**

- a. Report to your classroom teacher and ask for a Health Office Pass to visit the Health Office.
- b. Do NOT report to the Health Office between class periods.
- c. Do NOT ask for an excuse from PE class without an explicit written statement from a physician.
- d. Do NOT call or text your parents to ask for permission to leave school prior to visiting the nurse's office.

#### **3. Medications**

- a. All prescription and non-prescription medications to be taken during school hours must be stored in the Health Office. The School Medical Authorization Form must be completed by their physician and kept on file in the Health Office. Medication must be properly labeled with student's name, date of birth and year of graduation.
- b. Students should NOT be in possession of any medications, including over the counter medications.
- c. Two exceptions are self-administered inhalers for asthma and Epi-pens for allergies, both of which require the School Medical Authorization Form to be on file in the Health Office.

#### **4. Physicals**

- a. All freshmen are required to provide the Certificate of Child Health Examination Form. This physical also covers them to play sports freshmen year.
- b. All sophomores, juniors and seniors who play sports are required to provide an IHSA sports physical form annually.
- c. Immunization records are returned upon graduation or transfer from the school.

#### **5. Health-Related Absences**

- a. Student absences related to hospitalization, a communicable condition, and/or extenuating health condition should be reported to the Health Office.
- b. School Nurse will then alert the Counselor so that the student can be assisted during an extended absence or chronic health

condition.

6. Marist filed its Management Plan - **AHERA (Asbestos Hazard Emergency Response Act)** – with the Illinois Department of Public Health on May 9, 1989, and continues to file required updates. This plan is available in the Business Manager's office.

D. **Lunch Periods**

Affordable student hot lunches and a la carte items are provided on a daily basis by The Country House, MHS' cafeteria service provider. Students may bring their own lunch. During the 2020-21 school year, students will not eat lunch in school.

1. Students may not leave the campus, go to the parking lot or wander the halls during the lunch period.
2. General rules of good manners which one would find at home should be employed during the lunch period.
3. Students who are involved in food fights or throwing any type of food or drink may have their cafeteria privileges suspended indefinitely, in addition to other disciplinary consequences.

E. **Hawk Halls**

Every student is assigned to a Hawk Hall. The Hawk Hall is determined by the school administration and will include presentations from the counseling department, student activities, campus ministry and the school administration. The Hawk Hall will also include time for students to meet with year level counselors, college counselors and to visit the tutoring center.

F. **Public Relations and Marketing**

Marist High School often sends photographs of, and information relating to, its students, and events in which these students participate into area newspapers and other publishing organizations. MHS, on its own, often publishes photographs of, and information relating to, its students, individually or collectively, throughout the Marist School facilities, on social media sites (the MHS website, on Facebook, on Instagram, on twitter, etc.) and in newsletters, post cards, ads, brochures, etc. for purposes of promoting Marist High School and its students.

1. By signing the Student Handbook Contract, you and your son/daughter, enrolled at MHS, do hereby consent to the publication by MHS, and any publishing organization with which MHS may work, of photographs of, and information relating to, your son/daughter for purposes of promoting MHS and its students.
2. If you would not like photographs of, and information relating to, your son/daughter used for promotional purposes by MHS, please contact Mrs. Patti Weinmann, Director of Strategic Communication.

G. **Grammar School Visits**

Marist High School is scheduled by the Office of Catholic Schools to visit area grammar schools. These visits allow us to showcase MHS to prospective 7th and 8th graders. Current MHS students accompany a member of the Admissions Department on these visits and your child may be asked to participate.

1. Your child would be contacted prior to the visit to confirm his/her availability, based on their academic schedule and responsibilities.
2. By signing the Student Handbook Contract, you give consent for your son/daughter to attend a grammar school visit.
3. If, for any reason, you would not like your child to participate, please contact Ms. Alexandra Brown, Director of Admissions.

H. **Parental Responsibilities**

As a parent of a student at Marist High School, I pledge to:

1. actively chaperone activities inside my home.
2. not allow alcohol, tobacco, or any other drugs to be used by my child(children) or any other minors who are present in my home.
3. welcome phone calls from other parents regarding events planned in my home.
4. communicate with the appropriate adults to ensure that the events planned at the homes of others will be actively chaperoned

and will not include the use of alcohol, tobacco or other drugs.

5. insist that alcohol, tobacco or other drugs not be made available to my children.
6. request that I be informed if my children are seen smoking, consuming alcohol or under the influence of alcohol and/or other drugs.
7. support the guidelines set by MHS in connection with alcohol, tobacco and drug use.
8. support the local community curfews.
9. discuss items #1-8 with my child(children).
10. be concerned about the increasing acceptance of adolescent use of alcohol, tobacco and drugs as a normal part of growing up.
11. serve as a positive role model to my child (children).
12. believe that appropriate limits are important and necessary for the healthy development of my child(children).
13. support the guidelines set by MHS in connection with use of social media and technology.

## V. GENERAL REGULATIONS

The four years of high school represent a period of crucial physical, emotional, intellectual and spiritual development. Some students cope successfully with the changes and challenges of adolescence while others find this period more difficult.

To help the students at Marist High School (MHS) develop responsibility and accountability for their actions we have established disciplinary guidelines and procedures. We believe these guidelines will lead to relative consistency as we work with students and their parents on matters of discipline.

We do recognize, however, that all disciplinary situations cannot be handled in exactly the same manner and that there will be circumstances which may necessitate variation in the procedures.

### A. MHS Discipline Philosophy

Students enrolled at Marist High School are expected to conduct themselves off campus according to the same Christian principles and values that govern student behavior on campus. Marist students should be reminded that they are always ambassadors and representatives of Marist High School at all times.

Marist High School reserves the right to take disciplinary action when a student's behavior – ON or OFF campus –

- violates the values of the school,
- imperils the student himself/herself or others,
- defames or threatens a member of the school community, or the community at large
- negatively impacts the school or its' reputation,
- causes public scandal,
- jeopardizes the good name of the school,
- misuses social media

Any of the above conduct may be cause for removal from the school community.

### B. Mandatory Drug Testing Policy

As part of our mission, we believe it is important to help our students make positive, healthy choices. We believe prevention is the best goal set in attaining that mission. This program is just one part of the larger Opt4Life program which will empower our students and their parents to continue to make smart choices throughout their student's high school career. The drug testing program will give our students a reason to say no to drugs and to help lead them towards healthy life choices.

1. At the beginning of the school year, parents are asked to sign a parental/student contract that demonstrates the parents' knowledge and acceptance of all school policies. As part of this agreement, parents will sign allowing their child to "opt for" the drug testing program. A parent of an incoming freshman ONLY can request to "opt out" of the drug testing program by requesting a mandatory meeting with the principal, Dr. Kathryn Baal. Any parent who is requesting an "opt out" must call Principal Kathryn Baal at 773.881.5324 prior to September 11, 2020 to set up a meeting. The handbook contracts are due the first week of school; following their collection, drug testing will begin.
2. During the fall semester all students will be tested. Selection will be made by a software program which will assign each student a random number. A list will be posted each morning outside the cafetorium. The test will be administered in the Health Office during the lunch and advisory periods. The drug test will analyze hair follicles for marijuana, cocaine, ecstasy, prescription drugs and heroin. Samples will be tested by Psychemedics Corporation. If a student refuses to be tested, that student will receive an out of school suspension until the student agrees to be tested.
3. A third party affiliated with Marist will receive the confidential results. A negative test outcome will result in a congratulatory letter being sent home to the parents and student. A positive test outcome will also result in a letter being sent home. The third party can offer information and resources to the family if requested. The student will be required to be retested in 100 days. If a student tests positive a second time, the matter will be referred by the third party to Dr. Baal.
4. A second positive test will result in Dr. Baal making phone contact with the parents to make them aware of the second positive test result. The student will be required to complete a substance abuse assessment through Rosecrance. Dr. Baal will notify Rosecrance immediately of the positive test result. The parent will be required to contact Rosecrance within three days to set up an appointment for an assessment within one week's time. Additionally, the student and their parent/guardian will be required to sign a waiver, which will allow Dr. Baal to speak to Rosecrance regarding the results of the assessment and the recommended follow-up. This recommendation may include, but is not limited to: prevention classes, individual counseling, intensive outpatient

therapy, and inpatient therapy.

5. The results of the drug testing will NOT be part of a student's disciplinary or academic file at Marist High School and will be destroyed when the student leaves Marist High School. Information provided by students during counseling sessions and/or on student data forms and other necessary paperwork is considered confidential in nature and will not be shared with other parties outside of school.
6. If the recommendation calls for treatment and the student does not comply with the treatment, the student may face suspension or withdrawal from Marist High School.
7. A SENIOR who does not comply with treatment may be suspended from school, may not be allowed to participate in extracurricular activities, including dances, Senior Prom, Senior Awards Night and Graduation, and could face withdrawal from Marist High School.
8. During the spring semester, one third of the student body will be randomly selected for a second drug test. The same procedures will apply for the spring testing as those in effect for the drug testing in the fall.
9. As has been the ongoing policy of Marist High School, any student who is suspected of illegal substance use can be reported to the Principal or Dean of Students, and may be tested outside of this mandatory drug testing program.

### C. **Harassment/Bullying**

Harassment and bullying are considered unacceptable and are NOT tolerated by MHS.

