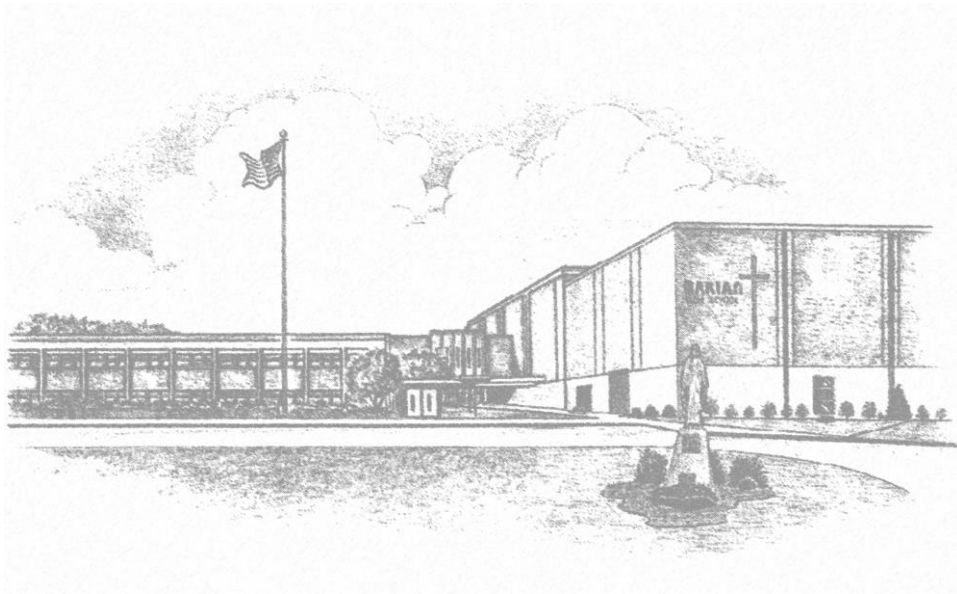




# MARIAN HIGH SCHOOL

LEARN. SERVE. LEAD.



*Procede et Regna.*  
Go forth and lead.

1311 South Logan Street  
Mishawaka, Indiana 46544  
574-259-5257

2017-2018  
STUDENT-PARENT HANDBOOK

## Contents

4	Message from the Principal
	<b>Part 1: History and Mission</b>
5	Historical Background
5	Mission, & Vision Statements
5	Beliefs
6	Philosophy of Education
6	Accreditation and Handbook Purpose
	<b>Part 2: Spiritual Growth</b>
7	Introduction
7	Religious Observances
7	Campus Ministry
7	Daily Prayer
	<b>Part 3: Admission and Enrollment</b>
11	Admissions Policy
11	Non-discrimination Policy
11	Enrollment
12	Academic Support Program for Incoming Students
12	Children with Exceptional Needs
13	Students or Prospective Students with Communicable Diseases
13	Admissions Policy for International Students
	<b>Part 4: Financial Policies</b>
15	Tuition and Fees
15	Withdrawals
	<b>Part 5: Attendance Policies</b>
16	School Notification
16	Excused Absences
16	Unexcused Absences
17	Definitions/ Truancy
17	Frequent or Prolonged Illness
17	College/University Visits
17	Non-Attendance/Participation
18	Early Dismissal
18	Makeup Work
18	Irregular Attendance
19	Extended Absences
19	Tardiness
	<b>Part 6: Scholastic Policies</b>
21	Academic Expectations
21	Grading Scale

22	Failures
22	Academic Probation Policy
22	Academic Expulsion
23	Senior Examination Exemptions
23	Commencement Awards
24	Student Testing
24	Academic Honesty
25	Parental Access Rights to Student Records
26	CORE 40 Financial Aid Eligibility

**Part 7: Extra and Co-Curricular Activities**

27	Philosophy
27	Eligibility
27	Athletics
28	Sportsmanship
29	Athletic Travel Policy
30	Leadership and Special Honor Status Positions
31	Fundraising Policy

**Part 8: Health and Safety Policies**

32	Medication
32	Student Insurance
32	Student Injury

**Part 9: General Policies and Procedures**

34	Main Office Hours
34	Early Morning/After School
34	I.D. Cards
34	Locks and Lockers
35	Student Car Use and Parking
35	Student Locker and Vehicle Searches
36	Food and Drink in the Academic Area
36	Lunch and Cafeteria
36	Loesch Family Library
37	Hall Passes
37	Messages to Students
37	Displaying Student Information
37	Lost and Found
38	Assemblies
38	School Publications Media Release
38	Visitors
38	Emergency Drills
38	Bus Service
39	Dances
40	Gambling
40	Substance Abuse
41	Catholic Teaching on Sexuality
42	Weapons, Firearms, Fireworks

	<b>Part 10: Student Discipline</b>
44	Philosophy
44	Mission-based Discipline Program
46	Detention
47	Saturday School
47	Suspension and Expulsion
48	Discipline Committee
49	Role of Parents/Guardians in Disciplinary Proceedings
49	Disciplinary Probation
50	Bullying
50	Vandalism
51	Smoking and Tobacco
51	Cell Phones and Electronic Devices
51	Student Accused of a Non-School Related Criminal Act
51	Harassment Policy
	<b>Part 11: Dress Code</b>
54	Boys Dress Code
54	Girls Dress Code
55	Special Dress Days
	<b>Part 12: Parents and School Life</b>
56	Parent/Legal Guardian Concerns Procedure
57	<b>Part 13: Seclusion and Restraint</b>
	<b>Part 14: Computer and Technology Acceptable Use</b>
58	Acceptable Use
58	Unacceptable Use
59	Consequences for Violations of the Privileges
59	Parents'/Guardians' Responsibility
59	School Professionals' Responsibility
60	Blogging or Social Networking
60	G-Suite Accounts
62	Student "Bring Your Own Device" Policy
64	<b>Appendix A: School Spirit</b>
65	<b>Appendix B: Bell Schedules</b>
66	<b>Appendix C: Handbook Receipt Acknowledgement Form</b>

## Message from the Principal

Dear Students and Parents:

Welcome to Marian High School for the 2017-2018 school year. Our dedicated faculty and staff will be directing all students to spiritual and moral growth, academic and physical excellence, and social maturity. The essential guidelines, rules, and procedures in this **Student-Parent Handbook** ensure a positive learning environment for each student. The rules protect every student's right to benefit from the best possible education Marian has to offer.

You will note that for the upcoming year some changes in the former handbook have been made. We ask that parents and students acquaint themselves with all the rules, and together review the book's entire content. Its two-fold purpose is to serve as the school's guide in dealing with circumstances that arise throughout the course of the school year and to protect the rights of parents and students.

After a thorough discussion of all the topics with your son/daughter, both of you need to sign the **Handbook Receipt Acknowledgement Form**, which is provided as an insert. **We are counting on your cooperation and prompt response in signing and returning the Acknowledgement Form to the Main Office by Wednesday, August 23.**

By working together we can make this school year a spirited and duly rewarding one. May God bless you and your family through the 2017-2018 school year.

As always, you remain in my prayers.

Sincerely,

Mark B. Kirzeder  
Principal

# History and Mission

1

## Historical Background

Marian High School opened its doors in September, 1964, fulfilling the desire for a second Catholic High School in the South Bend-Mishawaka-Elkhart area. Part of the dream was made a reality by the generosity of the Sisters of Saint Francis of Perpetual Adoration. Their generous donation to the Diocese of the 36 acres adjoining Logan Street and Dragoon Trail in Mishawaka was the perfect site for the new school.

The Sisters also initially staffed the Girls' department, while Salvatorian Priests and Brothers staffed the Boys' department and agreed to administer the school. The first freshman class, of 239 students, aided the 11 religious and 1 lay faculty member in choosing the school colors and nickname.

Drawing on this rich tradition of faith, Marian High School has strived to incarnate the Gospel message, along with the Gospel values of humility, conversion, and evangelization, into its mission of educating and forming the whole human person. Over its 50 years of existence, Marian has nourished the Marian family with a vibrant, spirited, and faithful communal life, and has established a rich tradition of academic, athletic, moral, social, and spiritual excellence. Proudly, Marian has sent forth her members live out the school's motto: *Procede et Regna*, go forth and lead.

Recently, Most Reverend Bishop Kevin Rhoades, of the Diocese of Fort Wayne-South Bend, has entrusted the care and protection of Marian High School to the Blessed Virgin Mary, under the title of Our Lady of Lourdes. Under her patronage, Marian will continue to thrive as a Catholic High School committed to helping young people learn, serve, and lead.

Our Lady of Lourdes. Pray for us.

## Mission Statement

Marian High School challenges students to spiritual and moral growth, academic and physical excellence, and social maturity. As a Catholic community, Marian values the sanctity and individuality of each student and strives to live the example set by Jesus Christ as teacher and servant.

## Vision Statement

Marian High School will thrive as a Catholic high school that will provide a faith filled community and a strong college preparatory curriculum while meeting the needs of all students. Marian will prepare students for lifelong learning while fostering personal integrity and critical thinking. Marian will prepare students to serve and to lead the Church, the local, and the global communities.

## Beliefs

- Students, parents, and teachers share in the responsibility for the support of the school's mission statement.
- The Marian community recognizes that each student is created in the image of God with unique gifts, needs, and abilities.

- As individuals and as a community, Marian strives to live the example set by Jesus Christ as teacher and servant.
- The Marian community celebrates the diversity of the human experience through language, art, literature, music, and drama.
- Marian provides challenging curricula to enhance each student's intellectual, spiritual, moral, and physical growth.
- The Marian faculty enhances the individual learning process through various classroom methods and opportunities.
- Marian encourages participation in athletics, clubs, and community service projects.
- All students can learn, succeed, and achieve their potential in a safe and physically comfortable environment.
- The Marian community is dedicated to developing students who will become honest, responsible, and respected leaders.

### **Philosophy of Education**

Marian High School, founded as a Catholic Diocesan high school, is committed to striving for educational excellence. We, the Marian community, affirm the values inherent in the Gospel message and believe that every person deserves the opportunity to develop his/her potential to the fullest extent in an atmosphere of safety, care, and trust.

We believe that educational excellence is achieved through a challenging curriculum taught by a competent, enthusiastic faculty and supported by a dedicated staff. The curriculum is college preparatory. The curriculum takes into account the individual learning styles, interests, and abilities of all students and provides for developing them.

Marian High School promotes the dignity of each student and provides all students with the challenge to grow mentally, physically, spiritually, morally, emotionally, and socially. Recognizing that a complete education includes both the development of self and the ability to grow within a group, Marian actively fosters the talents of the individual and encourages a sense of community open to students of all races, religions, and ethnic backgrounds. Marian enables its students to better understand and appreciate all people.

### **Accreditation**

As a member of the Diocese of Fort Wayne South Bend, Marian High School is accredited by the State of Indiana and North Central Association (AdvancED).

### **Purpose of this Handbook/ Right to Amend**

Marian High School, as an entity of the Fort Wayne-South Bend Diocese, adheres to its policies. **Diocesan School Policies are available for review in the main office of Marian High School.**

The **Parent/Student Handbook** and other Diocesan School Policies are subject to review and interpretation by school administrators and/or the Diocese and are subject to change at the discretion of the administration and/or the Diocese.

## Introduction

The Eucharist is the source and summit of the Christian life. Making disciples who commit themselves to living the Christian life is the mission of the Catholic Church. And the mission of Marian High School to educate the whole person and form them to be disciples of Christ participates in the evangelical and salvific mission of the Church.

## Religious Observances

The Sacramental and prayer life of the Marian Community is essential to all that we do as a school. Various opportunities are provided for students, faculty, staff, and families to participate in the life of the Church.

The school Chapel is located on the second floor and is open for prayer each day. Mass is celebrated every Tuesday and Thursday during the school year, and an all school Mass is celebrated each month. Confession is available weekly during lunch hours and during two all school penance services. All students participate in Adoration of the Blessed Sacrament on the first Friday of each month.

In addition, students are given the opportunity to attend a retreat with members of their class each year. These days provide students the chance to step back from their daily routine, pray, reflect, and spend time in fellowship with their classmates.

Special events, which include the Freshmen Mass & Breakfast, Vocations Day, Grandparents Day, and the May Crowning, also invite the Marian Community to grow in faith and fellowship together.

## Campus Ministry

The Campus Ministry Office is located next to the chapel on the second floor. Members of the school's Campus Ministry team are available for personal or spiritual counseling. The Campus Ministry Team is also willing to meet with various groups of students to help deal with important issues facing the Marian High School community.

Students who serve as Campus Ministry Leaders should be actively pursuing a relationship with the Lord, through the Church. Students who serve as leaders commit to weekly Mass attendance, frequent Confession, prayer, and service. It is by their service that much of the work in Campus Ministry is accomplished. They not only participate in activities vital to the school, but provide an example of Christian joy, charity, and perseverance. They are expected to uphold high standards of moral integrity and the personal and academic standards of Marian High School.

## Daily Prayer

To help form students in habits of prayer, reflection, and virtue, all at Marian High School submit to a daily routine of prayer, which consists of all-school prayer 3 times a day, and hourly prayer at the start of each class period. The prayer life of the school derives its structure from the Divine Office



(Liturgy of the Hours), strives to engage the whole person in the act of praying, and invites all to put their faith into action.

