



## **MARIST HIGH SCHOOL 2024- 25 SCHOOL HANDBOOK**

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

### **MISSION STATEMENT**

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

**Faith + Family + Future**

### **THE MEMORARE**

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

Amen.

Saint Marcellin Champagnat, pray for us.

Mary Our Good Mother, pray for us.

## Administration/Telephone Extensions/Email Address

President	Mr. Larry Tucker '79 <a href="mailto:tucker.larry@marist.net">tucker.larry@marist.net</a>	x5371
Principal	Mrs. Meg Dunneback <a href="mailto:dunneback.meg@marist.net">dunneback.meg@marist.net</a>	x5324
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Director of Diversity, Equity & Inclusion	Mrs. LaToya Hayes <a href="mailto:hayes.latoya@marist.net">hayes.latoya@marist.net</a>	x5373
Dean of Students-Upperclassmen	Mr. Joseph Inzinga '77 <a href="mailto:inzinga.joseph@marist.net">inzinga.joseph@marist.net</a>	x5361
Dean of Student Success	Mrs. Joy Lewis <a href="mailto:lewis.joy@marist.net">lewis.joy@marist.net</a>	x5372
Director of Student Services	Mrs. Beth O'Neill <a href="mailto:oneill.beth@marist.net">oneill.beth@marist.net</a>	x5320
Dean of Students-Underclassman	Mr. Donald Pirkle '77 <a href="mailto:pirkle.donald@marist.net">pirkle.donald@marist.net</a>	x5322

## Office Contacts/Telephone Extensions/Email Addresses

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Administrative Assistant to the Deans of Students	Mrs. Ruth Maloney <a href="mailto:maloney.ruth@marist.net">maloney.ruth@marist.net</a>	x5369
Administrative Assistant	Mrs. Janine Missey <a href="mailto:missey.janine@marist.net">missey.janine@marist.net</a>	x7216
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Bookstore	Ms. Eileen Keffer <a href="mailto:keffer.eileen@marist.net">keffer.eileen@marist.net</a>	x5307
Chief Financial Officer	Mr. Marion Klatka <a href="mailto:klatka.marion@marist.net">klatka.marion@marist.net</a>	x5331
Director of Mission & Ministry	Mr. Michael Brennan <a href="mailto:brennan.michael@marist.net">brennan.michael@marist.net</a>	x5337
Director of Admissions	Ms. Kelsey Callahan	x5330

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Director of Marcellin Program	Mrs. Erin Kelly <a href="mailto:kelly.erin@marist.net">kelly.erin@marist.net</a>	x5304
Director of Strategic Communications	Ms. Allie Bowles <a href="mailto:bowles.allie@marist.net">bowles.allie@marist.net</a>	x5311
Director of Student Activities	Miss Hannah Doyle <a href="mailto:doyle.hannah@marist.net">doyle.hannah@marist.net</a>	x5319
Director of Technology	Mrs. Irene Halko <a href="mailto:halko.irene@marist.net">halko.irene@marist.net</a>	x5354
Health Office	Mrs. Amanda Gaida <a href="mailto:gaida.amanda@marist.net">gaida.amanda@marist.net</a>	x5352
Learning Resource Program Co-Directors	Mrs. Erin Kelly <a href="mailto:kelly.erin@marist.net">kelly.erin@marist.net</a>	x5304
	Mrs. Margie Sweeney <a href="mailto:sweeney.margie@marist.net">sweeney.margie@marist.net</a>	x5336
Media Specialist	Mrs. Kristen Rademacher <a href="mailto:rademacher.kristen@marist.net">rademacher.kristen@marist.net</a>	x5356
Skyward & Canvas Manager	Mr. Patrick Ryan <a href="mailto:ryan.patrick@marist.net">ryan.patrick@marist.net</a>	x5370
Tuition and Bus Information	TBA TBA	x5317

### Counseling/Telephone Extensions/E-mail Address

Director of Counseling	Mr. Patrick Ryan <a href="mailto:ryan.patrick@marist.net">ryan.patrick@marist.net</a>	x5370
College & Career Counselors:	Mrs. Nichole Carey <a href="mailto:carey.nichole@marist.net">carey.nichole@marist.net</a>	x5321
	Mrs. Allison Culver <a href="mailto:culver.allison@marist.net">culver.allison@marist.net</a>	x5351
	Mr. Ronald Dawczak <a href="mailto:dawczak.ronald@marist.net">dawczak.ronald@marist.net</a>	x5332
	Mrs. Nicole Peterson <a href="mailto:peterston.nicole@marist.net">peterston.nicole@marist.net</a>	x5305
School Counselors:	Mrs. Tasia Buford-Howell <a href="mailto:bufordhowell.tasia@marist.net">bufordhowell.tasia@marist.net</a>	x5346
	Mr. Martin Chappetto <a href="mailto:chappetto.martin@marist.net">chappetto.martin@marist.net</a>	x5319
	Mr. Curtis Jones <a href="mailto:jones.curtis@marist.net">jones.curtis@marist.net</a>	x5368
	Mrs. Jill McManus <a href="mailto:mcmamus.jill@marist.net">mcmamus.jill@marist.net</a>	x5312
	Ms. Robyn McNaughton <a href="mailto:mcnaughton.robyn@marist.net">mcnaughton.robyn@marist.net</a>	x5323

\*\*School counselor assignments are available on your student schedule and in your Skyward student profile.

Social Workers:	Mr. Erik Christensen <a href="mailto:christensen.erik@marist.net">christensen.erik@marist.net</a>	x5329
	Mrs. Cathaleen Novak <a href="mailto:novak.cathaleen@marist.net">novak.cathaleen@marist.net</a>	x5314

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

**MARIST HIGH SCHOOL  
PARENT/STUDENT CONTRACT**

**2024-25**

We have reviewed the Parent/Student Handbook on the Marist High School website and agree with the provisions stated therein including the Counseling Department Informed Consent. We do understand that the policies listed in the book are applicable to the 2024-2025 year. We realize that this is a binding contract and that these are the expectations for our sons and daughters for the 2024-2025 school year.

We do understand that the policies listed in the book are applicable for the 2024-25 academic year.

Student Name (please print): \_\_\_\_\_

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

Parent Name (please print): \_\_\_\_\_

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

Date: \_\_\_\_\_

# MARIST HIGH SCHOOL STUDENT SOCIAL MEDIA AGREEMENT

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

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

Marist High School reserves the right to make case-by-case determinations of whether it is appropriate for the school or parents to adjudicate disputes between students that arise because of student comments on social media platforms such as TikTok, Snapchat, Instagram, Facebook (Meta), Twitter or others in which students disparage, bully, threaten, torment, ridicule, scorn or intimidate each other if these incidents originate off of school grounds. In general, Marist expects that parents - and not the school - will be the initial arbiters in resolving differences that arise between their children when children engage in such behavior.

As a rule, parents are expected to take full responsibility for the commentary and actions of their children on social media platforms. As such, Marist strongly recommends that parents ensure students understand the importance of concepts such as respecting each others' views, thinking critically about the content they consume and amplify, understanding the effect of their online interactions on others, and accurately assessing the veracity of any content before sharing. Parents must be aware of their child's social media use, agree not to permit their child to use social media during school or in improper or illegal ways, and work to partner with Marist, should the school deem it necessary, in assessing or investigating potential violations of the school's policy.

Marist High School may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. Marist High School may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination.

Realizing this, we are asking that you initial the following and sign below. **This Social Media Agreement will be in effect for the duration of your academic stay at Marist.**

\_\_\_\_\_ I take responsibility for my online profile, including my posts and any photos, videos or other recordings posted by others in which I appear.

\_\_\_\_\_ I will not degrade my friends, teammates, coaches, teachers, or others.

\_\_\_\_\_ I will post only positive things about my friends, teammates, teachers, coaches or others.

\_\_\_\_\_ I will use social media to positively promote my school, my team, my club, my abilities, and social values.

\_\_\_\_\_ I will consider the statement "IS THIS THE ME I WANT YOU TO SEE?" before I post anything online.

\_\_\_\_\_ I will ignore any negative comments written about me on social media and will not retaliate in any manner.

\_\_\_\_\_ If I see another student or teammate or friend post something potentially negative online, I will have a conversation with that person. If I am uncomfortable having a conversation with that person, I will bring it to the attention of an adult.

\_\_\_\_\_ I am aware that I represent myself, my team, my club, my family, my school and my community at all times...and will do so in a positive manner.

\_\_\_\_\_ I will refrain from engaging in inappropriate contact with students or employees.

August - 2024

# THE HISTORY OF MARIST HIGH SCHOOL – CHICAGO

In 1962, Albert Cardinal Meyer requested the Marist Brothers to come to Chicago and oversee the planning, construction, and staffing of a new high school on the southwest side of the city. On November 6th of that year, Brother Pius Lyons arrived in Chicago to oversee the founding of the new school, and on June 3, 1963, ground breaking ceremonies were held. To the astonishment of many, Brother Pius was able to open the school on September 9, 1963. Seven Marist Brothers arrived on September 6th and began school for the three hundred and twenty freshmen who were enrolled. Permanent housing for the Brothers was not available until the completion of the monastery on December 26, 1963.

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

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

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

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

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

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

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

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

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

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

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

The 2021-22 school year was significant as faculty, staff, and students returned to full-day, in-person learning on a daily basis. With diminished COVID-19 restrictions, students were able to fully participate in athletics, clubs, and activities throughout the school year, which added to the appreciable importance of the school community being together once again.

During the 2022 summer, Marist launched Phase I of its Art Wing renovations, a two-phase plan set for completion in the winter of 2023. This capital project addresses both infrastructure as well as state-of-the-art equipment updates that allow for a sequential mastery of courses focused on enriching, engaging, and educating students in preparation for college art courses and beyond. Significant upgrades were also made to both the interior and exterior security system to bolster safety for every member of the community.

