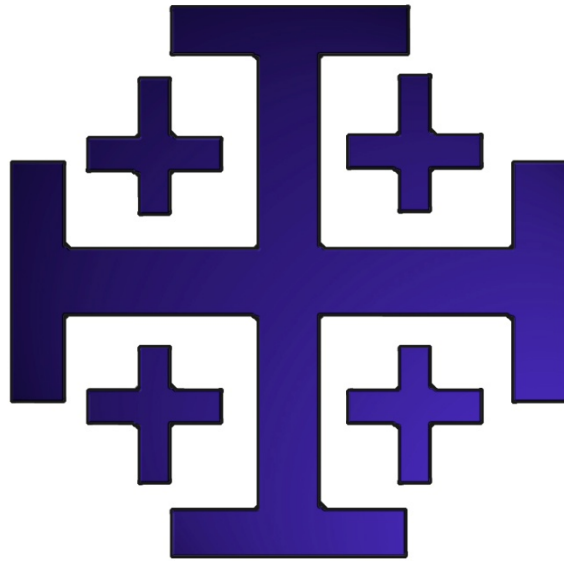


MARIST HIGH SCHOOL STUDENT HANDBOOK

I pray that they may all be one.
John 17:21

In KNOWLEDGE there is strength.
We are One.



2011-2012

Revised June 2011

MARIST HIGH SCHOOL

1900 Kingsley Rd.

Eugene, OR 97401

(541) 686-2234

www.marisths.org

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Administration:

PrincipalJay Conroy
Assistant Principal.....Rick Gardner
Assistant Principal..... Stacey Baker
Dir. Of Campus MinistryRick Martin
Athletic Director..... Sharee Waldron
Activities Director..... Shari Pimental

Student Executive Council Officers:

President..... Ryan Whalen
Vice President.....Michael Busse
SecretaryMorgan Silver
Treasurer Dylan Karr
Advertising Man..... Tyler Beyerlein
Public RelationsBen Fusek

Support Staff:

AttendanceTamara May
Business Manager Reba McClary
Counselor..... Jerry Ragan
Counselor..... Shari Pimental
Counselor.....Court Wirth

Support Staff cont:

Registrar Christine Deffenbacher
Administrative Asst. Terrie Clemens
Network Admin. Christopher Fudge
Campus Supervisor Jeff Dreiling

School Schedules

A Schedule			B (Mass/Morn. Act.) Schedule			C Schedule		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
0	7:10 a.m.	7:50 a.m.	0	7:10 a.m.	7:50 a.m.	0	7:10 a.m.	7:50 a.m.
1	8:00 a.m.	8:49 a.m.	3	8:00 a.m.	9:20 a.m.	5	8:00 a.m.	9:20 a.m.
2	8:53 a.m.	9:39 a.m.	Mass	9:25 a.m.	10:40 a.m.	Break	9:20 a.m.	9:36 a.m.
3	9:43 a.m.	10:29 a.m.	Break	10:40 a.m.	10:56 a.m.	4	9:40 a.m.	11:00 a.m.
Break	10:29 a.m.	10:40 a.m.	2	11:00 a.m.	12:20 p.m.	Lunch	11:00 a.m.	11:41 a.m.
4	10:44 a.m.	11:30 a.m.	Lunch	12:20 p.m.	1:13 p.m.	6	11:45 a.m.	1:05 p.m.
5A	11:34 a.m.	12:20 p.m.	1	1:17 p.m.	2:37 p.m.	Break	1:05 p.m.	1:13 p.m.
1st lunch	11:30 a.m.	12:05 p.m.	8	2:41 p.m.	3:29 p.m.	7	1:25 p.m.	2:37 p.m.
5B	12:09 p.m.	12:55 p.m.				8	2:41 p.m.	3:29 p.m.
2nd lunch	12:20 p.m.	12:55 p.m.						
6	12:59 p.m.	1:45 p.m.						
7	1:49 p.m.	2:37 p.m.						
8	2:41 p.m.	3:29 p.m.						

D (Afternoon Act) Schedule			E (Early Dismissal) Schedule			H (Late In) Schedule		
Period	Start Time	End Time	Period	Start Time	End Time	Period	Start Time	End Time
0	7:10 a.m.	7:50 a.m.	0	7:10 a.m.	7:50 a.m.	0	7:10 a.m.	7:50 a.m.
3	8:00 a.m.	9:20 a.m.	3	8:00 a.m.	9:20 a.m.	3	9:20 a.m.	10:40 a.m.
Break	9:20 a.m.	9:36 a.m.	Break	9:20 a.m.	9:36 a.m.	Break	10:40 a.m.	10:56 a.m.
2	9:40 a.m.	11:00 a.m.	2	9:40 a.m.	11:00 a.m.	2	11:00 a.m.	12:20p.m.
Lunch	11:00 a.m.	11:53 a.m.	Break	11:00 a.m.	11:16 a.m.	Lunch	12:20 p.m.	1:13 p.m.
1	11:57 a.m.	1:17 p.m.	1	11:20 p.m.	12:40 p.m.	1	1:17 p.m.	2:37 p.m.
Activity	1:21 p.m.	2:37 p.m.	Early Dismissal			8	2:41 p.m.	3:29 p.m.
8	2:41 p.m.	3:29 p.m.	8	12:44 p.m.	1:32 p.m.			

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I. MISSION AND PROFILE

1.1 MISSION STATEMENT

Marist Catholic High School is a Christ-centered, welcoming community committed to academic excellence and preparing students to lead and serve others.

1.2 PHILOSOPHY OF CATHOLIC IDENTITY

Catholic identity lies at the heart of Marist Catholic High School. Four distinctive characteristics are essential for Catholic identity in a high school:

- Christian inspiration in individuals and the high school community
- Reflection and research on human knowledge in the light of the Catholic faith
- Fidelity to the Christian message in conformity with the magisterium of the Church
- Instructional commitment to the service of others

In order to maintain and safeguard this special identity it is important to implement, in practical terms, our commitment to the essential elements of Catholic Identity, including the following:

- Commitment to be faithful to the teachings of the Catholic Church
- Commitment to Catholic ideals, principles, and attitudes in carrying out instruction, activities, meetings, communications, and conversations
- Commitment to serve others, particularly the poor, underprivileged, and vulnerable members of society
- Commitment to the witness of the Catholic faith by Catholic administrators and teachers, especially those teaching the theological disciplines, and acknowledgement and respect on the part of non-Catholic teachers and administrators of the school's Catholic identity and mission
- Commitment to provide courses for students on Catholic moral and religious principles and their application to critical areas such as human life and other issues of social justice
- Commitment to care pastorally for the students, staff, and administration
- Commitment to provide personal services to students, as well as staff and administration, in conformity with the Church's ethical and religious teaching and directives
- Commitment to create a campus culture and environment that is expressive and supportive of a Catholic way of life.

N.B. Taken in part from *Ex corde Ecclesiae*, 1979 Pope John Paul I

1.3 PROFILE OF THE MARIST GRADUATE

In 2006, the School Advisory Council approved the Profile of the Marist High School Graduate.

INTRODUCTION

We, the community of Marist High School, have great hopes for the young men and women who graduate from our school. We have been inspired by the tradition of the

Marist Brothers to prepare young people to be academically prepared, morally strong, and socially aware so as to impact their world as responsible Christian witnesses and leaders. The Marist Brothers challenged us to do more than average work and to instill in our students the desire to lead and serve others for the greater glory of God.

When students leave Marist High School, we know that their growth is not complete. However, we want our program and community to help them mature and enable them to grow more confident in themselves and in their ability to make positive contributions to their communities. We know that life will hold many challenges for our graduates after high school and we believe that our graduates are prepared for whatever these challenges may be.

The Profile of the Marist Graduate is our guide. It helps us to be clear in our purposes and directed in our actions. We have identified four general categories to describe our ideal graduate: Academically Prepared, Morally Strong, Socially Aware, and Christian Leaders. These four categories contain the specific characteristics we want to instill in our students so they can continue the mission of Marist High School.

I. ACADEMICALLY PREPARED

By graduation, the Marist High School student will exhibit a mastery of the fundamentals of the academic requirements for higher education. The student will have developed many interdisciplinary skills and understandings, which go beyond the academic requirements for college entrance. The student, moreover, will begin to see the need for intellectual integrity, particularly the need to integrate the spiritual values of the school with all aspects of life. By graduation, the Marist High School student will:

1. Demonstrate the fundamentals of those academic subjects required for graduation from Marist High School and have established the skills for a successful college experience.
2. Be committed to being a life-long learner, open to personal growth.
3. Be competent in the application of multiple technologies.
4. Demonstrate intellectual curiosity, critical thinking, and problem solving skills.
5. Possess skills to be a productive and positive influence on his/her community.
6. Have an appreciation and understanding of the integration of faith and knowledge.
7. Be familiar with the teachings of the Catholic Church and an advocate for Catholic Social Justice.