**Morning Prayer:** To be recited at the beginning of first hour

Leader: Lord, open my lips (**all make the Sign of the Cross over their lips**);

**Response: And my mouth shall proclaim your praise.**

*Brief Reading*

Leader: (**All bow at the waist**) Glory to the Father, and to the Son, and to the Holy Spirit...

**Response: (Upright) As it was in the beginning, is now, and will be forever. Amen.**

**Midday Prayer:** The Angelus and grace before lunch, recited at the end of 3<sup>rd</sup> hour

Leader: God (+), come to my assistance.

**Response: Lord, make haste to help me.**

Leader: (**All bow at the waist**) Glory to the Father, and to the Son, and to the Holy Spirit...

**Response: (Upright) As it was in the beginning, is now, and will be forever. Amen.**

The Angelus

Leader: The Angel of the Lord declared unto Mary,

**Response: And she conceived of the Holy Spirit.**

**Hail Mary, etc...**

Leader: Behold the handmaid of the Lord.

**Response: Be it done unto me according to Thy Word.**

**Hail Mary, etc...**

Leader: (**All bow**) And the Word was made flesh,

**Response: (Upright) And dwelt among us.**

**Hail Mary, etc...**

Leader: Pray for us, O holy Mother of God.

**Response: That we may be made worthy of the promises of Christ.**

Leader: Let us pray:

**Pour forth, we beseech Thee, O Lord,**

**Thy Grace into our hearts;**

**that we to whom the incarnation of Christ,**

**Thy Son, was made known by the message of an angel,**

**may by His passion and Cross**

**be brought to the glory of His Resurrection.**

**Through the same Christ, our Lord. Amen.**

Grace Before Lunch Periods

**Bless us, O Lord! and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord.**

**End of Day Prayers:** Monthly prayers connected to themes prayed at the beginning of 10<sup>th</sup> hour

Leader: God (+), come to my assistance.

**Response: Lord, make haste to help me.**

Leader: **(All bow at the waist)** Glory to the Father, and to the Son, and to the Holy Spirit...

**Response: (Upright) As it was in the beginning, is now, and will be forever. Amen.**

Appropriate monthly prayer follows.

### Monthly Themes and accompanying prayers

#### August—Speech

O Creator past all telling, You make eloquent the tongues of children. Then instruct my speech and touch my lips with graciousness. Make me keen to understand, quick to learn, able to remember; make me delicate to interpret and ready to speak. Guide my going in and going forward, lead home my going forth. You are true God and true man, and live for ever and ever. Amen.

-St. Thomas Aquinas

#### September—Listening/Calling

Lord, grant that I may always allow myself to be guided by you, always follow your plans, and perfectly accomplish your holy will. Grant that in all things, great and small, today and all the days of my life, I may do whatever you may require of me. Help me to respond to the slightest prompting of your grace, so that I may be your trustworthy instrument, for your honor. May your will be done in time and eternity, by me, in me, and through me. Amen.

-St. Teresa of Avila

#### October—Service

Lord, make me an instrument of Your peace. Where there is hatred, let me sow love; where there is injury, pardon; where there is doubt, faith; where there is despair, hope; where there is darkness, light; where there is sadness, joy. O, Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love; For it is in giving that we receive; it is in pardoning that we are pardoned; it is in dying that we are born again to eternal life. Amen.

- St. Francis of Assisi

#### November—Gratitude

O tender Father, you gave me more, much more than I ever thought to ask for. I realize that our human desires can never really match what you long to give us. Thanks and again thanks, O Father, for having granted my petitions, and that which I never realized I needed or petitioned. Amen.

-Saint Catherine of Siena

#### December—Hope

Lord, send me your Holy Spirit to fill me with the virtue of hope. Open my eyes to the eternal reward that awaits all of your friends. Help me to do your will in this life and to always be focused on your service. Amen.

-Venerable Fulton Sheen

#### January—Abundance

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior for he has looked with favor on his lowly servant. From this day all generations will call me blessed; the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever.

-The Magnificat, Luke 1:46-55

#### February—Devotion/ Dedication

Take, Lord, and receive all my liberty, my memory, my understanding, and my entire will, all that I have and possess. You have given all to me; to you, O Lord, now I return it; all is yours, dispose of me wholly according to your Will. Give me only your love and grace, for this is enough for me. Amen.

-Saint Ignatius Loyola

#### March—Sacrifice

Lord of the Holy Sacrifice, your saving oblation on the cross has given me new life. May I always recall your holy sacrifice on the cross and do it in remembrance of you. When tempted to selfishness, inspire me to be taken as an unworthy sacrifice. When burdened by envy, let me become an instrument of blessing for others. When unsettled by anguish and troubled by worries, give me encouragement. With Mary, Mother of Jesus, who joined her heart with the sacrifice of her Son, may I become a holy sacrifice of love and service for others. Amen.

-Fr. Raymond Arre

#### April—Joy

(Sung) Regina caeli, laetare, alleluia. Quia quem meruisti portare, alleluia.  
Resurrexit, sicut dixit, alleluia. Ora pro nobis Deum, alleluia.

Let us pray. O God, who gave joy to the world through the resurrection of Thy Son, our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

#### May—Freedom

O Lord, give us a mind that is humble, quiet, peaceable, patient and charitable, and a taste of your Holy Spirit in all our thoughts, words and deeds. O Lord, give us a lively faith, a firm hope, a fervent charity, a love of You. Take from us all lukewarmness in meditation and all dullness in prayer. Give us fervor and delight in thinking of You, your grace, and your tender compassion toward us. Give us, good Lord, the grace to work for the things we pray for. Amen.

-St. Thomas More

### School Admissions Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and Diocesan policy.

### Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and shall reasonably accommodate those with disabilities in their educational programs.

### Enrollment

- Any incoming students who wish to enroll at Marian High School must complete the appropriate application for admission (incoming 9<sup>th</sup> grader, transfer student, international student) in its entirety by the specified deadline.
- All continuing students must complete the reenrollment process.
- All applications are subject to review by the admissions committee, which follows the guidelines specified below.
- A child may be enrolled only by a person having legal custody of the child. If the required documents are not provided to the school within thirty (30) days of the student's application, or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information on Missing Children (See Diocesan Policy 4030) and will cooperate with local authorities if the child has been reported missing.

The following stipulations are in effect for all incoming and continuing students wishing to attend or continue at Marian High School:

- A student will not be admitted if he or she is on probation with the judicial system. The Discipline Committee and/or Principal will not allow a student to continue at Marian High School without approval if he or she is on probation with the judicial system.
- A student will not be admitted nor allowed to continue if he or she has been expelled from any school within one year from the date of expulsion. This will include those students who have voluntarily withdrawn from school because of the threat of expulsion.
- A student may not be admitted or allowed to continue if he or she has been involved in a serious infraction of a school rule. This would include violations of drug or alcohol rules, vandalism, attendance problems, harassment, threat of violence and/or violence against another, stealing, and grades that reflect a preponderance of underachievement. The discipline committee and/or Principal will not allow students with the above infractions of school rules to be admitted or continue without approval.
- A student may not be admitted or allowed to continue at Marian High School if he or she is unwilling to respect the traditions and teachings of the Catholic Church. This includes attending Theology classes and attending all religious services held during the school year that would

involve the whole student body or an individual class.

- A student may not be admitted or allowed to continue at Marian High School if he or she does not abide by Marian's philosophy regarding the importance of discipline in an academic setting.
- No student who is a senior will be admitted to Marian High School once the school year has begun. Freshman, sophomore, and junior transfers will be advised to wait until the beginning of the following semester. However, in the case of a student moving to the area, this policy may be waived.

### **Academic Support Program for Incoming Students**

Incoming students may also be identified as at-risk for academic failure and consequently enrolled at Marian under the stipulations of the academic support program.

- Incoming freshmen and transfer students may be identified as at-risk for academic failure based on poor academic performance in grade school, a low score on the Marian placement exam(s), low score on ISTEP, etc., and will be conditionally admitted to Marian.
- The School Counseling Department will schedule a meeting with the parents and the student to discuss the academic support program and to outline the steps that will be implemented in order to maximize student success.
- This program will include mandatory attendance at academic success camp prior to the beginning of the academic year, and mandatory attendance at homework help three times per week. Non-compliance with this requirement will result in a Saturday school.
- To have the conditions of the academic support program removed, the student must achieve a GPA of 1.67 or greater and have no more than 1 F on his or her quarter or semester report card.
- The Administration may also require a student to abide by the conditions of the academic support program at any time because of poor academic performance.

### **Children with Exceptional Educational Needs**

Children with exceptional educational needs requiring special class placement are accepted (includes incoming freshmen, transfers, or continuing students) if their needs can be reasonably accommodated by the school. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Ordinarily when a Diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the Principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation of placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or pose a threat of harm to the student, other students, or school personnel.

## **Students or Prospective Students with Communicable Diseases**

Catholic schools shall comply with all applicable state laws and all Board of Health policies regarding a school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Students who meet all entrance requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy (similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.)

However, as with any prospective student who is diagnosed having or is suspected of having a communicable disease, a child with a communicable disease may be excluded, if after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

## **Admissions Policy for International Students**

As a Catholic community, Marian High School welcomes students from other countries for serious study and social integration. In general, the following requirements apply:

International students must be either part of a formal exchange program recognized by the NASSP and the State of Indiana, or they must be living with an adult relative while in attendance at Marian. The approved exchange program must have an accessible representative in the United States. It is the responsibility of the exchange program to locate, prepare, and supervise the host families for the international students. Those international students who live with a family member are expected to remain with that family member for the duration of the student's enrollment at Marian. In all cases, a guardianship form must be completed and on file in the Registrar's Office.

All international students must first submit the following to the Admissions Office:

- Complete profile and school transcripts
- Up-to-date immunization record
- Marian's Application for Admission of International Students

An admissions interview to assess the communication skills of each student will be conducted via telephone. The Admissions committee will choose to accept or deny a student's application after a completed interview and review of documentation. If accepted, international students must submit to the Admissions Office three to four months in advance the necessary information, forms, and documents for the I-20. The official designee of the Diocese of Fort Wayne /South Bend will complete the I-20 process.

Marian High School does not have an "English as a Second Language" program. International students must demonstrate proficiency in reading, writing, listening, and speaking the English language. Students must submit a SLEP or TOEFL score. Admission may be denied because of an unsatisfactory score. Accepted international students may be given a placement test in order to facilitate placement in the appropriate classes. International students who have specific

requirements from their country or their agency for classes for credit must submit those requirements to the School Counseling Department in advance of selecting their classes.

International students pay full tuition and fees at the non-parishioner rate. A fee of \$750 is added to the tuition and fees of international students for the services provided by the School Counseling Department. Payment of tuition and fees is due before the first day of classes.

International students must meet the same requirements as any other student. An Indiana diploma will not be issued to any international student unless all of the required coursework has been completed in the United States. Students not receiving a diploma will receive a certificate of attendance along with final transcripts from the School Counseling Department.

### **Right to Amend Admissions Policies**

**It is understood that all of the above admissions policies are not all-inclusive and apply to all prospective and current students. It is also understood that Marian High School can waive the time stipulations listed above if it so chooses.**

### Tuition and Fees

Tuition, fees, and all other financial obligations and business are conducted through the Business Office. It is mandatory that all families sign up with FACTS Tuition Management Systems to administer tuition and fees.

Any families wishing to receive financial aid of any kind (including SGOs and School Choice scholarships) must complete the FACTS Grant and Aid application.

*Note: FACTS Tuition and Management Systems and FACTS Grant and Aid are two separate applications.*

All graduates must have their tuition and fees paid before participation in graduation. Caps and gowns, diplomas, or transcripts may be held for anyone with a tuition balance in arrears.

### Withdrawals

If a student wishes to withdraw from Marian High School, his/her parent or guardian must contact the Assistant Principal or Dean of Student Formation to obtain the necessary withdrawal forms. Once the completed form is submitted to the Assistant Principal the student will be officially considered as having withdrawn from school.

Once withdrawn, it is the responsibility of the student to enroll as soon as possible in another secondary school. Marian High School will furnish a transcript of grades to the new school only after a student has formally enrolled in another school and after requested to do so by the receiving school. In no case will a transcript be released by Marian High School if the family's financial obligation to Marian has not been met.

Any student who withdraws from Marian High School during the course of the school year will receive a refund of paid tuition for any academic quarter in which the student is not enrolled unless a contract stating otherwise was issued. Fees are not refundable.



### Introduction

Marian High School considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Secondly, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. Because of this, parents and guardians are expected to ensure their child(ren) attend(s) school regularly, and with minimal absences. Parents and students should regularly monitor attendance on PowerSchool and on quarterly report cards.

### School Notification

When a student is absent from school, his or her parent, guardian, or another person designated on the student's Emergency Card must notify the Attendance Office of this fact before 10:00 AM on each day of an absence.

- The Attendance Office telephone number is **574-259-5257**.
- Due to the volume of messages that can be received in the Attendance Office on some days, you may be asked to leave a message. Please leave a message stating your student's name, grade, and the reason for the absence. If a reply is necessary, you will be contacted as soon as possible.
- In addition, a personal note to the Attendance Office from a parent/guardian must accompany a student following an absence. A doctor's note may be requested for absences due to illness. Failure to bring in the written explanation will cause the absence to be recorded as unexcused.