In June of 2022, Palos Courts was purchased and renamed the Marist Sportsplex. This was a need that was identified during Marist High School's last strategic plan. The school community identified the problem of student-athletes spending unnecessary hours at school waiting for available gym or field time to participate in open gyms and pre-season workouts. This 75,000 square-foot facility will allow for students to access an athletic facility after school, rather than early in the morning or late at night. Completion of the three field houses are slated for August of 2023.

During the 2023-24 school year we will be celebrating 20 years of excellence in co-education and the 60th anniversary of Marist High School.

## **SCHOOL CREST**

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

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

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



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

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

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

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

# THE MARIST BROTHERS

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

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

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

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

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

# **I. TUITION AND FEE POLICY for 2024-2025**

## **A. Registration Fee**

1. For returning students, this non-refundable fee is due by April 30, 2024.
2. For new students, this non-refundable fee is due by a date specified by the Admissions Office.

## **B. Tuition Contract & Tuition Payments**

1. As a private high school, Marist High School relies exclusively on tuition to fund its operations and is dependent on families paying in a timely manner so that school financial obligations can be met.
2. By enrolling your student at Marist and/or signing the Parent/Student Handbook Contract confirms that parents/guardians have read the contract and are promising that they will pay according to one of Marist High School's payment plans.
3. Failure to pay tuition may cause serious consequences for the student:
  - a. Students with an outstanding balance from the previous year will not receive the schedule for the upcoming school year, until the outstanding balance is paid in full.
  - b. If tuition becomes delinquent during the school year, the student may not be allowed to attend classes or take exams, and/or participate in any school activities, including interscholastic sports, club activities, homecoming, school dances, proms, senior activities and graduation until the outstanding balance is paid in full.
  - c. Student account access may be blocked due to outstanding financial obligations.
  - d. Students will not receive their diploma and final official transcript until the outstanding balance is paid in full. Students and their chosen college will not receive their final transcript.
  - e. Students with an outstanding balance at the end of any semester may be required to withdraw from Marist High School.
  - f. If a student is asked to withdraw, the official transcript will be held and may remain incomplete until the financial obligation is paid in full.
4. Marist uses FACTS Tuition Management for tuition and fee payments. Families will make their payments through the FACTS site. Payments may be made through checking/saving accounts or by debit/credit cards. FACTS charges an additional processing fee for payments made by debit or credit card.

## **C. Payment Plans**

1. Full Payment with Discount
  - a. The entire tuition is due in full by July 30, 2024 less an early payment discount of \$300.00.
  - b. To receive this discount, the school must be in receipt of this payment on or before July 30th.
2. Semester Semi-Annual Payment Plan - Tuition is divided into 2 semi-annual payments.
3. Monthly Payment Plan - Tuition is divided into ten (10) monthly payments.
4. Weekly Payment Plan starts in July and ends in April of each school year.

## **D. Tuition Statements**

1. Tuition statements are available by logging into the student FACTS account.
2. Families should contact the Business Office with changes to their email addresses.

## **E. Late Fees**

Families are expected to keep their tuition current each month.

## **F. NSF Checks**

If your check is returned by the bank due to non-sufficient funds (NSF), your account will be charged a \$30.00 penalty fee by FACTS, as well as the applicable 1% penalty fee on a past due amount.

## **G. Refund Policy**

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

## **H. Graduation Fee**

Seniors are obligated to pay a graduation fee. This fee is billed in October of the student's senior year.

## **I. Academic Charges**

1. Each schedule change will be charged a fee. The fee varies each school year.
2. Certain academic courses have book fees and course fees associated with them. Families of students can view the course fees and book fees on the Marist website. The list of fees will be available once the student receives their schedule. These fees will be billed on your October statement.
3. All students enrolled in Advanced Placement courses are required to take the AP exam and will be charged the College Board fee which varies each year. These fees will be billed on your October statement.
4. ACT and Pre-ACT exam fees will be billed on your October statement.

## **J. Retreat Fees**

Retreat Fees will be billed in October for all students participating in Marist retreats.

Kairos Retreats will be billed if a student participates in the retreat.

## **K. Athletic Fee**

Beginning in 2024-25, Marist will be implementing an annual \$150 athletic fee for all student athletes participating in an IHSA sanctioned sport. Please note that for the 2024-25 school year, two and three-sport participants will only be charged \$150. The \$150 fee will be added to the tuition of all rostered student-athletes who play an IHSA sport at Marist (once they make the team). This fee will be used to support and sustain over 30 athletic programs offered at Marist in the areas of coaching recruitment and retention, athletic facility enhancements, athletic transportation, and certified training coverage among other costs.

## **L. Brothers and Sisters at Marist High School**

1. A second child will receive a reduction in tuition of \$1,000.00.
2. A third/fourth child will receive a reduction in tuition of \$2,000.00.
3. Additional fees must be paid in full for each student.

## **M. Payments to the Business Office**

1. Payments can be made through your FACTS account. Families will be asked to set up an automated payment.
2. On-line payments may be made through FACTS via echeck or debit/credit card. Credit card payments are subject to a FACTS credit card processing fee.
3. The FACTS online payment link can be found at [www.marist.net](http://www.marist.net).
4. Recurring payments can be set up through your FACTS account.

## **N. Financial Difficulty**

If a family is unable to meet its contractual financial obligation, families should contact the CFO as soon as possible to discuss options.

## **O. Transfer Status**

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

## **P. Educational Records**

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

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

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

### **A. Financial resources**

1. Families interested in applying for financial assistance may do so by using our provider, FACTS.
2. FACTS charges each applicant \$30.00 per family to apply for financial assistance.
3. **Families must apply each year to be considered for financial assistance.**
4. The deadline for applying is early March for incoming freshmen and the middle of April for all returning students.
5. After review of the financial aid forms, the Financial Aid committee determines the amount of financial assistance to be given to each family, if the family shows financial need.
6. Notifications of financial assistance awards are sent by Marist High School through the FACTS service by email.

### **B. Monies Awarded**

1. All financial assistance monies received from Marist High School will be awarded as a reduction of the annual tuition.
2. In the event that the amount to be awarded exceeds the amount owed, only those needed monies will be awarded.
3. No refunds will be given.

### **C. Scholarships**

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

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

### III. ACADEMICS

#### A. Graduation Requirements

Class of 2025, 2026, 2027

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

Class of 2028

Religious Studies	4.0 Credits
English	4.0 Credits
Mathematics	3.0 Credits
Science	3.0 Credits
Social Studies	3.0 Credits
World Language	2.0 Credits
Visual & Performing Arts/Tech	1.0 Credits
Physical Education/Health	1.5 Credits
Electives	3.5 Credits
Total Credits	25.0 Credits

#### B. Special Requirements for Graduation

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

#### C. Grade Quality Points

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

<u>GRADE</u>	<u>A.P.</u>	<u>HONORS</u>	<u>ADVANCED</u>	<u>ACADEMIC</u>
A+	5.75	5.25	4.75	4.25
A	5.5	5.0	4.5	4.0
B+	5.0	4.5	4.0	3.5
B	4.5	4.0	3.5	3.0
C+	4.0	3.5	3.0	2.5
C	3.5	3.0	2.5	2.0
D	2.5	2.0	1.5	1.0
F	0	0	0	0

#### D. Marist High School Grading Scale

A+	97-100%
A	90-96%
B+	87-89%
B	80-86%
C+	77-79%
C	70-76%
D	69-69%
F	0-59%

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

#### E. Final Grades

1. Final Grades are calculated at the end of each semester and determine whether or not the student has passed or failed the course for the semester.
2. The semester grade is the ONLY grade that appears on the student transcript.
3. The semester grade is determined in the following manner:
  - a. Summative = 50%, Summative assessments are used to evaluate student learning progress and achievement at the conclusion of

a specific instructional period.

- b. Formative = 30% Formative assessment is an ongoing process in which teachers use a wide variety of methods to evaluate student comprehension, learning needs, and academic progress during a lesson, unit or course. Formative assessments help teachers identify concepts that students are struggling to understand, skills they are having difficulty acquiring, or learning standards they have not yet achieved so that adjustments can be made to lessons, instructional techniques and academic support.
  - c. Final Semester Assessment = 20%
4. Semester grades are used to calculate a student's Grade Point Average (GPA). The cumulative GPA is always calculated by the weighted grade.

#### F. **Ineligibility**

1. Students' grades will be pulled weekly for athletic and extracurricular eligibility. Students with two or more Fs are deemed ineligible for the upcoming week, beginning on Monday.
2. Grades must be posted each Thursday by 9:00 p.m. by all teachers. These posted grades will determine eligibility for athletic and extra-curricular participation beginning the following Monday through Sunday of the next calendar week.
3. The eligibility list will be run overnight into Friday morning of each week, and will be sent to all faculty, staff and coaches by the Administrative Assistant to the Counseling Office.
4. On Fridays, students and parents will be contacted who appear on the ineligibility list.
5. The student-athlete who appears on the ineligibility list will be required to attend the after-school study program from 3:00 p.m. until 3:45 p.m. each week until they come off the ineligibility list. The after school study program is designed to support our student athletes and help guide them toward success on and off the playing field. Students not identified as athletes are strongly encouraged to attend this study hall until they come off the ineligibility list.
6. Student-athletes will continue to practice, but may not play or sit on the bench during games.
7. Students who are not eligible may not be able to participate in Drivers' Education.

#### G. **Course Failures**

1. All semester failures of courses that are graduation requirements must be resolved through Marist High School Summer School or other coursework as approved by the Dean of Student Success.
2. Students with excessive failures may be asked to leave Marist High School.

#### H. **Academic Probation**

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

#### I. **Academic Warning**

1. Incoming freshmen with significant academic issues in the 8th grade can be placed on Academic Warning for the first semester of their freshman year.
2. Sophomores, juniors and seniors can be placed on Academic Warning for the 1st semester of the new school year based on their 2nd semester report card from the prior year.
3. A review of all students on Academic Warning will take place during the 1st semester of the new school year.
4. Students on Academic Warning may be required to attend study or tutoring sessions.

