



Marist Catholic High School Student and Parent Handbook

2017-2018

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Marist Catholic High School Administration and Staff

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TBA:	<i>Dean of Students</i>
Rick Gardner:	<i>Director of Athletics and Facilities</i>
Suzanne Graf:	<i>President</i>
Rebecca Larson:	<i>Advancement Director</i>
Rick Martin:	<i>Director of Campus Ministry and Formation</i>
Christi Nicholson:	<i>Director of Student Services/Activities Director</i>
Andy Oldham:	<i>Assistant Principal of Academics</i>
Reba Stephens:	<i>Finance Director</i>

Staff

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Guidance Counselors

Shari Pimental:	<i>Counselor (A-KI), Concussion Protocol Manager</i>
Jerry Ragan:	<i>Counselor (Km-Z), Testing Coordinator</i>
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Athletic and Activities Department

Rick Gardner:	<i>Director of Athletics and Facilities</i>
Bart Pollard:	<i>Associate Athletic Director</i>
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Christi Nicholson:	<i>Activities Director/Director of Student Services</i>
Beth Wirth:	<i>Student Government</i>

Technology Department

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Advancement Office

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Theology

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SCHOOL SCHEDULES

Please use hyperlink below to view and print all school bell schedules.

Web: <http://www.marisths.org/bell-schedules.html>

Print: <http://www.marisths.org/uploads/3/8/1/6/3816576/2012-13bellschedules.pdf>

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SECTION 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

(In 2013 Marist adopted the following philosophy and integral student outcomes as part of accreditation)

To prepare students for this world and the next, Marist works in partnership with its parents and families with fidelity to the Gospel of Jesus Christ as reflected in the teachings and traditions of the Roman Catholic Church. As such, our first and foremost belief is that each and every person has been created in God's image. This truth permeates every facet of the school community and from it flow two basic assumptions: the highest human calling is to love and to be loved and the whole person is to be cherished, developed, and cared for.

With Christian faith as the foundation, education is a process that pursues wisdom and truth. In such an environment, education becomes a permanently self-expanding activity, leading to understanding and freedom. It is characterized by a palpable sense of self-discipline, graciousness, charity, and hope.

While Marist is called to address directly the many educational and spiritual needs of its students, it is not the students alone who are served. A Marist education inspires students to become moral, caring, and competent leaders who, with a sense of joy and zeal, place their gifts at the service of the common good and pursue a social order that is attentive to the welfare and rights of others.

1.3 MARIST CHARISM:

Captured most succinctly by the school motto "We Are One," Marist embodies a unique CHARISM which describes the experience of a Marist education. It includes these key qualities:

FAMILY SPIRIT:

FAMILY SPIRIT expresses what is most deeply experienced by Marist students, families, and staff. Although gathered for the express purpose of educating the young, the reality is much deeper and much broader. Family spirit means that each student is known and loved, and honored as a unique embodiment of God's image. This is the treasure shared by all who enter these doors, and perpetuated through the legacy of students, staff and family who take on the challenges and responsibilities of being One.

FIDELITY TO FAITH IN JESUS CHRIST:

FIDELITY TO FAITH IN JESUS CHRIST is an expression of holy audacity in a world where religious faith is often considered irrelevant. This faith and our willingness to call

it our center fosters a school culture where faith is experienced as the source and the summit of all our activity. In this way, graduates depart challenged to make something of their lives as an act of service on behalf of the Kingdom of God.

JUSTICE:

Considering the larger human family to be an extension of family spirit, Marist takes on a conviction of working for JUSTICE and offering ourselves in service and charity. This quality is a constant in our school culture, reflected in many activities and practices, compelling students and staff alike to reach beyond themselves in compassion for the world.

ZEAL:

A spirit of ZEAL animates our daily work and play, as we engage with each other with a passion that communicates love of learning, love of people, love of God, and faith in a future guided by that God. This zeal is marked by excitement and energy, joyfulness and hope, through which to teach the mind and touch the hearts of our students.

CALLING:

Seized by a conviction born of God's CALLING, our family spirit, faith, work for justice and zeal are all sustained and guided by something larger than ourselves. God's providence elevates our interpretation of mission from an obligation to which we submit to a vision to which we aspire.

It is through us and our charism, gifted and called, that the Mission of Marist Catholic High School is brought to life!

1.4 INTEGRAL STUDENT OUTCOMES

To cherish, develop, and care for the whole person means we strive to be attentive to every component of a student's humanity: the spiritual, the intellectual, the social, and the physical. Each is essential and each complements the others. It is our hope and intent that upon graduation a Marist student exemplifies the following characteristics and attitudes:

CHRIST-CENTERED

- Cultivates a relationship with God and understands how to live out the Gospel
- values taught by Jesus Christ
- Understands the teachings, traditions, and practices of the Roman Catholic Church
- Knows the value of a faith community, and actively seeks to incorporate prayer,

- liturgical celebration, and spiritual reflection into his or her daily routines
- Respects the diversity and wonder of God's creation in all its manifestations
- Understands the importance of integrity in all relationships, and exhibits
- an attitude of charity, kindness, and respect toward all

COMMITTED TO ACADEMIC EXCELLENCE

- Engages intellectually, takes responsibility for his or her own learning, pays attention
- to detail in work and communication, and demonstrates ethical behavior in academics and activities
- Demonstrates fluency in those academic subjects and skills required for graduation from Marist and a successful college experience
- Uses technology effectively and appropriately
- Contributes to a collegial environment through actions and language that are positive and productive
- Understands and appreciates that faith and reason are integrated and complementary

SOCIALLY RESPONSIBLE

- Understands the larger implications of the social teachings of the Roman Catholic Church and pursues social justice in light of those teachings
- Honors the sacredness of human life and dignity of all people
- Takes responsibility to protect the rights and welfare of those most in need
- Provides leadership by using individual gifts and talents to serve family, community, and the common good
- Demonstrates good stewardship toward all of God's creation

HEALTHY AND BALANCED

- Appreciates that his or her whole being deserves respect and reverence
- Identifies his or her own talents and personal characteristics, and sees them as gifts to be cultivated and shared with others
- Recognizes that physical, mental, social, and spiritual well-being are interdependent
- Seeks the benefits of physical exercise, intellectual engagement, and good nutrition
- Understands that striving for balance and setting limits are necessary to cultivating a healthy lifestyle and developing healthy relationships

SECTION II: CAMPUS **MINISTRY**

2.1 INTRODUCTION

Central to the mission of Marist Catholic High School is its commitment to nurturing faith within the lived context of Christian community and Catholic practice. 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 “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 and Theology classes generally incorporate prayer into their daily habit. Weekday Masses are available to all students about once a week in the Chapel, theology classes incorporate prayer, and the entire school joins together for Mass or a prayer service about once each month. Retreats also include individual and communal prayer, Mass, and for juniors, 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. 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

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 Campus Ministry team as they engage in individual 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: the CARE Team, which offers support in times of loss, RESPONSE, a suicide-prevention and intervention program, and individualized support as requested.