II. MORALLY STRONG

By graduation the Marist High School graduate will have a basic knowledge of the major doctrines and practices of the Catholic Church. The graduate will have examined personal, moral, and religious beliefs in order to establish a relationship with God within a religious tradition. By graduation, the Marist High School student will:

1. Have developed a relationship with God and will live out the Gospel values taught by Jesus Christ.
2. Know the value of a Christian community and actively seek to re-create it throughout his/her life.

3. Understand and value the teachings of the Catholic Church in the daily decisions he/she will make.
4. Understand and practice truth, honesty, perseverance, and compassion in all his/her actions.
5. Be a person of integrity whose life mirrors the Christian message of hope and love.
6. Respect the diversity and wonder of God's creation in all its manifestations.
7. Follow the living example of Jesus Christ over the full course of his/her lifetime.
8. Appreciate the essential importance of prayer, participation, liturgical celebration, and spiritual reflection to a full life.

III. SOCIALLY AWARE

By graduation, the Marist graduate will possess considerable knowledge of the many human needs in the local and broader communities and will be prepared to take a place in these communities as a competent, concerned, and responsible member. The graduate will have acquired the basic skills and motivation necessary to live as a socially aware individual. By graduation, the Marist High School student will:

1. Comprehend that the full Christian life can only exist through the integration of the love of God, self, and others.
2. Have developed self-confidence, social skills, and an ability to meet and work with others.
3. Understand the importance of tolerance, compassion, and justice in all social interactions.
4. Be open to continued growth as a spiritual individual and part of the human community.
5. Respect the marvel of human diversity and seek to understand others from their perspectives.
6. Have developed a life-long commitment to assisting those who are less fortunate.
7. Recognize that the Christian call to service is not really a choice but a duty.

IV. RESPONSIBLE CHRISTIAN LEADERS

By graduation, the Marist High School graduate will have grown in the ability to lead others to their human potential. The graduate will develop a habit of self reflection on their personal experience in academics, religion, and social relations. The graduate will learn how to accept his/her own talents and limitations and be aware of and support the potential in others. By graduation, the Marist High School student will:

1. Understand that the Christian life requires theological knowledge, prayer, reflection, active participation in a worship community, liturgical celebration, and an active commitment to the principles of Catholic Social Justice.
2. Exhibit self-awareness, self-discipline, responsibility, compassion, respect, love for God and others and be open to people and ideas which may be different from his/her own.
3. Be committed to his/her spiritual, physical, intellectual, and social health.
4. Understand the intimate relationship among knowledge, faith, and service.
5. Be familiar with and guided by the teachings of the Catholic Church.

6. Set appropriate personal and professional goals and practice the individual and group skills required to successfully achieve them.
7. Be an active, responsible, and positive contributor to the civic community while remaining true to Gospel values.

II. CAMPUS MINISTRY

2.1 INTRODUCTION

Central to the mission of Marist High School is its commitment to nurturing faith within the lived context of Christian community and Catholic sacramentality. While these concepts are taught within the theology curriculum, the process of faith development cannot be accomplished solely in the theology classroom. In recognition of these realities, Marist works to create a culture that is imbued with Christian values and spirituality, offering students exposure to this culture through each classroom experience, and in each sport and activity, as well as through a number of specifically spiritual experiences. These experiences include retreats, liturgy, prayer and worship, community service, leadership development, spiritual development, and pastoral care.

2.2 RETREATS

Retreats are designed to help students both individually and collectively to “retreat” from their “normal” everyday world, in order that they might better reflect upon that world. Retreats will help the students focus on identity and self-image, relationships with others, and relationship with God. They seek to help participants grow in both personal and spiritual ways. Freshmen will participate in an overnight Lock-In, intended to help build community and relationships within the class as well as with upperclassmen. Sophomores take part in a one-day all-class retreat as well as an optional two-day “Journey” retreat held over a weekend. Juniors attend the three-day Encounter Retreat that is conducted at an off-campus retreat camp. Seniors participate in a co-ed Metanoia Retreat, also conducted off-campus.

2.3 LITURGY, PRAYER & WORSHIP

St. Paul’s exhortation to “pray always” challenges us to come together in prayer and community worship as a daily habit. This habit anchors and directs our activities by reminding us that God is present in all we do. It allows us to celebrate our daily lives by giving prayerful attention to our successes and joys, as well as to our trials and suffering. To live out this challenge the school day always begins with a shared prayer. Weekday Masses are available to all students in the Chapel, theology classes incorporate prayer, and regular all-school Masses and prayer services are celebrated in the gym. Retreats also include individual and communal prayer, Mass, and for juniors and seniors, an opportunity for the Sacrament of Reconciliation.

2.4 COMMUNITY SERVICE

The Christian Service Experience seeks to move the classroom discussion of the personal and social components of Christian Lifestyle into real life instances of service and ministry. In this Christian Service requirement, students are challenged to put their Christian faith into action through a four-year, integrated Christian service-learning program accomplished through the coordination of the Campus Ministry Office and the

curriculum of the Theology Department. Based in course curricula which are founded in Scripture and Catholic social teaching, students will experience service to family, school, church, and community. Particular emphasis is placed in the junior year on the Gospel call to offer meaningful service to those in greatest need. Combined with directed reflection, the service requirement culminates with a sharing of lessons learned and some mentoring of younger students. As with our prayer life, the end goal is to nurture a daily habit of service, the fulfillment of the Marist Mission of graduating responsible, socially-aware Christian leaders and witnesses. As with our prayer life, the end goal is to nurture a daily habit of service, the fulfillment of the Marist Mission of graduating students well-prepared to lead and to serve others.

2.5 LEADERSHIP DEVELOPMENT

Flowing from this challenge to grow as faith-directed leaders and servants, students have numerous opportunities to develop leadership skills in a variety of venues, including athletics, academic and classroom applications, and spiritual activities. Particularly essential to the work of Campus Ministry is the Retreat Team and the Christian Leadership Class, each involving approximately 40 upper-classmen. These students take on the responsibility of running retreats, the Lock-In, and numerous other peer ministry and mentoring activities.

2.6 SPIRITUAL DEVELOPMENT

The Mission challenge to be “Christ-centered” directs us to be attentive to the spiritual needs of each student. By its nature, this attentiveness must include catechesis and a participation in the life, mission, and work of the Church as expressed through the school culture. Therefore, spiritual development is fostered first through the theology classroom, as well as through the formal Campus Ministry programs described above. Spiritual development is also guided on an individual basis by the school chaplain and Campus Ministry team as they engage in individual spiritual direction, advising, and mentoring, according to the needs of individual students.

2.7 PASTORAL CARE

The highest form of service one can offer another is compassion, the virtue of the suffering Christ. This virtue is so honored in the Catholic tradition that it is considered the hallmark of a true Christian community. “Pastoral care” is being present to the real and day-to-day needs of the student community at Marist. Working with the Counseling Department, Campus Ministry utilizes a combination of structured and unstructured strategies to actively support students through their life stresses. These strategies include chaplain availability for counseling and the Sacrament of Reconciliation, the CARE Team which supports students in time of tragedy or loss, and RESPONSE, a suicide-prevention and intervention program.

III. ACADEMIC POLICIES

In the FUTURE we find hope. We are ONE.
Only life lived for others is a life worthwhile.
Albert Einstein

3.1 GRADUATION REQUIREMENTS

To graduate from Marist a student must have earned 26 academic credits. Among these 26 credits must be the courses required by the State of Oregon for a high school diploma, as well as the specific requirements of Marist High School.

The following lists credits required for graduation from Marist High School:

Theology.....	4.00
English.....	4.00
Mathematics	3.00
(Recommended 4.0 for college)	
Science	3.00
(Recommended 4.0 for college)	
History.....	3.00
Health.....	1.00
Physical Education	1.00
Fine Arts	1.00
Foreign Language.....	2.00
Electives	4.00

TOTAL CREDITS: 26.00

3.2 ACADEMIC REGULATIONS

1. Sequence courses must follow the proper order and students must fulfill all prerequisites before registering for a course. Each subject teacher will verify a student's eligibility for his/her course.
2. Freshman, sophomore, and junior students must register for seven (7) classroom courses each semester. Seniors must register for at least six (6) classroom courses per semester and may choose to take a seventh class. Seniors who are credit deficient will not have off-campus privileges.
3. Required courses may not be taken in summer school or by correspondence unless the student enrolls to make up a failing grade (credit recovery).
4. A student who wishes to change a schedule or withdraw from a course must comply with the provisions under "Class Schedule Changes."
5. When a student withdraws or transfers to another school, parents must notify the school and complete the necessary arrangements prior to withdrawal. Teachers will be asked to calculate an exit grade up to the last day of class attendance.