#### J. **Honor Roll**

1. The Honor Roll is calculated at the conclusion of each semester using weighted grades.
2. Honor Roll distinctions are as follows:
  - a. Dean's List = GPA of 4.0 or higher
  - b. Honors = GPA of 3.75 to 3.99
3. A list of Honor Roll recipients will be posted at the conclusion of each semester.



**K. Valedictorian/Salutatorian**

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

**L. Withdrawal from Classes**

1. Once course registration is complete and all deadlines for dropping or adding a course have passed, a student may not drop or add a course, unless the student is academically misplaced. When requesting to drop or add a course, students, parents, and teachers must adhere to the following process to determine if dropping or adding a course is in the student's best interest:
  - a. By September 13th, 2024, the student and his/her parents must make an initial contact with the teacher regarding the level change or to drop the course, OR
  - b. By September 13th, 2024, the teacher must make an initial contact with the student and his/her parent(s) regarding a level change or to drop the course.
  - c. The student must fill out the add/drop form and obtain the necessary signatures from his/her parent, teacher/department chair, and counselor within 48 hours. They must turn in the completed form to his/her counselor.
  - d. Following communication between the student, parents, teacher and counselor, the student's counselor will make a recommendation to the Dean of Student Success.
2. Additional information for dropping a course:
  - a. Students who carry six courses, which is the minimum required course load, may not withdraw from any of their six courses. Deviations from this policy will be considered by the Dean of Student Success in consultation with the Principal.
  - b. Students will not be allowed to drop a course because of a failing grade. Students have an obligation to work with their teacher or sign up for tutoring in order to improve their grade. Students may not be allowed to drop a course because of teacher preference.
  - c. Once the fall drop period (first three weeks of school) has closed, students will not be allowed to drop a course.
  - d. Note that a student who withdraws from a course may receive a grade of WF (withdraw failing). This is left to the discretion of the Dean of Student Success.
  - d. A student withdrawing from a course may not necessarily be placed into another course.

**M. Academic Integrity**

Academic integrity is a key characteristic of a Marist student. A high level of respect and trust is given to each student with the expectation that the student will not break that trust. Homework assignments, projects, quizzes, tests and other assessments are given to students in order that teachers may evaluate each students' individual growth and learning. Any student who is struggling academically with homework, projects, quizzes, tests or other assessments, should communicate with their teacher(s), their counselor and/or the Dean of Student Success so that a plan can be put into place to assist that student.

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

1. Talking to and/or with another student during an assessment
2. Looking at another student's paper (whether copying or not)
3. Placing an assessment answer paper in a position so that another student may see it
4. Having illegal notes or materials (cheat sheets) in a student's possession during an assessment
5. Having in a student's possession a copy of an assessment, or answers to questions prior to the assessment being given

6. Using technology to cheat/plagiarize (i.e., taking, obtaining, distributing digital pictures of a quiz, test or assessment).
7. Copying another person's work, answers or writing.
8. Allowing another person to copy your work, answers or writing.
9. Sharing questions or answers from a quiz or test with students in another class who have not yet taken the assessment.
10. Stealing an assessment or using an assessment that has been obtained illegally.

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

1. Report of the incident made to the Dean of Student Success.
2. Documentation of Academic Dishonesty incident
3. Both academic and disciplinary consequences as listed below:
  - *Academic Consequence:* Students *may* be given an opportunity to re-do the assignment/assessment or complete an alternative assignment/assessment for partial credit. In the event an assignment/assessment is stolen and/or distributed virtually, the student may receive a failing grade on the assignment/assessment.
  - *Disciplinary Consequence:* In addition to receiving an academic consequence, a student will receive a disciplinary consequence commensurate with a Class 1 - Class V violation.

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

**N. Plagiarism**

Plagiarism is a form of Academic Dishonesty in which the thoughts or language of another author or source are used without permission and the representation of that author's work as one's own, by not crediting the original author. When writing a paper or completing an assignment, if a student is unsure about how to cite their source(s), they should consult their teacher for guidance.

1. Students must not represent another's work as their own. This includes all types of resources (textbooks, the internet, Artificial Intelligence, etc.)
2. In the preparation of all papers and other written work, students should carefully distinguish between their own ideas and those that have been derived from other sources. Where material or ideas presented are derived from student research the source *must* be indicated.
3. Information and opinions drawn from other sources are to be attributed specifically to their respective sources which requires students to learn the proper forms of citation. Quotations must be properly placed within quotation marks and fully cited.
4. Students who submit work which is not their own, or work without clear attribution to original sources, will be subject to disciplinary and academic action in alignment with our Academic Integrity policy.

**O. Artificial Intelligence (AI)**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. Artificial Intelligence (AI) tools include, but are not limited to, chatbots, artificial-intelligence based assistants, translators, or augmented optical character recognition systems. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

*(adapted from the Illinois Principals Association policy on Artificial Intelligence)*

## **Test-taking Policy**

In order to create an environment conducive to learning for all students, teachers may enact test-taking policies when giving students an assessment. A teacher's test-taking policy may include, but is not limited to, students sitting in assigned seats, cell phones being turned off and placed in a cell phone caddy and silence throughout the assessment period. If a student violates the test-taking policy they may be issued an academic and disciplinary consequence as listed under the Academic Integrity policy.

### **P. Transfer from Marist High School**

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

### **Q. Transcript/Test Score Release Process**

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

## **IV. SCHOOL LIFE**

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

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

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

### **B. Marist Student Accommodation Plan (MSAP)**

Once a parent/guardian has disclosed a diagnosed disability and provides a current complete Psycho-Educational Evaluation (within three years), the Accommodation Coordinator will review the documentation. This information is used to create a Marist Student Accommodation Plan (MSAP) and intended to ensure that a student who has a disability will receive accommodations that will warrant academic success and access to the learning environment.

### **C. Health Services**

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

1. **Procedures to see the school nurse in case of injury during the school day:**
  - a. Go directly to the Health Office.
  - b. Faculty members in charge of the class/activity at the time of the injury must complete a written Accident Report.
  - c. An Accident Report should be filed with the Health Office.
2. **Procedures to see the school nurse in case of illness:**
  - a. Report to your classroom teacher and ask for a Health Office Pass to visit the Health Office.
  - b. Do NOT report to the Health Office between class periods.
  - c. Do NOT ask for an excuse from PE class without an explicit written statement from a physician.

d. Do NOT call or text your parents to ask for permission to leave school prior to visiting the nurse's office.

### 3. **Medications**

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

### 4. **Physicals**

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

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

- a. Student absences related to hospitalization, a communicable condition, and/or extenuating health condition should be reported to the Health Office.
- b. The School Nurse will then alert the Counselor and Dean Of Student Success so that the student can be assisted during an extended absence or chronic health condition.
- c. Upon the student's return to school, the parent/guardian must provide a note from the student's physician.
- c. Athletic participation may not be allowed for a student who has a medical episode until they are cleared from a doctor and a note is given to the school nurse and athletic trainer.

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

### D. **Lunch Periods**

Affordable student hot lunches and a la carte items are provided on a daily basis by The Country House, Marist High School's cafeteria service provider. Students may bring their own lunch.

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

### E. **Public Relations and Marketing**

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

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

### F. **Grammar School Visits**

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

may be asked to participate.

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

#### **G. Parental Support for School Policy**

Marist High School believes that a positive and constructive working relationship between the school and a student's parents (or guardians) is essential to the fulfillment of the School's mission.

We recognize that effective relationships are characterized by a culture of respect and civility in which students, parents and school personnel work together with a shared commitment to collaboration, open lines of communication and trust.

Thus, Marist High School reserves the right to dismiss and or not re-enroll a student if the School concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interfere with the School's accomplishment of its educational purposes and mission.

#### **Parental Responsibilities**

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

1. ensure my child's timely arrival and daily attendance to school
2. stay apprised of my child's academic progress by checking Skyward on a weekly basis.
3. monitor my child's daily adherence to the Marist High School dress code (reference dress code section below)
4. actively monitor activities inside my home including, but not limited to, my child's social media use and postings and all types of electronic communications
5. not allow alcohol, tobacco, or any other drugs to be used by my child(children) or any other minors who are present in my home.
6. welcome phone calls from other parents regarding events planned in my home.
7. communicate with the appropriate adults to ensure that the events planned at the homes of others will be actively chaperoned and will not include the use of alcohol, tobacco or other drugs.
8. insist that alcohol, tobacco or other drugs not be made available to my children.
9. request that I be informed if my children are seen smoking, consuming alcohol or under the influence of alcohol and/or other drugs.
10. support the guidelines set by MHS in connection with alcohol, tobacco and drug use.
11. support the local community curfews.
12. discuss items #1-8 with my child(children).
13. be concerned about the increasing acceptance of adolescent use of alcohol, tobacco and drugs as a normal part of growing up.
14. serve as a positive role model to my child (children).
15. believe that appropriate limits are important and necessary for the healthy development of my child(children).
16. support the guidelines set by MHS in connection with use of social media and technology.

## V. GENERAL REGULATIONS

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

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

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

### A. MHS Discipline Philosophy

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

Marist High School reserves the right to take disciplinary action when a student's behavior:

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

**Any of the above conduct may be cause for parental withdrawal or expulsion from the school community.**

### B. Harassment/Bullying

Harassment and bullying are considered unacceptable and are NOT tolerated by MHS. Any reports of bullying and/or harassment (as defined below) shall be addressed with the school's code of conduct, and where applicable, the applicable regulations under Title IX of the Educational Amendments of 1971.