SECTION III: ACADEMIC **POLICIES**

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

ACADEMICS

At Marist Catholic High School, we pride ourselves on our rigorous college preparatory academic program. We are an accredited school through the WCEA and AdvancED. WE ARE ONE in our academic culture which is characterized by students and teachers who are **disciplined, engaged, ethical, and precise**.

3.1 GRADUATION REQUIREMENTS

DISCIPLINED	ENGAGED	ETHICAL	PRECISE
<i>Take responsibility for own learning</i>	<i>Demonstrate intellectual engagement</i>	<i>Demonstrate ethical behavior</i>	<i>Attention to detail in work and communication</i>
Examine and learn from errors, seek help when needed and understand that failure is part of the learning process.	Develop intellectual curiosity: actively explore new ideas, posing questions about meaning, significance, and implications	Shaped and informed by a Catholic intellectual tradition and teachings characterized by the following: embracing one's humanity, value of rational inquiry, belief in the existence of truth, integration of the spiritual and intellectual in search of God, and respect for all people as well as views and perspectives that may be different than one's own	Develop strategies to follow correctly all parts of oral and written directions without needing additional reminders
Proactively seek input and feedback on ideas and work.	Demonstrate curiosity, honesty, cooperation and skepticism		Use conventions and methods appropriate to the discipline
Devote the time necessary to be successful and plan ahead to meet deadlines	Open to challenge as part of the learning process: recognize one's own assumptions, be willing to take intellectual risks, ability to question, integrate, synthesize and connect new ideas to previously learned concepts	Respect the intellectual and creative work of others by refraining from academically dishonest behaviors, such as copying another's assignment, copying and pasting from the internet, or using sources without attribution	Take time to review or edit work prior to submission
Use effective strategies to learn independently, especially if absent, including use of available resources (class time, notes, textbook, instructors, peers, technology)			Listen carefully and intentionally
Manage time effectively including meeting deadlines, anticipating time limits, and working with others in groups	Perceive that every discipline is a way of understanding and not just a sequence or compilation of random information	Use basic tenets of Catholic Social Teaching to help take into account the intended and unintended consequences of one's actions on people, society and the environment prior to making decisions	Choose language appropriate to the academic, social and cultural conventions of the particular audience
Successfully complete tasks alone and in groups that require organizing and applying multiple steps, concepts or techniques, and which may be time-consuming	Recognize connections among disciplines, transferring knowledge to new situations and contexts including data, diagrams, symbols and words	Recognize and respect the need for sincerity, trust and honesty in an academic community	Contribute relevant ideas, clear illustrations and clarifying examples

Marist Catholic High School meets all of the academic requirements for a high school diploma in the state of Oregon. At Marist we require 26 credits for graduation, and we offer a wide variety of challenging academic and elective courses. The following credits are required for graduation:

Theology	4.00
English	4.00
Mathematics	3.00
Science	3.00
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

TYPICAL COURSE LOADS

FRESHMEN	SOPHOMORE	JUNIOR	SENIOR
English 9*	English 10*	American Literature*	English 12*
Algebra*	Geometry*	Algebra II/Trigonometry	Math Elective
Physics*	Biology*	Chemistry or Science Elective*	Science Elective
The Revelation of Jesus Christ (1 sem)	Paschal Mystery (1sem)	Sacraments (1 sem)	Ecumenical and Interreligious Studies (1 sem)
Christology (1 sem)	Ecclesiology (1 sem)	Church History (1 sem)	Christian Moral Life (1 sem)
World History	Lifetime Fitness (1 sem)	US History*	Free Period (with parent approval)
Lifetime Fitness (1 sem)	Health (1 sem)	Elective	Government* (1 sem)
Health (1 sem)	Foreign Language	Elective	Economics* (1 sem)
Foreign Language	Elective		Elective
7 credits	7 credits	7 credits	6 credits

*AP, College Now, and honors are options in these courses

3.2 GENERAL POLICIES

- Sequence courses must follow the proper order and students must fulfill all prerequisites before registering for a course. Each subject teacher, with help from an academic counselor, will verify a student's eligibility for his/her course.
- Students are expected to take courses at Marist. Exceptions to this policy will be rare, and must be approved by the Assistant Principal of Academic Affairs. This may be allowed only in the cases of extended absences due to verifiable health issues or when a student has completed a Marist sequence and wishes to begin more advanced study in that discipline.
- Freshman, sophomore, and junior students must register for seven classroom courses each semester. Seniors must register for at least six classroom courses per semester and may choose to take a seventh class. A free period for seniors requires parental permission.
- Marist will use teacher recommendations, grades, and student desire to determine placement in honors courses for the following school year.
- If a student withdraws from school or transfers to another school, the parents must notify the school and complete the necessary arrangements prior to withdrawal for transcripts to be forwarded.
- Marist does not record partial credit for any class for students leaving the course prior to the completing of a semester. Exit grades will be provided for students transferring to another school setting.

3.3 GRADING POLICIES

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. Unless denoted in the course syllabus, Marist requires teachers to weigh the semester using the following criteria:

1st/3rd Quarter = 40%
2nd/4th Quarter = 40%
Final Exam = 20%

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. 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 transcript.**

GRADE SCALE

Outstanding Achievement	A+	97-100%	4.30
	A	93-96%	4.00
	A-	90-92%	3.70
Above Average Achievement	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
Below Average Achievement	D+	67-69%	1.30
Low Achievement	D	65-67%	1.00
Lowest Achievement	D-	Below 65%	0.70
Failure	F	Below 60%	0.00
Incomplete	I	*	
Withdrawn	W	**	
Pass/No Pass	P/NP	***	

*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.

**Withdrawn: See 3.11

***P/NP: Indicates the minimum requirements for the course were or were not met. P/NP **will not** be used for core academic courses, and is reserved for limited electives.

GRADES, PROGRESS REPORTS & REPORT CARDS

Marist uses a learner management system called Schoology. It contains a live grade book that teachers are asked to keep current at three week intervals. Parents and

students are asked to keep in mind that this convenience comes with limitations and that the information in Schoology is most appropriately viewed as dynamic and as an estimate. The most reliable method of gathering information related to grades and completion of work is direct contact with the instructor.

Progress reports arrive at the midpoint (around the 4th week) in a grading period, in the form of an e-mail reminder that will be sent to parents to look at their student's grades in Schoology. When viewing Schoology at this time grades are considered up-to-date and accurate.