### Excused Absences

The student's absence is attributed to:

- Personal illness
- Funerals for death in the immediate family or for persons outside of the immediate family with parental permission
- Medical and legal appointments – such appointment should be scheduled after school hours when possible
- School-sponsored field trips and retreats
- School/college visits for Juniors and Seniors

### Unexcused Absences

- No parent or guardian contact with the school giving an explanation for the absence on the day of the absence
- No physician's note to excuse an absence once more than five days of absence have occurred (see Frequent or Prolonged Illness section)
- Absences other than those defined as excused

Students with unexcused absences or absences because of suspension are permitted to make up any work missed for credit/partial credit, according to the classroom teacher's missed work policy. *Note:*

*each teacher's policy may differ in this regard.*

- Parents and students have **three school days** to rectify unexcused absences with the Attendance Office. After this time, parents must appeal the status of absences with the Dean of Student Formation.
- The school makes the final determination regarding all absences.

## **Definitions**

The Indiana Department of Education defines “chronic absenteeism” as missing 10 % or more of a school year for any reason (18 days in a 180 day academic year). “Habitual truancy” is defined as accumulating 10 or more unexcused absences in a school year. In either case, the school may be obligated to report the child to an intake officer of the juvenile court or to the department of child services.

## **Truancy**

Truancy is an absence from school or class without the permission of the parent/guardian and the school. Truancy is a serious offense. Consequences for truancy may include Saturday School(s), suspension(s), attendance contract(s), and disciplinary probation. Repeated truancy may be just cause for dismissal. Students who are habitually truant (see definition above) shall be reported to the juvenile authorities in accordance with applicable state law and following Diocesan procedures.

## **Frequent or Prolonged Illness**

If a student is absent for five consecutive days due to illness (including concussions) or has contracted a contagious disease, a physician’s statement may be required in order for the student to return to school. In such cases, when the student is ready to return, a meeting will be set with the student, parent(s), counselor, teachers, and an administrator, to discuss the successful reintegration of the student to Marian.

## **College/University Visits**

Juniors and Seniors are allowed two college visit days per year. The Attendance Office should be notified of a college visit in advance. Upon their return, students are asked to provide proof of the official visit from the college or university so the absence can be marked excused.

## **Non-Attendance/Participation**

A student must attend the last half (1/2) of the school day (in by 11:30 AM) in order to participate in any athletic or extra-curricular activities that day. If a student is ill and leaves school he or she may not return that day for any type of function.

Any students who leave after 11:30 for a legitimate appointment (see excused absences above) may be asked to submit a note from that appointment before being allowed to participate in any type of function later in the day.

Junior or Senior students on a college visit may participate in co-curricular functions upon their return to school, provided the visit has been arranged with the Attendance Office in advance.

Marian High School is a Catholic school. Because of this, celebrations of the Holy Sacrifice of the

Mass, in the form of all-school Liturgies, are central to who we are and what we do as a school. For this reason, it is important that all students attend these Liturgies. Therefore, any student not present for the start of Mass (generally 9:30 AM) on the day of an all-school Liturgy, will be excluded from participating later in the day in any type of extra- or co-curricular school activity.

### Early Dismissal

When possible, appointments should be made before or after regular school hours. If it is necessary for a student to be excused during school for an anticipated event (medical appointment, funeral, etc.), the student must bring a note from the parent/guardian and obtain an off-campus permit from the Attendance Office. When the student returns to campus, the student must first report to the Attendance Office before returning to any classes or school activities.

In the case of an emergency or if a student becomes too ill to remain in school, the student must report to the Attendance Office after receiving permission from the teacher to leave class. When students are ill they are not allowed to spend the class period in the restroom. If the illness is considered serious enough to send the student home, the school must receive permission from the parent/guardian before the student is released. Under no circumstances should a student leave campus without receiving authorization from the school. A student who leaves school because of illness will not be permitted to return and cannot participate in any co-curricular events later than day.

### Make-up Work

Upon request of the student make-up work will be offered for all student absences. The type of make-up work shall be at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class. For excused absences due to personal illness or family emergency, a student shall be given one school day for each missed day to complete the make-up work. For all other absences, all work missed is to be made up according to a schedule established by the teacher, and may be subject to academic penalty. Extended illness shall be handled on an individual basis.

### Irregular Attendance Patterns

If an irregular attendance pattern begins to develop, the following steps will be taken:

- daily call from attendance office with each absence
- A formal letter will be sent home, informing parents that the student has accumulated **6 absences in a given semester**.
- The Dean of Student Formation will call the parents directly to set up a meeting and review the student's attendance after **8 absences in a given semester** have been accumulated. During this meeting, an attendance plan (contract) will be put in place regarding the school's expectations for the student's attendance moving forward.
- If the parent(s) or guardian(s) fail to respond to the school's attempt to set up a meeting, or if the student fails to meet the requirements of the attendance contract, a referral will be made to the Principal and sanctions may imposed. Potential sanctions include, but are not limited to, loss of extra- and co-curricular privileges, loss of credit for a course or courses, requiring a student go on homebound instruction through their local school district, or withdrawal from the school.

## Right of Appeal

Parents may appeal sanctions by submitting official documentation to the Principal, identifying why a student has been absent an excessive amount. The Principal will make the final decision regarding the appeal.

## Extended Absences

Parents should notify the school in advance of planned extended absences (such as family vacations). Students will receive a form from the office to show to his or her teachers, and the teacher will inform the student of his or her academic standing in the class. The form will also specify a date by which make-up work will be completed.

## Tardiness

Any student who is not in his or her appropriate classroom when the bell rings to begin a class period will be considered tardy for that class. Tardy students should report directly to the Attendance Office for a late slip. No tardy student will be admitted to class without a late slip. The school will make the final determination regarding excused and unexcused tardies.

## Tardy to School

A student reporting to school any time after the tardy bell must report first to the attendance office or Dean of Student Formation to receive a tardy slip. No student will be admitted to class without a tardy slip. *Tardies to the first period of the day will only be excused if the student presents a note from a medical or dental office for a morning appointment or at the discretion of the Dean of Student Formation. All other tardies will be unexcused*, even if the student has a call or note from his/her parent. Situations including, but not limited to, needing extra rest, late event the previous night, weather, power outage, parent's fault, traffic, trains, etc., will result in an unexcused tardy. The school will make the final determination regarding excused and unexcused tardies.

- Students will be granted 3 unexcused tardies to school without consequence each semester.
- Beginning with the 4th unexcused tardy to school, disciplinary consequences will be issued according to the school's disciplinary system. Unexcused tardies are considered a Level 1 infraction (see Discipline System).
- Once a student accumulates 7 unexcused tardies to school in a semester, the parents will be contacted and a meeting will be set to discuss the situation. During this meeting, an attendance plan (contract) will be put in place regarding the school's expectations for the student's attendance moving forward.
- If the parent(s) or guardian(s) fail to respond to the school's attempt to set up a meeting, or if the student fails to meet the requirements of an attendance contract, a referral will be made to the Principal and sanctions may imposed. Potential sanctions include, but are not limited to, loss of extra- and co-curricular privileges, loss of credit for a course or courses, requiring a student go on homebound instruction through their local school district, withdrawal from the school.

After a certain amount of class is missed (typically ½ a class period), the incident is considered an unexcused absence rather than a tardy. The Dean of Student Formation has final discretion.

### **Tardy to Class**

Students who have a valid excuse for being late to class must bring a note from a counselor, teacher, or staff member to the attendance office and obtain a tardy slip to class. All unexcused tardies to class are Level 1 infractions and will be given the appropriate consequence per the handbook. Excessive tardy to class infractions may result in further disciplinary consequences and require a meeting with the Dean of Student Formation.

### Academic Expectations

Marian High School believes that student learning happens best when every student is actively engaged in the educational process. Consequently, we expect each student to realize that the primary responsibility for learning rests squarely on his or her own shoulders. Parents, teachers, tutors, and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved. Hence, each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. The following expectations more clearly explain how a student should approach his or her studies.

- **Classroom Conduct & Attendance:** A student is expected to be on time for each class and not to miss class except in the case of illness or some other serious reason. The student is expected to participate in all class activities, and to assist in maintaining order by refraining from disruptive conduct.
- **Materials:** A student is expected to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.
- **Homework:** Students may expect an average of two hours of homework every night (20-30 minutes per class), although actual homework requirements may vary. This may be a combination of written assignments, reading, study, and long term projects or papers. At least two hours should be spent in study over and above time provided at school if a student is to gain the most benefit possible from classes. Assignments should be neat, complete, and on time. Students are expected to follow the homework policies established by each of his or her classroom teachers.

### Grading Scale

Grade	Percentage	Grade Points	GP: Honors/AP/Dual-Credit
A	93 – 100	4.00	5.00
A-	90 – 92	3.67	4.67
B+	87 - 89	3.33	4.33
B	83 - 86	3.00	4.00
B-	80 - 82	2.67	3.67
C+	77 - 79	2.33	3.33
C	73 - 76	2.00	3.00
C-	70 - 72	1.67	2.67
D+	67 - 69	1.33	2.33
D	63 - 66	1.00	2.00
D-	60 - 62	0.67	1.67
F	0 - 59	0.00	0.00

## Failures

- A student who is enrolled in a regular level course and receives a grade of F for the semester will only be moved into a basic level course if both the teacher and the parents agree that a change in academic level is in the student's best interest. If this condition does not exist, then the Assistant Principal will make the final decision.
- Taking an honors class is considered a privilege and in order to maintain enrollment in these courses, students must maintain a D average.
- Students who receive an F in an honors level class for the semester will be automatically reassigned to an available and appropriate regular-level class. If a class is not available, then the student will be placed in an elective or a study hall.
- Appeals may be made to directly to the teacher or to the Assistant Principal.

## Academic Probation Policy (Diploma Track Students)

- Mid-Quarter: Student academic performance will be monitored by his or her school counselor. At mid-quarter, any student receiving any failing grade and/or a quarter GPA <1.67 will be identified as at-risk for academic probation and will meet with his or her school counselor. In addition, the school counselors will also meet with any student who is already on academic probation as a result of poor academic performance during a previous quarter.
- Quarter / Semester: Students who earn a quarter or semester GPA < 1.67 and/or are failing two or more classes at the end of any quarter or semester will be placed on academic probation for the following quarter.
  - The student and a parent will meet with the school counselor and any available teachers to discuss the plan for improvement as well as the consequences for his/her continued enrollment at Marian High School.
  - The consequences will include
    - Freshmen only: Mandatory attendance at homework help three times per week
    - Loss of co-curricular activity privileges that take place outside the school day.
  - To be removed from academic probation, the student must achieve a GPA of 1.67 or greater and have no more than 1 F on the quarter or semester report card.
- The Administration may also place a student on academic probation at any time because of poor academic performance.

## Academic Expulsion

- Any student who receives three (3) failing semester grades (not quarter grades) will be removed from the school no matter what courses the failures are in.
- For freshmen, expulsion may be incurred if each of the student's fall and spring semester GPAs is below a 1.67.
- Expulsion may be incurred if any student's semester GPA is below 1.67 for three cumulative semesters.
- Appeals due to unusual or extenuating circumstances may be made to the Principal. The Principal's decision regarding an appeal is considered final.

## Senior Examination Exemptions

As an incentive for students to keep up their grades, attend classes, and maintain a clean record of discipline, qualifying seniors will be exempt from second semester exams if they have an A- (90%) or higher at the end of the 17<sup>th</sup> week of the second semester. Conditions that apply are listed below:

- The exam will not enhance the student's overall grade, but could damage the student's chances to maintain his/her current grade of an A- or above.
- The test is not a requirement of the course (as in the case of a paper, project, etc.)
- The student is in good standing with the school and has neither appeared before the discipline committee in the spring semester, nor does he or she have outstanding detention time to serve.
- The student has not been on academic probation nor received an unsatisfactory (C-, D, F) progress report in the course during the final semester.
- The student cannot miss more than 10 days of class during the semester as recorded by the Attendance Office. This is counted on a per period basis until the day exemptions are posted.

## Commencement Awards

**Graduation Honor status** determination is based on a seven semester cumulative average.

The GPA requirements are as follows:

- Marian Honors: 3.66 and above
- First Honors: 3.33 - 3.65
- Honors: 3.00 - 3.32

Any senior student who achieves a GPA of 4.00 or above, is designated a Marian Scholar, and receives a medal at academic awards night.

The selection of valedictorian and salutatorian will be made after the completion of the seventh semester (first semester senior year). To be eligible a student must be in good academic and disciplinary standing with the school. The student must also be a good representative of the values and beliefs of Marian High School.

Freshmen and sophomore transfer students are eligible to be honored as valedictorian and salutatorian. However, due to discrepancies that could exist resulting from grades from another school, the Principal will determine which grades from other institutions will be included in the final calculation of GPA.

Beginning with the Class of 2019, only the 49 grades (7 grades earned each semester over 7 semesters) for courses taken at Marian during the traditional school day will be considered in the selection of valedictorian and salutatorian. The student(s) with the highest GPA in those courses will be named as valedictorian and the student(s) with the second highest GPA will be named the salutatorian. Grades earned in courses that will not count toward the determination of valedictorian and salutatorian are:

- a. summer school courses
- b. independent study courses
- c. zero hour courses
- d. college courses taken off of Marian's campus



Although courses taken in the categories above will not count in the determination of valedictorian and salutatorian, the grades earned in those courses will still appear on a student's transcript and in the student's overall GPA.