1. **Harassment** is defined as: offensive, intimidating, or hostile behavior which has the intent or effect of unreasonably disrupting the school environment as a whole, or impacting specific faculty, staff, students and members of the community (including individuals outside of the Marist community). This includes:
  - a. Sexual harassment (see below)
  - b. Ethnic and Racial harassment (see below)
  - c. Mean-spirited behavior
  
2. **Sexual Harassment** is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. It is defined as the following acts which create a hostile, intimidating or offensive environment:
  - a. Unwanted sexually oriented acts
  - b. Unwelcome sexual advancements
  - c. Requests for sexual favors
  - d. Sexually motivated physical contact
  - e. Other verbal or physical conduct or communication of a sexual nature
  - f. Specific examples of such behavior include, but are not limited to:
    - g. Written Contact – sexually suggestive or obscene letters, notes, invitations, drawings of cyber messages
    - h. Verbal Contact – sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comment about another's body/characteristics which may be construed as embarrassing
    - i. Physical Contact – intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking

movement, or coercing sexual contact

- j. Visual Contact – suggestive looks, staring at another’s body, gesturing, displaying sexually explicit or suggestive objects, pictures or magazines

Sexual harassment as defined under the U.S. Department of Education implementing regulations of Title IX is also prohibited. Any person, including an MHS employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual’s sexual conduct that satisfies one or more of the following:

1. An MHS employee conditions the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s educational program or activity; or
3. Sexual assault as defined in 20 USC 1092(f)(6)(A)(v) dating violence as defined in 34 USC 12291(a)(10), domestic violence as defined in 34 USC 12291(a)(8), or stalking as defined in 34 USC 12291(a)(30)

3. **Racial and ethnic harassment** are forms of discrimination prohibited by Title VII of the Civil Rights Act of 1964, defined as unwelcome conduct based on actual or perceived race, ethnicity or national origin.

**Racial/ethnic harassment is race discrimination which interferes with the student’s opportunities to engage in the educational, athletic and co curricular programs, or creates an intimidating, hostile, or offensive educational environment offered by Marist High School.**

This could include the following acts, among others, which create a hostile, intimidating or offensive environment:

- a. Slurs, taunts or name-calling
- b. Threatening or causing physical harm
- c. Sexual violence
- d. Causing psychological harm
- e. Threatened or actual destruction of property
- f. Invocation of stereotypes based on perceived shared ancestral or ethnic characteristics
- g. Demeaning jokes related to a particular race or ethnicity
- h. Criticism or callouts based on appearance or speech
- i. Nonverbal conduct, such as derogatory gestures or facial expressions of a racial nature, physical proximity designed to discomfit, or malicious interference with academic or extracurricular activity
- j. Wearing or possessing items depicting or implying racial hatred or prejudice.

4. **Bullying** includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying is prohibited in each of the following situations:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the education process or orderly operation of the school. This paragraph only applies when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function or program.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Bullying is contrary to state law and the policy of Marist High School. Nothing in this policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article 1 of the Illinois Constitution.

5. **Cyber-bullying** is online bullying which occurs when a student uses the internet, social media websites, cell phones or other electronic devices to post texts or images designed to hurt, embarrass, or otherwise harm another student (or staff member) at Marist High School, or outside the Marist High School community.

- a. Possession of inappropriate photos of minors is considered child pornography and is illegal
- b. Usually cyber-bullying is practiced off campus and may need to be communicated to parents and/or police

6. **Hazing** means any intentional, knowing or reckless act directed to or required of a student for purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are, or include other students. Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extracurricular activities
- Conference with parents/guardians, and/or
- Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health of safety or another person may also be subject to suspension, parental withdrawal or expulsion.

7. **Reporting Procedures:** All accusations of harassment and bullying will be thoroughly investigated by school officials

- a. An oral or written report will be presented to an administrator of MHS.
- b. MHS will investigate the allegations in a timely manner and report back to the parties involved.
- c. A report will be kept on file regarding the allegation and findings.
- d. Note that when a false report is knowingly filed, the individual filing the false report will be subject to disciplinary action which may include suspension and/or expulsion.

8. **Consequences:** Where there is basis for accusations, appropriate disciplinary consequences, including expulsion will be imposed.

9. **MHS Hotline: 773-881-5365** to be used by students who want to communicate a concern regarding the school community.

10. **National Suicide Prevention Lifeline: 1-800-273-TALK (8255)**

11. **Crisis Text Line: text START to 741741**

### C. **Code of Conduct**

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

1. Smoking, vaping, chewing tobacco, smokeless tobacco, electronic cigarettes, hookah pens, etc. are prohibited by law on school grounds, on property adjacent to the school, at senior service sites, in the school building and at Marist events off-site. Possession of these items including lighters and matches is prohibited. (Class IV) Repeat offenders will need to complete an on-line tobacco/vaping course at the expense of the student along with Class IV disciplinary penalties at the discretion of the Dean of Students. A 3rd offense may result in a parental withdrawal or expulsion.



2. Fireworks (including smoke bombs, pepper gas, mace, etc.) are prohibited in, on or near the school campus. (Class IV)
3. Fire alarms, extinguishers and any other fire equipment are off limits to students. (Class III)
4. Roughhousing in the school building or adjacent properties or at any school-sponsored event will not be tolerated. (Class III, IV)
5. Fighting in the school building or adjacent properties or at any school-sponsored event will not be tolerated. (Class IV, V,VI)
6. Disrespect towards school personnel, other students and visitors. (Class II)
7. Truancy from an individual class period will result in a 3-hour detention. Repeated truanancies may result in external suspension or internal suspension at the discretion of the Dean. Students may not receive academic credit for the work missed. (Class II, III, IV)
8. Truancy from school for an entire day. (Students may not receive academic credit for the work missed. (Class III, IV)
9. Inappropriate and immature behavior/conduct. (Class II, III, IV)
10. Vulgarity. (Class II, III, IV)
11. Disruptions in the classroom, the ARC, the cafeteria, study halls, hallways, rallies, assemblies and mass which disrupt the school environment and/or threaten the safety and/or well-being of other students. This includes sit-ins, walkouts, mob action, rioting, picketing, trespassing, food fights, inciting disturbances, threats, pranks, or actual violence during the period of disruption. (Class III, IV)
12. Leaving campus or Senior Service site without the permission of the Dean of Students. (Class III, IV)
13. Littering the school and school grounds. (Class I)
14. Destroying school property or the property of any member of the school community (administration, faculty, staff or student body). (Class III, IV)
15. Possession or drinking of alcoholic beverages (Class IV, V, VI)
  - a. Students are reminded that underage drinking is against the law.
  - b. MHS reserves the right to request a breathalyzer test of any student suspected of being under the influence of alcohol.
  - c. Refusal to submit to a breathalyzer test presumes that the student is under the influence of alcohol.
16. Possession, use, sale or distribution of drugs, drug paraphernalia. (Class IV, V, VI)
  - a. Students are reminded that the possession, use, sale or distribution of drugs is against the law.
  - b. A student is deemed to be in possession of an illegal and/or banned item when this item is found on the person of the student, in his/her backpack or locker, in a vehicle on school property, in any vehicle a student brought on school property, or at any school function or activity on or off campus.
17. Possession or use of a weapon or any replica of a weapon. This includes guns, knives, or any other instrument that could be considered harmful to any member of the school community. This also includes appearing on social media site(s) in possession of a weapon or replica of a weapon. (Class IV, V, VI)
18. Sexual, racial, religious or ethnic inflammatory statements or actions. The use of any insensitive or inflammatory sexual, racial/ethnic or religious language, spoken or written in any social context, is unacceptable. If these types of behaviors are egregious in a singular episode or persistent, the Marist administration maintains the right to parental withdrawal or expulsion. (Class IV, V, VI)

**Racial and ethnic harassment** are forms of discrimination prohibited by Title VII of the Civil Rights Act of 1964, defined as unwelcome conduct based on actual or perceived race, ethnicity or national origin.

**Racial/ethnic harassment is race discrimination which interferes with the student's opportunities to engage in the educational, athletic and co curricular programs offered by Marist High School.**

This could include the following acts among others which create a hostile, intimidating or offensive environment:

- Slurs, taunts or name-calling
- Physical threats or attacks
- Invocation of stereotypes based on perceived shared ancestral or ethnic characteristics
- Demeaning jokes related to a particular race or ethnicity
- Criticism or callouts based on appearance or speech
- Nonverbal conduct, such as derogatory gestures or facial expressions of a racial nature, physical proximity designed to discomfit, or malicious interference with academic or extracurricular activity.
- Visual displays or graffiti of racially intimidating or racially significant symbols, slogans, or epithets, including clothing or accessories linked to hate groups or hate movements