At the end of a quarter an electronic report will be sent to the parent email and the student's Marist email address. Paper report cards will be issued and mailed home at the end of each semester. **Semester grades are the only grades that appear on a student's permanent transcript.**

3.4 SEMESTER EXAMINATIONS

All academic courses include a comprehensive final exam/project/paper as part of the curricula. Unless stated otherwise in the course syllabus, this final exam/project/paper will count as 20% of the student's final semester grade. The standard passing grade on all semester examinations is 60%.

Students are expected to take exams at the scheduled times. It is the student's responsibility to know when and where exams are being administered and to avoid scheduling conflicts. Final exam dates for both semesters are available on the public calendar before school begins. Details about the final exam schedule will be made available two weeks before exams, will be posted prominently around campus during final exam week, and will be communicated daily via Schoology during finals week.

In the rarest and most limited of circumstances, students may request early administration of semester exams. Such a request must be made in person with the Assistant Principal of Academic Affairs at **least one month prior to exam dates**. Rescheduling of final exams will **only** occur in the following cases:

- When the student is participating in a scheduled school event
- Participation in a program of distinction (as determined by administration), recognition or honor that has a fixed date (i.e. Boys/Girls State)
- For unavoidable family emergencies
- For illness

Students **must** 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 re-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.**

3.5 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. Students who earn a cumulative 4.0 (weighted, **not** rounded) gpa at the end of their seventh semester will be awarded the distinction of Marist Scholar upon graduation.

3.6 FAILED GRADE

A student who fails a required course for graduation must make up that course before he/she can earn a Marist diploma. If a semester grade of "F" or "D" is made up in summer school, both grades will be included on the student's permanent transcript. Students are responsible to have the make-up grade reported to the school. An "F" must be made up in an equivalent course outside of the Marist curriculum through an accredited or approved program or school. On-line programs that require the student to take a final exam (BYU, Apex, etc.), the final exam must be administered by a Marist approved proctor. Marist guidance counselors can provide direction regarding options. **Seniors will not be allowed to register for classes if they are not on track for graduation.**

3.7 ON TRACK TO GRADUATE

To be on track for graduation a student must have successfully completed a **minimum** of 19 credits and all required course work before enrolling as a senior.

3.8 GRADUATION AND BACCALAUREATE MASS

The Marist graduation ceremony and all related activities are a celebration of the end of one's Marist experience and successful fulfillment of the requirements and standards of a Marist Graduate. The following criteria are the **minimum** required to walk at graduation and participate in the grad night party:

- Record of good attendance
- In good standing behaviorally
- Successful completion of all academic requirements by the end of the seventh semester
- Passing **all** third quarter classes
- Completion of all Christian Service Hours

Students at risk of not participating in graduation at the end of the seventh semester or failing a third quarter class will be notified and given a petition form. Students may petition to Academic Council (comprised of Department Chairs, Director of Counseling, Assistant Principal of Academic Affairs and Principal) for the privilege of participating in graduation ceremonies. The decision of the Academic Council will be final.

3.9 ACADEMIC PERFORMANCE AND ACADEMIC PROBATION

Helping every student reach his or her full academic potential is a primary goal at Marist Catholic High School. To achieve this goal, Marist has created an educational environment where all students are supported in their efforts to reach their full academic potential. If a student falls short of fulfilling the minimum academic requirements at Marist they receive additional support through our Academic Support Program.

- Freshmen-- As an early intervention, any freshmen who have a combination of 3 "D's" or "F's" at the 4½ week 1st Quarter Progress Report **will be required to attend Academic Support** for the remainder of the first quarter. Thereafter, any freshman who earns less than a 2.0 GPA or two F's during the preceding quarter grading period will be required to meet with their guidance counselor and any appropriate teaching staff in order to arrive at a plan for improving performance in class, and will be required to attend Academic Support for the remainder of the quarter in progress.
- Sophomores, Juniors, and Seniors,— Any sophomore, junior, or senior student who earns less than a 2.0 GPA and/or multiple grades below a C-, during the preceding quarter grading period will be placed on Academic Probation subject to the terms and conditions set forth below.

Terms of Academic Probation

Student is ineligible for the remainder of the quarter to participate in co-curricular activities. (Student will be allowed to practice and to participate in performances that are **required** for any related class.)

Student is **required** to attend Academic Support and is expected to follow all the expectations of Academic Support. (Families who provide evidence of contracted services with an academic tutor may request an exception from Academic Support upon approval from the Assistant Principal of Academic Affairs). Seniors on academic probation may ask the Assistant Principal of Academics to be released from Academic Support. However, a stipulation of that release will be to forfeit his/her off-campus privileges.

At the end of any quarter of Academic Probation, the student will be removed from Probation if he or she meets a 2.0 GPA with no "F's" on the quarter grade report.

A student who is placed on academic probation **a second time** during sophomore through senior year will be required to meet with parents and a guidance counselor at the beginning of the the second probation period to

outline a plan for improvement and to discern what other support may be needed for the student.

Any student placed on academic probation **three or more times** beginning sophomore year through senior year will be required to set up a meeting with his/her parents and the Assistant Principal of Academic Affairs to evaluate continued enrollment at Marist. If the student is asked to withdraw, the student may appeal to the Principal whose decision will be final.

3.10 CO-CURRICULAR ELIGIBILITY

Athletics, Activities, Clubs, etc.

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

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.

At each progress report and the end of each quarter, those students participating in co-curriculars and receiving a failing grade will be evaluated as follows:

- At the point that the participant is informed of failing grades by the Director of Athletics and Facilities or Assistant Principal of Student Affairs, the participant has **five** calendar days to provide proof of a passing grade in the failed class(es).
- If this proof is not earned, **the participant will be suspended** from participating in co-curriculars until passing work is achieved.
- When a failing grade is **confirmed** at the conclusion of each quarter **an automatic five calendar** day suspension will occur during their **current (or next)** co-curricular 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.**

3.11 SCHEDULING CLASSES

Teacher recommendations for the following year will be given to students by their teachers prior to the timeline for course registration. Every effort is made to honor

student choices and minimize conflicts. Due to scheduling limitations, however, a student may not be able to schedule first choice electives. Those students taking AP courses will receive their summer work prior to the end of school.