3.3 ACADEMIC INTEGRITY/PLAGIARISM/CHEATING

One of the missions of Marist High School is to develop students who are morally strong. Any type of cheating (copying homework, cheating on a test, plagiarizing a paper, giving or receiving answers, etc) is a serious offense. Should a student choose to be dishonest in his/her school work the student will suffer the consequences outlined below.

- First Offense: The student will make up the assignment or test in question for a maximum grade of 55%. The teacher will notify the parent/guardian and the Assistant Principal and issue a referral. Saturday School will be issued, and the student may be placed on academic probation.
- Second Offense: The student will receive a zero on the assignment or test in question. The student may be suspended for three days. In addition, a conference will be arranged with the student, parent/guardian, Assistant Principal and other appropriate school personnel to develop and sign a contract to help the student solve his/her problem with academic integrity. This contract will be enforced for the duration of the student's enrollment at Marist High School.
- Third Offense: The student will receive a zero on the assignment or test in question. The student will be suspended immediately. The appropriate administrators will have a conference with the parent/guardian and student to consider expulsion, or other consequences.

3.4 GRADING POLICY

The basis of the teacher's criteria in assigning a grade is the concrete evidence of learning the student proves through formal examinations, quizzes, written and oral reports, homework, special projects, group work, and class participation. Teachers may vary greatly in assigning and computing grades, due in part to the fact that teachers emphasize different aspects in computing grades. Questions about grades should first be discussed with the appropriate teacher. If further discussion is indicated, the student should contact his/her counselor.

3.5 FINAL GRADES

Marist is on a semester system. Final grades are given at mid-year and at the end of the year at which time credits are earned. Marist does not award partial credit to students who withdraw before the end of the semester, but will supply exit grades for transfer students. The final semester grade determines whether the student has passed or failed the semester. This is the only grade that appears on a student's permanent record.

3.6 REPORT CARD & PROGRESS REPORTS

At the midpoint in a grading period and at the end of first and third quarter, parents will receive an email to check Power School for student grades. Report cards will be issued twice a year at the end of each semester.

3.7 GRADING SCALE

Outstanding Achievement	A+	97-100%	4.30
	A	93-96%	4.00
	A-	90-92%	3.70
Above Average	B+	87-89%	3.30
	B	83-86%	3.00
	B-	80-82%	2.70
Average Achievement	C+	77-79%	2.30
	C	73-76%	2.00
	C-	70-72%	1.70
Low Achievement	D	65-69%	1.00
Lowest Achievement	D-	Below 65%	0.70
Failure	F	Below 60	0.00
Incomplete	I	*	

* Incomplete: A grade of "I" is used at any marking period to indicate that the student has not completed the required work. The grade is used only in cases when circumstances beyond the student's control, such as illness, have made it impossible for the student to meet the course requirements. An Incomplete automatically becomes a Failure unless the work is completed during the following two weeks or unless the time is extended by the teacher involved.

3.8 SEMESTER EXAMINATIONS

All academic courses include a comprehensive final exam/project/paper as part of the curricula. The standard passing grade on all semester examinations is 60%.

Students requesting early administrations of semester exams must meet with the Vice Principal at least one month prior to exam dates. Rescheduling of final exams will occur in the following cases:

- When the student is participating in a scheduled school event (i.e. Girls'/Boys' State)
- For unavoidable family emergencies
- For illness

Family vacations and college trips, etc., should be scheduled after finals have been taken. When it is known beforehand, the student will complete the test(s) PRIOR to the absence. Keep in mind that in-class review time will be missed. In cases of illness or emergencies, tests will be scheduled as soon as possible on the student's return during after school hours.

*A \$50.00 fee will be added to each test for students who will miss exams for non-emergency/non-school sponsored reasons.

3.9 HONOR ROLL

A grade point average of 4.0 (weighted) signifies Principal's Honor Roll; a grade point average of 3.5-3.99 (without D's or F's) signifies Honor Roll.

3.10 FAILURE

All classes failed or Incomplete, which are not finished within 2 weeks, are recorded as an "F" on the student's permanent record of grades. If a semester grade of "F" or "D" is made up in summer school or night school, both grades will be included on the student's permanent transcript. A student who fails a required course for graduation must successfully complete a credit recovery course to earn a Marist diploma. Students are responsible to have the make up grade reported to the school. Seniors will not be allowed to register for classes if they are not on track for graduation.

3.11 ACADEMIC SUPPORT

Academic Support is designed to increase student success. The program is required for junior, sophomore, and freshman students who earn an "F" in any subject and/or more than one "D". Transcripts are evaluated at the end of the each progress report and first, second, and third quarters. Assigned students have the opportunity to develop skills and protect study time from distractions. Attendance is not optional and continues until the student earns a "C" or better in all classes for two consecutive weeks with no missing assignments. If at any time the student's grade drops below "C" level the student is placed back in Academic Support until the next evaluation period. Academic Support sessions are held daily from 2:45 to 3:30 p.m. On a limited basis students are allowed to visit teachers during office hours, make up tests, and access computers to complete work.

3.12 SCHEDULE CHANGES

The master schedule and teacher assignments are based on student electronic requests submitted by each student in the spring. Every effort is made to schedule requested classes. Each change impacts class size, the number of electives that can be offered, sections available, and class conflicts. For example: If a student signs up for an honors class, there is not an assured place available in an academic class. **This is why changes will be made only to correct scheduling errors and for elective choices when space is available.**

The following school policies apply:

1. **No schedule changes** will be made for teacher, period, friends, or lunchtime preference.
2. Approved schedule changes will be made only until the end of the first week of school. A withdrawal after the first week (except for level changes recommended by the instructor) will be recorded as an "F" on the permanent transcript and is done under the most limited of circumstances. Another class must be available to take the dropped course's place. Such a change under these circumstances will only occur until the end of week two.
3. Elective course choices are made only on a space availability basis.
4. Level changes are made only with teacher recommendation.
5. Only senior students in good standing may elect a free period with parental approval.

- Students, in conjunction with their counselor, are responsible for monitoring their progress in meeting graduation requirements.

IV. Student Services

4.1 COUNSELING

The essential function of the Counseling Department is to assist the Marist student in profiting from the educational experience of Marist High School and to help him/her plan realistically for the future. The Counseling Department Curriculum addresses the following areas:

9	10	11	12
TRANSITIONS	EXPLORATION	FOCUS	COMMENCEMENT
<ul style="list-style-type: none"> • Making Connections/Social Adjustment to High School • Tools for Academic Success: <ul style="list-style-type: none"> ○ Organizational Patterns ○ Self Advocacy 	<ul style="list-style-type: none"> • Career and Interest Exploration • Exploring Service & Activities <ul style="list-style-type: none"> ○ School Involvement ○ Community Involvement • Exploring Academic Options 	<ul style="list-style-type: none"> • Revisit Tools for Academic Success • College and Career Decisions • Beginning “The Search” (College and Scholarships) • Refining the Resume 	<ul style="list-style-type: none"> • “The College Process” <ul style="list-style-type: none"> ○ Forming a College List ○ Completing Applications ○ Letters of Recommendation ○ Financial Aid ○ Making a Choice • Transition to College and Life Beyond High School

Students are released to see their counselor under one of the following conditions:

- A counselor comes to the classroom and obtains teacher permission to see the student.
- The teacher sends a student to the counseling office with a signed pass, which is co-signed by the counselor indicating the time that the student is being sent back to class.
- The student is referred by a member of the administration.
- A counselor sends a request form to the classroom to see a student and the teacher gives permission.

With the assistance of the faculty and the administration, the department conducts an extensive testing program for preliminary career and educational planning, as well as meeting the immediate requirements of higher education. The testing program is as follows:

8 th grade	EXPLORE (Placement test)
9th grade	EXPLORE (Preliminary ACT)
10th grade	PLAN (Preliminary ACT)
11th grade	PSAT (Preliminary Scholastic Aptitude Test), ACT
12th grade	SAT I; ACT; SAT II (Arranged by the student off campus)

4.2 DUTY TO WARN

State law (ORS 419B.005 through 419B.045) requires the counseling department and all school personnel to report any behavior, suspicions or student reports of: physical abuse, sexual abuse, emotional abuse, abandonment, or neglect to the Oregon State Office, Department of Human Services (DHS).