19. Defiance of faculty authority. (Class III, IV)

20. Threat or intent to do bodily harm to any member of the MHS community or the community at large. (Class IV, V, VI)
  - a. In addition to disciplinary measures, a psychological evaluation of the student, a formal Release of Information for the student's counselor, and a written psychological report evaluating the student's emotional fitness are required.
  - b. Following this, a staffing will take place with the Principal, the Deans and the Counselor to determine reinstatement of the student.
  - c. A formal meeting will take place with the student and his/her parent/guardian prior to the student returning to school.
21. Theft. (Class IV, V, VI)
22. Hate crimes or the wearing of any hate organization materials and the possession and/or distribution of any hate related literature or paraphernalia. (Class IV, V, VI)
23. Bomb threats. (Class V, VI)
24. Extortion. (Class IV, V, VI)
25. Gambling in any form. (Class IV, V, VI)
26. Intimidation. (Class III)
27. Harassment and Bullying. (Class III, IV, V, VI)
28. Hazing. (Class III, IV, V, VI)
29. Sexual, racial, religious or ethnic insensitive words or actions. (Class III, IV, V, VI)
30. Inappropriate sexual conduct. (Class III, IV, V, VI)
31. Inappropriate Public Displays of Affection - not permitted in the school building, on the school grounds, or at school-related functions. (Class II)
32. Vandalism. (Class II, III, IV, V, VI)
33. Academic Dishonesty. (Class I, II, III, IV, V)
34. Unauthorized possession or use of school forms including providing false signatures on school forms, school letterhead and other school documents. (Class III, IV, V, VI)
35. Unauthorized use of computers and other school equipment. (Class III, IV, V, VI) This includes:
  - a. Any physical damage to MHS tech equipment (PC, monitors, keyboard, mouse, projectors, cameras, etc.)
  - b. Tampering with any MHS owned tech equipment.
  - c. Using and/or logging in (or hacking into) any MHS computer account (student, faculty, etc.) at any time.
  - d. Copying and/or altering documents belonging to the school or other students or faculty and staff.
  - e. Tampering with computer software.
  - f. Any other incident as determined by the Technology department
36. Only One Electronic Device (iPad) per student may be allowed on Marist's Wi-Fi during the school day. (Class III, IV, V, VI)
  - a. **Upon entering the classroom, students are required to place their active cellphones in the cell phone caddie. Students may not use their cellphone for any reason except when the instructor has an activity that necessitates phone usage.**
  - b. Cell phones are never to be used for phone calls or Facetime in the hallways. In case of an emergency, students are required to use the Dean's office, Main Office and/or Counseling office to utilize their phone for that emergency.
  - c. iPads are NOT to be cellular (i.e. 4G/5G) devices.
  - d. iPads are not to use any VPN (free or purchased) while on Marist's Wi-Fi.
  - e. The Dean of Students reserves the right to view the contents of a cellular device (phone or iPad) if a student is under suspicion for cheating or other activities that violate a school disciplinary rule or policy, including the right to request the student's password for that cellular device for purposes other than to gain access to the student's account or profile on a social networking website. The School may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The School may, however, conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported so that the School may make a factual determination.
  - f. Students are not allowed to videotape, photograph or record anyone (students, faculty, staff, visitors, guests, etc.) without his/her permission either on or off campus.
  - g. Marist High School encourages students to remember that they are in a learning atmosphere and therefore, the use of

earphones/earbuds may be distracting and at times unsafe. Students are expected to remove their earphones and/or earbuds at the request of an adult. Students who have been consistently warned about earbud use may receive disciplinary consequences. Marist is not responsible for any missed information for a student who chooses to wear an earphone/earbud at an inappropriate time in the school building.

37. Gang activity, gang symbols and gang graffiti of any kind will not be tolerated at MHS. This includes the wearing of any gang-related clothing/materials and the possession and/or distribution of any such material. (Class IV, V, VI)
38. Criminal Law Violations – Any student who has been charged with a crime or who brings public embarrassment and/or discredit to the MHS community or whose presence on the school campus may endanger the welfare and/or safety of other students, faculty, staff, or whose presence may negatively impact or cause disruption to the school environment or the community at large. Determinations made to discipline such students will be made by the administration on a case-by-case basis. Students found to have engaged in conduct that is suspected to constitute criminal activity may be referred to law enforcement as deemed applicable or appropriate by Marist High School.

#### D. **Student Behavior Code**

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

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

Class I Petty Offenses: 1-Hour Detention

Class II Minor Offenses: 2-5 Hours of Detention

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

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

Class V Offenses: Parental Withdrawal

Class VI Offense: Expulsion

Note: The Disciplinary Class of the Student Behavior Code represents the minimum disciplinary consequence and/or the type of discipline a student might be subjected to for engaging in such conduct. The Disciplinary Class may be moved up to a higher class at the discretion of the Dean of Students, and the disciplinary consequence may be modified as deemed appropriate at the sole discretion of the Dean of Students or the Principal.

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

#### E. **Discipline Procedures**

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

1. Student-Teacher Conferences – If a student's behavior becomes problematic in the classroom, the teacher will request a conference with the student to discuss the behavior, the expected change in the behavior and the consequence if the behavior does not improve.
2. Detention – Referral to Dean of Students – A teacher may give a student a detention or may refer a student to the Dean of Students to receive a detention. The number of hours of detention given is at the discretion of the Dean of Students.
  - a. Formal Detention is conducted Monday through Friday in a room designated as the Detention Room at the beginning of the school year. Morning detention is run from 7:15 am to 7:45 am and after school from 2:50 pm to 3:30 pm. Students are expected to bring academic materials with them to detention and must be in dress code.
  - b. Study Hall or Work Detention are the two ways in which detentions are served. Students are expected to bring academic materials with them to detention. They also may be asked to perform work/service to the school.
  - c. Detentions are to be served within three days of receipt. Tardy detentions are to be served on the day the student is tardy or the following day. Students who accumulate 5 unserved detentions may be subject to an in-school suspension.

- d. Saturday Detentions are held at the discretion of the Dean of Students and start at 7 AM.
  - e. Athletic Practices and/or Extracurricular Activities are not valid reasons for missing detention.
3. Internal or External Suspension may be imposed by the Dean of Students. All suspensions will result in the loss of school privileges and school related activities on the day, night or weekend of the suspension. Suspensions may be anywhere from one day to an indefinite period of time as determined by the Dean of Students.

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

- a. Parent Notification by the Dean of Students will take place when a student is suspended.
  - b. Parent Conference may be a condition for readmission after a suspension.
  - c. 12 Hours of Detention (for each day of the internal or external suspension) must be completed on consecutive days following a school suspension. Students will not be able to participate in extracurricular activities until all detention hours are completed.
  - d. Disciplinary probation will be imposed after the suspension for a time period determined by the Dean. The length of the probation may be one semester, one school year or for the remainder of the student's academic stay at Marist.
  - e. Academic Work is solely the responsibility of the student during the period of suspension. Students should work with their teachers to create a plan to make up missed work after their suspension.
4. Disciplinary Review is conducted following a suspension where there are grounds for further discipline that may result in parent withdrawal or expulsion.
- a. Following communication with the parents and the student regarding the offense and the suspension, the Dean of Students and/or Director of Security will conduct a review of the information gathered regarding the conduct and gather any additional relevant information as deemed applicable by the Dean of Students or the Director of Security. That review shall include a meeting with the student if one has not yet been conducted.
  - b. The Dean of Students will communicate the findings of the review to the parents/guardians of the student.
  - c. The student will remain out of school until the case is reviewed by the MHS Administration and a decision regarding further disciplinary action or other measures is made.
  - d. The Dean of Students and/or Principal will communicate the final decision to the parents. In the event the administration receives additional information, the administration reserves the right to alter the decision.
  - e. Appeals of the disciplinary decision are to be directed only to the office of the Principal, and it is at the discretion of the Principal as to whether or not the appeal is warranted.

5. Disciplinary Decisions

- a. Disciplinary Probation may be imposed on a student when he/she has continually disregarded or violated existing school rules and regulations. The length of the probation period may be one semester or one school year or for the duration of the student's academic stay at Marist.
  - i. While on Disciplinary Probation, another serious breach of the disciplinary code or a series of minor offenses will lead to more serious disciplinary action
  - ii. While on Disciplinary Probation, all offenses against the disciplinary code are viewed much more seriously.
  - iii. The Dean of Students will decide if a student on Disciplinary Probation may participate in sports, clubs, school activities, dances, trips or other activities.
- b. Marist Mediation - In some instances, Marist believes that disputes between students can be mediated by our counselors, administrators, teachers and in certain circumstances, other students in the school community. The purpose of the mediation is to investigate the sources of student friction and open lines of communication between the students that may not have existed prior to any incident. Though Marist believes in consequences for inappropriate behavior, it also recognizes the importance of working together as a community to assist young people in their development as competent, compassionate and thoughtful Christian citizens.

Mediation sessions may vary in length depending on the seriousness of each case. Parents will be contacted by an official from Marist prior to any mediation session in order to fully discuss the reasons behind a decision to send their son or daughter to mediation.

c. Restorative Program - A restorative plan may be used in lieu of or in conjunction with disciplinary actions. This plan will be curated to address the needs of the involved student(s) and behaviors demonstrated in the disciplinary scenario. The goal is to modify behaviors, resolve conflict, repair harm, heal relationships, build community, and equip students with life-long skills.

6. Parental Withdrawal is a request made by the Administration that the parent withdraw their student when the Administration has decided that the student will no longer be able to continue as a student at MHS.

i. The parental withdrawal avoids “Expulsion” on the MHS transcript.

ii. Note: All outstanding bills must be paid prior to transcripts being sent to another school.

iii. If the parent/guardian rejects the Parental Withdrawal request, the Administration will proceed with the Expulsion process

7. Expulsion is a decision made by the Administration that the student will no longer be able to continue as a student at MHS.

The MHS transcript will state “Expulsion”. Note: All outstanding bills must be paid prior to the transcript being sent to another school.

## F. General Dress Code Regulations

Marist High School maintains a formal dress code, which contributes to a seriousness of purpose and to a positive learning atmosphere. The school expects the full support of parents/guardians in implementing all aspects of the dress code. Tommy Hilfiger is Marist High School’s official uniform provider for all year levels. Uniforms can be ordered online at [www.globalschoolwear.com](http://www.globalschoolwear.com). You can shop by school name or code. The Marist school code is MHSU\$@ (Marist High School Uniform 42. Marist bookstore hours are posted on the website [www.marist.net](http://www.marist.net).

The Deans’ Office reserves the right to use discretionary judgment in determining the appropriateness of all items pertaining to the dress code. Violations of the dress code will result in one to three hours of detention. Students who accumulate five (5) or more dress code detentions in a semester will be placed on Dress Code Probation. Any subsequent dress code detention will be three hours in duration.. **Blatant or continued violations of dress code will result in loss of extra-curricular privileges and/or suspension. If students continue to violate the Marist dress code, they may be sent home for the day.**

Note that the dress code does not prohibit hairstyles historically associated with race or ethnicity, or hair texture, including, but not limited to protective hairstyles such as braids, locks and twists.