SCHEDULE CHANGES

The master schedule and teacher assignments are based on request forms 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. 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:

- No schedule changes will be made for teacher, period, friends, or lunchtime preference.
- Level changes due to misplacement are made **only** with teacher recommendation and administrative approval. Approved schedule changes will be made only until the end of the third week of the first semester and first week of the second semester. Any withdrawal after the third week will be recorded as a "W" on the permanent transcript and done under the most limited of circumstances. Another class must be available to take the dropped course's place. Students who withdraw after the three week deadline will also be required to carry the grade from their previous class to their new course.
- Elective course changes are made only on a space availability basis for the first week of the semester and may not be allowed if they effect balance and numbers in other courses.
- Only senior students in good standing may elect a free period with parental approval.
- Students are responsible for monitoring their progress in meeting graduation requirements.

HONORS, COLLEGE NOW AND ADVANCED PLACEMENT COURSES

Honors classes study content in greater depth and at a quicker pace. Enrichment topics are added. Standards in reading, writing, calculation, and critical thinking are higher. More independent learning takes place.

Advanced Placement classes culminate in a national exam given by the College Board. Scores on the exam may qualify students for college credit or advanced standing as determined by colleges.

College Now courses are courses offered at Marist and taught by Marist teachers but are also considered to be college courses offered through Lane Community College. Upon completion the student has the opportunity to work with the LCC Registrar to have college credit placed on his/her permanent transcript.

What should I consider before choosing to forecast for an honors, College Now or AP class?

- Do I have a passion for this subject matter?
- Am I self-directed and prepared to work without explicit guidance or direction?
- Do I want to explore the content in more depth?
- Am I willing to employ more time, do more work, and strive to meet higher standards?
- Do I have the time to commit to this class and still meet my obligations to family, church, friends, activities, sports, and work?
- Can I balance the stress this class may cause?
- Is it OK if I don't earn an "A" in this class?
- What other honors' classes am I planning to take?

3.12 STUDENT AND PARENT CONCERNS

It is important for students to learn how to advocate for themselves in an appropriate manner and to deal with issues at the appropriate level. It is also important that the faculty, staff, and administrators at Marist Catholic High School listen to student and parent concerns with attention and respect. We continually encourage all members of the Marist community to approach one another, especially around difficult matters, with an assumption of good intent.

If your son or daughter comes home from school with a concern about something that has occurred in a class or a co-curricular program, please follow the steps below:

1. Listen carefully to what your son or daughter has to say.
2. Keeping in mind that there are two sides to every story, ask the student to view the problem from the other person's point of view.
3. Ask questions such:
 - a. Does this seem to be a one-time problem or has it been building up?
 - b. Will a cooling-down period or night's sleep change your perspective?
4. Have your son or daughter contact his or her counselor.
5. After talking to the teacher and counselor, if the student still feels that the issue has not been resolved or received the needed help, the student should make an appointment with the Assistant Principal of Academic Affairs.

Our experience demonstrates that the steps outlined above are the most effective, meaningful way to address the concerns which inevitably arise in school. Most of the

time, bringing your question to the person(s) directly involved will lead to the answers or increased understanding. As a parent, if you have a questions or concerns for a teacher or counselor, please contact that person directly beginning from a place of information gathering and good intent:

1. Speak to the teacher or other adult directly. Phone or face to face are most effective. We encourage parents and teachers reserve email for sharing information and setting up a meeting times. Please allow 24 hours for a response.
2. If, after talking to a teacher or counselor, you feel the issue is still not resolved, call or e-mail the Assistant Principal of Academic Affairs to arrange a time to meet.

Our experience demonstrates that the steps outlined above are the most effective, meaningful way to address the concerns which inevitably arise in school. Most of the time, bringing your question to the person(s) directly involved will lead to the answers or increased understanding.

3.13 ACADEMIC INTEGRITY POLICY (PLAGIARISM/CHEATING)

A core value of Marist Catholic High School is to develop students who are morally strong. We work hard to support each student in building upon and developing their intellectual strengths. However, the development of each student's personal integrity is most important to life long success. Our academic integrity policy is one that is designed to foster the awareness and desire to produce your own individual work, not share your work with others, and furthermore, designed to include fair guidelines for consequences when there has been a violation.

Any type of cheating (copying homework, cheating on a test, plagiarizing a paper, giving or receiving answers, or working together on an assignment/paper/project when it was assigned as individual work, etc.) is a serious offense. Below is a detailed description including examples of cheating and plagiarism.

CHEATING:

Cheating by definition means: to act dishonestly or unfairly in order to gain an advantage. When related to school work, this includes, but is not limited to the following:

- Communicating in any form to another student(s) during an examination
- Allowing another student to copy or borrow your work
- Copying the work of another student
- Sharing test questions with a student in a different class period
- Sharing test questions with a student who was absent for the test

- Looking at another student's test during the exam or allowing another student to look at your test during the exam
- Using any form of notes on a closed-book/closed-noted exam (e.g. written on hand, note card, etc.)
- When directions have been clearly stated verbally, or in writing that work is to be completed individually, and you work together with someone else to complete the assignment

PLAGIARISM:

Plagiarism by definition means: the practice of taking someone else's work or ideas and passing them off as one's own. When related to school work, this includes, but is not limited to the following:

- Someone else completing your assignment, paper, or project, but submitting it with your name on it, as your own work
- Not citing your references or including a bibliography
- Falsifying a bibliography
- Quoting a source without citation
- Using someone else's ideas, and presenting them as your own, without proper citation
- Copying and pasting someone else's assignment, or from the internet, and presenting it as your own work

Academic Integrity Policy violation: *If a student violates the Academic Integrity Policy, the following will happen:*

1. The teacher will talk to the student
2. The teacher will call the parent/guardian
3. The teacher will inform the Dean of students
4. If a student has multiple academic integrity infractions:
 - a. The student, family, Dean of Students, and/or Director of Student Services will meet.
 - b. The student will be placed on an Academic Integrity Contract.
 - c. The contract will be designed to clearly define consequences for repeated offenses (including loss of course credit and possible dismissal)

Academic Integrity Consequences for a violation: Teachers may choose from the following options, when assigning a consequence, depending upon the type of academic integrity violation.

- Assignments: the student will receive a zero on the part they cheated on, the part they allowed someone else to copy, or the entire assignment OR an option to redo the assignment for partial credit (on a first time offense only).

- Tests: the student will either receive a zero on the part they cheated on, or the entire test OR an option to re-take the test for partial credit (on a first time offense only).
- Paper: the student will either receive a zero on the part they cheated on, the part they allowed someone else to copy, or the entire paper OR an option to redo the paper for partial credit (on a first time offense only).
- Project: the student will either receive a zero on the part they cheated on, the part they allowed someone else to copy, or the entire project OR an option to redo the project for partial credit (on a first time offense only).
- Other violations of academic integrity: situations not described above will be handled on a case by case basis by the Dean of Students, Director of Students Services and/or Assistant Principal of Academic Affairs.