4.3 CONFIDENTIALITY STATEMENT

The Professional School Counselor's Role

Counselors have a responsibility to protect private information received through confidential relationships with students and private information they receive about students from parents or guardians, professionals outside of schools, and other school staff members. Counselors keep records of their counseling relationships separate from academic records and do not disclose the contents of their counseling records except when privacy exceptions exist. Professional school counselors inform students of the limits of confidentiality such as the possible necessity for consulting with other professionals, privileged communication, and legal or authoritative restraints. Additional exceptions to keeping private information gained in counseling relationships with students include:

- Disclosing information to parents, guardians, or others when school counselors determine that students may be at risk for harming self or others or if a crime involving significant personal injury or property damage has or will be committed
- Reporting any suspicious behavior or student abuse, abandonment, or neglect to the Oregon Department of Human Services (DHS) as required by state law
- Disclosing confidential information when ordered to do so by a court of law

V. ATTENDANCE POLICIES

Attendance and participation in class are essential to the learning process. Marist expects students to attend school daily and to be in their classrooms prior to the beginning of each class period.

Marist High School is a closed campus for underclassman. Once a student arrives at school, the parking lot is off limits during the school day unless the student has an off campus pass or is a senior leaving for lunch. Students are required to check in and out of school via the Attendance Office.

Attendance records do become part of the student's permanent record.

5.1 EXCUSED ABSENCES

A parent's note (or contact with the school) can excuse a student's absence for:

1. Student illness.
2. Death in the family.
3. Family illness, which makes attendance impossible.
4. Emergency.

*A student's participation in a school-sponsored event is also considered an excused absence.

It is the student's responsibility to check the website daily and make contact with his/her teachers and make up all missed work and tests in a reasonable time. A

suggested guideline is to allow the same number of additional days equal to the number of days missed. If there are questions or extenuating circumstances, parents/guardians should contact the individual teachers directly.

5.2 WHAT PARENTS NEED TO DO:

- Inform the school each morning of the absence between 7:30 am and 9:30 am by calling 681-5485 or 681-5487. Assignments will be available on teachers' websites at the end of the school day. Students are also encouraged to call classmates for assignments.
- The school **requires** a phone call or a note to contain the following*:
 - Current date.
 - Your name.
 - The name of your student.
 - The reason for your request.
- If writing a note, make sure to write it yourself and sign it.

*A note must be submitted or a phone call must be made explaining the reason for the tardy or absence to the attendance office within 48 hours. If the note is not submitted or phone call is not made within 48 hours the student will be required to serve the appropriate detention time.

5.3 OFF-CAMPUS PROCEDURES

All students wishing to leave campus during the day, for reasons other than illness, must:

1. Present a note containing the specific reason for leaving, signed by the parent/guardian, to the attendance office **prior** to his/her first class in the morning. Students who are not seniors will not be permitted to leave campus at lunch unless it is for an appointment. However, underclassmen, with parental permission, are permitted one off campus lunch privilege per semester. **Off campus lunch is a senior privilege.**
2. Receive an off-campus permit to be shown to the teacher at the time of departure.
3. Sign out at the attendance office before going off campus.
4. Upon returning, he/she must sign in at the attendance office.

5.4 ILLNESS/INJURY WHILE AT SCHOOL

If a student becomes ill or is injured while on campus he/she should report to the attendance office. **The student should not call a parent via cell phone on their way to the office or from the classroom.** The staff will attend to the student and contact the parents/guardians or designated emergency contact person to advise them of the situation. If the situation warrants it, the student will be sent home, but only with the expressed consent of the parent/guardian or designated emergency contact person who has arranged for the student's transportation.

5.5 UNEXCUSED ABSENCE

Although the school recognizes the right of parents/guardians to take their student out of school for personal reasons, the school retains the right not to recognize all parent-authorized absences as excused. Parents are requested to schedule appointments,

community service opportunities and/or family vacations during non-school hours. Trips and activities that take students out of school are discouraged. Teachers are **not** responsible for providing extra tutorial time for these types of absences.

In addition, Marist High School considers the following reasons to be **unexcused**:

- Absence without a call or a note.
- Truancy/Skipping: The absence from school for all or any part of the day without the parents'/guardians' consent or absence from a class without the teacher's consent. There may be additional consequences.
- Oversleeping.
- Sleeping late the morning of a school-related event in order to rest up for that event.
- Staying home from school or sleeping late the morning after an event in order to recuperate from that event.
- Underclassmen leaving campus at lunch.
- Suspension.

After an unexcused absence the student is considered not in good standing for that particular day with all privileges revoked. Students will be responsible for learning the material.

5.6 TRUANCY/SKIPPED CLASS

Academic Support is included in this category.

- **1st violation:** 1 hour of detention, teacher, counselor and parent will be notified (+ 1st referral). Student receives 55% for any work missed.
- **2nd violation:** Saturday School, teacher, counselor and parent will be notified (+ 2nd referral). Student receives a 0 for any work missed.
- **3rd violation:** In-school suspension and student will be placed on a contract; teacher, counselor and parent will be notified (+ 3rd referral). Student receives a 0 for any work missed.

5.7 ATHLETIC/ACTIVITY ELIGIBILITY

All students must be present by 9:30 am to be eligible for extracurricular activities. As such, all students must not leave campus before 1:00 pm to remain eligible.

5.8 EXCESSIVE ABSENCE PROCEDURES

Please note that any absence puts a special burden on students and staff. Extended absences over a period of days may require outside tutoring to be arranged by a parent for the student to complete missing work. In the event of repeated absences it is the student's responsibility to make arrangements with the teachers to get all make-up work. We also encourage parents and students to frequently access Power School to keep track of attendance. If a student is absent more than **15** times (whether excused including school activities or unexcused) from any single class during a semester he/she may receive no credit for that class for that semester. Students who exceed **10** absences will be reviewed by the assistant principal for academics and may be placed on an attendance contract for the remainder of the semester. If a student is denied credit under this provision they may submit to the academic council a written petition

requesting credit consideration. The council will review the petition and will make a recommendation to the principal as to whether to accept or reject the petition. The principal's decision will be final.

5.9 TARDINESS

Any tardiness creates a disruption in class procedures; therefore, it is imperative to avoid being late for school and class.

Marist requires a reason as to why a student is to be excused from being late to school. We are willing to be flexible when occasional personal reasons or reasons beyond the student's control arise. However, we are not willing to accept constant tardies without holding the students accountable. It is important for us to know how we can be of help or if special arrangements need to be made. The only way to know which approach to take is to treat everyone the same and require that parents provide us with an honest reason. Excuses such as "my alarm did not go off", "I overslept", "I could not find my keys" and "I forgot an assignment at home", etc. though honest reasons, are not acceptable.

- **A student is tardy for school if he/she is not in the classroom prior to the bell beginning for his/her first class.**
- Students late to their first class of the day must obtain an admit slip from the attendance office. The amount of time a student is tardy, as well as accumulated number of tardies, will determine the amount of time to be spent in detention.

Three tardies to a particular class will result in a referral (Periods 1 through 7). The referral will be issued by the Dean of Students on the 3rd tardy.

- 1st Tardy: One free pass
- 2nd Tardy: (Under 5 min. late) 15 min. detention
- 2nd Tardy: (Over 5 min. late) 30 min. detention
- 3rd Tardy: 30 min. detention (+ 1st referral)
- 4th Tardy: 45 min. (+2nd referral)
- 5th Tardy: 1 hour (+3rd referral)
- 6th Tardy: 1 hour for each subsequent tardy including a referral and a parent conference

5.10 MAJOR LATES

Any time a student is more than 30 minutes late and is unexcused (examples listed in section 5.9) it is considered a major late. Normally, if a student is late he/she is issued a referral for his/her third tardy and every tardy thereafter. If a student has **two major** lates, a referral will be issued and for every tardy thereafter.