In the event that a student completes the entire course sequence in a department, and wishes to pursue further education in that department, he or she may be granted an exception to letter "d" above.

- a. Approval can only be given by the School Counselor in conjunction with the Principal prior to the course being taken.
- b. If an exception is granted, then that course will replace 1 of the 7 courses taken at Marian that semester.
- c. The Principal and School Counselor will outline the specifics of the exception in writing prior to the course being taken. This agreement will be signed by the student, student's parent(s) or guardian(s), the Principal, and School Counselor.

## Student Testing

Information regarding standardized testing will be distributed to students accordingly by the Assistant Principal and the School Counseling Department. In registering for certain exams to be taken at Marian, you may be prompted for a code or test center number:

- Marian's CEEB code is 152343.
- Marian's Test Center Number is 15557.

## Academic Honesty

The academic community relies upon a high standard of integrity in the completion of student work. To the extent that this standard is not maintained, the good of the community suffers, and injustices may be done. One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. For assessment of such accomplishments to be judged fairly, it is essential that the teacher is assured the work used to evaluate the student's performance is genuinely his or her own. It is the responsibility of the student not to deceive the teacher in any way in regard to the authorship of the work he or she presents as his or her own. Procedures are needed in cases of suspected violations in order to ensure that the rights of all are safeguarded.

**When signing the acknowledgement of receipt for this Handbook, students agree to not cheat as a matter of honor.**

**Cheating** includes but is not limited to:

- **Collaboration:** Collaborating with other students in the completion of assigned work is not permitted unless specifically authorized by the instructor teaching the course. It is safe to assume that all assignments are to be completed individually unless the instructor indicates otherwise. It is the responsibility of the student who is unsure to seek clarification from his or her instructor(s).
- **Homework:** copying work from another student or giving one's work to another to be copied; Students are expected to abide by each classroom teacher's established homework policy

- **Assessments (Exams and Quizzes):** possessing any material not allowed by the teacher during an assessment (e.g. cheat sheets, worksheets, open textbook, etc.); looking at another student's work during an assessment; receiving or giving verbal, written, or any other cues to another before or during an assessment (this includes conversations in the hallways between classes); giving graded information to another student; receiving graded information from another present or past student; unauthorized viewing of an assessment;
- **Plagiarism:** plagiarism from electronic or hard-copy sources as defined in the Marian Style Book: <http://www.marianhs.org/docs//district/the%20english%20stylebook.pdf>
- **Signature Line:** teachers may choose to affix a signature line to particular assessments or assignments. When signing that line, students agree that the work they do is their own. Failure to sign may be considered an admission of academic dishonesty.

### Consequences

It is up to the instructor(s) involved in a case of academic honesty to determine the severity of the violation and assign the appropriate penalty. All cases of suspected and confirmed academic dishonesty will be reported to the office of the Dean of Student Formation.

A minor offense, such as cheating on a daily homework assignment or quiz, normally carries a penalty of zero (0) for the student work, with no opportunity to make up the credit, and parent notification. If the student is a member of National Honor Society (NHS), the NHS moderator will be notified of the offense.

A major offense, such as cheating on an exam, paper, or lab report, normally carries a penalty of a zero (0) for the student work, with no opportunity to make up the credit, parent notification, a formal letter placed in the student's file, and requires a hearing before the school's Disciplinary Committee. If the student is a member of National Honor Society (NHS), the NHS moderator will be notified of the offense.

Multiple minor offenses constitute habitual cheating behavior, and will be treated as major.

Penalties for multiple major offenses may include disciplinary or academic probation, failure to earn credit, suspensions from school, or expulsion.

### Parental Access Rights to Student Records

Any natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student of a Diocesan school, or a student who has reached eighteen years of age or is attending an institution of post-secondary education has the following rights (unless the school has been provided with evidence that there is court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights):

- Inspect and review the student's education records.
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosure of personally-identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent.

- File with the U.S. Department of Education a complaint under 34 C.F.R. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part; and
- Obtain a copy of Diocesan Policy P4150, and follow the procedure for access to student's records. Copies of the Diocesan school's policy and procedure for access to student's records will be maintained in the Principal's office for each Diocesan school.

### **CORE 40 Financial Aid Eligibility**

College financial aid from the state of Indiana is based in part on the type of diploma a student receives. Eligible students who graduate from Marian High School having met the prescribed CORE 40 diploma requirements may qualify for a State Student Assistance Commission of Indiana (SSACI) assistance award of 90% of demonstrated financial need for tuition and mandatory fees. Students who meet the Academic Honors Diploma requirements may qualify for an SSACI assistance award at 100% of demonstrated financial need for tuition and mandatory fees. Please note that awards may include grants, work study, and loans.

### Philosophy

Extra-curricular activities are activities that are outside the academic program of the school – including athletics. Co-curricular activities are activities that deal with the academic program. Both extra- and co-curricular activities are important parts of a student’s overall development. Marian encourages students to get involved in a variety of clubs and activities to develop their God-given talents, explore interests, serve the community, develop leadership skills, learn time management, and have fun. Participation in extra- and co-curricular activities is a privilege, not a right. Marian High School reserves the right to limit student participation in extra-curricular activities such as athletics, co-curricular clubs, activities, and performances in order to improve the student’s academic and overall development. Students are to represent themselves, their family, and the Marian community in a positive manner at all times. If a student’s behavior reflects poorly on Marian or is contrary to the school’s mission, or the administration concludes that the student’s participation in extra and/or co-curricular activities is having a negative impact on the student’s academic performance, then the student’s participation and their leadership roles in said activities may be limited or completely curtailed.

### Eligibility

- Students who earn a quarter or semester GPA < 1.67 and/or are failing two or more classes at the end of any quarter or semester will be ineligible for the following quarter.
- An ineligible student can regain eligibility to participate by achieving a quarter or semester GPA of 1.67 or greater and having no more than one ‘F’ on the quarter or semester report card.
- The semester grade is used at the end of the second and fourth quarters.
- Students who are on academic probation are ineligible from participating in any extra- or co-curricular activity that takes place outside the school day.

### Athletics

Marian High School is very proud of its rich athletic tradition and success. With a strong commitment to allowing every individual the chance to succeed athletically, the school offers a wide variety of varsity, junior varsity, freshman, and club sports programs. The school is an official member of the Northern Indiana Conference (NIC) and the Indiana High School Athletic Association (IHSAA). As such, all associates of the school are bound by the regulations of this association. Marian High School offers the following Varsity sports:

	<b>BOYS</b>	<b>GIRLS</b>
<b>FALL</b>	Cross Country Tennis Football Soccer	Cross Country Volleyball Soccer Golf Cheerleading* Dance (Poms)*

<b>WINTER</b>	Basketball	Basketball
	Wrestling	Swimming and Diving
	Ice Hockey*	Cheerleading
	Swimming and Diving	Dance (Poms)*
<b>SPRING</b>	Track	Track
	Baseball	Softball
	Lacrosse*	Lacrosse*
	Golf	Tennis
	Rugby*	

\*denotes non-IHSAA sports

### **Athletic Code of Conduct**

Athletic participation as a representative of Marian High School is considered an additional student privilege -- not a right. Our student-athletes are expected to always represent themselves and the school in an exemplary manner, and are expected to exert a positive influence on fellow students during school and at all school-related events. Because athletic participation is considered an additional student privilege, student-athletes are subjected to a higher standard, and additional rules and consequences apply to their conduct. These are embodied in the Marian High School Athletic Code of Conduct ("the Athletic Code").

A full copy of this document, which is required to be signed by all athletes and their parents, is available online at the following address:

[http://www.marianhs.org/docs/district/mhs\\_athletic\\_code\\_of\\_conduct\\_revised\\_2015%20final%20version.pdf](http://www.marianhs.org/docs/district/mhs_athletic_code_of_conduct_revised_2015%20final%20version.pdf)

### **Sportsmanship**

Marian High School athletics not only focuses on developing young men and women of outstanding moral and athletic character, but also has as its goal the building of an athletic family comprised of athletes, coaches, parents, and the surrounding community, whose focus is to promote sportsmanship, moral development, and spiritual growth through sports. The conduct of all those who support the Knights in athletic competition should reflect this commitment.

### **Sportsmanship Code**

Marian students and fans should set a good example in the matter of sportsmanship. Cheers should be of a positive nature and only directed towards our athletes. At no point should negative cheers be directed at an opponent, opposing coach, or an official.

Players and spectators should model their sportsmanship to a high standard. To this end they should:

1. Remember that a Marian student or fan represents the school in the same manner as does the participating athlete.
2. Appreciate an exhibition of fine play or good sportsmanship by any player or team.
3. Accept the decision of the officials – never "boo" a penalty.
4. Refrain from abusive remarks and inappropriate language.

5. Be considerate of the injured player(s) on both teams.
6. Respect the opponent's campus.
7. Never belittle an opponent.
8. Never direct abusive remarks at individual players or officials during a contest.
9. Any signs must be approved by the Marian administration prior to being posted. Any signs deemed to be offensive in nature will be removed by the MHS staff.
10. All Northern Indiana Conference and IHSAA rules and regulations concerning competition and deportment are in effect for all games.
11. Students and fans are required to respect and follow the directives of any Marian faculty or staff member at games.
12. Students or fans not respecting the sportsmanship code may be removed from the game.

### **Athletic Travel Policy**

Marian High School will provide transportation to athletic events as designated by the Athletic Director. Students may drive to games, matches, meets, or events only when transportation is not provided by the school and in limited circumstances as provided elsewhere in this policy. In such cases, the school is not liable for the actions of the driver or for any damage or injuries that may be suffered. The student and the student's parents take full responsibility for the actions of the parent driver and/or the student driver, and for any damages or injuries incurred. Parents and students will be notified when transportation will not be provided by the school.

When Marian High School provides transportation to an athletic event, the students are subject to team conduct rules and the following policies will apply:

- All team members and cheerleaders must travel to and from the athletic event together.
- If a team member or cheerleader for any reason misses the school provided transportation at the time of departure, he/she may not drive his/her car or borrow a car to drive to the athletic event. However, a parent may drive the student in this case at their own risk. The student may be subject to discipline by the coach for any violation of this policy.
- To promote team unity, each team should sit together to and from each athletic event. Each coach will supervise the behavior of his/her own team members or cheerleaders.
- A student may drive himself/herself to an athletic event only with written parental permission and the appropriate coach's written consent under the following circumstances: doctor's appointment, work schedule, student living near the game site. The permission slip signifies that Marian High School is not legally responsible for that student in case of an accident. Team conduct rules apply.
- A student who has permission to drive to an athletic event cannot provide transportation for a friend or another team member. If this occurs, each student involved may be subject to discipline up to and including suspension from practices and games for a period of time to be designated by the Athletic Director.
- Radios or other devices with headphones may be allowed on athletic trips only as approved at the discretion of the coach.
- If a parent wants to take their own student home from the event, that parent must sign and provide to the Athletic Department or the coach the Parent Release form. That parent may not sign out or drive another student without written permission from the other student's parent being provided to the Athletic Department or the coach.

When Marian High School does not provide transportation to an athletic event, the following policies apply:

- The coach will inform team members, cheerleaders, and parents that students must find their own transportation to the athletic event. By thus informing parents and students that the team will meet at the game site, the parents and students acknowledge and agree that as a condition of participation with the team/squad in the athletic event, Marian High School is relieved of any legal responsibility for the actions of each parent /student driver relative to transportation to and from the athletic event.
- Team conduct rules apply at all times when students are driven by parents or driving themselves, and students are subject to the same disciplinary rules.

### **Leadership and Special Honor Status Positions**

- Students who are elected or appointed to positions of leadership and honor represent our high school to the larger community as well as to our own high school community. Therefore, such students must exemplify those qualities to which Marian attaches highest regard. Any student elected or appointed to any position of honor or leadership within a student club, organization, or athletic team, who is engaged in any known activity that would be deemed scandalous, or providing certain witness contrary to the mission of Marian High School, will either be asked to withdraw totally from service or be placed on probation dependent upon the nature of the infraction. The following are examples of behavior that will result in disciplinary action: sexual misconduct, drinking and/or drug use, cheating, lying, and disrespect to authority.
- Student Government: To qualify for membership in the Student Government, or as a nominee for a class office, or to be a candidate for membership on a court for a special event, the student must meet the following conditions:
  - The student must have a GPA of **2.66** or higher.
  - The student's disciplinary record should be void of any suspension or discipline probation in the past semester. No action must have been taken against the student by the Discipline Committee in the past two semesters. The student shall not have exceeded five (5) disciplinary detentions or after-school notices with the Dean of Students per semester.
  - The student should exemplify qualities of leadership.
  - The student should be willing to work for the betterment of the class and/or school.
- Special Positions of Honor: Special positions of honor, whether achieved through competition, election, or appointment, are held under the presumed good will toward the school and the Administration on the part of the honored student. Any serious violation of such trust would forfeit the honor status of a student.
- National Honor Society: Selection of students for membership is the responsibility of Marian High School through its faculty council, consisting of six (6) members. Students become eligible for membership following the completion of their sophomore year. The selection process is as follows:
  - Scholastic eligibility: a GPA of **3.5**
  - Students who are eligible scholastically are notified by the Chapter President that for further consideration for selection they must attend an informational meeting where they receive a student activity information form to be completed by a specified date.