1. **Harassment** is defined as: offensive, intimidating, or hostile behavior which has the intent or effect of unreasonably disrupting the school environment as a whole, or impacting specific faculty, staff, students and members of the community (including individuals outside of the Marist community). This includes:
  - a. Sexual harassment (see below)
  - b. Ethnic harassment
  - c. Racial harassment
  - d. Mean-spirited behavior
2. **Sexual Harassment** is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. It is defined as the following acts which create a hostile, intimidating or offensive environment:
  - a. Unwanted sexually oriented acts
  - b. Unwelcome sexual advancements
  - c. Requests for sexual favors
  - d. Sexually motivated physical contact
  - e. Other verbal or physical conduct or communication of a sexual nature
  - f. Specific examples of such behavior include, but are not limited to:
    - g. Written Contact – sexually suggestive or obscene letters, notes, invitations, drawings of cyber messages
    - h. Verbal Contact – sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comment about another's body/characteristics which may be construed as embarrassing
    - i. Physical Contact – intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual contact
    - j. Visual Contact – suggestive looks, staring at another's body, gesturing, displaying sexually explicit or suggestive objects, pictures or magazines
3. **Bullying** is defined as the use of force or coercion to abuse or intimidate others. It is further defined as the unwelcome verbal, written or physical conduct to a student, or group of students, that can have the effects of fear of physical, emotional, or mental harm and/or the taking or damaging of personal property. Bullying can create a hostile environment that interferes with the student's educational process.

It consists of, but is not limited to emotional, verbal, physical and cyber. Bullying includes:

  - a. One-time, or habitual and consistent bullying
  - b. Bullying which involves an imbalance of social or physical power



- c. Verbal bullying or threat
  - d. Cyber bullying or threat
  - e. Physical assault
  - f. Coercion
4. **Cyber-bullying** is online bullying which occurs when a student uses the internet, social media web sites, cell phones or other electronic devices to post texts or images designed to hurt, embarrass, or otherwise harm another student (or staff member) at Marist High School, or outside the Marist High School community.
- a. Possession of inappropriate photos of minors is considered child pornography and is illegal
  - b. Usually cyber-bullying is practiced off campus and may need to be communicated to parents and/or police
5. **Hazing** is the imposition of strenuous, often humiliating tasks as part of a program of initiation into a group, club or team. These initiation tasks typically involve harassment and/or bullying. Hazing at MHS is unacceptable.
6. **Reporting Procedures:** All accusations of harassment and bullying will be thoroughly investigated by school officials
- a. An oral or written report will be presented to an administrator of MHS.
  - b. MHS will investigate the allegations in a timely manner and report back to the parties involved.
  - c. MHS administration will consult with their legal team to determine whether or not the issue should be dealt with legally.
  - d. A report will be kept on file regarding the allegation and findings.
  - e. Note that when a false report is knowingly filed, the individual filing the false report will be subject to disciplinary action which may include suspension and/or expulsion.
7. **Consequences:** Where there is basis for accusations, appropriate disciplinary consequences, including expulsion will be imposed.
8. **MHS Bully Hot Line: 773-881-5365**

#### D. **Code of Conduct**

The following behaviors are subject to disciplinary consequences as outlined in the Student Behavior Code (section D). Note that the Disciplinary Class of the Student Behavior Code represents the minimum disciplinary consequence. The Disciplinary Class may be moved up to a higher class at the discretion of the Dean of Students.

1. Smoking, vaping, chewing tobacco, smokeless tobacco, electronic cigarettes, hookah pens, etc. are prohibited by law on school grounds, on property adjacent to the school, at senior service sites, in the school building and at Marist events off-site. Possession of these items including lighters and matches is prohibited. (Class III, IV)
2. Fireworks (including smoke bombs, pepper gas, mace, etc.) are prohibited in, on or near the school campus. (Class IV)
3. Fire alarms, extinguishers and any other fire equipment are off limit to students. (Class III)
4. Fighting or roughhousing in the school building or adjacent properties or at any school-sponsored event will not be tolerated. (Class III, IV)
5. Disrespect towards school personnel, other students and visitors. (Class II)
6. Truancy from an individual class period. (Student may not receive academic credit for the class missed. (Class II)
7. Truancy from school for an entire day. (Student may not receive academic credit for the classes missed. (Class III)
8. Inappropriate and immature behavior/conduct. (Class II)
9. Vulgarity. (Class II)
10. Disruptions in the classroom, the ARC, the cafeteria, study halls, hallways, rallies, assemblies and mass which disrupt the school environment and/or threaten the safety and/or well-being of other students. This includes sit-ins, walkouts, mob action, rioting, picketing, trespassing, food fights, inciting disturbances, threats, pranks, or actual violence during the period of disruption. (Class III, IV)
11. Leaving campus or Senior Service site without the permission of the Dean of Students. (Class III, IV)
12. Littering the school and school grounds. (Class I)

13. Destroying school property or the property of any member of the school community (administration, faculty, staff or student body). (Class III, IV)
14. Possession or drinking of alcoholic beverages (Class IV):
  - a. Students are reminded that underage drinking is against the law.
  - b. MHS reserves the right to request a breathalyzer test of any student suspected of being under the influence of alcohol.
  - c. Refusal to submit to a breathalyzer test presumes that the student is under the influence of alcohol.
15. Possession, use, sale or distribution of drugs, drug paraphernalia. (Class IV, V, VI)
  - a. Students are reminded that the possession, use, sale or distribution of drugs is against the law.
  - b. A student is deemed to be in possession of an illegal and/or banned item when this item is found on the person of the student, in his/her backpack or locker, in a vehicle on school property, in any vehicle a student brought on school property, or at any school function or activity on or off campus.
16. Possession or use of a weapon or any replica of a weapon. This includes guns, knives, or any other instrument that could be considered harmful to any member of the school community. This also includes appearing on social media site(s) in possession of a weapon or replica of a weapon. (Class IV, V, VI)
17. Sexual, racial, religious or ethnic inflammatory statements or actions. (Class IV, V, VI)
18. Defiance of faculty authority. (Class III, IV)
19. Threat or intent to do bodily harm to any member of the MHS community or the community at large. (Class IV, V, VI)
  - a. In addition to disciplinary measures, a psychological evaluation of the student, a formal Release of Information for the student's counselor, and a written psychological report evaluating the student's emotional fitness are required.
  - b. Following this, a staffing will take place with the Principal, the Deans and the Counselor to determine reinstatement of the student.
  - c. A formal meeting will take place with the student and his/her parent/guardian prior to the student returning to school.
20. Theft. (Class IV, V, VI)
21. Hate crimes or the wearing of any hate organization materials and the possession and/or distribution of any hate related literature or paraphernalia. (Class IV, V, VI)
22. Bomb threats. (Class V, VI)
23. Extortion. (Class IV, V, VI)
24. Gambling in any form. (Class IV, V, VI)
25. Intimidation. (Class III)
26. Harassment and Bullying. (Class III, IV, V, VI)
27. Hazing. (Class III, IV, V, VI)
28. Sexual, racial, religious or ethnic insensitive words or actions. (Class III, IV, V, VI)
29. Inappropriate sexual conduct. (Class III, IV, V, VI)
30. Inappropriate Public Displays of Affection - not permitted in the school building, on the school grounds, or at school-related functions. (Class II)
31. Vandalism. (Class II, III, IV, V, VI)
32. Academic Dishonesty. (Class I, II, III, IV, V)
33. Unauthorized possession or use of school forms including providing false signatures on school forms, school letterhead and other school documents. (Class III, IV, V, VI)
34. Unauthorized use of computers and other school equipment. (Class III, IV, V, VI) This includes:
  - a. Any physical damage to MHS tech equipment (PC, monitors, keyboard, mouse, projectors, cameras, etc.)
  - b. Tampering with any MHS owned tech equipment.

- c. Using and/or logging in (or hacking into) any MHS computer account (student, faculty, etc.) at any time.
  - d. Copying and/or altering documents belonging to the school or other students or faculty and staff.
  - e. Tampering with computer software.
  - f. Any other incident as determined by the Technology department
35. Electronic Devices may be allowed in class for educational activities only.  
(Class III, IV, V, VI)
- a. Students are not allowed to use their phones or iPads to make phone calls, send text messages, tweet, snapchat, Instagram, instant message or otherwise communicate during academic classes for personal reasons.
  - b. iPads are NOT to be 3G/4G/5G devices.
  - c. The Dean of Students reserves the right to view the contents of a cellular device (phone or iPad) if a student is under suspicion for cheating or other activities that violate a school disciplinary rule or policy, including the right to request the student's password for that cellular device for purposes other than to gain access to the student's account or profile on a social networking website. The School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The School may, however, conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported so that the School may make a factual determination.
  - d. Students are not allowed to videotape, photograph or record anyone (students, faculty, staff, visitors, guests, etc.) without his/her permission either on or off campus.
  - e. Earphones and/or earbuds are not permitted in the hallways, in the cafeteria, or in the ARC. The only time students may use earphones and/or earbuds is with the express permission of a teacher for an academic purpose in class.
36. Gang activity, gang symbols and gang graffiti of any kind will not be tolerated at MHS. This includes the wearing of any gang-related clothing/materials and the possession and/or distribution of any such material. (Class IV, V, VI)
37. Criminal Law Violations – Any student who has been charged with a crime or who brings public embarrassment and/or discredit to the MHS community or whose presence on the school campus may endanger the welfare and/or safety of other students, faculty, staff, or whose presence may negatively impact or cause disruption to the school environment or the community at large. Determinations made to discipline such students will be made by the administration on a case-by-case basis. The Administration will consult with MHS legal counsel in all situations pertaining to student criminal law violations before taking any action.

#### **E. Student Behavior Code**

The Marist High School Code of Conduct (Section C) is intended to provide students, parents/guardians and the faculty the following:

1. An understanding of the behavior patterns expected of students.
2. The procedures used in maintaining the standard of conduct.

Class I Petty Offenses: 1-Hour Detention

Class II Minor Offenses: 2-5 Hours of Detention

Class III Major Offenses: 6 or more Hours of Detention and/or a minimum of ½ day suspension from school and possible loss of extracurricular activities and/or related school privileges at the discretion of the Dean of Students

Class IV Offenses: Minimum of 1-Day Suspension and/or Probation including Detention Hours and possible loss of extracurricular activities and/or related school privileges at the discretion of the Dean of Students.