- 1st Major Late: Detention will be issued depending on how late the student is
- 2nd Major Late: Detention will be issued depending on how late the student is (+ 1st referral)
- 3rd Major Late: Saturday School (+2nd referral)

VI. DISCIPLINE POLICY

6.1 DISCIPLINE PHILOSOPHY

Marist takes pride in educating the whole person, spirit, mind and body, and integrating that person into the greater community. Assisting the students' comprehension of guidelines ensuring the security, well-being, and education of our students is a combined effort of the school with parents/guardians. Marist High School is an educational community in the best tradition of Catholic high schools in the United States. We emphasize the development of Catholic/Christian values and the ethical behavior necessary to serve as a witness of our faith.

We expect respectful students on our campus: Respectful of God, respectful of others, respectful of property, respectful of authority, and respectful of themselves. From arrival time on campus until departure time for home, we expect students to contribute to this environment. Behaviors and modes of dress can significantly assist our development of this environment; therefore, it is incumbent upon us to provide you with the expectations we have of our students.

6.2 STUDENT CODE OF CONDUCT

The following habits are considered appropriate and commendable. This list is not intended to be all-inclusive and we reserve the right to use discretion in evaluating each student's conduct.

RESPECT FOR GOD

Marist students are expected to:

1. Obey the Ten Commandments.
2. Conduct themselves in a manner consistent with Christian values.
3. Be reverent.

RESPECT FOR OTHERS

Marist students are expected to:

1. Use a vocabulary which is appropriate and non-vulgar.
2. Be attentive in class.
3. Speak in class only when it is appropriate.
4. Show affection for others in a manner appropriate for a public setting.
5. Encourage others to be respectful.
6. Provide for the comfort and acceptance of guests of Marist.
7. Respect the religious beliefs and ideas of others.
8. Be courteous, kind and respectful of all members of the Marist community.

RESPECT FOR SCHOOL PERSONNEL

Marist students are expected to:

1. Abide by all school rules.
2. Follow all given instructions.
3. Use appropriate titles for adults.

RESPECT FOR PROPERTY

Marist students are expected to:

1. Clean up after themselves.
2. Maintain the property, buildings, and furnishings.
3. Eat and drink in the areas provided for those activities.

RESPECT FOR THEMSELVES

Marist students are expected to:

1. Be clean, well groomed and dressed appropriately.
2. Be honest.
3. Be trustworthy.

RESPECT FOR DIVERSITY

Marist students are expected to:

1. Honor cultural heritage.
2. Exhibit sensitivity in language.
3. Value personal differences.

Students who do not meet these expectations may have some or all of their student privileges revoked. If the violations are grave enough, students may lose the privilege of being a member of the Marist High School community.

STUDENT PRIVILEGES

The following is a list of student privileges:

- Attending class.
- Attending special class activities.
- Participating in interscholastic athletics, clubs, retreats, and other school sponsored activities.
- Participating in student government.
- Seniors' off-campus privileges.

DISCIPLINARY ACTIONS

Teachers will deal with minor classroom and/or campus infractions with the individual student (and parents if necessary). If the problem continues or the student does not respond, a referral will be issued.

The Marist discipline policy primarily pertains to on-campus and school related activities or events that are off campus. Students who do not model behavior that reflects the values and expectations of Marist High School, including off-campus and outside of the school year, where the action becomes part of the school environment may be subject to school discipline. This includes but is not limited to illegal activities of any type.

6.3 REFERRAL PROCESS*

- 1st referral will result in a 30-minute detention. A copy of the referral will be sent to the parent.
- 2nd referral will result in a 45-minute detention. Parents will be notified by the administration.
- 3rd referral will result in a Saturday School. At this time a conference may take place with the student, parents/guardians, Dean of Students and possibly a member of the counseling staff and teacher(s).
- 4th referral will result in an in-school suspension. At this time a conference with the student, parents/guardians, Dean of Students and possibly a member of the counseling staff and teacher(s) will be required. A behavior contract outlining the expectations that must be met in order to remain at Marist High School will be signed.

*Any of these steps may be skipped depending upon the severity of the situation. Under certain circumstances, students may be placed on a behavior contract without being suspended for violation of school rules and policies (i.e. excessive absences, excessive tardies, and general misconduct). Any further major discipline problems while the student is on a behavior contract will be considered grounds for expulsion from Marist High School.

6.4 DETENTION

- Students placed in after-school detention, as a result of a violation of school policy, should report to the detention room within 10 minutes of the end of the last class of the day.
- Detention is to be served on the **same day** it is assigned unless arrangements are made with the teacher, Dean of Students, or staff member who gave the detention. After school extracurricular activities, such as sports practices, club meetings or rehearsals, are not considered acceptable excuses for failing to appear in detention.
- If a student fails to serve detention within three days from the time it was assigned, additional consequences will be imposed including ineligibility to participate in extracurricular activities. Seniors who fail to serve detention within three days will lose off-campus privileges until the time is served.

6.5 SUSPENSION

When a student is suspended, he/she is not in good standing. All student privileges are revoked. A suspended student is not allowed to be on campus unless approved by the administration. A conference involving the student, the student's parents/guardians, possibly a member of the counseling staff, and the Dean of Students will be required. The attitude of the student and the willingness of the parents/guardians to support the judgment of the school personnel will be major factors in determining the conditions for readmission to classes and a return to good standing.

Students are allowed the opportunity to make up all work for credit during suspension.

6.6 DISMISSAL/EXPULSION

When a student is asked to withdraw from Marist High School due to discipline issues or is expelled, the following will happen:

1. The Dean of Students will notify the parents and the student's counselor.
2. If the student is dismissed/expelled, the financial policies that are outlined on the tuition contract will be in effect.
3. The student will clean out his/her locker and return all library books and/or athletic uniforms/equipment.
4. The parent/guardian of the student will fill out a Withdrawal Form and return it to the Registrar and make any necessary arrangements for transferring records to the new school.
5. The student shall not be allowed back on the Marist High School campus for any reason.
6. The student will not be allowed to attend any function that is the sole activity/event of Marist High School whether on campus or away.
7. Permission for exceptions to any of the above may be granted upon written request to the Dean of Students.

6.7 MAJOR INFRACTIONS

Aggressive Behavior: Physical or verbal behavior directed toward another person, including but not limited to hitting, shoving, tripping, or threatening. Suspension up to 10 days and parents/guardians conference required. Student may be asked to withdraw from Marist High School.

Arson, Reckless Burning, Fire Alarm, Bomb Threat: Immediate suspension and parents/guardians conference. Student will pay full restitution and may be asked to withdraw from Marist High School.

Assault (Physical and Verbal): To intentionally, knowingly, or recklessly cause physical injury to another. To place another person in fear of imminent physical injury by word or conduct. Immediate suspension and parents/guardians conference required. Suspension is a minimum of 3 days. Student will be placed on a behavior contract if allowed to continue at Marist High School.

Dangerous Objects and Weapons:

Any materials or devices that might endanger the physical safety or disrupt the normal school day and/or injure others or cause damage to property are not allowed on the Marist campus or at any school sponsored event. This means anything that could reasonably be considered or used as a weapon, such as firearms, knives or other weapons, explosives, firecrackers, smoke or stink bombs, water guns, paintball guns, air soft guns, poisons, drugs, alcohol. If there is probable cause to believe that students have a prohibited item on their person, cars, or in their lockers, the Dean of Students will initiate a search. In cases of locker search, another adult will be present to act as a witness. This rule includes any object that looks like a lethal weapon. Students who have any of these items in their possession, locker or car will be subject to severe disciplinary consequences.

Forgery: Lying and falsifying signatures for attendance purposes, hall pass, or other school related issues. Saturday School will be issued on the first offense.

Inappropriate Use of Internet: This includes inappropriate viewing, sharing, browsing, downloading, and/or printing of any offensive content/pornography. This also includes activity surrounding harassing chat room communication. The Marist network is to be utilized for school related activities only. Consequences could be loss of computer privilege on campus, suspension, or being asked to withdraw from Marist High School.

Insubordinate Behavior: Behavior including, but not limited to willfully disobeying the authority of school staff; cumulative minor infractions; verbal or physical, profane or rude behaviors, language or gestures; throwing objects not part of the regular school program; disrupting any classroom or school sponsored activity; not attending assigned detentions. Repeated offenses will be handled as follows: removal from the classroom or activity, detention, in-school suspension, Saturday School, or out-of-school suspension and parent conference.

Theft: Taking of someone's property. Parent conference required and suspension of up to 10 days. Students will pay full restitution and may be asked to withdraw from Marist High School. The student will be placed on a behavior contract if allowed to return to Marist High School.

Vandalism: The willful, ignorant or malicious defacing or destruction of property. Minimum suspension up to 10 days. Students will pay full restitution and may be asked to withdraw from Marist High School.