1. Complete Dress Code applies to ALL year levels. Complete dress code is worn Monday through Thursday and includes:

- skirts for girls (finger tip in length and should not be rolled at the waist )
- pants/shorts for girls and boys. Belt must be worn.
- short/long sleeved polo shirts for boys and girls (long sleeved t-shirts are not allowed under short sleeved polo shirts)

a. All clothing must have the Marist High School logo on it.

b. Acceptable Shoe Pictorial is available on the Marist website in the Deans’ Office menu. Gym shoes are only worn during PE and are not dress code compliant. Heavy soled boots or shoes worn above the ankle are not allowed. Slippers, crocs, slide shoes and the like are also prohibited. Socks must be worn.

c. Students are allowed to wear Marist apparel over their polos.

d. All decisions regarding dress code compliance are made by the Dean of Students.

e. PE Uniforms are available for purchase through Tommy Hilfiger.

f. Fridays are designated as “Spirit Fridays”; students are required to wear Marist spirit wear from the waist up.

2. Girls’ and Boys’ Dress Code

a. **GIRLS’ DRESS CODE FOR FRESHMEN & SOPHOMORES**

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

1. Khaki SKIRTS - pajama pants/sweatpants are NOT allowed to be worn under skirts during the school day.

2. Khaki PANTS or SHORTS (on warm weather days)
3. BELTS - Leather: Black,Brown or Tan - Belts do not need to be purchased through Tommy Hilfiger.
4. POLO SHIRTS - Long or short sleeved in Red/White or Black/White (MHS Bookstore only) or Red or Black (Tommy Hilfiger). All polos must have the Marist logo.
5. OUTERWEAR (optional)- Approved outerwear (no hoods) purchased from Tommy Hilfiger with Marist logo or Marist Bookstore.
6. SOCKS/TIGHTS - Solid tights or microfiber in Red, Black or White - Sweatpants, pajama pants and the like are not allowed to be worn under skirts.
7. HEADBANDS must be black, red or white...head scarves and bandanas are not allowed.
8. Marist student ID/lanyard must be worn around the neck and visible over the outermost layer of clothing. This includes all dress down days.

b. BOYS' DRESS CODE FOR FRESHMEN & SOPHOMORES

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

1. Khaki PANTS or SHORTS (on warm weather days)
2. BELTS - Leather: black,brown or tan - Belts do not need to be purchased through Tommy Hilfiger.
3. POLO SHIRTS - Long or short sleeved in red/white or black/white (MHS Bookstore only) or red or black (Tommy Hilfiger). All polos must have the Marist logo.
4. OUTERWEAR - (optional) Approved outerwear (no hoods) purchased from Tommy Hilfiger with Marist logo or Marist Bookstore
5. SOCKS must be worn
6. Marist student ID/lanyard must be worn around the neck and visible over the outermost layer of clothing. This includes all dress down days.

c. GIRLS' DRESS CODE FOR JUNIORS & SENIORS

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

1. Black SKIRTS - pajama pants or sweatpants are not allowed to be worn under skirts during the school day (including senior service).
2. Black PANTS or SHORTS (on warm weather days)
3. BELTS - Leather: Black,Brown or Tan - Belts do not need to be purchased through Tommy Hilfiger.
4. POLO SHIRTS - Long or short sleeved in red/white or black/white (MHS Bookstore only) or red or black (Tommy Hilfiger). All polos must have the Marist logo.
5. OUTERWEAR (optional)- Approved outerwear (no hoods) purchased from Tommy Hilfiger with Marist logo or Marist Bookstore

6. SOCKS/TIGHTS - Solid tights or microfiber in red, black or white - Sweatpants, pajama pants and the like are not allowed to be worn under skirts.
7. HEADBANDS must be black, red or white...head scarves and bandanas are not allowed.
8. Marist student ID/lanyard must be worn around the neck and visible over the outermost layer of clothing. This includes all dress down days.

d. BOYS' DRESS CODE FOR JUNIORS & SENIORS

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

1. Black PANTS or SHORTS (on warm weather days)
2. BELTS - Leather: Black, Brown or Tan - Belts do not need to be purchased through Tommy Hilfiger.
3. POLO SHIRTS - Long or short sleeved in red/white or black/white (MHS Bookstore only) or red or black (Tommy Hilfiger). All polos must have the Marist logo.
4. OUTERWEAR - (optional) Approved outerwear (no hoods) purchased from Tommy Hilfiger with Marist logo or Marist Bookstore
5. SOCKS must be worn
6. Marist student ID/lanyard must be worn around the neck and visible over the outermost layer of clothing. This includes all dress down days.

- e. Marist will allow black, brown, gray and white rubber-soled shoes or dress shoes. The shoes must be solid in color including the shoe laces. Shoe laces must be tied. Fluorescent colors are not allowed. Slippers, sandals, crocs, slide shoes and the like are also prohibited. Socks/tights in red, black or white must be worn. During the winter months, students may wear boots of the same aforementioned colors; cowboy, combat or fur-lined boots are not allowed. **The deans reserve the right to exclude certain footwear.**

3. Miscellaneous Dress Code Items

- a. Tattoos are not permitted. Pre-existing tattoos should be covered at all times.
- b. Hats, caps, bandanas, head scarves and male hair jewelry are not permitted to be worn in the school building and should remain in student lockers or backpacks. Hoods are never to be worn over the head once in the building.
- c. Field Trip Attire must be the same as regular school dress code. Any exceptions must be approved by the Dean of Students.
- d. Gum is not permitted in the school building.
- e. Girls' Hair is to be neat, clean and well groomed. Dying hair unnatural colors (ie. pink, purple, bright red, green, blue, etc.) is not permitted. Headbands must be black, red or white. Note that the dress code does not prohibit hairstyles historically associated with race or ethnicity, or hair texture, including, but not limited to protective hairstyles such as braids, locks and twists.
- f. Boys' Hair is to be neat, clean and well groomed. Dying hair unnatural colors (ie. pink, purple, bright red, green, blue, etc.) is not permitted. Note that the dress code does not prohibit hairstyles historically associated with race or ethnicity, or hair texture, including, but not limited to protective hairstyles such as braids, locks and twists.
- g. Facial Hair of any kind is not permitted. Sideburns may not extend below the earlobe and must not be more than an inch wide. Goatees, chin hair, and hair above the lip is not permitted. Students may be sent home to shave in order to return to school.
- h. Girls' Earrings, Jewelry and Make-up should not be excessive. Body piercing, eyebrow piercing and gauges are not permitted. Plastic studs in piercings are not permitted and students are not to cover piercings with Band-Aids.
- i. Boys' Earrings are not allowed. Plastic studs in piercings are not permitted and students are not to cover piercings with Band-Aids.
- j. Earbuds, Earphones and/or Headphones are prohibited in the hallways, in the cafeteria, in classrooms during the school day. Earbuds, earphones and/or headphones may only be used for academic purposes when permission is given by the student's teacher, or in the ARC for academic purposes only (but not for music, game playing, non-academic videos).
- k. Student Identification Cards and Lanyards are issued to every MHS student enrolled at MHS. Students must wear their ID/lanyard

around the neck and visible over the outermost layer of clothing. This includes all dress down days. Failure to do so will result in detention.

- i. Cell Phones are allowed in the school building, however, cell phones should not be a disruption to the academic purpose of the school day nor should it be a distraction to student socialization. Cell phones should be placed in the cell phone caddy upon entering any classroom at the beginning of the class period..
4. **Masks** - If masks are required due to revised health regulations, they need to be worn during the entire school day and must cover both the nose and mouth. Students may wear cloth masks that are plain and single colored in red, black or white. Cloth masks may not have words, images, prints or patterns. Medical disposable masks are also permitted. Students are expected to have their own mask.

## G. Attendance

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

### 1. Illness or Necessary Absence

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

- A parent/guardian must call the Attendance Office at 773.881.5350 prior to the start of the school day to report a necessary absence on EACH day the student is absent..
- If a student is not called in by a parent/guardian ON THE DAY OF THE ABSENCE, the student may receive a 1-hour detention. Consistent failure to call a student in absent by a parent/guardian WILL result in a 1-hour detention each time the student is not called in by the parent. Students arriving after 8:00 am must enter the building at the Main Office. Students arriving after 8:15 AM require a parent or guardian phone call to the attendance office to report their child's tardiness to school.
- The Dean of Students will email a parent at the end of the school day if no call is received to verify their student's absence or tardy to school.

### 2. Excused Absences

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

### 3. Long-term Absences

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



#### 4. Truancy

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

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

6. Extracurricular Attendance Policy means that students must attend at least half of the day of a school sponsored event, in order to attend the event. This means that a student must attend school for four periods. Note that this applies to all MHS students attending the Senior Prom. Any and all exceptions must be approved by the Dean of Students.

7. Early Dismissals must be approved through the Attendance Office. If the dismissal is due to illness, the student must secure permission through the Nurse's office. Students are not allowed to call parents on their cell phone to secure early dismissal themselves without checking in with the Nurse's Office and the Attendance Office. The following procedures should be following when securing an early dismissal:

- a. Parent/guardian should send a note or call the Attendance Office with the necessary information regarding the appointment.
- b. Students will be given a pass from the Attendance Office indicating the time that the student is to leave class.
- c. If the student returns to school he/she must check in with the Attendance Office for a pass.

8. Attendance Probation A student will be placed on **ATTENDANCE PROBATION** if he/she is absent more than eight (8) times in a semester. The parent/guardian will receive notification from the Dean of Students after the 8<sup>th</sup> absence and for each ensuing absence. Additionally, the student and the parent/guardian may be asked to meet with the Dean of Students.

9. Academic Consequence of Attendance Probation If a student is absent from any class more than eight (8) times in a semester, he/she may have a grade reduced by one letter grade for that class in that marking period and/or that semester. Absences affecting Class Placement: Students who miss significant amounts of class time due to excessive absences may not be placed in Honors or Advanced Placement classes for the following year if the student has not completed a sizable amount of coursework for their current course. This placement is at the discretion of the administration and faculty.