Class V Offenses: Parental Withdrawal

Class VI Offense: Expulsion

Note: The Disciplinary Class of the Student Behavior Code represents the minimum disciplinary consequence. The Disciplinary Class may be moved up to a higher class at the discretion of the Dean of Students.

Note: Students who have been dismissed from Marist High School for disciplinary reasons are not permitted to attend any Marist High

School functions or have access to Marist High School property.

## F. Discipline Procedures

Disciplinary situations may be handled through one of the following avenues.

1. Student-Teacher Conferences – If a student's behavior becomes problematic in the classroom, the teacher will request a conference with the student to discuss the behavior, the expected change in the behavior and the consequence if the behavior does not improve.
2. Detention – Referral to Dean of Students – A teacher may give a student a detention or may refer a student to the Dean of Students to receive a detention. The number of hours of detention given is at the discretion of the Dean of Students.
  - a. Formal Detention is conducted Tuesday through Friday from 1:15 to 2:00 pm in Room 117.
  - b. Study Hall or Work Detention are the two ways in which detentions are served. Students are expected to bring academic materials with them to detention. They also may be asked to perform work/service to the school.
  - c. Detentions are to be served within three days of receipt. Tardy detentions are to be served on the day the student is tardy. A student with an outstanding detention will NOT be allowed to attend athletic practices and/or club meetings until their detention(s) is/are served.
  - d. Saturday Detentions are held at the discretion of the Dean of Students and start at 7 AM.
  - e. Athletic Practices and/or Extracurricular Activities are not valid reasons for missing detention.
3. Suspension may be imposed by the Dean of Students. All suspensions are out-of-school suspensions and result in the loss of school privileges and school related activities on the day, night or weekend of the suspension. Suspensions may be anywhere from one day to an indefinite period of time as determined by the Dean of Students.

Note: A suspension serves as a warning that the current offense or any subsequent inappropriate behavior may be cause for further disciplinary action, including parental withdrawal or expulsion.

- a. Parent Notification by the Dean of Students will take place when a student is suspended.
  - b. Parent Conference may be a condition for re-admission after a suspension.
  - c. 12 Hours of Detention (for each day of the suspension) must be completed on consecutive days following an out of school suspension.
  - d. Academic Work is solely the responsibility of the student during the period of suspension. The student may receive a failing grade for any homework, quizzes, tests and assessments that are missed as a result of the suspension.
4. Disciplinary Due Process is conducted following a suspension where there are grounds for further discipline including parent withdrawal or expulsion.
    - a. The Dean of Students and the Principal will conduct the investigation after communicating to the parents and the student the notice of the offense.
    - b. Investigative interviews will take place with the Dean of Students and/or the Principal AND the parents and the student within five school days after notification of the suspension. This interview will allow the parents and the student to present their side of the story to the Dean of Students and/or the Principal.
    - c. The student will remain out of school until the case is reviewed by the MHS Administration and a decision is made.
    - d. The Principal and/or the Dean of Students will communicate the final decision to the parents.
    - e. Appeals of the disciplinary decision are to be directed only to the office of the Principal.
  5. Disciplinary Decisions
    - a. Disciplinary Probation may be imposed on a student when he/she has continually disregarded or violated existing school rules and regulations. The length of the probation period may be one semester or one year.
      - i. While on Disciplinary Probation, another serious breach of the disciplinary code or a series of minor offenses will lead to more serious disciplinary action

- ii. While on Disciplinary Probation, all offenses against the disciplinary code are viewed much more seriously.
  - iii. Disciplinary Probation is in addition to any other punishment imposed by the Administration.
  - iv. The Dean of Students will decide if a student on Disciplinary Probation may participate in sports, clubs, school activities, dances, trips or other activities.
- b. Parental Withdrawal is a request made by the Administration that the parent withdraw the student when the Administration has decided that the student will no longer be able to continue as a student at MHS.
- i. The parental withdrawal avoids “Expulsion” on the MHS transcript.
  - ii. Note: All outstanding bills must be paid prior to transcripts being sent to another school.
  - iii. If the parent/guardian rejects the Parental Withdrawal request, the Administration will proceed with the Expulsion process.
- c. Expulsion is a decision made by the Administration that the student will no longer be able to continue as a student at MHS. The MHS transcript will state “Expulsion”. Note: All outstanding bills must be paid prior to the transcript being sent to another school.

### G. General Dress Code Regulations

Marist High School maintains a formal dress code, which contributes to a seriousness of purpose and to a positive learning atmosphere. The school expects the full support of parents/guardians in implementing all aspects of the dress code. Tommy Hilfiger is Marist High School’s official uniform provider for all year levels.

The Deans’ Office reserves the right to use discretionary judgment in determining the appropriateness of all items pertaining to the dress code. Violations of the dress code will result in one to three hours of detention. Blatant violations may result in suspension.

1. Complete Dress Code applies to ALL year levels. Complete dress code is worn Tuesday through Friday. Monday is an e-learning day that has a separate section for dress code under Zoom protocols.
  - skirts for girls
  - pants for girls and boys
  - polo shirts for girls (long sleeved t-shirts are not allowed under polo shirts)
  - polo shirts for boys (before 11/01 and after 03/31) (long sleeved t-shirts are not allowed under polo shirts)
  - dress shirt/tie for boys (between 11/01 and 03/31)
  - v-neck sweater, v-neck vest, fleeces or cardigans for girls and boys
  - a. All clothing must have the Marist High School logo on it.
  - b. Students are NOT allowed to wear spirit apparel defined as: sports team apparel, club apparel, Kairos sweatshirts, team jerseys, team t-shirts, etc. Monday through Thursday. Spirit apparel is typically purchased through a student’s sports team, club or organization or through the Marist Bookstore. Note that hoodies are not allowed.
3. Thursdays and Fridays will be designated as “Spirit Days” where all students will be dressed in “Complete” Dress Code. However, students are allowed to wear any spirit apparel OVER their polo shirts and/or shirts and ties.
  - a. Spirit apparel is defined as sports team apparel, club apparel, Kairos sweatshirts, team jerseys, team t-shirts, etc. Spirit apparel is typically purchased through a student’s sports team, club or organization, or through the Marist Bookstore. Note that hoodies are never allowed.
  - b. Thursday and Friday are the ONLY days that spirit apparel is allowed.
4. PE Uniforms are available for purchase through Tommy Hilfiger.
5. Girls’ and Boys’ Dress Code
  - a. **GIRLS’ DRESS CODE FOR FRESHMEN & SOPHOMORES**  
All clothing items from Tommy Hilfiger will have the approved Marist High School logo. Clothing items without the Marist logo will not be allowed.
    1. SKIRTS

- Color: Khaki
  - 2. PANTS or SHORTS (on warm weather days)  
Color: Khaki
  - 3. BELTS  
Leather Belt: Black or Brown
  - 4. POLO SHIRTS  
Color: Red/White or Black/White (\*\*MHS Bookstore only) or Red or Black (Tommy Hilfiger)
  - 5. CARDIGANS  
Color: Red or Black
  - 6. SWEATERS/SWEATER VESTS  
Color: Red or Black
  - 7. SOCKS/TIGHTS  
Red, Black or White
  - 8. \*\* ALL girls' clothing items MUST be purchased through Tommy Hilfiger: skirts, pants, cardigans, sweater vests and v-neck sweaters, and MUST have the Marist High School logo.
  - 9. \*\*Polo shirts may be purchased either through Tommy Hilfiger or the Marist Book Store.
  - 10. \*\*Belts and socks do not need to be purchased from Tommy Hilfiger, however, all students must wear either a brown or black belt and must wear either red, white or black socks or black tights. Headbands must be black, red or white...head scarves are not allowed.
- b. BOYS' DRESS CODE FOR FRESHMEN & SOPHOMORES  
All clothing items from Tommy Hilfiger will have the approved Marist High School logo. Clothing items without the Marist logo will not be allowed.
- 1. PANTS or SHORTS (on warm weather days)  
Color: Khaki
  - 2. BELTS  
Leather Belt (Black or Brown)
  - 3. POLO SHIRTS (prior to 11/01 and after 03/31)  
Color: Red/White or Black/White (MHS Bookstore only) or Red or Black (Tommy Hilfiger)
  - 4. DRESS SHIRTS (from 11/01 through 03/31)  
Color: White or Light Blue  
\*\*Please note that only a short-sleeved WHITE t-shirt may be worn under the dress shirt.
  - 5. TIES (from 11/01 through 03/31)  
Color and style: Thin Black/Red Strip  
(A limited number of Tommy Hilfiger ties are available in the Marist High School bookstore.)
  - 6. CARDIGANS  
Color: Red or Black
  - 7. SWEATERS/SWEATER VESTS  
Color: Red or Black
  - 8. \*\*ALL boys' clothing items MUST be purchased through Tommy Hilfiger: pants, dress shirts, ties, cardigans, sweater vests and v-neck sweaters, and MUST have the Marist High School logo.
  - 9. \*\*Polo shirts may be purchased either through Tommy Hilfiger or the Marist Bookstore.
  - 10. \*\*Belts and socks do not need to be purchased through Tommy Hilfiger, however, all students must wear either a brown or black belt and must wear either red, white or black socks.
- c. GIRLS' DRESS CODE FOR JUNIORS & SENIORS  
All clothing items from Tommy Hilfiger will have the approved Marist High School logo. Clothing items without the Marist logo will not be allowed.
- 1. SKIRTS  
Color: Black
  - 2. PANTS or SHORTS (on warm weather days)

Color: Black

3. BELTS

Leather Belt: Brown or Black

4. POLO SHIRTS

Color: Red/White or Black/White (Marist Bookstore only) or Red or Black (Tommy Hilfiger)

5. CARDIGANS

Color: Red or Black

6. SWEATERS/SWEATER VESTS

Color: Red or Black

7. SOCKS/TIGHTS

Red, White or Black

Solid Tights or Microfiber Tights (Black)

8. \*\* ALL girls' clothing items MUST be purchased through Tommy Hilfiger: skirts, pants, cardigans, sweater vests and v-neck sweaters, and MUST have the Marist High School logo.