SECTION IV: GUIDANCE **COUNSELING**

4.1 MISSION STATEMENT

The Counseling Department of Marist Catholic High School provides guidance to assist students in their pursuit of academic excellence, post-secondary planning, and preparation for complete lives of Christian leadership and service.

4.2 COUNSELING DEPARTMENT FUNCTIONS

The essential function of the Counseling Department is to assist Marist students in benefitting from the educational experience of Marist Catholic High School and to help them plan realistically for the future. Counselors provide academic counseling primarily, however we will refer students to outside professionals for mental health issues. 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: • Organizational Patterns • Self-Advocacy 	<ul style="list-style-type: none"> • Career and Interest Exploration • Exploring Service & Activities • 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 • Formulating a College List 	<ul style="list-style-type: none"> • "The College Process" • Finalizing a College List • Completing Applications • Letters of Recommendation • Financial Aid • Making a Choice • Transition to College and Life Beyond High School

4.3 ACCESSING YOUR COUNSELOR

Marist has three full-time counselors. A student is assigned one of two counselors that they work with continually in grades 9-12, and the third counselor serves as a college counselor for all grade levels. Below is the breakdown, and contact information:

Shari Pimental, grades 9-12, last names A-KI, spimental@marisths.org, ext 1523

Jerry Ragan, grades 9-12, last names Km-Z, jragan@marisths.org, ext 1511

Court Wirth, College Counselor, Director of Counseling, cwirth@marisths.org, ext 1522

Students should come to the counseling office outside of class time to make an appointment to meet. We encourage students to consult counselors to help with academic difficulties, course selection, test interpretation, and career and college planning as well as seek help in overcoming personal and family difficulties that may impede their academic progress.

At no time is it recommended that a student leave a class to wait for the counseling staff to return or become available. If he/she is in emotional crisis or otherwise cannot remain in class and a counselor is unavailable, the student is to report to the Attendance Officer or the Dean of Students.

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

- A counselor sends a request form to the classroom to see a student and the teacher gives permission
- A counselor comes to the classroom and obtains teacher permission to see the student
- A student may be referred by a teacher and/or administrator

4.4 ACADEMIC ACCOMMODATIONS

At Marist Catholic High School, we believe and recognize that all students learn their best when appropriate opportunities are provided, to support their success. Please communicate with your counselor if you are having concerns related to your child's performance or ability in class. This will allow us, with support from the Director of Student Services, to provide information, recommendations, supports, and possible accommodations to better support your child's academic and social success here at Marist.

4.5 CONFIDENTIALITY STATEMENT AND DUTY TO WARN

It is the goal of the Counseling Department to offer students a safe environment in which to discuss personal issues. In some instances, Oregon State Law (Oregon Revised Statutes 419B.005-419B.45) requires the Counseling Department and all school personnel to report specific incidents. Examples, as provided by Oregon State Law are:

- Duty to report any behavior, suspicions, or student reports of physical abuse, sexual abuse, emotional abuse, abandonment, or neglect to the appropriate agency
- Reporting information to persons outside the school when a student indicates that a crime involving the likelihood of significant personal injury or significant property loss will be or has been committed
- Reporting to one or more specific persons or agencies after a written release of information form has been signed by the student and parent(s) or guardian(s) and kept on file
- Disclosing information deemed to be confidential when ordered to do so by a court of law

The counseling department recognizes its primary obligation for confidentiality is to the students, but balances that obligation with an understanding of parents'/guardians'

legal and inherent rights to be the guiding voice in their children’s lives, especially in value-laden issues.

Marist counselors will inform parents/guardians and/or appropriate authorities when a student poses a danger to self or others. This may be done after consultation with other counseling professionals.

4.6 INFORMATION TO COLLEGES

The staff of Marist Catholic High School has a responsibility to honestly represent students in their letters of recommendation and school forms to colleges. In accordance with *The Statement of Principles of Good Practice of the National Association for College Admission Counseling*, Marist Catholic High School is expected to report any significant change in a candidate’s academic status, personal conduct, or qualifications that occur between the time of recommendation and graduation and/or if requested by an institution’s application.

4.7 NAVIANCE

Naviance is a comprehensive college and career readiness program with a range of tools designed to help students explore their strengths and interests, and connect these to possible college and career opportunities. Students complete various grade-specific tasks each year. It culminates with their senior year, when Naviance is an important resource for them to utilize with their college planning and applications. Parents have access to their own Naviance log-in information to work alongside and support their child in these areas.

4.8 TESTING PROGRAM

In addition to individualized guidance counseling, a variety of large and small group meetings are provided by the department to disseminate important information for the student’s progress and planning for both the present and the future. 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 in school testing program is as follows:

9th grade EXPLORE (Preliminary ACT)

10th grade PLAN (Preliminary ACT)

11th grade PSAT ACT

Off-campus testing options include:

11th grade SAT, SAT Subject Test, Additional ACT (Student responsible for registering)

12th grade SAT, ACT, SAT Subject Test, Additional ACT (Student responsible for registering)

SECTION 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 Catholic High School is a closed campus. 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.

Student attendance becomes part of the cumulative file.

5.1 EXCUSED ABSENCES

- A parent's note (or contact with the school) can excuse a student's absence for the following are reasons:
- Student illness
- Death in the family
- Illness in the family
- Emergency
- Dental or medical appointments that cannot be scheduled outside the school day
- Marriages or funerals
- School sponsored activities* including athletics, field trips, immersions and retreats.

*A student's participation in a school-sponsored event is considered an 'activity absence' and is excused by the school.

It is the student's responsibility to check Schoology regularly, 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. Please refer to the course overview for each teacher's make up policy. If there are questions or extenuating circumstances, parents/guardians should contact the individual teachers directly.

5.2 WHAT PARENTS NEED TO DO:

1. Inform the school each morning of the absence between 7:30am and 9:30am by calling 541-681-5484 or 541-681-5487.
2. Have student check assignments on Schoology.

The school **requires** a PARENT phone call or a note to contain the following*:

- Current date
- Your name
- The name of your student
- The reason for your request
- In the case of health related appointments: a note from the physician is required

- 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 to the Attendance Office within 24 hours explaining the reason for the tardy or absence. If the note is not submitted or phone call is not made within 24 hours, the student will be required to serve the appropriate detention time.

5.3 PRE-PLANNED ABSENCES

In the event of a pre-planned absence, it is the student's responsibility to know what work will be missed and to make arrangements to complete assignments, exams, and projects **before** the absence. It is up to the discretion of the teacher to modify due dates and test dates (excluding final exams). Any work or instruction missed is to be made up according to a schedule established by the teacher. The student is primarily responsible for acquiring materials and information missed with the assistance of the teacher.