10. Illness during school day Students who become sick during the school day must see the nurse immediately. Students are only excused from class if they are in the Nurse's Office. The nurse will issue permission to leave school, if warranted, following contact with the student's parent/guardian.

11. Excessive absences: When there are more than eight absences in a semester, parents will be notified and students may not be excused from class for field trips or extracurricular activities, including dances and PROM. Excessive absences of more than eight days per semester is detrimental to the student's academic success. When a student reaches eight days of absence in a semester, further absences must be approved by the school and/or verified with a signed doctor's note accounting for the specific number of days absent. When a student exceeds eight days of absence or if a student is to be absent for an extended period of time, a plan shall be created and implemented to ensure that the student completes missed assignments and tests in a timely fashion. Deadlines for assignments and tests will be determined by the academic team and are absolute. Noncompliance will result in failure of the course and loss of credit, and in some cases may result in dismissal.

Marist High School does not offer home-schooling or homebound instruction. A student who is absent more than 20 days in a semester may receive a grade of "Incomplete" for his/her classes that semester, may receive a grade of pass/fail for his/her classes that semester, or may not receive credit at all for his/her classes for that semester, regardless of the amount of work that the student has submitted electronically to their teachers. At this juncture of missing 20 days, it may be in the best interest of the student to withdraw from school and seek to make up the credits they have missed through alternative means, such as homebound instruction through their local public district or online credit programs. Withdrawal in cases such as this is at the discretion of school administration.

## H. Tardies

Regular and timely attendance is essential for student learning. Marist expects students to be in class except when they are ill or have academic activities that take place outside the school building. Classes begin at 8:00 AM. A student who arrives late must report to and sign in at the Attendance Office. Students arriving after 8:15 AM require a parent or guardian phone call to the attendance office to report their child's tardiness to school.

1. Although lateness is not considered acceptable, students will be excused for lateness seven (7) TIMES PER SEMESTER. MHS feels that seven late arrivals per semester are more than enough to cover transportation issues, illness, doctor appointments, oversleeping or a family need.
2. NO tardy after the 7th tardy will be excused for any reason – even if the parent calls the student late. Only the Dean's Office may waive a tardy after the 7th one.
3. Students will be placed on **TARDY PROBATION** after the 7th tardy and will receive a detention for each tardy after the 7th one.
4. A student who receives a 10th tardy in the semester will receive a Pass/Fail Tardy Notification. This notification will serve as a warning to the student that their first period semester grade may be adjusted to a Pass/Fail. If a student tardy total exceeds 15, the student may be graded on a Pass/Fail basis in their first period class. If a student tardy total exceeds 20 for the semester, the student may not receive academic credit in that class for the semester.
5. Students are expected to serve their tardy detentions ON THE DAY THEY ARE TARDY or the following day.

## I Pregnancy Policy

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

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

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

1. An initial conference will be held with the student, her parent/guardian, her Counselor, the school nurse, the social worker and the Director of Counseling to determine the most appropriate course of action.
2. If the father is a MHS student, a similar conference will take place with him and his parents and his counselor.
3. If the decision is made for the student to remain in school through the first two trimesters of the pregnancy, the student and her parent/guardian will assume all responsibility for prenatal care as well as the regular school responsibilities.
4. A second conference will take place at the beginning of the student's third trimester to determine when an alternate educational process will begin and what that process will entail.
5. If a health concern arises during the course of the pregnancy, a conference will be held to determine what the alternate educational process will entail.
6. The student's return to school after delivery will be preceded by a conference with the student, her Counselor, the social worker and the Director of Counseling.
7. Students will not be allowed to hold a baby shower or other baby-related gatherings at the school.
8. Students will not be allowed to have their child with them during the school day.

- J. **Guidelines on Responsible Use Policy** (included but not limited to, the Internet, the Intranet/file storage, Email, Fax, School and Personal Computers, Printers, Phones, Cellphones) NOTE: School personnel may withdraw student computer access at any time.
1. Marist High School provides technology resources to its students to promote educational excellence by facilitating innovation, collaboration and independent learning.
    - a. The use of school owned equipment and personal mobile devices are used to promote a deeper level of teaching and learning, allowing students to think critically, speak articulately and to nurture those necessary skills needed for lifelong learning.
    - b. Students are expected to use all types of technical equipment, computing devices, software, Apps, e-mail, social media and network resources in a responsible, ethical manner, including the Apple classroom which requires students to register for their class and participate in the iPad monitoring process.
    - c. Marist's proposed technology protection measures and internet safety policies are updated annually and reviewed during yearly student and parent information meetings. This includes, but is not limited to, educating minors about appropriate online behavior including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness and response.
  2. A critical component of the teaching/learning experience is that of Internet safety and security of minors.
    - a. The school's network has filtering software in place to block inappropriate or harmful sites as defined by the Children's Internet Protection Act (CIPA) and the Administration of MHS.
    - b. Marist High School enforces the use of a technology protection measure which filters internet access on all of our computers with internet access. This filter protects against access by adults and minors to visual depictions that are obscene, child pornography or harmful to minors.
    - c. Students are constantly reminded to "think before they post" and it is reaffirmed that stored electronic messages or content are not really deemed private.
    - d. Students are required to sign an additional STUDENT SOCIAL MEDIA AGREEMENT along with this RUP every school year as an important reminder on appropriate online behavior.
    - E. Curriculum content taught to all students includes critical thinking and decision-making skills needed to be safe, responsible and technologically proficient cyber citizens in today's global society.
  3. The use of Marist's technological platform is provided as a privilege, not a right, and access to it can be limited or removed by an administrator if in violation of the general regulations specified in this Student Handbook.
    - a. To the best of our ability given the resources at hand, Marist High School monitors the school's network data, online activities and network traffic for the following:
      1. Unauthorized access including "hacking" and other unlawful activities by minors online
      2. Unauthorized disclosure, use, or dissemination of personal information regarding minors
      3. Access by minors to inappropriate matter on the internet or the World Wide Web
      4. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications
      5. Measures designed to restrict minors' access to materials harmful to minors
    - b. Any illegal use and/or tampering with any of the school's network resources is strictly prohibited; this includes the use of VPNs.
  4. For purposes of defining "illegal use", the following examples clarify this term. This list does not represent a complete list of behaviors:
    - a. Violating any state or federal law, or local ordinance
    - b. Selling or purchasing illegal items or substances
    - c. Displaying or communicating inappropriate graphics, offensive language, messages that may harass, insult, threaten, or violate
    - d. Inappropriate posting of "self" or "Marist High School" on any social media sites including blogs and/or journal sites
    - e. Unauthorized disclosure, use and dissemination of personal information of a minor or of any other individual
    - f. Violating copyright laws as they pertain to text, graphics, and software
    - g. Using, tampering with, or accessing another's files, folders, records or password (hacking/unauthorized access).
    - h. Intentionally causing or assisting in the spread of computer viruses, malware, ransomware or any other online threat.

- i. Intentionally gaining network access to disrupt network performance
  - j. Attempting to bypass the school's filtering and/or firewall system for any reason; this includes the use of VPN's.
5. Parent/Guardian Consent and Student Acknowledgment for Use of Technology Resources:
- a. When the parent signs the Parent/Student Contract this indicates that the parent/guardian has read the Student Handbook and are in agreement with its policies.
  - b. By signing this Parent/Student Contract, it is understood that the parent is granting authorization for your student to use the Internet for school assignments.
  - c. By signing the Parent/Student Contract, it is understood that the student is acknowledging the requirements for these guidelines and promise to fulfill them.

#### K. **Other Regulations**

1. Student Identification Cards and Lanyards are issued to every MHS student enrolled at MHS. Students MUST wear their ID Card and lanyards at all times when they are in the school building – including on dress down days. Failure to do so will result in detention hours being issued.
2. School Lockers are assigned to students at the beginning of the school year and students are expected to use them on a daily basis.
  - a. Students are mandated to keep gray locks on their school lockers. These locks may be purchased at the school bookstore, main office and/or the Dean's office.
  - b. The school assumes no responsibility for the safeguard of articles in the lockers.
  - c. Students should not place items of value in their lockers as lockers are not designed for maximum security.
  - d. The sharing of lockers is not permitted.
  - e. Students are not allowed to change lockers unless permission is granted by the Dean of Students.
  - f. Lockers are property of the school and are under the control and supervision of the Administration.
  - g. The Administration may inspect lockers at any time.
3. Gym Lockers are temporarily assigned to students during their PE and Health classes.
  - a. Students are mandated to keep green locks on their PE/Health locker.
  - b. The school assumes no responsibility for the safeguard of articles in the lockers.
4. Sports Teams Lockers are assigned to students during their team's sport season.
  - a. Students are mandated to keep green locks on their sports team locker.
  - b. The school assumes no responsibility for the safeguard of articles in the lockers.
  - c. Once a student's sports season is over, it is the student's responsibility to empty the locker and remove their lock. Failure to do so may result in the lock being cut and students losing their belongings.
  - d. Students are not allowed to enter the sports locker rooms during the school day for any reason.
5. Assemblies, Masses and Rallies are scheduled periodically throughout the school year.
  - a. Assemblies are often held for academic and/or cultural purposes.
  - b. Masses are an opportunity to gather as a faith community.
  - c. Rallies are held for the purpose of enhancing a spirit of unity and fellowship and developing school spirit and enthusiasm.
  - d. Student misbehavior will not be tolerated at assemblies, masses and rallies.
  - e. All students are expected to attend assemblies, mass and rallies and not arrive at school after a mass, or leave school prior to an assembly or rally.

6. Drills are typically held on a consistent basis throughout the school year so that in the case of a school emergency students and faculty/staff are prepared in their response. Drills are held for the following:
  - a. Fire – The school building must be immediately silently evacuated by students and teachers following the exit route posted in the classroom.
  - b. Tornado – students should follow the posted instructions in the classroom for a tornado drill.
  - c. Soft Lockdown procedures are to be followed when an administrator makes an announcement advising the school community of an outside threat.
  - d. Code RedHawk will be implemented when there is an immediate internal threat to the school community.
  - e. Bus Safety Drills will take place annually.
  