9. \*\*Polo shirts may be purchased either through Tommy Hilfiger or the Marist Book Store.

10. \*\*Belts and socks do not need to be purchased through Tommy Hilfiger, however, all students must wear either a brown or black belt and must wear either red, white or black socks or black tights. Headbands must be black, red or white...head scarves and bandanas are not allowed.

d. BOYS' DRESS CODE FOR JUNIORS & SENIORS

All clothing items from Tommy Hilfiger will have the approved Marist High School logo. Clothing items without the Marist logo will not be allowed

1. PANTS or SHORTS (on warm weather days)

Color: Black

2. BELTS

Leather Belt (Black or Brown)

3. POLO SHIRTS (prior to 11/01 and after 03/31)

Color: Red/White or Black/White (MHS Bookstore) or Red or Black (Tommy Hilfiger)

4. DRESS SHIRTS (from 11/01 through 03/31)

Color: White or Light Blue

\*\*Please note that only a short-sleeved WHITE t-shirt may be worn under the dress shirt.

5. TIES (from 11/01 through 03/31)

Color and style: Thick Black/Red Stripe (Tommy Hilfiger)

6. CARDIGANS

Color: Red or Black

7. SWEATERS/SWEATER VESTS

Color: Red or Black

8. \*\*ALL boys' clothing items MUST be purchased through Tommy Hilfiger: pants, dress shirts, ties, cardigans, sweater vests and v-neck sweaters, and MUST have the Marist High School logo.

9. \*\*Polo shirts may be purchased either through Tommy Hilfiger or the Marist Bookstore.

10. \*\*Belts and socks do not need to be purchased through Tommy Hilfiger, however, all students must wear either a brown or black belt and must wear either red, white or black socks.

e. BOYS - SHOE DRESS CODE FOR ALL YEAR LEVELS

1. Sperry Topsider Authentic Original 2-eye (Sahara or Tan Leather)

2. Doc Martens – Style #8053 (Black or Brown)

3. Doc Martens – Style #1461 (Black or Brown)

4. Skechers – Style #7111 Alley Kat (Black or Brown)

5. Skechers – Style #4477 Cool Kat (Black or Brown)

6. Skechers – Style #6618 Tom Cats (Black or Brown)

7. Rockport Northfield – Style #K70012 (Black or Brown) – (accommodates larger shoe sizes)
  8. Shoes can be purchased at Golden Shoes at 12212 S. Harlem Avenue in Palos Heights or on-line through a number of websites (skechers.com, zappos.com, onlineshoes.com, drmartens.com, overstock.com and shoebuy.com)
  9. Students will be allowed to wear gym shoes if they choose.
- f. **GIRLS - SHOE DRESS CODE FOR ALL YEAR LEVELS**
1. Sperry Top-sider Authentic Original 2-eye (Sahara OR Tan Leather)
  2. Doc Martens – Style #8065 (Black or Brown)
  3. Doc Martens – Style #1461 (Black or Brown)
  4. Skechers – Style #45120 Parties Mate (Black or Brown)
  5. Eastern Falmouth (Any shade of Brown)
  6. Shoes can be purchased at Golden Shoes in Palos Heights or on-line through a number of websites (skechers.com, zappos.com, onlineshoes.com, drmartens.com, overstock.com and shoebuy.com)
  7. Students will be allowed to wear gym shoes if they choose.
6. **Miscellaneous Dress Code Items**
- a. **Tattoos** are not permitted. Pre-existing tattoos must be covered at all times.
  - b. **Hats, caps, bandanas, head scarfs and male hair jewelry is** not permitted to be worn in the school building and should remain in student lockers or back packs.
  - c. **Field Trip Attire** should be the same as regular school dress code. Any exceptions must be approved by the Dean of Students.
  - d. **Gum** is not permitted in the school building.
  - e. **Girls' Hair** is to be neat, clean and well groomed. Any hair color, hairstyle or hair accessory that brings undue attention to the student are not permitted. Dying hair unnatural colors (ie. pink, purple, bright red, green, blue, etc.) is not permitted. Bandanas and head scarfs are not permitted. Headbands must be black, red or white.
  - f. **Boys' Hair** is to be neat, clean and well groomed. Hair may not extend below the shirt collar and must not cover the face. Any hair color, hairstyle or hair accessory (i.e., hair ties) that brings undue attention to the student are not permitted (ex. Mohawks, wedges, dreadlocks, tails, buns, pony tails, etc.). Dying hair unnatural colors (ie. pink, purple, bright red, green, blue, etc.) is not permitted. Students may be asked by the Dean of Students to get a haircut if their hair is too long, unkempt or unruly.
  - g. **Facial Hair** of any kind is not permitted. Side burns may not extend below the earlobe and must not be more than an inch wide. Goatees, chin hair, and hair above the lip is not permitted. Students may be asked to shave at school if deemed necessary by the Dean of Students. Students will be charged \$5.00 for the use of a disposable razor.
  - h. **Girls' Earrings, Jewelry and Make-up** should not be excessive. Body piercing, eyebrow piercing and gauges are not permitted. Plastic studs in piercings are not permitted and students are not to cover piercings with Band-Aids.
  - i. **Boys' Earrings** are not allowed. Plastic studs in piercings are not permitted and students are not to cover piercings with Band-Aids.
  - j. **Earbuds, Earphones and/or Headphones** are prohibited in the hallways, in the cafeteria, in classrooms during the school day. Earbuds, earphones and/or headphones may only be used for academic purposes when permission is given by the student's teacher, or in the ARC for academic purposes only (but not for music, game playing, non-academic videos).
  - k. **Student Identification Cards and Lanyards** are issued to every MHS student enrolled at MHS. Students **MUST** wear their ID Card and lanyards at all times when they are in the school building. This includes any and all dress down days. Failure to do so will result in detention hours being issued.
  - l. **Cell Phones** are allowed in the school building, however, cell phones should not be a disruption to the academic purpose of the school day nor should it be a distraction to student socialization.
7. **Masks** are required during the school day and must cover both the nose and mouth. Students may wear cloth masks that are plain and single colored in red, black or white. Cloth masks may not have words, images, prints or patterns. Medical disposable masks are also permitted. Masks will also be available for sale at the Marist Bookstore.



## H. **Attendance**

Once MHS students arrive on campus at the beginning of the school day, they are expected to enter the school building and remain on campus unless they are excused by the Dean of Students. Students are required to attend ALL classes during the school day.

### 1. **Illness or Necessary Absence**

In case of illness or necessary absence, the following procedure is to be followed:

- A parent/guardian must call the Attendance Office at 773.881.5350 prior to the start of the school day to report a necessary absence on EACH day of the period of absence.
- If a student is not called in by a parent/guardian ON THE DAY OF THE ABSENCE, the student may receive a 1-hour detention. Consistent failure to call a student in absent by a parent/guardian WILL result in a 1-hour detention each time the student is not called in by the parent.
- The Dean of Students will email a parent at the end of the school day if no call is received to verify their student's absence.

### 2. **Excused Absences**

- a. A student's absence is considered EXCUSED unless noted by the Attendance Office or an administrator.
- b. Excused absences include:
  - i. Illness
  - ii. Family death
  - iii. College visit
  - iv. School-sponsored activities
  - v. Retreats
  - vi. School sporting events
  - vii. Medical appointments
  - viii. Chronic medical conditions
  - ix. Extenuating circumstances as determined by the Deans' Office
- c. The student bears the responsibility of making up the work missed during his/her absence.
- d. Students will be given to the Wednesday following a Senior Kairos Retreat to make up their work.
- e. Students who miss school for excused absences will NOT be allowed to attend drivers' education classes, athletic practices, club meetings or any other school-related function. Any and all exceptions must be approved by the Dean of Students.

### 3. **Long-term Absences**

Students who miss five days school days in a marking period will receive a notification from the Dean of Students. Additionally, the student and parent/guardian may be asked to meet with the Dean of Students. Excessive absences may result in a student not being allowed to earn academic credit, and loss of that student's privilege to participate in sports and/or extracurricular activities.

### 4. **Truancy**

- a. A student is truant if he/she is absent from school without the consent of their parent/guardian and if no phone call is received from the parent/guardian within 24 hours.
- b. A parent will be notified by the Attendance Office or the Dean's Office if a student is absent from school for the day without consent.

5. **Anticipated Absences** are absences caused by a family vacation or travel by parents/guardians. Marist strongly discourages this type of absence as it is detrimental to the learning environment of the student. The responsibility for completing assignments missed will rest solely with the student. Parents/guardians are responsible for informing the school of this type of absence.

6. **Extracurricular Attendance Policy** means that students must attend at least half of the day of a school sponsored event, in order to attend the event. This means that a student must attend school through 8:30 a.m. to 11:36 a.m. or from 11:36 a.m. to 2:45 p.m. Note that this applies to all MHS students attending the Senior Prom. Any and all exceptions must be approved by the Dean of Students.