- The administration, staff, and faculty are asked to provide their input on the eligible candidates. Their input and comments are beneficial to the faculty council who is responsible for final selection of candidates.
- The student activity information form and those comments made by the faculty, staff, and administration are then reviewed by the faculty council. Candidates receiving a majority vote of the faculty council are inducted into the Marian Chapter upon approval by the Principal.

## **Fundraising Policy**

The fundraising policy was created to promote equitable fundraising for co-curricular and extra-curricular activities. Each co-curricular/extra-curricular group may be allowed one fundraiser during the school year. This does not include athletic teams.

To schedule a fundraiser the following procedure must be followed:

- Complete a Fundraising Request Form (available in the Development, Athletic, or main office) and submit it to the Development Director or Dean of Student Formation. Items such as fundraiser type, purpose, and duration will be required on the form.
- Secure the approval of the Administration Team. The Development Director or Dean will seek approval for your fundraiser at the Administration meetings held each Monday. DO NOT proceed without written confirmation that your request was approved.
- Provide a copy of all handouts for fundraising to the Development Director or Dean of Student Formation.
- After the Fundraiser is completed, provide the Development Director or Dean of Student Formation a Fundraising Financial Report (available in the Development Office) including full disclosure of costs, profits, and any other information that is required for audit purposes. The report is due within five (5) days of the completion of the event and all receipts should be included.

Any Extra/Co-Curricular club may lose fundraising privileges for failure to abide by this Policy.



### Medication

Students who must take any form of medication during school hours must do so under the following conditions:

- Students who need prescription or over-the-counter medications administered at school must bring the medication directly to the Attendance Office.
- All medications **must** be in the original container. Prescription medication must have a pharmacy label indicating the student's name, type of medication, dosage, and times to administer. Over the counter medication. (ie. Advil, Tylenol, or Aleve) must be in the original container and labeled with the student's name.
- A permission form signed by both the prescribing physician and a parent/guardian is **required for prescription medications**.
- A permission form must be completed and signed by parent/guardian for administering over the counter medications.
- Students should keep inhalers on their person so they are accessible when medically indicated. **Inhaler Self Administration form** needs to be completed by the prescribing physician, as well as signed by the parent/guardian and student and submitted to the nurse.
- Medication will be administered under the direct supervision of the School Nurse, Principal, Assistant Principal, Dean of Students, Main Office Secretary, Attendance Office Secretary, or Athletic Trainer.
- No student, under any circumstance, is allowed to consume or administer medication in school without the direct supervision of the School Nurse, Principal, Assistant Principal, Dean of Students, Main Office Secretary, Attendance Office Secretary, or Athletic Trainer.
- Students must obtain a pass/admit to or from class before or after receiving medication.

### Student Insurance

A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at Marian High School or during school-sponsored activities. This coverage is a secondary policy and eligible covered expenses will be paid which are in excess of other valid and collectable insurance. Claims should be submitted to the parent's insurance first.

### Student Injury

If an injury occurs at school or at a school related activity, seek medical care through your usual providers, and report injury to school personnel as soon as possible. Then contact the business manager, who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion. Then the parents mail the completed form along with an Explanation of Benefits and corresponding itemized bills, to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 90 days of the date of the injury.

If a student sustains a concussion at school or at a school related activity, it must be diagnosed by a physician or the Marian school nurse or athletic trainer. In the event that the concussion sustained requires academic accommodations until the symptoms subside, the “Academic Relief after Concussion” form must be completed by the party responsible for diagnosis.

### Main Office Hours

During the school year, the school office is open from 7:30 a.m. until 4:00 p.m. on Mondays through Thursdays and from 7:30 a.m. until 3:30 p.m. on Fridays.

During the summer months the office is open on Mondays through Thursdays from 8:30 a.m. until 1:30 p.m. and closed on Fridays.

### Early Morning/After School

Students are not permitted to leave the school grounds after their arrival at school, unless the Early Dismissal procedure has been followed. Students are not permitted in the academic areas of the school building before 7:45 am or after 3:45 pm. Students who arrive before 7:45 am are to enter the north doors and report to the school cafeteria. Students still in the building after 3:45 pm must either report to the cafeteria or to the LMC, where they will be under the direct supervision of Marian staff. Both the LMC and cafeteria close at 5:00 pm, and all students should be prepared to leave the building at that time. Students are never permitted in the building during the evening or on weekends unless they are under the direct supervision of a faculty or staff member.

### I.D. Cards

The student I.D. card must be carried at all times while in school and at all school-sponsored activities. I.D. cards are required for admission to many school activities and/or athletic events. Should an I.D. card be lost or misplaced, it must be replaced. Replacement cost is \$10.00. When requested, students are expected to show the I.D. card to any faculty or staff member. Failure to properly identify oneself may result in disciplinary action.

### Locks and Lockers

All locks and lockers are the property of Marian High School and not of any individual student. Each student is assigned a school locker and all P.E. students are assigned a Physical Education locker by their Physical Education instructor. Any malfunction of a lock or locker should be reported to the Dean or the Physical Education instructor. Students are responsible for their own lockers, which should be kept locked at all times. Students are to use only the locker assigned to them. Only school-issued locks may be placed on any locker. Lockers may not be “decorated” on the outside without appropriate permission. Lockers may be decorated on the inside with the following limitations:

- Pictures or decorations must be attached with masking tape or magnets;
- All materials must be removed from the locker after its use;
- Pictures or decorations must be of an appropriate nature. Inappropriate items include but are not limited to: any picture, poster, item or saying that is sexually suggestive, that relates to the use of alcohol, tobacco, or illegal substances, or is discriminatory or threatening in nature. The administration has the final say in determining whether a locker decoration is appropriate.
- Stickers and writing of any type are not permitted either inside or outside the locker.

- Students are responsible for the condition of their own locker and will be assessed a fine for any damage occurring to their locker during the course of the school year.

### **Student Car Use and Parking**

**Parking a vehicle on campus is a privilege, not a right.** Because of the school's location on a busy thoroughfare, extreme caution should be exercised when entering or leaving the school parking lots.

The following should be observed:

- Vehicles are to be parked in designated spaces in the parking lots.
- Spaces in the east parking lot in front of the school are reserved for faculty, staff, and visitors only. Vehicles which are improperly parked or parked in any "No Parking" area are subject to being fined and/or towed.
- Speeding and/or reckless driving on school property will result in the temporary or permanent withdrawal of on-campus driving/parking privileges.
- Students are not to loiter in, on, or near parked vehicles. Playing of loud music is prohibited.

### **Student Locker and Vehicle Searches**

All students who enroll at Marian High School must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with this policy.

- **Persons and Personal Belongings:** The school reserves the right to examine the contents of the student's pockets, purses, back packs, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school sponsored event.
- **Student Storage areas:** All lockers, school desks, etc., made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or with an educational function, or which are inappropriate or forbidden by federal or state law or Diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents. The school retains the right to inspect the locker and its content to ensure that the locker is being used solely in accordance with its intended purposes.
- **Vehicles:** Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or Diocesan policy, are inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.
- **Police Dog Searches:** Marian High School reserves the right to use police dogs to conduct searches of lockers, vehicles, or any item on school property. Dog searches may be scheduled

at any time, both random and routine, in an effort to maintain a safe and drug-free environment in the school.

- Searches will be conducted by an administrator or administrator's adult designee in the presence of a witness or by the local authorities.

### **Food and Drink in the Academic Area**

The school permits students to have plain drinking water in clear water bottles (or Marian issued blue water bottles) in the academic area, including classrooms, provided the classroom teacher allows it. Bottles must have a functioning lid.

Beverages other than water, such as coffee, tea, sports drinks, and energy drinks are not permitted in the academic area while classes are in session (typically 8 am – 3 pm). In the event a student continually violates this policy, the school reserves the right to confiscate these drinks or remove the student privilege to have them altogether.

The student is expected to follow the classroom policies of each teacher regarding food and water in class. It is reasonable to assume that water bottles, food, or gum will not be permitted in computer classrooms and labs, art rooms, and science classrooms and labs.

### **Lunch and Cafeteria**

- Students are expected to be in the cafeteria during their assigned lunch period.
- For students purchasing food from the cafeteria, accounts must be kept up to date. *Any student who carries a negative balance will be permitted no more than two meals while his or her account is negative. At that time, he or she must call home regarding the status of the account.*
- Students are also expected to be courteous to the cafeteria staff and clean their areas before leaving the cafeteria.
- Food and drinks must not be taken out of the cafeteria/patio area, nor may food be eaten outside of the cafeteria/patio.
- Students are allowed to eat on the outside patio, weather permitting. Administration reserves the right to determine appropriate weather. To retain this privilege, the patio area must be kept clean.
- The taking of food without paying for it will be treated as theft *and will be considered a Level 3 infraction.*
- Students must remain in the cafeteria and its adjacent hallway for the entire lunch period unless they have permission to leave (a valid pass or permission from an administrator). *This includes athletes studying film and students eating in campus ministry or with a teacher during the teacher's lunch/prep.*

### **Loesch Family Library**

The Loesch Family Library contains a variety of print, and digital resources to aid students in becoming effective users of ideas and information. In order to maintain an atmosphere conducive to research, quiet study, browsing and pleasure reading, the librarian reserves the right to ask students not involved in productive activities to leave. The library is open from 7:30 a.m. - 5:00 p.m. during

school days. Students are welcome to use the library before and after school, and during the school day with their classes or individually with a pass from their teacher or the librarian.

### **Circulation Policy**

Materials are checked out for three weeks and may be renewed once for an additional three weeks. Students are responsible for all material borrowed in their name; fines are not charged for overdue materials, but students are responsible for lost items. In order to ensure that materials are returned in a timely manner for others to use, detentions will be given for long overdue materials. Once an item is overdue by weeks:

- A detention will be given to the student to return the item
- If the student fails to return the item, the item will be considered lost and their account will be charged and the student will be expected to pay for the replacement cost plus a five dollar processing fee.
- Debts remaining at the end of the school year will be reported to the Business Office and become part of the student's account. Caps and gowns will not be given to any seniors with outstanding balances.

Students who abuse library materials may have their library privileges suspended. Any items checked out at the time a student withdraws from school must be returned before their account is cleared.

### **Hall Passes**

Students should never be in the hallways of the academic wing without a valid hall pass (this does not count passing periods). If, during a study hall or homeroom period, a student wishes to see a teacher during his/her planning period, the student is responsible to receive a pass from the teacher they desire to see prior to the study hall or homeroom period.

### **Messages to Students**

It is not practical or educationally sound to disrupt classes for the numerous requests received for messages to students. Individual emergency messages must be cleared through the Dean's Office and will be delivered to students. Brief messages that are important for all will be given daily over the public address system. These will be read during the announcement period.

### **Displaying Student Information**

Bulletin boards, hallway and common area walls, and display cases are available for student announcements and for use by student organizations. No announcements should be displayed in school restrooms. In any instance, the material must have the approval of the Dean and, in the case of an organization, the approval of the group moderator. The materials should be removed as soon as the event being advertised is finished.

### **Lost and Found**

A lost and found service is provided in the main office. All found items should be turned in at the main office. Items unclaimed at the end of the year will be discarded or given to charity.

## **Assemblies**

Throughout the year, assemblies, liturgies, and meetings of various kinds may be held. Students will be required to attend all assemblies that are held when they would otherwise be in class. Although the purpose of the assembly may vary, student conduct is always to reflect a concern and respect for those conducting the assembly and for fellow students, faculty, and guests. Removal from any assembly – particularly liturgies and celebrations of our Christian faith – will be considered a serious disciplinary violation.

## **School Publications Media Release**

At Marian High School, we strive to recognize the academic, co-curricular, extra-curricular and service accomplishments of our students. For this purpose we have established a newspaper, newsletter, web site, Facebook and Twitter pages, and a yearbook. By signing our *Receipt Acknowledgement*, you grant permission to Marian High School to acknowledge your son or daughter in media releases (including photos and/or videos), including, but not limited to, those outlets listed above, in order to recognize his or her achievements and involvement in school activities.

## **Visitors**

Visitors need to come to the main entrance, ring the bell, and identify themselves to enter the building during office hours. Visitors need to sign in at the Attendance Office and wear a visitor's pass.

Any student of Junior High and High School age who is interested in attending or transferring to Marian High School may be a guest of a Marian student by obtaining a pass from the Admissions Office. All other guests must be cleared through the Admissions or Dean's office. Guest passes may be issued through those offices.

As a good host, the student is expected to acquaint the guest with the dress and grooming codes of the school prior to the guest's visit.

Unauthorized persons are not permitted in the school building or on school grounds. Students should never open doors to let unauthorized people in the building, and should report unauthorized persons to an administrator or faculty member.

## **Emergency Drills**

Information regarding all emergency procedures are posted in each classroom, and students are responsible for knowing what to do in each situation.

Drills for practicing emergency procedures are held regularly during the school year. These drills are for protective purposes. Teachers will acquaint students with specific procedures.

All drills are conducted as quietly and as quickly as possible. Each classroom should always exit single-file and proceed to the assigned area.

## **Bus Service**

Marian High School offers bus transportation to students along selected bus routes. Fees for bus

service are announced by the Business Office. The bus ride to and from school is considered an extension of the school day. As such, all school rules and regulations are in effect. Any form of disrespect to the bus driver, other motorists, pedestrians or fellow students is inappropriate.