All planned absences of two or more days requires the student to completely fill out the "Pre-Planned Absence Form".

1. Contact the Attendance Office to pick up "Pre-Planned Absence Form" two weeks in advance.
2. The form must be completed and turned into the Attendance Office at least one calendar week before leaving.
3. Administrative approval or denial will be granted 3 days in advance of the absence.
4. Absences that have not received administrative approval or do not meet the required timeline will be considered unexcused (**see 5.6**).

Although the school recognizes the right of parents/guardians to take their students out of school for personal reasons, Marist Administration retains the right not to recognize all parent-authorized absences as excused. Parents are encouraged to schedule on-going appointments, college visits, community service opportunities and/or family vacations during non-school hours.

Pre-planned absences during final exam weeks are only allowed under rare circumstances (See 3.3, semester examination).

5.4 OFF-CAMPUS PROTOCOL FOR STUDENTS

- Off campus privileges for seniors only (including both lunch time and their free period).
- Closed campus for freshmen, sophomores, and juniors.
- Student will receive an off-campus pass to be shown to their teacher when arriving late to class, or when needing to leave early.
- Students must check in at the attendance office upon late arrival.
- Students must check out at the attendance office when departing campus.

5.5 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 expressed consent of the parent/guardian or designated emergency contact person who has arranged for the student's transportation.

5.6 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.

The following are reasons a student may not be excused from school:

- Failure to notify school of an absence
- A family vacation
- Leaving school without permission
- Skipping
- Oversleeping and missing class
- Being on school grounds but not in class i.e. going to the ARC to study without permission
- Missing school to finish homework/assignment/projects/activities/for another class
- Completing out of school service hours during the school day
- Staying up late the previous night
- Returning home late from a school sponsored event the previous night

In the event of an unexcused absence, teachers are **not** responsible for providing extra tutorial time, make-up work, extending deadlines, or rescheduling missed tests or quizzes. After an unexcused absence the student is considered not in good standing for that particular day with all privileges revoked, including co-curricular participation. It will be entirely the student's responsibility for learning the material missed. It is up to the discretion of the teacher to invoke late-work policies for work missed.

5.7 TRUANCY/SKIPPED CLASS CONSEQUENCES

Students who miss class without parental permission, including Academic Support and underclassmen leaving campus at lunch, are included in this category.

1st violation:

- 2 after school detentions, 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
- Student is ineligible to participate in any after school athletics, activities or clubs for the day

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
- Student is ineligible to participate in any after school athletics, activities or club for at least the length of the suspension

5.8 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.

5.9 EXCESSIVE ABSENCE POLICY

Please note that any absence puts a special burden on students and faculty. In the event of repeated absences, it is the student's responsibility to make arrangements with the teachers to get all make-up work. The expectation is that parents and students will access Schoology to keep track of attendance.

Students who exceed **10** absences in any single class period will be reviewed by the Director of Student Services and a meeting will be scheduled with the family, Dean of Students, and student's counselor. The student may be placed on an attendance contract for the remainder of the semester.

Excessive absences and no class credit:

If a student is absent more than 15 times (whether excused or unexcused) from any single class period during a semester, he/she will be required to meet with the Dean of Students, Director of Student Services, and/or the Assistant Principal of Academic Affairs and appropriate teacher(s). The student may receive one letter grade lower, or possibly **no credit*** for that class for the semester.

*If a student earns no credit under this provision he/she may submit a written petition to Academic Council (comprised of Department Chairs, Director of Counseling, Director of Student Services, and the Assistant Principal of Academic Affairs. The council will make a

recommendation to the Principal. The Principal will review all information, including the petition, and make a final decision.

5.10 TARDINESS

A student is considered 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**. (Calculated per-class, per-year):

- 1st Tardy: One free pass.
- 2nd Tardy: After school detention.
- 3rd Tardy: After school detention (+ 1st referral).
- 4th Tardy: Two after school detentions (+2nd referral).
- 5th Tardy: Two after school detentions (+3rd referral).
- 6th Tardy: Campus Beautification (+4th referral). A meeting will be scheduled with the family, appropriate counselor, Dean of Students, and/or Director of Student Services.
- 7+Tardies: The student will be placed on an attendance contract.

5.11 EXCESSIVE TARDINESS

Any tardiness creates a disruption to in class procedures; therefore, it is imperative that each student arrives on time to 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 student accountable. It is important for us to know how we can be of help or if special arrangements need to be made. Any student who accumulates **10 tardies** (excused or unexcused) per period, per year will be expected to meet with parents, assigned counselor, and the Assistant Principal of Student Affairs and will be placed on an attendance contract.

5.12 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: After school detention will be issued.
- 2nd Major Late: Two after school detentions will be issued (+ 1st referral).
- 3rd Major Late: Campus Beautification (+2nd referral).

SECTION VI: **STUDENT LIFE**

6.1 BEHAVIOR PHILOSOPHY

Marist Catholic High School takes pride in educating the whole person, spirit, mind and body, and integrating each student into the greater community. Assisting the student's comprehension of guidelines ensuring the security, well-being, and education of our students is a combined effort of the school with parents/guardians. Marist emphasizes 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 our Christ-centered, welcoming community. 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:

- Obey the Ten Commandments
- Conduct themselves in a manner consistent with Christian values
- Be reverent

RESPECT FOR OTHERS

Marist students are expected to:

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

RESPECT FOR SCHOOL PERSONNEL

Marist students are expected to:

- Abide by all school rules
- Follow all given instructions
- Use appropriate titles for adults

RESPECT FOR PROPERTY

Marist students are expected to:

- Clean up after themselves
- Maintain the property, buildings, and furnishings
- Eat and drink in the areas provided for those activities

RESPECT FOR ONE'S SELF

Marist students are expected to:

- Be clean, well groomed and dressed appropriately
- Be honest
- Be trustworthy

RESPECT FOR DIVERSITY

Marist students are expected to:

- Honor cultural heritage
- Exhibit sensitivity in language
- 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 Catholic High School community.

STUDENT PRIVILEGES

- The following is a list of student privileges:
- Attending class
- Attending special class activities
- Participating in co-curricular; athletics, clubs, retreats, band, theatre and other school sponsored activities
- Participating in student government
- Senior off-campus privileges

6.3 ANTI-HARASSMENT/BULLYING POLICY

Marist Catholic High School is committed to providing a learning environment free from harassment or bullying in any form; including intimidation, discrimination, harassment, bullying, and cyberbullying. Harassment of any student by another student, staff member, volunteer, visitor, parent or vendor is prohibited. The school treats allegations of harassment and bullying very seriously and investigates such allegations promptly taking any necessary corrective action. With a focus on "community-building" and support of Catholic Church teachings, we expect all students, staff, parents, community members and visitors to contribute to Marist's positive school culture by treating all stakeholders with respect.