6.8 SCHOOL SPONSORED EVENTS

Students are encouraged to attend all school-sponsored activities. In the interest of student safety, the school reserves the right to remove an individual from an activity for behavior reasons or to ensure the safety of the general community. The school also reserves the right to search a student's belongings upon entering an event.

DANCES: Dances are held periodically throughout the school year. The following guidelines apply to all Marist dances:

1. All school rules including dress code are in effect at dances.
2. Any changes pertaining to special dances will be announced.
Homecoming and Prom attire will be as follows:
Female students are allowed to wear strapless and /or spaghetti strap dresses. Slits in dresses should only go as high as mid-thigh. Exaggerated plunging necklines, bare midriff, see-through material in inappropriate areas, or extremely short hemlines are not allowed.
Male students must be in at least mass day attire.
Homecoming and Prom are semi-formal events therefore jeans, shorts, and sweats are not allowed.
3. Students will be required to sign out upon leaving the dance if they leave more than half an hour early.
4. I understand that once I enter the dance, I am not permitted to leave and return to the dance.
5. Students bringing a guest must reserve a guest pass through the front office and file a guest pass request form with the Activities Director prior to the event.
6. All guests must be under 20, present identification for admission to the dance, and are expected to follow Marist High School regulations
7. Students/Guests will demonstrate good character, maintain high community standards.
8. Students/Guests will respect and be courteous towards all students and chaperones.
9. Students/Guests will not engage in dangerous behavior (mashing, body surfing), lewd or other inappropriate behavior including dancing that may be construed as vulgar or provocative and will be required to dance **FACING EACH OTHER.**

Students/Guests violating these guidelines will:

1. Get a verbal warning – first offense
2. Asked to sit for 10 minutes – second offense
3. Asked to leave the dance and parents notified – third offense.
4. Refunds will not be given to those who violate the dance guidelines.
5. Not be able to attend the next dance. The penalty carries over to the next academic year if the violation occurs at the last dance of the year.

ATHLETIC CONTESTS: The following guidelines apply to all Marist athletic contests:

1. All school rules including dress code are in effect at athletic contests

2. Demonstrate good sportsmanship
3. Be respectful and courteous towards others, opposing players, coaches, spectators, and officials
4. Cheer with the Cheerleaders
5. Support your team
6. Use positive cheers only to support your team
7. Remember that you are representing yourself, family and Marist when you are at school sponsored events

6.9 SUBSTANCE ABUSE POLICY: Marist views chemical dependency as a serious social problem. The most desirable goal is prevention. The school's role is to provide education and participation in early recognition and intervention when there is sufficient evidence to indicate students are harmfully involved.

The school is not a treatment center. Rather, we are a cooperating agent with parents and guardians. When students become involved with chemical substances, Marist will make every effort to provide assistance.

Disciplinary Action:

A. Abuse/Possession of Drugs and/or Alcohol on Campus or at School Activities

Marist High School is a drug, tobacco and alcohol-free campus. Being under the influence, using, possessing, trading, selling, giving away, or offering to trade, sell or give away alcoholic beverages, illegal drugs or narcotics and other hazardous substances on campus and/or at school-sponsored functions may result in suspension/expulsion. A student who violates the school's Substance Abuse Policy will be subject to the following procedures:

1. The student will be suspended and/or dismissed from school.
2. A parent and student conference with the Dean of Students and/or Principal will be required.
3. The student will be required to undergo substance abuse assessment and/or treatment. Marist may require that the student not return to school until the assessment and/or treatment is completed.
4. If treatment is recommended, parents and student will sign a release form allowing the outside treatment center to confer with the school about its findings, recommendations, and follow-up.
5. The student and parents must agree to participate in any follow-up treatment recommended by the professional treatment center.
6. Civil authorities may also be called in to be part of any substance abuse investigation.

B. Chewing or Smoking Tobacco

Students who use chewing or smoking tobacco on school premises or at any school function are subject to disciplinary action.

C. Self-Referral

Any student who requests assistance in dealing with a drug, alcohol or tobacco problem should see his/her counselor for assistance.

6.10 HARASSMENT POLICY

Marist High School is committed to providing a learning environment free from harassment in any form. Harassment of any student by another student, staff member, volunteer, visitor, parent or vendor is prohibited. The school treats allegations of harassment very seriously and investigates such allegations promptly and takes any necessary corrective action.

A complaint of harassment does not, in and of itself, create the presumption of wrongdoing. However, substantial acts of harassment result in disciplinary action, up to and including termination. Students found to have filed false or frivolous charges also may be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment in school or work environment that is considered hostile or intimidating because of the individual's race, creed, color, national origin, religion, disability, gender or any other status protected by applicable law. Harassment can occur any time during school related activities (whether on or off campus) or when a student is present on campus. It includes, but is not limited to, any or all of the following:

- **Verbal harassment:** Derogatory comments, jokes, and/or threatening words spoken to another person.
- **Physical harassment:** Unwanted physical touching, contact, assault, deliberately impeding or blocking movements, or any other intimidating interference with the normal work or educational environment.
- **Visual harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures.
- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the above mentioned occur.
- **Cyber harassment:** Spreading rumors or making threats by means of email, instant message, text message, Myspace, Facebook, blog, or with any other use of technology or electronic means which make the victim feel intimidated or unsafe while on the Marist campus.

We encourage all students to report every form of harassment to the school administration. Any victim of harassment should tell the individual causing the harassment that his/her conduct is offensive and must stop. If the behavior continues, the harassment should be reported to school administration and corrective action will be taken.

6.11 FORMAL DRESS OCCASIONS

Marist High School will have formal Mass dress up days.

Girls: Dress pants, dresses or skirts with blouse or sweater and appropriate shoes.

Boys: Dress pants, dress shirt (tucked in), tie and appropriate shoes.

- Students must remain dressed up throughout the day.
- The following items are not allowed: denim pants or skirts, t-shirts, polo shirts, sweatshirts and thin-soled beach flip-flops.

6.12 DRESS AND GROOMING CODE

Students' attire should be clean, neat, and appropriate for a Catholic school emphasizing modesty. The following is a list of clothing acceptable/and non-acceptable for school.

- Blouses and shirts must be long enough to cover midriffs.
- Blouses and shirts must not expose cleavage.
- Blouses, dresses, and shirts must have sleeves.
- No see-through clothing is allowed. Undergarments must be completely covered and are not considered outerwear.
- Pants, shorts and skirts must be hemmed and without holes and/or tears.
- Sweat pants, flannel, or fleece pants and athletic shorts are not allowed. Shorts must have an in-seam of at least 4 inches. They may be worn all year.
- Pants and shorts must be worn at the waist-level. "Sagging" is not acceptable.
- Skirts and dresses must measure no more than 3 inches above the top of the kneecap with or without leggings or tights.
- Hats, bandanas, knit caps, visors, sweatbands, doo-rags and sunglasses may not be worn in any campus building.
- No chains, safety pins, pocket or wallet chains, or spikes.
- Shoes must be worn at all times while on campus.
- Hair should be clean and neatly groomed. Extreme hairstyles and colors are not allowed.
- Male students must have **no** facial hair. Sideburns may be worn to the bottom of the ear. Hair must be above the collar and length must not exceed beyond eyebrows.
- Clothing advertising drugs, sex, foul or obscene language, satanic worship or disrespect for any group may not be worn.
- Army fatigues, full camouflage, trench coats and combat boots are not allowed.
- Body-piercing (other than earrings) and visible tattoos are not allowed.

The following consequences will be the result of non-compliance:

Dress Code: Students out of dress code will be sent to the office. If students are unable to correct the problem, parents will be notified to bring appropriate clothing, pick up their student, or release driving students to leave campus to go home to obtain proper attire.

- 1st violation: Students will be expected to correct the problem before returning to class as well as serve a 30 minute detention (+ 1st referral). **Students out of Mass dress attire will also be required to be in formal dress attire the next day.**
- 2nd violation: The same consequences stated under 1st violation including 45 min. of detention (+ 2nd referral).
- 3rd violation: The same consequences stated under 1st violation including 1 hour of detention (+ 3rd referral).
- 4th violation: The same consequences stated under 1st violation including Saturday School (+ 4th referral).
- 5th violation: In-school suspension including a parent conference before returning to class (+ 5th referral).

The interpretation and implementation of the Dress & Grooming Code will be made by the Dean of Students and/or school administration whose judgment and decision will be final. The administration reserves the right to alter dress code when deemed advisable including approved Student Council events. Any change will be communicated to parents and students.