7. Early Dismissals must be approved through the Attendance Office. If the dismissal is due to illness, the student must secure permission through the Nurse's office. Students are not allowed to call parents on their cell phone to secure early dismissal themselves without checking in with the Nurse's Office and the Attendance Office. The following procedures should be following when securing an early dismissal:
  - a. Parent/guardian should send a note or call the Attendance Office with the necessary information regarding the appointment.
  - b. Student will be given a pass from the Attendance Office indicating the time that the student is to leave class.
  - c. If the student returns to school he/she must check in with the Attendance Office for a pass.
8. Attendance Probation A student will be placed on Attendance Probation if he/she is absent more than five (5) times in a marking period. The parent/guardian will receive notification from the Dean of Students after the 5<sup>th</sup> absence and for each ensuing absence. Additionally, the student and the parent/guardian may be asked to meet with the Dean of Students.
9. Academic Consequence of Attendance Probation If a student is absent from any class more than five (5) times in a marking period, he/she may have a grade reduced by one letter grade for that class in that marking period and/or that semester.
10. Illness during school day Students who become sick during the school day must see the nurse immediately. Students are only excused from class if they are in the Nurse's Office. The nurse will issue permission to leave school, if warranted, following contact with the student's parent/guardian.

#### I. Tardies

Regular and timely attendance is essential for student learning. Marist expects students to be in class except when they are ill or have academic activities that take place outside the school building. Classes begin at 8:30 AM. A student who arrives late must report to and sign in at the Attendance Office.

1. Although lateness is not considered acceptable, students will be excused for lateness FIVE (5) TIMES PER SEMESTER. This is a total of TEN (10) late arrivals per year. MHS feels that ten late arrivals per year are more than enough to cover transportation issues, illness, doctor appointments, oversleeping or a family need.
2. NO tardy after the 5th tardy will be excused for any reason – even if the parent calls the student in late. Only the Dean's Office may waive a tardy after the 5th one.
3. Students will be placed on **TARDY PROBATION** after the 5th tardy and will receive a detention for each tardy after the 5th one.
4. A student who receives more than ten (10) tardys in a marking period may have their grade reduced by one letter grade for the class they are tardy for in that marking period. Additionally, that student will receive a two (2) hour detention for each tardy after the 10th one which must be served on the day the student is tardy on the following day.
5. Students are required to serve their tardy detentions ON THE DAY THEY ARE TARDY. Failure to do so will result in two consecutive 7 AM detentions on the following two school days. The student's failure to follow through on this may result in parent contact and further disciplinary consequences for the student.

#### J. Pregnancy Policy

As a Catholic community, we affirm, encourage and emphasize the need to make good moral choices which include abstinence from engaging in pre-marital sex as well as not considering abortion as a course of action to terminate a pregnancy.

The Administration and the students' Counselor will extend every effort to assist and support the pregnant student in her educational development as well as in her personal and social adjustment.

When MHS becomes aware that a MHS student is pregnant, the following guidelines will be followed:

1. An initial conference will be held with the student, her parent/guardian, her Counselor, the school nurse, the social worker and the Director of Counseling to determine the most appropriate course of action.
2. If the father is a MHS student, a similar conference will take place with him and his parents and his counselor.
3. If the decision is made for the student to remain in school through the first two trimesters of the pregnancy, the student and her parent/guardian will assume all responsibility for pre-natal care as well as the regular school responsibilities.

4. A second conference will take place at the beginning of the student's third trimester to determine when an alternate educational process will begin and what that process will entail.
  5. If a health concern arises during the course of the pregnancy, a conference will be held to determine what the alternate educational process will entail.
  6. The student's return to school after delivery will be preceded by a conference with the student, her Counselor, the social worker and the Director of Counseling.
  7. Students will not be allowed to hold a baby shower or other baby-related gatherings at the school.
  8. Students will not be allowed to have their child with them during the school day.
- K. **Guidelines on Responsible Use Policy** (included but not limited to, the Internet, the Intranet/file storage, Email, Fax, Computer, Printers, Phones) NOTE: School personnel may withdraw student computer access at any time.
1. Marist High School provides technology resources to its students to promote educational excellence by facilitating innovation, collaboration and independent learning.
    - a. The use of school owned equipment and personal mobile devices are used to promote a deeper level of teaching and learning, allowing students to think critically, speak articulately and to nurture those necessary skills needed for lifelong learning.
    - b. Students are expected to use all types of technical equipment, computing devices, software, Apps, e-mail, social media and network resources in a responsible, ethical manner. Marist's proposed technology protection measures and internet safety policies are reviewed during yearly student and parent information meetings.
  2. A critical component of the teaching/learning experience is that of Internet safety and security of minors.
    - a. The school's network has filtering software in place to block inappropriate or harmful sites as defined by the Children's Internet Protection Act (CIPA) and the Administration of MHS.
    - b. Curriculum materials include critical thinking and decision-making skills needed to be safe, responsible and technologically proficient cyber citizens in today's global society.
    - c. Students are constantly reminded to "think before they post" and it is reaffirmed that stored electronic messages or content are not really deemed private.
    - d. Students are required to sign an additional STUDENT SOCIAL MEDIA AGREEMENT along with this RUP every school year as an important reminder on appropriate online behavior.
  3. The use of Marist's technological platform is provided as a privilege, not a right, and access to it can be limited or removed by an administrator if in violation of the general regulations specified in this Student Handbook.
    - a. Marist High School monitors the school's network data, online activities and network traffic.
    - b. Any illegal use and/or tampering with any of the school's network resources is strictly prohibited.
  4. For purposes of defining "illegal use", the following examples clarify this term. This list does not represent a complete list of behaviors:
    - a. Violating any state or federal law, or local ordinance
    - b. Selling or purchasing illegal items or substances
    - c. Displaying or communicating inappropriate graphics, offensive language, messages that may harass, insult, threaten, or violate
    - d. Inappropriate posting of "self" or "Marist High School" on any social media sites including blogs and/or journal sites
    - e. Unauthorized disclosure, use and dissemination of personal information of a minor or of any other individual
    - f. Violating copyright laws as they pertain to text, graphics, and software
    - g. Using, tampering with, or accessing another's files, folders, records or password (hacking/unauthorized access).
    - h. Intentionally causing or assisting in the spread of computer viruses, malware, ransomware or any other online threat.
    - i. Intentionally gaining network access to disrupt network performance
    - j. Attempting to bypass the school's filtering and/or firewall system for any reason
  5. Parent/Guardian Consent and Student Acknowledgment for Use of Technology Resources:

- a. When the parent signs the Parent/Student Contract this indicates that the parent/guardian has read the Student Handbook and are in agreement with its policies.
- b. By signing this Parent/Student Contract, it is understood that the parent is granting authorization for your student to use the Internet for school assignments.
- c. By signing the Parent/Student Contract, it is understood that the student is acknowledging the requirements for this guide-lines and promise to fulfill them.

L. **Other Regulations**

1. **Student Identification Cards and Lanyards** are issued to every MHS student enrolled at MHS. Students MUST wear their ID Card and lanyards at all times when they are in the school building – including on dress down days. Failure to do so will result in detention hours being issued.
2. **School Lockers** are assigned to students at the beginning of the school year. However, for the 2020-21 school year students will not be assigned lockers due to the pandemic.
  - a. Students are mandated to keep grey locks on their school lockers.
  - b. The school assumes no responsibility for the safeguard of articles in the lockers.
  - c. Students should not place items of value in their lockers as lockers are not designed for maximum security.
  - d. The sharing of lockers is not permitted.
  - e. Students are not allowed to change lockers unless permission is granted by the Dean of Students.
  - f. Lockers are property of the school and are under the control and supervision of the Administration.
  - g. The Administration may inspect lockers at any time.
3. **Gym Lockers** are temporarily assigned to students during their PE and Health classes.
  - a. Students are mandated to keep green locks on their PE/Health locker.
  - b. The school assumes no responsibility for the safeguard of articles in the lockers.
4. **Sports Teams Lockers** are assigned to students during their team's sport season.
  - a. Students are mandated to keep green locks on their sports team locker.
  - b. The school assumes no responsibility for the safeguard of articles in the lockers.
  - c. Once a student's sports season is over, it is the student's responsibility to empty the locker and remove their lock. Failure to do so may result in the lock being cut and students losing their belongings.
5. **Assemblies, Masses and Rallies** are scheduled periodically throughout the school year.
  - a. **Assemblies** are often held for academic and/or cultural purposes.
  - b. **Masses** are held monthly to gather as a faith community.
  - c. **Rallies** are held for the purpose of enhancing a spirit of unity and fellowship and developing school spirit and enthusiasm.
  - d. Student misbehavior will not be tolerated at assemblies, masses and rallies.
  - e. All students are expected to attend assemblies, mass and rallies and not arrive at school after a mass, or leave school prior to an assembly or rally.
6. **Drills** are typically held on the second Tuesday of each month so that in the case of a school emergency students and faculty/staff are prepared in their response. Drills are held for the following:
  - a. **Fire** – building must be immediately silently evacuated by students and teachers following the exit route posted in the classroom.
  - b. **Tornado** – students should follow the posted instructions in the classroom for a tornado drill.
  - c. **Soft Lockdown** procedures are to be followed when an administrator makes an announcement advising the school community of an outside threat.

d. Code Redhawk will be implemented when there is an immediate internal threat to the school community.

7. Stolen/Missing Items and Lost & Found

- a. Valuables should be locked in student's school, PE, or sports lockers.
- b. MHS assumes no responsibility for lost, stolen or missing items.
- c. Items found around the school are turned into the Main Office where the Lost & Found is located. Periodically those items are distributed to charitable organizations.

8. School Entrances and Exits/Students/Visitors

a. Students will enter AND exit through four designated school entrances:

- Seniors -Hynes Gym Entrance
- Juniors - Science Wing Planetarium Entrance
- Sophomores -Main Office Entrance
- Freshmen -Science Wing

At each entrance school staff will be posted to check student cell phone screens to ensure that students completed their daily self-certification on Health Check 360. Students with a GREEN screen will be able to enter the building; those with a RED screen will not.