7. Stolen/Missing Items and Lost & Found
  - a. Valuables should be locked in student's school, PE, or sports lockers.
  - b. MHS assumes no responsibility for lost, stolen or missing items.
  - c. Items found around the school are turned into the Main Office where the Lost & Found is located. Periodically those items are distributed to charitable organizations.
  
8. School Entrances and Exits/Students/Visitors
  - a. Students will enter AND exit through three designated school entrances:
    - Science Wing Planetarium Entrance
    - Main Office Entrance
    - Main Gym Entrance
  - b. Parents/visitors must enter the school at the Main Office only where they will sign in with security, register with the Raptor system and receive a visitor's pass if they have an appointment.
  - c. Only persons who have official business and an appointment with the school are permitted on campus during school hours. Casual visitors are not allowed and students are not allowed to have friends visit them at school.
  
9. Hallway Policies

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

All work permits and certificates of age will be handled through the Counseling Department.
  
11. Transportation
  - a. Bus transportation is provided for school functions, sporting events, retreats, etc.
  - b. Students are expected to obey the posted rules, regulations and requests of the bus driver.
  - c. On fan/spectator buses, each student needs a purchased ticket to ride the bus.
  
12. Parking

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

  - a. Parking Priority is as follows: seniors, carpooling students, non-carpooling students.
  - b. Students must place the hang tag on the rear view mirror of the vehicle they are driving.
  - c. Students parking in the MHS parking lots without ownership of a parking tag will incur a \$25 fine and six hours of detention. Students in violation of this may be towed.
  - d. Parked cars should be locked and keys should be in possession of the driver.

- e. No student may be in the parking lot or in a car during school hours without permission from the Dean of Students.
- f. Students who do not follow parking provisions will be fined \$25.
- g. Students who drive recklessly face suspension of their campus driving/parking privileges.

### 13. Parking Lot Safety Regulations

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

### 14. Dance Policies

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

## VI. CLUBS AND ACTIVITIES

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

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

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

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

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

### C. Student Council

1. Student Council is open to all freshmen, sophomores, juniors and seniors who are interested in serving as leaders of the student body.
2. Elections are held in the spring for the following school year. Elections for freshmen are held in the fall of their freshman year.
3. Interested students must attend an information session, complete an application with teacher signatures and receive approval from the Student Council Moderator, who is the Student Activities Director.
4. The goals of the Student Council are:
  - a. To promote a better understanding and cooperation amongst students, faculty and administration.
  - b. To provide peer leadership for the student body.
  - c. To maintain and encourage student involvement, school pride and school sponsored activities.
  - d. To establish a functioning, active and responsible student voice.
  - e. To provide a representative body sensitive to the needs of the students and the Marist community.
5. Student Council Officers for the 2024-25 school year are:

President: Jack Celauro

Vice-President: Molly Boyle

### D. Clubs and Activities

Academic Team	Art Club
Art National Honor Society	Band
Black Student Union	Broadcasting Club
Chess Club	Cooking Club
Creative Writing Club	Debate Team
E-Sports	Fencing Club
French National Honor Society	Investment Club
Italian National Honor Society	Latinos United
Liturgy Committee	Marist Youth
Math Team	Mock Trial Club
Model UN	National Honor Society
One Book One Marist	Paranormal Club
Powerlifting Club	Pro-Life Club
RedHawk Rowdies	S.A.D.D.
Science Club	Spanish Club

Spanish National Honor Society  
Stage Crew  
Student Council  
Theater Guild  
Yearbook

Speech & Acting Team  
Student Ambassadors  
Technology Club  
Ultimate Frisbee



## VII. ATHLETICS

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

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

- b. Soccer (Varsity, Junior Varsity, Freshman)
- c. Softball (Varsity, Sophomore, Freshman)
- d. Track (Varsity, Frosh-Soph)
- d. Bass Fishing (Varsity)

E. All sports schedules and updates to the sports schedule can be found at <https://il.8to18.com/marist/home>

## **VIII. ORGANIZATIONS**

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

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

### **B. Alumni Association**

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

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

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

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

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

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

## **B. School Counseling**

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

## **C. Student Involvement**

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

## **D. College & Career Counseling**

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

## **E. Confidentiality**

1. Information provided by students during counseling sessions and/or on student data forms and other necessary paperwork is considered personal in nature and will not be shared with other parties outside of school.
2. Forms and paperwork completed by the student will be destroyed upon the student's graduation and/or permanent cessation of school attendance at MHS.
3. Information disseminated (references, grades, test results, etc.) to outside institutions (colleges, financial aid offices, etc.) will be discussed with the student and his/her family prior to disclosure and a signed release will be required.
4. Instances under which confidentiality will be broken include:
  - a. When a student presents a clear danger to himself/herself or to others.
  - b. State laws requiring mandated reporting of suspected child abuse, sexual abuse, maltreatment and/or neglect.
  - c. As ordered by a court of law.
  - d. Other situations as determined by MHS (ie. drug or alcohol abuse while on school property) require reports to a school

administrator.

5. Any questions regarding confidentiality should be addressed to the counselor.
6. In situations where a student is referred to, or voluntarily seeks, outside counseling services or treatment, a signed release will be required prior to dissemination of information or records maintained by the counselor.

**F. Counseling and School Records**

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

**G. Fees and Charges**

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

**H. Disputes/Complaints**

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

**I. Colleague Consultation**

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

**J. Social Work Services**

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

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

**K. Informed Consent**

At times during the course of your student's four years at Marist High School, your student may receive 1:1 (instruction/counseling) through video conferencing provided by Marist High School. Although this service will not be substantively different from what is provided in the school setting, we understand the context is different given both the method of delivery of and having the service delivered in the home setting. If for any reason you are not comfortable with 1:1 school counseling services provided through video conferencing, please contact the Director of Student Services to discuss alternative means to provide this service. These services are typically provided between the hours of 8 AM and 3 PM on a school day.

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

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

# **X. WELLNESS POLICY**

## **A. Learning Environment**

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

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

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

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

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

## **D. Physical Activity**

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

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

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

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

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

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

- a. Students in preschool through grade 12 shall participate in regularly scheduled formal and informal physical activity programs. Special emphasis should be placed on promoting an active lifestyle in preschool through the primary grades as health habits are

established at a young age. Reasonable accommodations shall be made for students with disabilities and/or other limitations.

- b. Elementary schools shall provide a daily, supervised recess period to all students.
- c. Students shall be provided opportunities for physical activities through a range of school programs such as intramurals, interscholastic athletics, physical activity clubs or other activities.

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

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

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

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

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

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

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

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

# **XI. REMOTE LEARNING PROTOCOL**

## **A. Zoom Norms**

The following norms are in place in the event that Marist High School would utilize remote learning in an emergency health scenario or weather related closures.

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

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

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

## **B. Video Conferencing**

Your student could be receiving 1:1 (instruction/counseling) through video conferencing provided by Marist High School if we utilize remote learning.. Although this service will not be substantively different from what is provided in the school setting, we understand the context is different given both the method of delivery of and having the service delivered in the home setting.

## **C. Audio/Video Recordings**

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



## **XII. BELL SCHEDULES**

### **A. Regular Schedule**

46-minute classes

Period 1 8:00-8:46 AM

Period 2 8:50-9:41 AM (5 extra minutes: prayer, pledge, announcements)

Period 3 9:45-10:31 AM

Period 4 10:35-11:21 AM

Period 5 11:25 AM-12:11 PM

Period 6 12:15-1:01 PM

Period 7 1:05-1:51 PM

Period 8 1:55-2:42 PM (1 extra minute: Memorare)

### **B. Special Schedules**

#### **9:10 AM Late Start**

#### **Faculty Professional Development (Thursdays): 37-minute classes**

Professional Development 8:00-9:00 AM

Period 1 9:10-9:47 AM

Period 2 9:51-10:33 AM (5 extra minutes: prayer, pledge, announcements)

Period 3 10:37-11:14 AM

Period 4 11:18-11:55 AM

Period 5 11:59 AM-12:36 PM

Period 6 12:40-1:17 AM

Period 7 1:21-1:58 AM

Period 8 2:02-2:40 PM (1 extra minute: Memorare)

## ½ Day Schedule

### **Inclement Weather Days: 30-minute classes**

- Period 1 8:00-8:30 AM
- Period 2 8:34-9:09 AM (5 extra minutes: prayer, pledge, announcements)
- Period 3 9:13-9:43 AM
- Period 4 9:47-10:17 AM
- Period 5 10:21-10:51 AM
- Period 6 10:55-11:25 AM
- Period 7 11:29-11:59 AM
- Period 8 12:03-12:34 PM (1 extra minute: Memorare)

## Early Dismissal

### **Student Assembly or Rally: 35-minute classes**

- Period 1 8-8:35 AM
- Period 2 8:39-9:19 AM (5 extra minutes: prayer, pledge, announcements)
- Period 3 9:23-9:58 AM
- Period 4 10:02-10:37 AM
- Period 5 10:41-11:16 AM
- Period 6 11:20-11:55 AM
- Period 7 11:59 AM-12:34 PM
- Period 8 12:38-1:14 PM

\*\*\*It will take about 15-20 minutes to get the students to the main gym.

Assembly/Rally 1:35 - 2:40 PM

## **Mass Schedule**

### **2-hour block for Mass: 30-minute classes**

Period 1 8-8:30 AM

Period 2 8:34-9:09 AM (extra 5 minutes: prayer, pledge, announcements)

Period 3 9:13-9:43 AM

MASS 9:47-11:47 AM

Period 4 11:51 AM-12:21 PM

Period 5 12:25-12:55 PM

Period 6 12:59-1:29 PM

Period 7 1:33-2:03 PM

Period 8 2:07-2:38 PM (1 extra minute: Memorare)