6.13 DRIVING/PARKING REGULATIONS

1. All vehicles **must** be registered with the Dean of Students and Campus Supervisor. (A form is available through the Main Office).
2. Upon completion of a vehicle registration form, students will be provided with a parking permit and must have it clearly displayed in their vehicle.
3. The speed limit on school grounds is 10 mph.
4. Cars are to be locked and windows rolled up.
5. Cars of students are to be legally parked only in the student parking area. Students are not to park in the staff, visitor, no parking zones, handicapped spaces, or behind the activity center.
6. Students are not to sit in or on the vehicles or loiter around the vehicles at any time.
7. The parking lot is off-limits to students during the school day. If a student must access the parking lot during the day he/she must obtain a pass from the Front Office.
8. Seniors who utilize their privilege of leaving campus by vehicle should depart immediately.
9. Students will be fined up to \$25.00 for parking violations, speeding, and/or reckless driving. The second serious violation will result in driving privileges being revoked temporarily. If three violations occur, a student may lose his/her privilege to drive on campus permanently.
10. Grade reports and diplomas will be held until outstanding tickets are paid.

Citations will be issued for:

- | | |
|----------------------------------|---------|
| • Speeding or reckless driving | \$25.00 |
| • Driving against traffic arrows | \$25.00 |
| • Illegal parking | \$10.00 |
| • Lack of registration form | \$5.00 |
| • No parking permit | \$5.00 |

6.14 ELECTRONIC DEVICES

Cell Phones: Cell phones are to be **OFF** during instructional times. Cell phones are not allowed to be used in buildings. The following designated areas have been identified for limited and appropriate use of cell phones: the cafeteria during break and lunch and outside. If a student uses a cell phone at any other time or in any building other than the cafeteria, the phone will be taken from the student and turned in to the Dean of Students.

- First violation: Cell phone will be confiscated and given to the dean of students. The phone will be returned to the student at the end of the day and will receive a warning.
- Second violation: Cell phone will be confiscated for one week and the student will receive a referral and serve 30 minutes of detention.
- Third violation: Cell phone will be confiscated and the student will lose the privilege to bring cell phone to school. The student will receive a referral and serve Saturday school.

Digital Media Storage Devices (iPod, MP3 Players, PSP, PDA, Laptops): Are NOT to disturb instructional time. Each teacher will clearly state his/her iPod/device policy. Students will be expected to know and follow the class expectations for iPod/device use. If a student violates the classroom expectation the teacher will turn the iPod/device into the Dean of Students.

- First violation: The digital media storage device will be confiscated for one week and the student will receive a referral and serve 30 minutes of detention.
- Second violation: The digital media storage device will be confiscated and the student will lose the privilege to bring the digital media storage device to school. The student will receive a referral and serve Saturday school. The cafeteria, courtyard and activity center are areas designated for iPod/device use during breaks and lunch.

Laser Pens: Laser pens are strictly forbidden at school due to the potential for serious eye injury. This device will be confiscated and the student will be referred to the Dean of Students. The laser pen will be returned to the student at the end of the school year.

*Digital Media Storage Devices and cell phones are expensive and, if stolen, nearly impossible to recover. Students should not bring things of such value to school.

6.15 FOOD AND DRINK

Food and drink are to be consumed only in the cafeteria or courtyard area. Everyone needs to do their part with litter by placing it in the trash containers around the campus. Gum chewing is prohibited in the classrooms, library and at Mass.

6.16 PUBLIC DISPLAYS OF AFFECTION

Public displays of affection are inappropriate. Such behavior should be limited to the holding of hands.

VII. GENERAL POLICIES

7.1 CAMPUS VISITORS

Only persons who have official business at Marist will be permitted on the school campus during school hours. All visitors, volunteers and guests must sign in the school office to receive a visitor's badge. "Casual visitors" are not allowed. Prospective students may be invited to visit the school. The visiting student's parents must make arrangements with the Director of Admissions. No visitors will be allowed during examinations or the first or last two weeks of a semester.

7.2 CHAPEL USE

In order to protect the right of individuals who use the chapel, we remind students that the chapel is to be used for private prayer and reflection. It is not a place to eat lunch or socialize.

7.3 FIRE DRILLS/EARTHQUAKE/LOCK DOWN DRILLS

Fire Drills: When the alarm sounds, everyone must evacuate the building. Students must leave their classrooms immediately, in good order and in silence. In evacuating the building, students are to follow the emergency evacuation plan of exit posted in each classroom, or, in the case of unusual circumstances, follow the directions issued by the teacher. The first student to reach the fire doors or major exits should open these and hold them open until all have passed through. Self-closing doors are not to be propped open at any time.

Earthquake Drill: During an earthquake drill students must drop and take cover under a desk, if possible, and away from windows. Listen for instructions by intercom or in person.

Lock Down: During a lock down procedure students and staff must listen for instructions. All doors will remain locked until further notice over the PA system or in person.

7.4 GUARDIANSHIP

Students must live with parents or legal guardians or must discuss guardianship arrangements with school administration.

7.5 LIBRARY REGULATIONS

Students may use the library for quiet study. Check library door for posted hours.

1. No food or gum is allowed. Water is permitted if in a bottle with a top.
2. Out of respect for others, there is to be no loud talking or visiting in the library.
3. Students must check books out with the librarian or volunteer. Books may be checked out for two weeks at a time and may be renewed.
4. Books are to be returned on time.

5. A photocopy machine is available in the library.
6. Cell phones may be on vibrate or silent and conversations are to be held outside of the library. iPods may be used in the library.

7.6 COMPUTER ACCEPTABLE USE

The Marist computer network is for academic use only. Use of these computers is a privilege and logging on to any computer system indicates your agreement to abide with this and all applicable school policies.

Acceptable Uses:

- Internet research for specific class work.
- Creation & printing of class work.

Unacceptable Uses:

- Games or any game-related Internet sites.
- Instant messaging.

Failure to work within Marist's Acceptable Use Policy will result in a referral and/or suspension of your computer account.

7.7 LOCKERS & LOCKS

Marist High School assigns each student a locker for personal use. Lockers are the property of Marist High School and are assigned subject to the following guidelines which govern the care and use of those lockers:

1. The school assigns lockers. Students may not exchange or share lockers without authorization of the Dean of Students.
2. Students should not bring valuable items or large sums of money to school with them. The school is not liable for loss of student possessions or for locker security.
3. Students must use only Marist High School issued locks. Lost locks are the responsibility of students and must be reported to the Dean of Students.
4. Fees will be charged for damaged or defaced lockers. Report any lock or locker malfunction to the Dean of Students.
5. Marist High School Administration reserves the right to open and inspect the contents of lockers at any time and to remove contraband or noxious items.

7.8 LOST & FOUND

Items found around the school are turned into the Main Office and students may claim them there. At the end of each quarter, unclaimed articles will be given to the St. Vincent de Paul Society.

7.9 LUNCH PERIODS

Food or drink is not allowed beyond the courtyard area. **Only permitted seniors may leave the school grounds during the lunch period.** Seniors may not loiter in the parking lot.

7.10 MEDICATION POLICY

Marist staff regulates medications under the following conditions:

1. Any student taking any medication during the school day or at a school sponsored event must complete and submit an official medication form (available through the Front Office) signed by the parent/guardian which will be kept on file in the Attendance Office.
2. Any misuse of prescription medications posing a risk to the health of other students (i.e. giving this medication to another student) will result in disciplinary action up to and including suspension or expulsion.

7.11 OFF-CAMPUS REGULATIONS

Seniors, with parental permission, may have off-campus privileges during their free periods and lunch. A closed campus is in effect for all freshmen, sophomores, and juniors. The stadium, playing fields, and parking lot are off-limits during the school day and violators are subject to detention (see disciplinary policy). Repeated violators are subject to probation, suspension and/or dismissal. Offenders will receive a Saturday School. Second offense results in loss of future senior privileges.

7.12 PREGNANCY POLICY

When Marist High School becomes aware of the pregnancy of a student, or the impending fatherhood of a student, the Counseling Department will schedule a conference with the student, the student's parent(s)/guardian(s), school counselor, and the school administration. Marist High School supports the position of the Catholic Church that abstinence is the proper choice regarding premarital sex. Marist High School emphasizes the need to make positive moral choices, including decisions regarding sexual conduct. However, Catholic tradition also embraces a compassionate attitude toward students who become pregnant or who are responsible for a pregnancy. The Principal will determine an appropriate course of action for meeting the student's academic goals.