- b. Parents/visitors must enter the school at the Main Office only where they will sign in with security and receive a visitor's pass if they have an appointment.
- c. Only persons who have official business and an appointment with the school are permitted on campus during school hours. Casual visitors are not allowed and students are not allowed to have friends visit them at school.

9. Hallway Policies

Students are not allowed to enter other classrooms during the school day to speak to another student without permission.

10. Work Permits

All work permits and certificates of age will be handled through the Counseling Department.

11. Transportation

- a. Bus transportation is provided for school functions, sporting events, retreats, etc.
- b. Students are expected to obey the posted rules, regulations and requests of the bus driver.
- c. On fan/spectator buses, each student needs a purchased ticket to ride the bus.

12. Parking

Parking in the school parking lots is a privilege reserved for students who possess a drivers' license, who have filled out an application, received approval from the Dean's Office, purchased a hang tag and registered their vehicles.

- a. Parking Priority is as follows: seniors, carpooling students, non-carpooling students.
- b. Students must place the hang tag on the rear view mirror of the vehicle they are driving.
- c. Students parking in the MHS parking lots without ownership of a parking tag will incur a \$25 fine and six hours of detention. Students in violation of this may be towed.
- d. Parked cars should be locked and keys should be in possession of the driver.
- e. No student may be in the parking lot or in a car during school hours without permission from the Dean of Students.
- f. Students who do not follow parking provisions will be fined \$25.
- g. Students who drive recklessly face suspension of their campus driving/parking privileges.

13. Parking Lot Safety Regulations

- a. Pedestrians and buses have the right of way at all times.

- b. Campus speed limit is 10 mph.
- c. Students are required to follow the lanes of traffic upon entering and exiting campus.
- d. Once a student has left his/her parking lot they may not stop to pick up or drop off passengers.
- e. Students are not allowed to park on school access roads, in faculty parking areas, in fire lanes, in spaces designated for visitors, in handicapped spaces or in the circle drive at the Main Office.
- f. Students who violate the parking lot safety regulations will be subject to a \$25 fine and six hours of detention.
- g. MHS assumes no responsibility for valuables left in cars before, during or after school hours.
- h. MHS assumes no responsibility for damage done to vehicles. Acts of vandalism or theft should be reported to the Chicago Police Department, 22nd District.
- i. Accidents which take place in the MHS parking lot should be reported to the Chicago Police Department, 22nd District as soon as possible. The Dean of Students should also be notified.

14. Dance Policies

- a. Inappropriate dancing of a sexual nature, juking, bumping or grinding is not allowed. Any person or persons dancing inappropriately will incur disciplinary measures and may be removed from the dance.
- b. Students are permitted to attend any formal dance without a date. All students attending semi-formal dances at MHS must be of high school age. Any exceptions must be approved by the Dean of Students.

## VI. CLUBS AND ACTIVITIES

Student involvement in any extracurricular activity enhances academic performance and enriches a student's high school experience. At Marist High School, our goal is to have 100% student participation in the extracurricular life of the school community. Marist High School has numerous clubs and activities available to students to connect them to their areas of interest, comfort and happiness.

### A. Why is it important to participate in activities at Marist High School?

1. Participating in athletics and/or clubs is a unique way to learn self-discipline, perseverance, dedication, cooperation, ethics and a sense of personal and school pride.
2. Studies consistently show that student involvement in extracurricular activities enhances academic performance and enriches a student's high school experience. At Marist, the goal is to have students find their niche.
3. There are numerous athletic teams, a wide variety of clubs and activities, and numerous service opportunities through campus ministry. Find your passion and pursue it.

### B. How do I find out about activities at Marist High School?

1. Marist club meetings and activities are posted online each day.
2. Information regarding all clubs activities can be found in the Extracurricular Student Handbook and on the school's website at [www.marist.net](http://www.marist.net) under the dropdown for Clubs/Activities.

### C. Student Council

1. Student Council is open to all freshmen, sophomores, juniors and seniors who are interested in serving as leaders of the student body.
2. Elections are held in the spring for the following school year. Elections for freshmen are held in the fall of their freshman year.
3. Interested students must attend an information session, complete an application with teacher signatures and receive approval from the Student Council Moderator, who is the Student Activities Director.
4. The goals of the Student Council are:
  - a. To promote a better understanding and cooperation amongst students, faculty and administration.
  - b. To provide peer leadership for the student body.
  - c. To maintain and encourage student involvement, school pride and school sponsored activities.
  - d. To establish a functioning, active and responsible student voice.
  - e. To provide a representative body sensitive to the needs of the students and the Marist community.
5. Student Council Officers for the 2020-21 school year are:

President: Jack Harmon

Vice-President: Sarah Hughes

### D. Clubs and Activities

Academic Team	Anime Club
Art Club	Art National Honor Society
Band	Bass Fishing
Billiards Club	Boxing
Broadcasting Club	Chess Club
Chorus	Cooking Club
Debate Team	EVOLVE
EXPLORE Program	Fencing Club
Fine Arts & Literary Club	French Club

French National Honor Society	Liturgy Committee
Marist Youth	Math Team
Mock Trial Club	Model UN
National Honor Society	One Book One Marist
Pro-Life Club	Rugby
S.A.D.D.	Science Club
Sentinel School Newspaper	Spanish Club
Spanish National Honor Society	Speech & Acting Team
Stage Crew	Student Ambassadors
Student Council	Technology Club
Theater Guild	Ultimate Frisbee
Yearbook	



## VII. ATHLETICS

Marist High School offers its students an open program of interscholastic sports so that all students may have opportunities to improve their athletic abilities and further develop the desirable characteristics which can be derived through competition, such as self-discipline, good sportsmanship, teamwork and loyalty.

- A. Marist High School competes under the rules and regulations of the Illinois High School Association (IHSA) and is a member of the East Suburban Catholic Conference (ESCC).
- B. Members of the ESCC include St. Patrick, Notre Dame, Carmel Catholic, St. Viator, Joliet Catholic, Benet Academy, Marian Catholic, Marian Central Catholic, Marist and Nazareth Academy.
- C. Marist High School presently competes in fifteen (15) **Men's Sports**.
  1. **Fall Sports**
    - a. Cross-Country (Varsity, Frosh-Soph)
    - b. Football (Varsity, Sophomore and Freshman)
    - c. Golf (Varsity and Frosh-Soph)
    - d. Soccer (Varsity, Junior Varsity and Freshman)
  2. **Winter Sports**
    - a. Basketball (Varsity, Sophomore and Freshman A & B)
    - b. Bowling (Varsity, Junior Varsity)
    - c. Hockey (Varsity, Junior Varsity)
    - d. Wrestling (Varsity, Sophomore, Freshman)
  3. **Spring Sports**
    - a. Baseball (Varsity, Sophomore, Freshman)
    - b. Bass Fishing (Varsity)
    - c. Lacrosse (Varsity, Junior Varsity)
    - d. Rugby (Varsity, Junior Varsity)
    - e. Tennis (Varsity, Junior Varsity)
    - f. Track and Field (Varsity, Frosh-Soph)
    - g. Volleyball (Varsity, Sophomore, Freshman A & B)
- D. Marist High School presently competes in thirteen (13) **Women's Sports**.
  1. **Fall Sports**
    - a. Cheerleading (Varsity, Junior Varsity)
    - b. Cross-Country (Varsity, Frosh-Soph)
    - c. Golf (Varsity, Junior Varsity)
    - d. Pom and Dance (Varsity, Junior Varsity)
    - e. Tennis (Varsity, Junior Varsity)
    - f. Swimming (Varsity, Junior Varsity)
    - g. Volleyball (Varsity, Sophomore, Freshman A & B)
  2. **Winter Sports**
    - a. Basketball (Varsity, Sophomore, Freshman A & B)

- b. Bowling (Varsity, Junior Varsity)
  - c. Cheerleading (Varsity, Junior Varsity)
  - d. Pom & Dance (Varsity, Junior Varsity)
3. Spring Sports
- a. Lacrosse (Varsity, Junior Varsity)
  - b. Soccer (Varsity, Junior Varsity, Freshman)
  - c. Softball (Varsity, Sophomore, Freshman)
  - d. Track (Varsity, Frosh-Soph)

E. All sports schedules and updates to the sports schedule can be found at <http://www.marist.net>

## **VIII. ORGANIZATIONS**

### **A. Marist High School Parents' Club**

1. The Parents' Club is open to all current Marist parents.
2. The mission of the Parents' Club is to provide service, social and spiritual opportunities that will ultimately serve to enhance the adolescent experience for Marist High School students.
3. The Parents' Club works with the Development Office to fulfill its mission. Parental involvement is encouraged.

### **B. Alumni Association**

1. The Marist High School Alumni Association was formed to encourage the alumni of Marist High School in Chicago to remain close to their school and former classmates and teachers.
2. Alumni functions and an alumni newsletter are two of the ways in which this closeness is fostered and promoted.

## **IX. COUNSELING DEPARTMENT INFORMED CONSENT FORM**

### **A. Marist High School Counseling Office Mission Statement**

#### **1.. Marist Counseling Mission**

Rooted in our Marist faith and identity, the Marist Counseling Department is committed to providing a developmental, comprehensive counseling program for all students. Our program works collaboratively with other educational programs within the school in an effort to ensure academic success, college/career readiness and social-emotional growth.

- 2.. MHS counselors will advocate and provide support to maximize student potential and achievement.
3. MHS students are assigned a counselor at the beginning of their freshman year who will serve as the student's counselor through all four years of high school.
4. In partnership with other educators, parents/guardians and the community, school counselors facilitate the support system to ensure all MHS students have access to and are prepared with the knowledge and skills to contribute at the highest level as productive members of society.

### **B. Personal Counseling**

1. MHS students are assigned a counselor at the beginning of their freshman year who will serve as the student's counselor through all four years of high school.
2. The student's counselor will provide written college and scholarship recommendations upon request.