**Further, because disruptive behavior poses a potential safety hazard when it occurs in the school bus, such behavior will be dealt with severely.** Depending on the circumstances, consequences may include detention, loss of bus privileges, suspension, or dismissal from school.

## Dances

- A closed dance is one which only Marian students may attend. An open dance is one to which Marian students may invite a guest from another high school. Students will be told the status of each dance, e.g., either open or closed.
- Marian High School defines a couple/date as one female and one male. Students, however, may attend dances individually. No non-Marian persons may attend as individuals.
- Beginning and ending times for all dances will be announced.
- Students normally may not enter the dance after a specified time.
- Students leaving the dance for any reason may not re-enter.
- Any student who either brings or attempts to bring alcoholic beverages or illegal drugs on to school property, or who shows evidence of having used them, will be subject to alcohol/drug testing and disciplinary action.
- Dancing should show respect and concern for oneself and others. No “grinding” or “freak dancing” is allowed at dances. This is defined as one person’s midsection coming into contact with any part of another person’s body, typically in a sexually suggestive manner. It does not fit with our mission as a Catholic community.
- School Dress Code is in force regarding modesty (e.g., no crop tops, no tube tops, no halter tops), cleanliness, neatness, and appropriateness of clothing.
- Dances and extra-curricular functions are privileges for students. Misbehavior at dances or other school functions could cause students to be excluded from future school dances and functions.

The following procedures apply to the annual **Junior/Senior Prom**:

- The Prom ticket includes both a dinner and the dance. Students must attend both activities. If prom is scheduled on a school day, students must attend school that day with no early dismissals or appointments throughout the day.
- Beginning and ending times will be announced to students when tickets are sold. In any event, the dance will end no later than 11:30 p.m.
- Couples will not be allowed to leave the dance until 20 minutes prior to the announced end time of the dance. If a student’s date is not a Marian student, it is his or her responsibility to inform the date of this policy.
- Attendance is limited to members of the Junior and Senior classes and their guests. Sophomore guests may attend only with parental permission, and must be in good standing with the school. Freshmen may not attend as guests. Guests from other high schools must be at least a Sophomore and must submit the signature of a school official indicating that they are a student in good standing at their school. No guests over the age of 21 will be permitted.
- Any student who brings or attempts to bring alcoholic beverages or other illegal substances



to the Prom, or who shows evidence of having used them, will be subject to removal from the Prom and suspension and/or expulsion from school. Violators who are guests from other schools will be asked to leave the Prom.

- The conduct of students once they leave the Prom is the responsibility of their parents.
- Young ladies must have modest formal gowns. This implies that two-piece prom dresses may not show the midriff, nor may they be cut so low as to be immodest.
- In the event that Marian High School sponsors a post-Prom gathering or next day activity, parents will be notified well in advance. Parents should not assume such activities. If in doubt, please call the school.

## **Gambling**

Gambling is never permitted on or near school grounds, or at a school- sponsored activities. Violations will minimally result in a detention. Card playing, board games, and video games may be permitted during study halls or in classrooms provided they are authorized by the classroom teacher or supervisor and serve an educational purpose.

## **Substance Abuse**

The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If a Principal becomes aware of facts or circumstances which give him reason to believe that a student is experiencing a substance abuse problem, the Principal and/or school's counselor shall meet with the student and arrange a conference with the student's custodial parent(s) or legal guardian(s) at which time the underlying problem and treatment options will be explored and appropriate action taken. The Principal reserves the right to require that a student submit to a drug-testing program, see a substance abuse counselor for an evaluation, and implement the recommendations for treatment as a condition for the student's continued enrollment in the school. Should the student or the student's custodial parent(s) or legal guardian(s) refuse to cooperate, the Principal may require the student to withdraw from school.

Notwithstanding the foregoing, the use of illegal drugs by our students is clearly inappropriate and potentially destructive to themselves, their families, and Marian High School. The Principal reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation involved was related to the student's substance abuse problem. Any student who gives evidence of using any illegal substance or who is in possession of such, or any paraphernalia pertaining to such, while enrolled at Marian High School, will be suspended for up to five (5) days, required to be drug tested, and subject to a disciplinary hearing. The student will be drug tested at a school designated facility at a cost to the family. The facility will send the school and the family a copy of the results. The possession of material promoting the use of illegal substances is also prohibited.

Any student who gives evidence of having been drinking an alcoholic beverage, or who is in possession of such while enrolled at Marian High School, may be required to submit to an alcohol detection device, will be suspended for up to five (5) days, and subject to a disciplinary hearing.

Marian High School reserves the right to confiscate any type of beverage brought into the school or on the grounds of Marian. No outside beverage containers of any kind will be allowed at Marian events.

### **Catholic Teaching on Human Sexuality**

The Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift that opens them to the gift of a child. Therefore all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a Diocesan school. This policy provides guidelines for dealing with teenage pregnancy, abortion, and invalid marriage of students.

**Pregnancy:** Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

If it has been discovered that a student enrolled in a Diocesan high school is pregnant or is the putative father of an unborn or already-born child, the Principal will conduct an initial, confidential meeting(s) inviting the student, the parents/guardians of the student(s), the priest(s) assigned to the high school.

The purpose of the meeting is to investigate and, if necessary, to assure the parties involved that the student(s) will be provided the opportunity to complete his/her education in the Catholic school without interruption and also to emphasize the Church's teaching on the sanctity of human life.

In order to continue his/her education at a Diocesan high school, a pregnant student and/or a putative father and the respective parents/guardians must agree to:

- Secure continued professional parental/childrearing care and/or adoption alternatives
- Receive pastoral and psychological counseling to assist in coping with the circumstances and to be helped to make the right decisions in keeping with Church teachings. (All such professional assistance must be approved by the school's pastor/designated priest.)

The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the Principal, in consultation with the priest(s) assigned to the high school, reserves the right to undertake whatever additional action(s) seem appropriate for the well-being of the student(s) involved and the school as a whole.

Abortion: Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and in its policies.

Therefore a student enrolled in a Diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a Diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school Principal, and person(s) designated by the Bishop, if so desired. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the bishop regarding the student's disciplinary consequences.

### **Weapons, Firearms, Fireworks**

- Possession and/or use of weapons – including knives of any kind, clubs, chains, or any device considered a weapon by the Marian Administration, firearms or fireworks is prohibited. Violation will result in immediate out-of-school suspension and a hearing with the discipline committee.
- Gun-Free Schools: Students are prohibited from bringing firearms to school or school functions. Further, students are prohibited from possessing firearms on route to or from school or school activities or on school property. (I.C. 20-8.1-5-4(b)(1) A violation of this policy carries an automatic expulsion from school of not less than one calendar year. This penalty supersedes any penalty which may be attributed by a local school discipline policy.

Principals will provide information to the Catholic Schools Office-FW annually concerning the following:

- A description of circumstances surrounding any expulsions imposed under the policy;
- The number of students expelled from the school under the policy; and
- The types of firearms concerned.
- For purposes of this policy the term "firearm" means:
  - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
  - The frame or receiver of any firearm; or
  - Any firearm muffler or firearm silencer.
- Any destructive device. The term "destructive device" means:

- Any explosive, incendiary, or poison gas;
- Bomb;
- Grenade;
- Rocket having a propellant charge of more than four ounces;
- Missile having an explosive or incendiary charge of more than one-quarter ounce;
- Device similar to any of the devices described in the preceding clauses;
- Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter; and
- Any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled.

For purpose of this policy, the term “deadly weapon” means any firearm, destructive, weapon, taser, electronic stun, weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

### Philosophy

One of our foundational beliefs as Christians is that we are made in the image and likeness of God. In baptism, we are each claimed for Christ, our Savior, by the sign of His cross. Because of this, each and every human person is beloved by God and worthy of human dignity and respect. Grounded in these beliefs, we implement a mission-based discipline system that always has as its end the holistic human formation of the student.

The purpose of discipline in any human community is to maintain order so that specific objectives can be reached. In a school, good discipline creates the favorable conditions necessary for full human formation: for study and student learning, for responsible social interaction, for moral, spiritual, and physical growth, and for orderly school life. It also contributes to the development of order within the individual. *Taken together, discipline at Marian High School invites students to intentionally live out the school's motto: Learn. Serve. Lead.*

When entering Marian, students and parents must be willing to comply with all of the rules and regulations of the school. These rules are intended for both the individual and for the common good. In keeping with the school's mission, students are expected to strive to live the example set by Jesus Christ in all of his or her personal choices and interactions with others.

Students occasionally make choices, however, that are contrary to the school's philosophy or guidelines. At such times it is the responsibility of the school to try to help these students understand why their behavior is inappropriate and to help them effect the desired behavior change through a restorative process. Any disciplinary consequences must have these learning goals in mind.

It is important for students to realize that any adult working for Marian High School (teachers, administration, staff, coaches, parent volunteers, etc.) has the authority and obligation to correct student misconduct at any time.

### Mission-based Detention Program

Not all student behavior requires the intervention of the Dean of Student Formation or the Principal. Classroom teachers, indeed all staff members, have the authority to correct student behavior.

*Detentions or other disciplinary consequences may be given for any infraction considered sufficient by the faculty, staff or administration.* Faculty members have the option of detaining students for teacher-led detentions at their discretion.

The following disciplinary sanctions may be invoked by the school: verbal warning, counsel and release, detentions, probation, suspensions, and expulsions.

Below is a list of different types of infractions and the ordinary consequence they carry:

**Level 1 Infractions**

Including, but not limited to:

- Repeated classroom misbehavior after warning
- Dress and grooming code violations, including but not limited to:
  - Improper and unauthorized wearing of non-uniform/non-Marian clothing
  - Hair length/ style/ color/ facial hair
  - Clothing deemed tight-fitting, immodest, or not worn properly
  - Unauthorized piercings/ tattoos
- Unauthorized food or drink in academic area
- Inappropriate public displays of affection
- Unexcused tardies
- Horseplay or disruption in the hallways or parking lots
- Profanity
- Argumentative behavior
- Missed after-school detention\*
- Being in an unsupervised location without permission

**Ordinary Consequence: After school detention(s)**

After a student accumulates three (3) Level 1 infractions in a semester, subsequent offenses will warrant a Level 2 consequence. After a student accumulates six (6) Level 1 infractions in a semester, a subsequent offense will warrant an appearance before the Discipline Committee.

\*A parent note or other form of verification is required for a detention to be re-scheduled.

**Level 2 Infractions**

Including, but not limited to:

- Repeated Level 1 infractions
- Inappropriate behavior at Mass or at an assembly
- Disrespectful, defiant, or insubordinate behavior
- Cell phone violation
- Improper or unauthorized use of electronic devices
- Multiple missed detentions
- Skipping Class/ Truancy
- Other behavior deemed highly inappropriate

**Ordinary Consequence: Saturday School detention**

After a student accumulates three (3) level 2 infractions in a semester, subsequent offenses will warrant an appearance before the Discipline Committee.

<b>Level 3 Infractions</b>
Including, but not limited to: <ul style="list-style-type: none"><li>• Repeated Level 2 infractions</li><li>• Academic dishonesty</li><li>• Theft</li><li>• Vandalism</li><li>• Language or behavior deemed discriminatory</li><li>• General dishonesty</li><li>• Disrespectful, defiant, or insubordinate behavior</li><li>• Bullying or hazing</li><li>• Fighting, or violent behavior</li><li>• Incidents related to drug and alcohol use/abuse</li><li>• Possession of drug paraphernalia</li><li>• Possession of weapons or firearms</li><li>• Any other offense deemed severe by school administration</li></ul>
<b>Ordinary Consequence: Suspension(s) and appearance before the Discipline Committee</b>

Possible sanctions that could emerge from Discipline Committee meetings: suspension(s), behavioral contracts, probation, community service, withdrawal, and expulsion

If a violation of the State’s Criminal Code occurs in or on school property, near a school activity, or away from school and may affect the school’s reputation and/or climate, the Principal may turn the investigation over to the local police authority.

### **Detention**

Detention is held most weeks Monday through Thursday afternoons beginning 15 minutes after the school day ends (usually 3:15). Detention lasts for 45 minutes. Detentions will also be held Tuesday mornings, from 7:30 – 8:15 am. Students issued a detention have 1 week from the date of issue to serve their detention. Students will not be sent detention reminders.

Parents will be notified of student detentions via Marian’s *Blackboard Connect* system. Included in the correspondence will be the date issued and the date by which the student is to serve.

Students who miss detention without a parent notification will have to serve two detentions – one for the original offense and the second detention for missing. Multiple missed detentions may result in a Saturday School or suspension. Disciplinary detentions take precedence over all athletic practices, games, co-curricular activities, or other scheduled events.

Students in detention will be required to complete a reflection form in which they consider the full effect of their actions in light of the school's mission and the student's invitation to holistic formation.

### **Saturday School**

Saturday School detention is a service-based detention that typically runs bi-weekly. The student is to report to Marian High School or to a specified location in the community at a time arranged by the Dean – running typically from 8:00 a.m. until 10:00 a.m. At Marian, students are to enter at the Main (East) doors and report to the LMC. Failure to serve or arriving late will merit further disciplinary action, including but limited to additional Saturday School assignments or suspension(s). Students may be required to serve a work detail and should come appropriately dressed. Saturday School detentions take precedence over all athletic practices, games, co-curricular activities, or other scheduled events.