Harassment in a school or work environment occurs when an individual is subjected to treatment that is considered unwanted, hostile or intimidating, and may be based on (but is not limited to) the individual's race, color, national origin, sexual orientation, religion, disability, gender, socioeconomic status, family status, or any other status protected by applicable law.

A complaint of harassment does not, in and of itself, constitute wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal or expulsion. Students found to have filed false or frivolous charges also may be subject to disciplinary action up to and including dismissal or expulsion.

Bullying is an intentional, repetitive, unwanted, and aggressive behavior that involves an imbalance of power. Bullying includes intimidating others with the intention to cause fear, distress, or harm through actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Harassment and bullying can occur any time during the school day or at school related activities (whether on or off 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, photographs, video, 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
- **Cyberbullying:** Cyberbullying is the use of technology to harass, exclude, humiliate, or threaten someone. Spreading rumors, posting mean-spirited or unflattering images with intent to embarrass or humiliate, making derogatory comments, and/or making threats by means of email, text message, Instagram, Twitter, Snapchat, Facebook, blog, or with any other use of technology or electronic means which makes the victim feel intimidated or unsafe while on the Marist campus

We encourage all students to report every form of harassment or bullying to the school administration. Any victim of harassment or bullying 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.

6.4 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.

Responding to a Substance Abuse Violation:

- **Abuse/Possession of Drugs and/or Alcohol on Campus or at School Activities:**

Marist Catholic High School is a drug, alcohol, ***tobacco**, and vape-free campus. The school considers the possession, use, abuse, transfer, or sale of alcohol, legally-controlled substances, illegal drugs, inhalants, other intoxicants or any drug paraphernalia on campus, at school functions, or at a time and place involving Marist, a serious offense. Students who possess, use, provide, deal, or sell drugs, alcohol, tobacco, inhalants, or any drug-related paraphernalia (including any "look-alike" products will be treated as though they are real), at any time, in any location during the school year or outside the school year are prohibited, 24 hours, 7 days a week.

***Tobacco**

For the purpose of this policy, "tobacco" is defined to include any lighted or unlighted cigarette, e-cigarettes, vape pens, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also know as smokeless, dip, chew, snuff, in any form, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances **or any other tobacco substitute (e.g. as may be used with e-cigarettes or vapes).**

A violation of Marist Catholic High School's substance abuse policy will result in disciplinary action including, possible referral to law enforcement, and the possibility of and up to expulsion.

If a student violates Marist's Substance Abuse Policy, the Dean of Students will typically follow the steps below:

1. The parent/guardian will be contacted.
2. The student may be suspended from school pending the investigation (consequences could range from counseling support to dismissal).
3. The Dean of Students and the Counseling Department will require the student to receive a substance abuse assessment and/or treatment from an outside agency, at the family's expense. 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 complete 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.
7. Students who commit a substance abuse violation may additionally be suspended or dismissed from participating in an athletic program, activity, or club.

- **Tobacco Use**

Students who use chewing or smoking tobacco (Vape Pens, E-Cigs, etc.) on school premises or at any school function are subject to disciplinary action.

- **Self-Referral**

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

6.5 DRESS CODE POLICY/PERSONAL APPEARANCE

Marist Catholic High School's personal appearance and dress code guidelines reflect the following goals:

- To show respect for self and others
- To prepare students for life by encouraging personal responsibility and appropriateness in dress and appearance
- To support our Catholic school culture and mission
- To maintain an academic environment conducive to teaching and learning

The appropriateness of student dress as it relates to the goals of the dress code is always up to the discretion and judgment of school personnel. Emphasis on being within dress code on a daily basis as a student body, will earn all students a free-relaxed dress day on the first Friday of each month.

General Appearance

- Student attire should be clean, neat, and appropriate for a Catholic school environment, emphasizing modesty
- Clothing must be clean and in good condition without holes and/or rips
- Clothing should not be advertising drugs, sex, foul or obscene language, satanic worship, gangs or disrespect for any group
- Students should be in dress code at all times
- The dress code is in effect on ALL school days, including exam days, until a student leaves campus (unless otherwise indicated)
- Form fitting or excessively tight clothing of any material is not acceptable

Personal Appearance:

Accessories:

- Hats, bandanas, knit caps, visors, sweatbands, doo-rags and sunglasses may not be worn in any campus building by males or females
- Body-piercing (other than earrings) and visible tattoos are not allowed
- No chains, safety pins, pocket or wallet chains, or spikes

Hair

- Hair should be clean and neatly groomed
- Extreme hairstyles (e.g. mohawks, shaved designs, spiked, distracting) and colors are not allowed
- Hair must be of a natural color and not have streaks of unnatural color.
- Male students must have **no** facial hair
- Sideburns may be worn to the bottom of the ear
- Hair must be neat and clean and not interfere with eyesight

Shirts

- All shirts must have sleeves and fully cover the shoulders
- When sitting, standing, or with movement; the shirt must meet or cover the top of the shorts, pants, or skirt at all times
- Necklines of shirts must be modest and not plunging
- Sheer or see-through clothing is not allowed
- Undergarments must not be visible

Dresses and Skirts

- Dresses and skirts must measure no more than three inches above the top of the kneecap, at all times, including with movement
- Necklines of dresses must be modest and not plunging
- Dresses must have sleeves or be covered by a sweater at all times
- Sheer and see-through dresses are not allowed
- Undergarments must be completely covered and are not considered outerwear

Pants and Shorts

- Shorts must measure no more than three inches above the top of the kneecap, when standing naturally with arms straight against sides
- Pants and shorts must be hemmed and without holes and/or tears
- Sweat pants, flannel, nylon or fleece pants are not allowed
- Athletic shorts are not allowed
- Yoga pants, leggings, and tights are not permitted unless they are worn under a dress or skirt of appropriate length

- Pants and shorts must be worn at the waist-level at all times; "Sagging" is not acceptable
- Approved pants must have pockets and a zipper in the front
- Pajama pants are not allowed
- Shorts may be worn all year

Shoes

- Shoes must be worn at all times while on campus
- Shoes that cover the entire foot are required in lab classes
- Slippers are not allowed

Relaxed Dress/School Spirit Days

- When students are permitted a "relaxed" dress day they are allowed a modified dress code where athletic shorts and sweatpants may be worn to school

- On "School Spirit" days students may wear "relaxed" dress and still be in dress code IF THE STUDENT IS DRESSED IN THE THEME OF THE DAY. Students who are not dressed in the theme of the day will be considered out of dress code

The following items are **NOT** permitted on "relaxed" dress or "spirit" days:

- Short running shorts or tennis skirts
- Tights, spandex etc. without looser fitting shorts or tunic tops worn over them
- Shirts without sleeves, low plunging necklines, or that do not meet the top of the shorts, pants, or skirt
- Accessories such as skateboards, inline skates, roller skates, and scooters, etc. are not permitted

6.6 MASS DRESS CODE POLICY/PERSONAL APPEARANCE

Marist Catholic High School celebrates Mass once a month as an entire school community. To mark the importance and unique nature of these days to our community, students are expected to wear clothing considered "mass attire"

throughout the entire school day. Mass attire indicates a more formal atmosphere exists and to some extent places more emphasis on uniformity and MODESTY.