### **C. Student Involvement**

1. All MHS students will meet with their counselor during the school year.
2. Additional meetings are welcome and can be scheduled as necessary or desired.
3. Meetings involving the student's parents, guardians and/or teachers are also encouraged.
4. Students and their parents are strongly advised to participate in workshops and other special events held throughout the school year at MHS.
5. Students will be asked to fill out student data forms and other relevant paperwork related to the student's academic and college career.

### **D. College Counseling**

1. The student's college counselor will begin working with him/her during junior year.
2. The college counselor will advise and assist in the process of initial college search, college and financial aid application process and final decision making.
3. The college counselor will provide information regarding standardized testing and test preparation. The college counselor, in no way, influences standardized test results.
4. The college counselor, in conjunction with other counseling office personnel, will oversee college representative visits, college fairs and financial aid/career workshops.
5. The college counselor cannot guarantee a student's acceptance by any college or university, nor does the college counselor have any influence over financial aid decisions made by either federal, state or other government programs or particular colleges or universities.

### **E. Confidentiality**

1. Information provided by students during counseling sessions and/or on student data forms and other necessary paperwork is considered personal in nature and will not be shared with other parties outside of school.
2. Forms and paperwork completed by the student will be destroyed upon the student's graduation and/or permanent cessation of school attendance at MHS.
3. Information disseminated (references, grades, test results, etc.) to outside institutions (colleges, financial aid offices, etc.) will be discussed with the student and his/her family prior to disclosure and a signed release will be required.
4. Instances under which confidentiality will be broken include:

- a. When a student presents a clear danger to himself/herself or to others.
  - b. State laws requiring mandated reporting of suspected child abuse, sexual abuse, maltreatment and/or neglect.
  - c. As ordered by a court of law.
  
  - d. Other situations as determined by MHS (ie. drug or alcohol abuse while on school property) require reports to a school administrator.
5. Any questions regarding confidentiality should be addressed to the counselor.
6. In situations where a student is referred to, or voluntarily seeks, outside counseling services or treatment, a signed release will be required prior to dissemination of information or records maintained by the counselor.

**F. Counseling and School Records**

1. Information provided by the student and family on student data forms and other necessary paperwork will be maintained by the counselor and kept locked in the counselor's office.
2. All records shall be destroyed upon a student's graduation or permanent cessation of school attendance.
3. Academic information (grades, test scores, etc.) is maintained by the Student Database Manager and kept for an indefinite period of time; questions regarding these records should be directed to the Student Database Manager.

**G. Fees and Charges**

1. There are fees related to some of the services provided in conjunction with the counseling office such as standardized tests, test preparation courses, college application fees, and transcript fees.
2. Students who need financial assistance with any of these fees should see their counselor to request a waiver, which is often available for financially needy students.

**H. Disputes/Complaints**

1. If a student or family has a complaint or a dispute regarding the services provided by a counselor they are asked to contact the counselor immediately to attempt to resolve the situation.
2. The next step is for the student and/or family to contact the Director of Counseling who will address the issue with the counselor. A meeting involving all concerned parties may be scheduled if the situation warrants it. Every attempt will be made to resolve the situation in the best interests of all involved.

**I. Colleague Consultation**

1. In keeping with generally accepted standards of practice, it may be necessary for the counselor to consult with colleagues, supervisors, peers and school administration regarding the management of certain cases and situations.
2. The purpose of colleague consultation is to ensure quality assistance and guidance in the best interest of the student. Every effort is made to protect the confidentiality of the student and his/her family.

**J. Social Work Services**

The social worker works in conjunction with the counselors, learning specialists and the administrative team to provide services as appropriate. A student may be referred to the social worker by his/her counselor for additional support/services that may include but may not be limited to:

1. Crisis intervention.
2. Ongoing group or individual work in fulfillment of the student's SAP.
3. Advocacy for student and his/her parent/guardian.
4. Consultation with parents, administrators and teachers on a formal basis, and on an informal basis – when necessary.
5. As a liaison with home-school agencies when necessary to enhance a student's school transition adjustment. This includes referrals and communication with the agency serving the student.
6. Performing informal assessments to determine need for further counseling.

## **K. Informed Consent**

Your student will be receiving 1:1 (instruction/counseling) through video conferencing provided by Marist High School. Although this service will not be substantively different than what is provided in the school setting, we understand the context is different given both the method of delivery of and having the service delivered in the home setting. If for any reason you are not comfortable with 1:1 school counseling services provided through video conferencing, please contact the Director of Counseling, Mrs. Joy Lewis to discuss alternative means to provide this service. These services are typically provided between the hours of 8 AM and 3 PM on a school day.

During classroom instruction while school is in session, audio and video recordings and photography are not allowed without the advance permission of the teacher and written consent of the students participating, as well as the written consent of their parents/guardians. This same standard applies to our remote platforms. Students and parents/guardians should refrain from making audio and/or video recordings of remote learning instructional or counseling sessions, or taking photographs of students participating in such instruction, without express permission of the teacher delivering the instruction or a school administrator.

If you receive such recordings or photographs from a source other than Marist High School, delete them and do not post or forward.

## **X. WELLNESS POLICY**

### **A. Learning Environment**

1. Marist High School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. We recognize the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn.
2. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity.
3. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

### **B. Purpose of the Wellness Policy**

1. The purpose of this policy is to ensure a total school environment that promotes and supports student health and wellness, helps to reduce childhood obesity and meets the requirements of the Child Nutrition and WIC Reauthorization Act of 2004.
2. This includes goals for nutrition education, physical activity and other school based activities designed to promote students wellness; nutrition guidelines for all foods available during the school day; a plan for measuring implementation including designating one or more persons charged with operational responsibility; and involving parents, students, school food service providers, the school board, school administrators, and the public in developing this policy.

### **C. Link between Nutrition and Learning**

1. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, full physical and mental growth and lifelong health and well-being.
2. Healthy eating is demonstrably linked to reduced risk of the development of many chronic diseases. Schools and school communities have a responsibility to help students acquire the knowledge and skills necessary to establish and maintain lifelong - healthy eating patterns.
3. Well-planned and well-implemented wellness programs have been shown to positively influence children's health.

### **D. Physical Activity**

1. Schools also have a responsibility to help students establish and maintain lifelong habits of being physically active.
2. According to the U.S. Surgeon General, regular physical activity is one of the most important things people can do to maintain and improve their physical health, mental health, and overall well-being.
3. Regular physical activity reduces the risk of premature death in general and of heart disease, high blood pressure, colon cancer, and diabetes.

### **E. Archdiocesan Goals for School Wellness**

Marist High School will comply with the goals for Student Wellness established by the Archdiocese of Chicago, Office of Catholic Schools as stated below:

#### **1. Goals for Nutrition Education**

- a. Students in preschool through grade 12 shall receive sequential and interdisciplinary nutrition education. The program shall be designed to provide students with the knowledge and skills necessary to adopt healthy eating behaviors. Special emphasis should be placed on nutrition education in preschool through the primary grades as eating habits are established at a young age.
- b. The nutrition education program shall include enjoyable interactive activities such as contests, promotions, taste testing, field trips, school gardens, or other like activities.
- c. School shall work with parents to assist in providing a healthy diet and daily physical activity for their children, which may in-

clude information to help the incorporate healthy eating and physical activity.

## 2. **Goals for Physical Activity**

- a. Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.
- b. Elementary schools shall provide a daily, supervised recess period to all students.
- c. Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, inter-scholastic athletics, physical activity clubs or other like activities.

## 3. **Goals for other School-Based Activities Designed to Promote Student Wellness**

- a. It is recommended that food providers share information about the nutritional content of school meals and/or individually sold foods with students, family and school staff.
- b. School meals shall be served in clean, safe and pleasant settings with adequate time provided for students to eat.
- c. All food service personnel shall have adequate pre-servicing training.
- d. Students, parents, school staff and community members bringing foods and beverages to school for parties/celebrations/meetings shall be encouraged to provide healthful options. (Attachment A provides suggestions.)
- e. Schools shall take efforts to promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System (MyPyramid) such as fruits, vegetables, low-fat dairy foods and whole grain products.
- f. All foods and beverages provided by the school shall comply with federal, state, and local food safety and sanitation regulations.
- g. Access to any area involved in storage, preparation or service of food on the school campus shall be limited to authorized personnel.
- h. Schools are encouraged to limit extended periods of inactivity. When activities such as mandatory testing make it necessary for students to be inactive for long periods of time, it is recommended that schools give students periodic breaks during which they are encouraged to stand and be moderately active.
- i. Physical activity facilities and equipment on school grounds shall be safe.
- j. Schools are encouraged to work with the community to create a safe and supportive environment for students walking or biking to school.
- k. School personnel shall not withhold food or beverages from students as punishment.
- l. School personnel shall not withhold participation in recess or physical education class as punishment.

## 4. **Nutrition Guidelines for All Foods and Beverages Available on School Campuses During the School Day**

- a. Food providers shall offer a variety of age-appropriate, appealing food and beverage choices and employ food preparation, purchasing and meal planning practices consistent with current Dietary Guidelines for Americans (e.g. provide a variety of fruits and vegetable choices; serve low-fat and fat-free dairy products; ensure that whole grain products are served).ii
- b. All foods and beverages sold individually (apart from the reimbursable school meal) shall be well-regulated and consistent with the nutritional goals of this policy. This includes:
  - o a la carte offerings in the food service program;
  - o food and beverage choices in vending machines, snack bars, school stores;
  - o food and beverages sold as part of school-sponsored fundraising activities.
- c. Every effort shall be made to provide nutritious and appealing foods and beverages, such as fruits, vegetables, low-fat dairy foods and whole grain products, wherever and whenever food is sold or otherwise offered at school.