Students in Saturday School will be required to complete a reflection form and possibly to write out a restoration plan, in which they consider the full effect of their actions in light of the school's mission and the student's invitation to holistic formation. The form and plan is due to the Dean of Student Formation the first school day following the student's Saturday School.

### **Suspension or Expulsion**

The grounds for suspension or expulsion below apply to student conduct which occurs:

- On school grounds.
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function, or event.
- At any other time when the Principal determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.
- Suspended students may make up the work missed, but certain penalties may apply per the classroom teacher's policies.

The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in Diocesan Policy 4530:

- Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- Causing or attempting to cause damage to property belonging to any other person, student, school employee, or school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.
- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of the school officials, could cause physical injury to any person.
- Threatening or intimidating any individual for whatever purpose.



- Violation of the Diocese’s Gun Free School Policy.
- Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
- Violating or repeatedly violating any rules that are, in the opinion of school officials, necessary in carrying out school purposes and/or educational function.
- Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- Engaging in any unlawful activity such as fireworks on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Several kinds of suspension may occur:

- Suspension from class: A student will not be permitted to attend a specific class for a specified period of time, rather serving that period with the Dean. The student will be required to attend all other scheduled classes. *If a student is dismissed from a classroom for a disciplinary reason, that student will receive a 0 for any work missed while the student was out of class that day.*
- Out-of-School Suspensions: In extreme cases a student will not be permitted to attend school, participate in any school activities, nor be allowed on school property or at a school function or event during the period of suspension.

Expulsion is the permanent removal of a student from Marian High School. It is an extreme disciplinary censure. This decision is made by the Dean at the recommendation of the Disciplinary Committee. Such a decision can be appealed to the Principal, whose say is final in all disciplinary matters.

### **Discipline Committee**

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student’s suspension or expulsion from the school will be given:

- An explanation of what the student is accused of doing that is wrong; and
- An opportunity for the student, in the presence of the student’s parents, to respond to the accusations before either the Principal, the Dean of Students, or the Discipline Committee (an impartial tribunal established by the administration for the purpose of making a recommendation on the matter to the Dean of Student Formation).
- *Note: these meetings often are held after a student has served his or her initial suspension.*

The Discipline Committee is composed of faculty members and serves as an advisory committee to the Dean in cases involving serious concerns over student behavior, violations of school rules, and discussions of disciplinary policy. The Discipline Committee recommends consequences for student behavior, and these recommendations are communicated to the student and his or her parents by the Dean. Such consequences include, but are not limited to, disciplinary probation, the signing of a contract to shape future behaviors, suspension, drug testing or evaluation, community service, and withdrawal or expulsion.

- The Dean will convene meetings of the Discipline Committee as needed. The Discipline Committee will meet a minimum of once per semester to make recommendations for placing students on or removing students from disciplinary probation, or to review discipline policy.
- The Dean will keep discipline records on each student.
- The Discipline Committee will be kept abreast of the status of students on the probation list.
- At the end of each semester, the Discipline Committee will review the progress of each student on the probation list to determine the status of each student in question. The Discipline Committee will make recommendations to the Dean and/or Principal concerning disciplinary probation, suspension, expulsion or withdrawal.
- Each discipline case is different, but the Discipline Committee, Dean, and Principal will develop guidelines for everyone to consider when determining consequences for student misbehavior that is handled by the Dean or his designee.

In cases of appeal, the Principal shall make the final decision on all such matters. The Principal's decision shall be final and binding on all parties.

### **Role of Parents/Guardians in Disciplinary Proceedings**

Parents are the first educator of their children. The failure or refusal of parents or legal guardians to participate in Diocesan or school discipline proceedings concerning their child's improper behavior may be considered educational neglect and the child may be considered a "child in need of services" in accordance with I. C. 31-6-4-3-(a) (7), and, in that case, the matter shall be referred to the Child Protective Services Division of the Department of Public Welfare.

### **Disciplinary Probation**

Disciplinary probation occurs on the recommendation of the Discipline Committee and/or Dean. When being placed on probation, a contract between the student and the school will be drafted which details expected behaviors as well as privileges lost during the probationary period. A student on probation is expected to make a serious effort to change his/her behavior. While on probation, any additional infractions or violations of the terms of the probationary contract may lead to a hearing with the Discipline Committee where the individual status of the Marian student will be reviewed.

The Dean of Students will make the decision as to whether a student on Disciplinary Probation will be able to participate in field trips during the probationary period.

## **Bullying**

Marian High School encourages a deeper understanding and acceptance of one another's individual gifts and unique differences. We will also work to eliminate all forms of bullying and disrespect in order to provide a truly Christ-like atmosphere in our school. Bullying, harassment, or cyberbullying (using technology to harass, humiliate, threaten, or bully another person) could result in an appearance before the Marian Discipline Committee and in the perpetrator being suspended, asked to withdraw, or expelled.

Indiana law defines bullying as overt (intentional) unwanted, repeated acts or gestures including:

- Verbal or written communication, or images transmitted in any manner (including digitally or electronically)
- Physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to
  - Harass, ridicule, humiliate, intimidate, or harm the targeted student and
  - Create for the targeted student an objectively hostile school environment

It can be targeting one victim over and over or it can be targeting a series of victims. According to HEA 1423, bullying is repeated behavior with the intention to cause harm or to create an "objectively hostile learning environment." There is an imbalance of power between the bully and his or her target. Power can be either physical, as in bigger and stronger, or power can be social, such as being perceived to have higher social standing or to be more popular. Bullying behavior takes many forms. It can be physical, verbal, and/or psychological (i.e. such as spreading rumors or shunning the target). It can be nonverbal such as using gestures or social exclusion body language such as turning away or acting as if the target is invisible.

Marian students are challenged to help their fellow Knights by taking a stand against bullying. Those who witness bullying are called to

- Calmly and firmly tell the bully to stop.
- Report the bully to an adult.

It is the responsibility of all faculty and staff – the adults on our campus – to be ready to intervene and stop bullying behavior whenever they see it or it is reported to them. By the end of the day on which bullying is witnessed or reported, faculty and staff must notify an administrator. All students and staff should know and follow these four rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school and an adult at home.

In an effort to stop all types of bullying at Marian, all faculty and staff members will take a strong stance and issue disciplinary consequences for bullying.

## **Vandalism**

Vandalism is considered a Level 3 infraction. Defacing school property is a serious offense and the damage must be paid by the responsible party. Vandals will pay for all necessary repairs and may

receive other disciplinary consequences.

### **Smoking and Tobacco**

Possession and/or use of smoking or chewing tobacco are not permitted at school, at school functions, or on school property, including student lockers. E-cigarettes are also banned.

The consequence for the first use of smoking, vaping, or chewing tobacco is a one (1) day suspension from school. A second use will result in a two (2) day suspension from school and an appearance before the Discipline Committee.

### **Cell Phones and Electronic Devices**

Cell phones and other specified electronic devices must be turned off and in school hall lockers during the school day. Such devices include but are not limited to cell phones, Smartphones, iPods, mp3 players, pagers, video gaming devices, and laser pointers. School personnel may confiscate cell phones and submit them to the school office. Students will be cited for a cell phone violation if the school discerns a cell phone has been used to contact a parent or some other party during the school day (i.e. he or she is sick and wants to go home).

- 1<sup>st</sup> Offense: cell phone will be turned in to Dean, student can pick up at end of day, and the student will serve Saturday school (Level 2 infraction).
- 2<sup>nd</sup> Offense: cell phone is turned in to Dean, parents will be called to come and pick up the cell phone after school and the student will receive Saturday school (Level 2 infraction, may have a greater consequence depending on student discipline record).
- 3<sup>rd</sup> Offense: cell phone is turned in to Dean, the parents will be called to come and pick up the cell phone after school and the student will no longer be permitted to bring a phone to school. The student will receive Saturday school (Level 2 infraction, may have a greater consequence depending on student's discipline record).
- Any possession and/or improper use of cell phone after having privilege taken away is grounds for suspension and disciplinary review.

### **Student Accused of a Non-School Related Criminal Act**

A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the Principal's, after consultation with the Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

### **Harassment Policy**

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin,

color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I (below) of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of the Procedure. The use of the term “employee” in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

#### Section I: Sexual Harassment

- Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
- Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim’s sex.
- The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

#### Section II: Other Forms of Harassment

- Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected characteristics. Harassment may be based on any other personal trait or characteristic, whether or not obvious or readily discernable. Harassment may consist of unwelcome, derogatory, and/or inappropriate comments or physical conduct. Comments and conduct of harassing nature may include but are not limited to verbal or written comments, insults or jokes, regardless of whether the targeted person is present, physical gestures or inappropriate touching.
- Harassment prohibited by this Policy concerns behavior by an employee or volunteer toward a student or by a student toward another student or employee or volunteer.
- The Diocese prohibits harassment and retains the right to address harassing conduct through whatever means it determines are reasonable and appropriate.

#### Complaint Procedures for Students

- A. Students and/or their parents/guardians may bring a harassment complaint by notifying the Principal, assistant Principal, Dean of Student Formation, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must insure that the complaint procedure explained below in Section III, C is followed.
- B. The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school’s legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.
- C. All complaints of harassment shall be handled in the following manner:
  1. Complaints must be made by the student, and parent/guardian if under age 18, in

writing on forms supplied by the school.

2. The Principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.
    - a. If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the Child Abuse Reporting Policy (3610).
    - b. If the allegations and information initially appear to constitute harassment, the Principal shall take the following steps:
      - i. Complete the *Investigative Report of Alleged Harassment*
      - ii. Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation
      - iii. Contact the parents of all students known to be involved
  3. The Principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;
  4. The Principal is responsible for the decision in the matter but may establish a Discipline Board to assist. The report and results of the investigation will be utilized by the school to:
    - a. determine appropriate disciplinary action
    - b. determine need for counseling referral and
    - c. determine who will be responsible for continued monitoring and appropriate follow-up of the situation
- Sanctions for Misconduct: A substantiated charge against an employee or student in the school shall subject that employee or student to such disciplinary action that the Principal determines necessary consistent with Diocesan Policy and/or the school disciplinary policy.
  - False Reporting: Any person who knowingly files charges of harassment against an employee or a student in an attempt to demean, harass, abuse, bully, or embarrass that individual may be subject to appropriate disciplinary action.

## Rationale

Marian High School has established a dress code in order to foster a sense of discipline, self-respect, and neatness among its students and to promote school spirit. The dress code is a direct reflection of the school's overall mission as a Catholic Christian educational institution dedicated to the development of the whole person. A student's dress and grooming must display modesty, respect and concern for oneself and for others, and be conducive to student learning. Upon admission to Marian, students and their parents accept this ideal and agree to abide by the dress code in its entirety. Failure to conform to the dress code, as set forth below and interpreted by the Marian administration, will result in disciplinary consequences.

## Boys Dress Code

- **Shirts:** Only polo or oxford shirts sold through Marian's designated companies are to be worn. A uniform shirt must be worn at all times. Only solid color crew neck undershirts may be worn under the uniform shirt.
- **Sweaters/Fleece:** Approved Marian fleece or sweaters (crew neck, v-neck) purchased from the designated company may be worn over a uniform collared shirt. No sweatshirts with hoods may be worn unless it is a spirit day.
- **Pants:** Only solid tan khaki dress pants may be worn. All pants must have belt loops and students must wear a belt. Pants must be worn at the waist, and must be free of holes and frays. Cargo, denim, yoga, or tight styles are not permitted
- **Shoes:** Only dress or athletic shoes may be worn. Shoes must have toes and heels covered. Sandals, moccasins, and slippers are not permitted.
- **Hair:** Students must always be neat, clean, and well-groomed. Length of hair for young men must not extend past the top of the collar or eyebrows, or be worn over the ears. All males must be clean-shaven; beards, mustaches, or facial hair are not permitted. Sideburns below the bottom of the earlobe are not allowed. Extreme hairstyles are not permitted (no hair dyed an unnatural color, designs, Mohawks, etc.)
- **Gym Uniform:** All students must wear a Marian gym uniform for P.E. classes which must be purchased through the Marian Bookstore.
- **Miscellaneous Items:**
  - Hats, head bands, and sunglasses are not to be worn inside the school. Those who wear such items in school may have them taken away.
  - Males shall not wear earrings at anytime during the school day
  - No exposed tattoos
  - Males cannot wear cosmetic make-up to school

## Girls Dress Code

- **Shirts/Blouses:** Only polo or oxford shirts sold through Marian's designated companies are to be worn. A uniform shirt must be worn at all times. Only solid color crew neck undershirts may be worn under the uniform shirt.