7.13 SIGNS & POSTERS

Consent of the Director of Student Activities and club moderator must be obtained prior to the posting of any signs, posters, etc. Only posters advertising school-sponsored events will be posted on campus. All posters must be removed immediately following the event. Only painter's tape can be used on the windows.

7.14 SKATEBOARDS/IN-LINE SKATES/SCOOTERS ETC.

Skateboards, in-line skates, hee-lies, and scooters are not permitted on campus due to safety issues and property damage.

7.15 STUDENT I.D. CARDS

A student I.D. card is issued to each student enrolled at Marist and should be carried while on campus. This card allows the student to attend school-sponsored functions without charge or at reduced prices.

7.16 TEACHERS DETAINED

When it is necessary for a teacher to be detained (late for class) or called from a classroom, students are expected to stay in class and to continue the class in an orderly manner. Students are not to leave the classroom. If a teacher has not arrived

after five (5) minutes one student should come to the main office to inform the administration.

7.17 TUITION POLICY / ACCOUNT IN ARREARS

Parents are required to keep their financial obligation up-to-date. Families in arrears may not qualify for register for the next school year.

7.18 WITHDRAWAL POLICY

Students are accepted with the understanding that they will remain enrolled at Marist Catholic High School for the entire academic year. The school makes financial obligations to its faculty and staff based on this understanding and early withdrawals do not relieve the school of these important obligations. Therefore, it is understood by the parents and the school that between June 1st and October 15th:

- There will be a cancellation fee of \$1,425.
- After October 15th there will be a cancellation fee of \$2,850.
- Fees are non-refundable.
- If a student is withdrawn from school for reasons beyond the control of the student or parents/guardian, the family may apply for relief by written request to the Principal.

Parents must complete the withdrawal process before the student's withdrawal is official. The withdrawal form may be requested from the Registrar. Please complete the withdrawal form, obtain the proper signatures, and return it to the Registrar.

Once the form has been returned and fees paid, your student will be considered officially withdrawn and records will be transferred.

7.19 VIDEO SURVEILLANCE CAMERAS

In an effort to increase school security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the school campus shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school and administrative staff, if necessary, to enforce the law and the provisions of school policy.

VIII. ATHLETICS/ACTIVITIES

8.1 PHILOSOPY

Marist Athletic Philosophy

The Marist Athletic Program recognizes the integral and complementary role that athletics plays in the educational mission of the school. Athletics enhances the high school experience by developing athletic potential and teaching lifelong values. "We Are One" challenges Marist athletes, coaches and parents to recognize, respect and nurture the relationship between body, mind, spirit and community. The Marist Athletic Program exists to support our athletes and coaches in pursuit of excellence in their sport, in the classroom and throughout their lives.

Marist Activities Philosophy

We believe that activities are truly “co-curricular”. Participation in activities is permitted only if the student is fulfilling his/her academic responsibilities. Within the framework of these priorities, we strongly encourage participation in the wide variety of sports and activities offered at Marist High School. We feel there is much more to be gained by pursuing a personal interest, challenging oneself physically, and working with a team toward a common goal, and by experiencing the social adjustments one must make when working with other people.

8.2 ACADEMIC ELIGIBILITY

The primary emphasis at Marist is academic excellence. Participation in athletics and activities, although extremely important to the development and experience of many high school students, should be secondary to performance in the classroom.

Those students participating in athletics/activities and receiving a failing grade at the time progress reports are issued will be evaluated as follows:

1. At the point that the participant is informed of failures the participant has five calendar days to provide proof of a passing grade in the failed class(es).
2. If this proof is not earned, the participant will be suspended indefinitely from athletics/activities contests/events including travel and/or missing school until passing work is achieved.

At the point that the participant is informed of failing grades at quarters and/or semesters an automatic five-calendar day suspension for each failing grade from athletics/activities contests/events including travel and/or missing school will occur during their current (or next) athletic/activity season. This suspension would begin immediately if during a season or on the first contest date of the next season. This applies from one school year to the next. This suspension period must include one contest or performance. Students may/should continue to participate in practices during this period.

All senior, junior, sophomore, and second semester freshmen students who earn less than a semester 2.0 GPA will not be eligible to participate in any athletic/activity season until the end of the following quarter at which a 2.0 GPA is achieved.

These are the minimum academic guidelines and may be set at a higher standard by an individual coach/moderator. All OSAA standards automatically apply.

8.3 ATTENDANCE ELIGIBILITY

All students must be present by 9:30 am to be eligible for extracurricular activities. As such, all students must not leave campus before 1:00 pm to remain eligible.

8.4 DRESS CODE

- **Team warm-ups of any kind may NOT be worn during the school day.**
- Sweatpants and athletic or soccer shorts are not in dress code and are not to be worn to school or during school hours.

- All athletes must wear appropriate practice clothing, i.e. male athletes must wear shirts; female athletes must wear appropriate clothing i.e. sports bras MUST not be visible and shorts must be modest in length.

8.5 DRUGS AND ALCOHOL POLICY

No athlete/participant will possess or use alcohol, drugs, controlled substances or tobacco at any time, on or off campus. Violations of this expectation will result in a review of the student's athletic/activity/club eligibility by the Athletic/Activities Director, in consultation with the Principal, Dean of Students, counselors, parents and coaches. Eligibility subsequent to a violation of this drug, alcohol and tobacco policy will be conditioned upon providing the student an optimal learning experience. Such conditions will follow, but are not limited to the following guidelines*:

- First Offense: The athlete/participant will be suspended from participation in athletic contests or activities including travel and/or missing school for 2 weeks from date of notification and placed under the stipulations of a behavior contract by the Dean of Students (this suspension must include at least one contest or activity). The stipulations of this contract will determine the outcome should there be a second offense. This contract will include an alcohol and drug assessment and random drug testing.
- Second Offense: The athlete/participant will be dismissed from athletics/activities immediately and for a minimum of one calendar year. Further disciplinary action may include dismissal from Marist High School.
- Third Offense: The athlete/participant will no longer be eligible to participate in athletics/activities for the remainder of his/her enrollment. Further disciplinary action may include dismissal from Marist High School.

*Coaches/Moderators may have stricter guidelines or additional consequences for students who violate this policy.

Any athlete/participant who requests assistance in dealing with a drug, alcohol or tobacco problem should see his/her counselor for assistance.

8.6 BEHAVIORAL EXPECTATIONS

Athlete/Participant

- Give 100% effort 100% of the time
- Be unselfish, play for the team
- Win graciously, lose with dignity
- Demonstrate good sportsmanship
- Be honest and committed to integrity
- Be respectful and courteous towards others
- Prepare yourself not only by training your body, but also by strengthening your faith and prayer life

Student Fans/Spectators

- All school rules including dress code are in effect at athletic contests

- Demonstrate good sportsmanship
- Be respectful and courteous towards others, opposing players, coaches, spectators, and officials
- Cheer with the Cheerleaders
- Support your team
- Use positive cheers only to support your team
- Remember that you are representing yourself, family and Marist when you are at school sponsored events

8.7 SUNDAY PRACTICES/ACTIVITIES

Marist High School holds as a core value the support and development of faith for our students, their families, and our staff. We strongly encourage our students to participate with their families in church attendance and related activities. Sunday school activities will generally only be allowed from 12:00 PM to 4:00 PM to allow for church attendance and evening church or family activities.

8.8 TRANSPORTATION

Various methods of transportation may be utilized for off campus activities, including, but not limited to yellow buses, charter buses, Marist owned activity buses, rental and/or privately owned vehicles. Transportation will be provided to some events on a drop off basis with the expectation that parents will be responsible for picking their child up after the activity/event. Students may, with parental permission transport themselves to and from an activity/event. Students wishing to drive themselves to an activity/event must provide the coach/moderator with written permission 24 hours prior to the event. Students may not transport another student to or from an extracurricular activity/event.

8.9 WEIGHT ROOM CONDUCT

1. Teams or student athlete(s) must be supervised by their coach unless another responsible adult has been designated for supervision.
2. Athletic shoes must be worn at all times.
3. Clothing must be athletic attire: male students must wear shirts; female students must wear appropriate clothing, i.e. all sports bras MUST not be visible.
4. No food or drink. Water is ok.
5. If music is being played, lyrics must be appropriate.
6. All students are to be respectful of the supervising coach(es). When asked to do something, do it.
7. NO HORSE PLAY! Appropriate and safe behavior at all times.
8. The weight room is for working out. DO NOT use the weight room as a short cut to the parking lot.
9. Pick up and put things away, even if you weren't the one using them.

Be safe, work hard, have fun! GO SPARTANS!!!