## 5. **Guidelines for School Meals**

School meals served shall be consistent with the recommendations of the Dietary Guidelines for Americans and/or shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

## 6. **Measuring Implementation & Community Involvement**

- a. The Archdiocesan Superintendent of Schools or designee shall be charged with the operational responsibility for ensuring



that each school meets the wellness policy requirements.

- b. The principal of each campus shall be responsible for implementation of the wellness policy.
- c. Individual schools shall involve parents, students, representatives of the school food service program, the school board/advisory committee, school administrators, and the public to consult in the development of the wellness policy. This will be demonstrated through their involvement in reviewing, and being listed on the individual school wellness checklist.
- d. The Archdiocesan Superintendent of Schools or designee, based upon feedback from individual schools, may revise the wellness policy as appropriate.

# XI. REMOTE LEARNING – COVID-19 PROTOCOL

## A. Zoom Norms

On Mondays during the 2020-2021 school year, all students and teachers will meet in a Zoom classroom. In order to make **THE MOST** out of these classes, it is important that we all abide by these important guidelines.

It is a challenge when learning from home. These helpful tips and reminders will enable all of us to focus, stay on task and be successful in our virtual classrooms!

- ❖ Be prepared. Check your Canvas course pages and e-mail, **BEFORE** you report for class.
- ❖ Dress appropriately in a Marist polo shirt. No hats or hoods should be worn during a zoom session.
- ❖ Check your surroundings! Are you in a common room in your home? Make sure little siblings and pets aren't distracting you.
- ❖ Be on time.
- ❖ Use headphones/air pods.
- ❖ Turn off your virtual backgrounds during class - they can be distracting.
- ❖ Video camera must be turned on so that the teacher can see the students' faces throughout the entire class.
- ❖ Keep your microphone off until you are told to turn it on.
- ❖ Raise your hand and talk. Use appropriate gestures when told.
- ❖ Be focused. Pay attention. Be an active participant!
- ❖ Engage with the class by asking or posting **ONLY** questions or comments that are related to the class/lesson.
- ❖ No music, no eating, respect your teacher/presenter.

**Continued violations of these zoom policies may result in the instructor referring a student to the appropriate Dean of Students.**

## B. Health Check 360

**All students, faculty and staff will be required to self-certify daily prior to entry into the school building.** Marist High School will use HealthCheck360 for self-certification which will guide our students and faculty in assessing their physical health prior to coming to school each day.

### 1. PROCESS

- a. Students will provide their name, their Marist email address and/or their cell phone number. Students can select how they would like to be notified each morning – by email, by text or both – at the time of their choice.
- b. The notification will provide a link for them to click on and they will be directed to the daily questionnaire which they need to complete before going to school. The questionnaire takes less than one minute to complete.
- c. Once the student answers the questions, they will receive either a **green light** or a **red light** indicating if they can proceed to the temperature screening step. If the temperature value eliminates the student's ability to come to school the student will receive a **red light** and instructions for next steps.

### 2. TRACKING

- a. Mrs. Amanda Gaida, the certified school nurse, will manage the process of daily recordings, symptomatic students, and students who have been excluded from school with HealthCheck360's tracker. She will be automatically notified when a student is flagged to stay home.
- b. HealthCheck360 will allow Marist High School to keep sick and symptomatic students out of school which is critical in preventing and mitigating the spread of COVID-19. It will also facilitate contact tracing at school in collaboration with the Chicago Department of Public Health.

### 3. COVID-19 SYMPTOMS/POSITIVE TEST

There are numerous protocols we will be following related to COVID-19. The following distills what will happen in our school when a student or faculty member tests positive for COVID-19:

- a. **STUDENT PRESENTS COVID-LIKE SYMPTOMS DURING THE SCHOOL DAY** The student will be quarantined in the one of the two quarantine spaces in the Student Health Office until the parent/guardian comes to pick up the student.

- b. STUDENT/STAFF MEMBER TESTS POSITIVE FOR COVID-19 School nurse will report all positive cases to the City of Chicago Department of Health. The Department of Health will perform contact tracing to determine if there was close contact with other students/staff. Close contact is defined as being within six feet of someone who tested positive for more than 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection).
- c. UPWARD TREND OF POSITIVE COVID-19 CASES We will track the positive COVID-19 cases in our school community. We will be in contact with public health officials if we see an upward trend in positive cases to determine if the need would arise to temporarily close the building and transition to e-learning.

### C. Video Conferencing

Your student will be receiving 1:1 (instruction/counseling) through video conferencing provided by Marist High School. Although this service will not be substantively different than what is provided in the school setting, we understand the context is different given both the method of delivery of and having the service delivered in the home setting. If for any reason you are not comfortable with 1:1 (instruction/related service) through video conferencing, please contact Joy Lewis, Director of Counseling to discuss alternative means to provide this.

### D. Audio/Video Recordings

During classroom instruction while school is in session, audio and video recordings and photography are not allowed without the advance permission of the teacher and written consent of the students participating as well as the written consent of their parents/guardians. This same standard applies to our remote platforms. Students and parents/guardians should refrain from making audio and/or video recordings of remote learning instructional or counseling sessions, or taking photographs of students participating in such instruction, without express permission of the teacher delivering the instruction or a school administrator. If you receive such recordings or photographs from a source other than Marist High School, delete them and do not post or forward.

### E. COVID Protocols

I acknowledge and agree that:

1. I am aware of and have been offered the Marist High School's option for online learning.
2. I will read agree to follow the school's COVID-19 protocols and will review them with my child(ren).
3. I will notify Amanda Gaida, the certified school nurse, if our child(ren) or anyone living in our home tests positive for COVID-19.
4. I will self-quarantine my child(ren) if I determine he/she has been exposed to COVID-19 per Marist High School's protocol.
5. Each day prior to school, I will make certain that my child(ren) checks their symptoms and takes their temperature and completes the HealthCheck360 app.
6. I will not send my child(ren) to school or to any school activity if he/she/they are not feeling well, are displaying any COVID-19 symptoms, or have a fever of 100.4 or higher.
7. I will notify Amanda Gaida, the school certified nurse, if my child(ren) has(have) a medical condition that makes him/her/them more vulnerable to contracting COVID-19 and will work with our medical provider and the school nurse to determine what accommodations, if any, to the school's COVID-19 procedures may be provided to reduce the threat of harm to my child(ren).
8. Marist High School staff have the discretion to determine whether a student is ill by asking him/her/they how they are feeling and taking his/her body temperature, and to determine whether it is in the best interests of the student, other students, and the faculty and staff, to mandate that your child(ren) be picked up from school at the time of that determination.
9. If my child(ren) has been kept home because they are not feeling well, displays symptoms of COVID-19 or has been exposed to someone with COVID-19, he/she may return to school and school activities after being released by my treating medical provider or in accordance with the prevailing guidance of the IDPH and the CDPH.

10. I will notify the school certified nurse if my child(ren) or anyone in our household travels to or has traveled to a state or country experiencing widespread or ongoing community spread of COVID-10 and will self-quarantine my child(ren) for 14 days upon return.

#### ACKNOWLEDGMENT AND ASSUMPTION OF RISK

I acknowledge that sending my child(ren) to school for in-person instruction and/or to participate in school activities may involve certain risks due to the COVID-19 pandemic that may pose a threat to the safety of my child(ren).

I expressly acknowledge that due to the contagious nature of COVID-19, my child(ren) may be exposed to and/or contract COVID-19 by attending school, and/or by participating in school activities, and that, if infected, the risks include personal injury, illness, permanent disability and death despite the school's implementation of and adherence to its COVID-19 protocols as there are no known processes to eliminate all risk of spread and infection.

I hereby assume all risks of my child(ren) attending school, and/or by participating in school activities, and take responsibility for all such risk and any injury or damage that I and/or my minor children may suffer as a result of attending school and/or participating in school activities.

I acknowledge, that despite the aforementioned risks, I will review the school's COVID-19 protocols with my child(ren) and adhere to all school COVID-19 protocols stated herein and that may change from time to time.

#### F. SCREENING PROTOCOL of STUDENT AND FACULTY

1. Screening of students and faculty should begin at home prior to coming to school with self-evaluation for temperature and symptoms.
2. Self-Evaluation/SCREENING includes:
  - a. Taking your body temperature to ensure that it is < 100.4
  - b. Responding to a questionnaire (see website) regarding the following symptoms:
    1. Fever, cough, chills and/or muscle aches
    2. Sore throat, runny nose and/or loss of taste or smell
    3. Nausea, vomiting or diarrhea
    4. Shortness of breath and/or headache
  - c. Have you had CLOSE CONTACT or cared for someone with COVID-19 within the past 14 days?  
CLOSE CONTACT is defined as:
    1. Being within six (6) feet of someone who had COVID-19 for at least 15 minutes starting from two days before illness onset (or, for asymptomatic patients, two days prior to specimen collection) until the time the patient is isolated.
    2. Provided care at home to someone who is sick with COVID-19
    3. Direct physical contact with the person who has COVID-19 (touch, hugged, kissed)
    4. Shared eating/drinking utensils with the person who has COVID-19
    5. Person who has COVID-19 sneezed, coughed or somehow got respiratory droplets on you
3. Students/parents must report self-screening results...through Health Check 360
4. If, as a result of the daily screening....
  1. Your temperature is  $\geq 100.4^{\circ}$  F,
  2. You have one, two or more of the symptoms, OR
  3. You have been in close contact with someone/or cared for someone who has COVID -19

It is your responsibility to....

- NOT attend/participate in school

- Begin self-isolation at home
- Contact the school nurse in the Health Office (773.881.5352) and your primary care provider
- If your symptoms are mild, ER visit or immediate COVID-19 testing is NOT required

**G.** Additional up-to-date information regarding COVID-19 scenarios and protocols can be located on Marist High School's website under Health Office/COVID-19 Information.