- **Sweaters/Fleece:** Approved Marian fleece or sweaters (button-down cardigan, v-neck) purchased from the designated company may be worn over a uniform collared shirt. No sweatshirts with hoods may be worn unless it is a spirit day.
- **Pants:** Only solid tan khaki dress pants may be worn. All pants must have belt loops and students must wear a belt. Pants must be worn at the waist, and must be free of holes and frays. Cargo, capri, denim, yoga, or tight styles are not permitted. Pants are not to be cuffed at the bottom.
- **Skirts:** Must be solid tan khaki or navy blue, to the knee, and purchased from the designated companies.
- **Shoes:** Only dress shoes, dress boots, or athletic shoes may be worn. Shoes must have toes and heels covered. Heel height may be no more than two inches (2"). Sandals, moccasins, and slippers are not permitted.
- **Hair:** Hair shall be neat, clean, and well groomed. Young women shall avoid extreme hairstyles. Hair dyed or highlighted an unnatural color is not allowed.
- **Gym Uniform:** All students must wear a Marian gym uniform for P.E. classes which must be purchased through the Marian Bookstore.
- **Miscellaneous Items:**
  - Hats and sunglasses are not to be worn inside the school. Those who wear such items in school may have them taken away. Appropriate scarves and headbands are permitted.
  - Females may wear earrings, but they may not display jewelry for any other body piercing at anytime during the normal school day; this includes nose rings.
  - No exposed tattoos

### Special Dress Days

- **All- School Mass:** Students are to be in regular uniform for all-school Masses.
- **Spirit Wear defined:** "Spirit wear," as it is defined in this handbook, consists of Marian-issued or approved outerwear including shirts by a Marian sports team, club, department, or school-sponsored activity that has been officially reviewed and approved by the administration. These shirts must be undamaged and unaltered.
- **Spirit Fridays:** On Fridays, students may wear any Marian spirit wear from the waist up with Marian uniform pants.
- **Spirit Dress Days:** On regular '*Spirit Jeans Days*' days, students are permitted to wear jeans and a Marian spirit wear top. Jeans and spirit wear tops must be worn properly and must be free from tears, cuts, or holes. Jeans must be denim. No shorts, sweats, cargo, capri, yoga, or tight styles. Pants are not to be cuffed at the bottom. Shoes must have toes and heels covered.
  - On certain *Spirit Dress Days*, students will be permitted to wear sweats and/or shorts with a spirit wear top. Students will be notified what is allowed via announcements. All clothes must be worn properly and must be free from tears, cuts, or holes. No overly baggy, yoga, or tight styles are permitted.
- **Extracurricular Events and Informal School Dances:** Clothing should be modest, clean, neat, and appropriate.



### Parent/Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Address the issues with the classroom teacher (or person with whom he or she has the problem).
- Address the issue with the Principal.
- If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person(s) involved.

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy which provides for a different reporting procedure (e.g. harassment).

### Policy

Marian High School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Neither seclusion nor restraint shall be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others, and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Parents can access a full copy of our school's plan by request in the school office or by visiting the school's website.

### Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

### Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- Accessing, uploading, downloading, or distributing immoral pornographic, obscene, or sexually explicit materials.
- Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.
- Using violent, abusive, obscene, or sexually explicit language.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems, or computer networks, or attempting to harm or destroy data of another user.
- Violating copyright laws.
- Unauthorized use of another's password.
- Trespassing in others' folders, work, or files.
- Intentionally wasting resources.
- Employing the network for commercial purposes.
- Committing academic dishonesty.
- Transmission of any material in violation of any federal, state or local law, regulation, rule, or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

## **Consequences for Violations of the Privileges**

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

## **Parents'/Guardians' Responsibility**

During school, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the family's right to decide whether or not to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not specifically previously approved and included as part of the school's budget.

Parents/guardians are required to sign an annual Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as electronic mail and the Internet without this annual expressed permission. Individuals and families may be held liable for violations.

Parents/guardians will be notified that their children will be using school resources and accounts to access the Internet. Parents/guardians have the option to request alternative activities not requiring Internet access.

## **School Professionals' Responsibility**

The student will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted parental permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff will provide training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to the school curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to the learning objectives.

The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other users' works.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of the school setting and the school's purpose and Christian mission. In some schools a limited precaution has been taken to restrict access to controversial materials by using special software.

The technology facilitator is responsible for determining and uncovering incorrect usage of the Internet and also for informing school authorities and the student in question. The facilitator reserves the right to inspect accounts when there is a suspicion of misuse. The student is responsible for adhering to all rules and guidelines while on-line with the internet.

### **Blogging or Social Networking**

What is posted on a student blog inside or outside of school may result in disruption to normal school operations and/or detrimentally impact a fellow student, faculty, or staff member, the school, and the school's reputation. The school administration reserves the right to discipline students and pursue legal or civil avenues for on-campus or off-campus Internet use that disrupts the learning environment or is contrary to the principles and teaching of the Catholic Church.

The school does not intend to police web sites, blogs, or social networking sites outside of school. However, if sites are brought to the school's attention by students, parents, or other individuals, Marian reserves the right to address the behavior in line with Diocesan and school policies as well as civil law.

A list of prohibited Internet behaviors includes but is not limited to: threats, conspiring to commit violence, intimidation, humiliation, bullying and harassment, impersonation, mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information.

### **G-Suite Accounts**

Marian High School provides students with G-Suite accounts. G-Suite includes free, web-based programs that include eMail, office-type creation tools, shared calendars, and communication and collaboration tools. This service is available through an agreement between Google and Marian High School.

G-Suite runs on an Internet domain name purchased and owned by Marian and is intended for educational use. Teachers at Marian may be using G-Suite for lessons, assignments, and communication.

G-Suite is also available at home, the library, or anywhere the student has Internet access. School staff will monitor student use of applications when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

Student safety is our highest priority.

### **Acceptable Use (Privacy and Safety)**

G-Suite is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and to any additional school rules and policies that may apply.

- **Privacy** – School faculty, staff, administration, and parents all have access to student accounts for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited personal use** - Students may use Apps tools for personal projects but may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of Marian High School, staff, or students. Apps, sites, eMail, and groups are not public forums. They are extensions of classroom spaces where students are expected to be respectful and abide by school and diocesan policies.
- **Safety**
  - Students may not post personal contact information about themselves or other people.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their account. Under no conditions should a user provide his or her password to another person.
- **Access Restriction**
  - Access to G-Suite is considered a privilege accorded at the discretion of Marian High School. Marian maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school/diocesan policies have occurred. In such cases, the alleged violation will be referred to the Dean of Student Formation or Principal for further investigation and account restoration, suspension, or termination.
- **Digital Citizenship**
  - **Each human being has dignity because we are created in the image and likeness of God.** Therefore, all students must treat one-another with dignity and respect through personal interactions, communication, posts, etc. while using G-Suite.
  - **Utilize G-Suite for personal learning and growth.** Students are expected to use G-Suite accounts to pursue their own intellectual and moral growth in a socially mature manner. In this way, students are encouraged to responsibly research, explore, and discuss academic subjects, differing perspectives and points of view, and current

events. Students should not view this as an opportunity to forcefully promote a personal agenda or ideology, especially those that are contrary to the teachings of the Catholic Church.

- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

### **Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student eMail is filtered. Mail containing harmful content from inappropriate sites will be blocked.

### **Children’s Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for G-Suite users. No personal student information is collected for commercial purposes. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.

### **Student “Bring Your Own Device” Policy**

Students may bring (but are not required) laptops, tablets, eReaders, notebooks, and netbooks to school for the sole purpose of enhancing their educational experiences. Students who wish to bring their own personal electronic device must agree to abide by the following:

- Marian will not be held responsible for lost, stolen, or damaged computers, hardware, peripherals, or software.
- Wireless hubs, air cards, and other Internet accessible devices are prohibited.
- Handheld computing devices are prohibited during the hours that school is in session. This includes cell phones, iPod Touch players, and any handheld device capable of accessing the Internet. Students may wear Apple/Smart watches, but are expected to comply with a classroom teacher’s directives regarding their presence in the classroom, especially during assessments.
- Students may use approved personal computing devices in study halls with the permission of the supervising teacher.
- Students may use approved personal computing devices during their lunch hour with the permission of a supervising teacher. This permission must be obtained each day the privilege is sought.
- Students are expected to use their personal electronic devices for school-related activities only, such as word processing, creating presentations, researching, note taking, and reading eBooks.
- Students may use laptops, tablets, eReaders, notebooks, netbooks, or like devices in common areas before and after school.

- Administrators, teachers, and staff reserve the right to prohibit the use of personal computing devices. Personal computing devices are not to be used in computer labs without teacher permission.
- Students may not record themselves, classmates, teachers, staff, or anyone while using their electronic devices during the school day without the permission of the supervising teacher/staff member.
- Personal electronic devices are never to be taken into school locker rooms, dressing areas, or bathrooms.
- Students are subject to the Marian Acceptable Use Policy and Diocesan Policies listed in the student handbook as well as Marian's Mission Statement.
- Students using personal electronic devices in an inappropriate manner may have them taken for a period of time until they are picked up by a parent. The administration reserves the right to determine what constitutes inappropriate use and will take disciplinary action when the rules of this policy or the laws of Indiana are broken.

Procedure for reclaiming personal computing devices:

- 1st offense: Student pick up and Saturday School (Level 2 infraction)
- 2nd offense: Parental notification, parental pick up, and Saturday School (Level 2 infraction)
- 3rd offense: Parental notification, parental pick up, and loss of privilege



# School Spirit

A

Appendix

## School Colors

Royal, Silver, & White

## School Nickname

Knights

## School Song

(To the tune of “Across the Field”)

Onward, Knights, to victory, We back you all the way!  
Valiant teams of Marian High, Triumphant in the fray (RAH! RAH! RAH!).  
Hear that cheer rise up from the crowd,  
Show our teams that we’re really proud; Go, Knights, with chivalry,  
Blue and Silver to victory!

## Student Council Officers

President: Nicholas Kloska  
Vice President: Jordan Morris  
Secretary/ Treasurer: Hannah Harry-Schade

## Class Officers

Senior Class President: Makaila Ranges  
Senior Class Vice President: Grace Dennis  
Senior Class Secretary: Jillian Walter  
Senior Class Treasurer: Grace Koch

Junior Class President: Carlondrea Petty  
Junior Class Vice President: Evelyn Cressy  
Junior Class Secretary: Megan Christianson  
Junior Class Treasurer: Filip Kosel

Sophomore Class President: Hunter Renner  
Sophomore Class Vice President: Amanda Shrock  
Sophomore Class Secretary: Matthew Mielke  
Sophomore Class Treasurer: Bridget Meyers

Freshman Class Officers will be elected during the Fall Semester

# Bell Schedules

# B Appendix

## Schedule A – Regular Schedule

1	8:00-8:50	
2	8:55-9:45	
3	9:50-10:45	
4	10:50-11:15	LUNCH
5	11:20-11:40	
6	11:45-12:10	LUNCH
7	12:15-12:35	
8	12:40-1:05	LUNCH
9	1:10-2:00	
10	2:05-3:00	

## Schedule C – Morning Mass/Assembly

1	8:00-8:40	
2	8:45-9:25	
MASS	9:25-10:40	
3	10:45-11:25	
4	11:30-11:55	LUNCH
5	12:00-12:10	
6	12:15-12:40	LUNCH
7	12:45-12:55	
8	1:00-1:25	LUNCH
9	1:30-2:10	
10	2:15-3:00	

## Schedule E – Half Day

1	8:00-8:30	
2	8:35-9:05	
3	9:10-9:40	
4, 5, 6	9:45-10:15	
6, 7, 8	10:20-10:50	
9	10:55-11:25	
10	11:30-12:00	

## Schedule H – Homeroom Schedule

1	8:00-8:45	
H.R.	8:50-9:25 H.R.	
2	9:30-10:15	
3	10:20-11:05	
4	11:10-11:35	LUNCH
5	11:40-11:55	
6	12:00-12:25	LUNCH
7	12:30-12:45	
8	12:50-1:15	LUNCH
9	1:20-2:05	
10	2:10-3:00	

## Schedule B – Delayed Start/Faculty Meeting

1	8:30-9:20	
2	9:25-10:10	
3	10:15-11:05	
4	11:10-11:35	LUNCH
5	11:40-11:55	
6	12:00-12:25	LUNCH
7	12:30-12:45	
8	12:50-1:15	LUNCH
9	1:20-2:05	
10	2:10-3:00	

## Schedule D – Dept. Mtg/PM Assembly

1	8:00-8:45	
2	8:50-9:35	
3	9:40-10:30	
4	10:35-11:00	LUNCH
5	11:05-11:20	
6	11:25-11:50	LUNCH
7	11:55-12:10	
8	12:15-12:40	LUNCH
9	12:45-1:30	
10	1:35-2:25	
	2:30-3:00	Mtg/Assembly

## Schedule F – Weather Delay

1	10:00-10:34	
2	10:39-11:13	
3	11:18-11:55	
4	12:00-12:20	LUNCH
5	12:25-12:34	
6	12:39-12:59	LUNCH
7	1:04-1:13	
8	1:18-1:38	LUNCH
9	1:43-2:17	
10	2:22-3:00	

## Schedule P – Penance Schedule

1	8:00-8:40	
2	8:45-9:25	
3	9:30-10:10	
9	10:15-10:55	
4	11:00-11:25	LUNCH
5	11:30-11:40	
6	11:45-12:10	LUNCH
7	12:15-12:25	
8	12:30-12:55	LUNCH
10	1:00-1:55	SERVICE 1
10	2:00-3:00	SERVICE 2

# Handbook Receipt Acknowledgement Form

C

Appendix

By signing below we acknowledge that we have received a copy of the Marian Student Parent Handbook and will follow the rules listed within. We understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

Enrollment in Marian High School is subject to the approval of the Diocese and the Marian High School administration. In order to foster an environment which promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules which are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School's mission.

The Student-Parent Handbook and other Diocesan School Policies are subjected to review and interpretation by school administrators and/or Diocese and are subject to change at the discretion of the administration and/or Diocese.

\_\_\_\_\_  
Print Student Name

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date