Formal/Mass Dress for Girls:

- Collared shirts, including polo shirts are allowed
- Dresses and skirts must measure no more than three inches above the top of the kneecap, at all times, including with movement
- Dresses must have sleeves or be covered by a sweater at all times
- Dress pants or slacks are allowed
- Shirts without a collar and with appropriate necklines are allowed
- Denim/Jean jackets are allowed
- Must have appropriate shoes
- Denim pants/Jeans are not allowed
- Shorts are not allowed

Formal/Mass Dress for Boys

- Collared dress shirt, that is tucked in, with a tie
- Polo shirts are not allowed
- If a sweater is worn, a collared shirt and tie must be worn underneath
- Dress pants, corduroy, or khakis are allowed
- Must have appropriate shoes
- Denim/Jeans are not allowed
- Shorts are not allowed

The following items are **NOT** considered "Mass Attire":

- Denim pants or skirts
- T-shirts, polo shirts, sweatshirts
- Thin-soled beach flip-flops
- Students are expected to remove hats, jackets, and hooded sweatshirts during mass

6.7 DANCES-DRESS CODE POLICY/PERSONAL APPEARANCE

Marist Catholic High School holds both formal and informal dances. The expectation is that students follow these dress code guidelines for all dances:

Informal Dance Dress for Girls:

- Tank tops are allowed
- Shorts are allowed, but must measure out at fingertip length
- Skirts must be three inches above the top of the knee cap
- Tops must not have plunging necklines
- Pants must have pockets and a zipper

- Leggings and tights are not allowed unless shorts or a skirt are over top
- Spaghetti straps are not allowed

Informal Dance Dress for Boys:

- Tank tops are allowed
- Hats are allowed

Formal Dance Dress for Girls:

- Dress and skirt length must be modest and appropriate
- Spaghetti straps are allowed
- Strapless dresses are allowed.
- Dress or top may not be excessively low cut in the front, or show midriff

Formal Dance Dress for Boys:

- Collared shirt with tie and dress pants/slacks
- Dress suits or tuxedos
- Hats are not allowed
- Flip flops or sandals are not allowed

6.8 CONSEQUENCES FOR DRESS CODE VIOLATIONS

All faculty, staff and administration will monitor student appearance. Students out of dress code will receive a dress code notification, and may receive the following consequences:

- 1st dress code: Warning
- 2nd dress code: After school detention (+ 1st referral).
- 3rd dress code: Two after school detentions and Dean of Students will call home (+ 2nd referral).
- 4th dress code: Campus Beautification (+ 3rd referral).
 - Additional dress code violations will result in a parent meeting and a potential dress code contract.

The interpretation and implementation of the Dress Code Policy and general appearance will be made by the Assistant Principal of Student Affairs 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.

Parents may call the Attendance Office and ask permission for their child to wear something that is out of dress code, as it may be related to any surgeries or other health related issues.

6.9 PUBLIC DISPLAYS OF AFFECTION

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

6.10 MAJOR INFRACTIONS

The following is a list of infractions that are considered serious. Violations of these rules in any of the categories below, may result in detention, probation, suspension, dismissal and/or expulsion. Depending on the infraction, local law enforcement may be consulted.

Academic Integrity Violation

Cheating and/or plagiarizing. Please refer to the the academic integrity policy for a further description and consequences (**see section 3.8**).

Aggressive Behavior/Fighting: Physical or verbal behavior directed toward another person, including but not limited to hitting, shoving, wrestling, tripping, or threatening.

Alcohol, Tobacco and Drugs: Marist Catholic 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, at school-sponsored functions, outside of the school year, may result in suspension/expulsion. Please refer to the school's "Substance Abuse Policy" for more details (**see section 6.4**).

Arson, Reckless Burning, Fire Alarm, Bomb Threat: These offenses are serious infractions. Student will pay full restitution for property damage and/or or any fines incurred. Local law enforcement may be consulted.

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. Local law enforcement may be consulted.

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 Assistant Principal of Student Affairs 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. Local law enforcement may be consulted.

Dishonesty:

Choosing to represent yourself dishonestly, including forgery, falsifying school documents, and/or lying to staff or administrators may result in disciplinary action up to and including dismissal.

Inappropriate Use of Electronics (See section 7.1-7.7; Electronic Acceptable Use Policy): This includes inappropriate viewing, sharing, browsing, downloading, and/or printing of any offensive content/pornography while on campus. This also includes activity surrounding harassing and/or derogatory comments made via electronic communication. Local law enforcement may be consulted.

Insubordinate Behavior: Behavior including, but not limited to willfully disobeying the authority of school staff; cumulative minor infractions; profane language or gestures; disrupting any classroom or school sponsored activity; not attending assigned detentions. Repeated offenses will be handled as follows:

Theft: Taking of someone's property regardless of the monetary value. Theft undermines the trust that is essential in an educational community. Students will pay full restitution and/or return the stolen item(s). Local law enforcement may be consulted.

Truancy: Multiple unexcused absences, and/or skipping (**See section 5.6-5.7; Attendance**).

Vandalism: The willful, ignorant or malicious defacing or destruction of property. Students will pay full restitution for damages. Local law enforcement may be consulted.

Vulgarity: The use of any vulgar or obscene language (verbal or written), pictures, signs or gestures are prohibited. This includes conduct both at school or outside of school that would not appropriately reflect the strong moral character of Marist Catholic High School.

6.11 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 Catholic 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.

6.12 REFERRAL PROCESS*

- 1st referral will result in an after school detention (30 minutes).
- 2nd referral will result in two after-school detentions. Parents will be notified by the Dean of Students.
- 3rd referral will result in Campus Beautification. At this time a conference may take place with the student, parents/guardians, Dean of Students, and/or

Director of Student Services 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/or Director of Student Services and possibly a member of the counseling staff and teacher(s) may be required. A behavior contract outlining the expectations that must be met in order to remain at Marist Catholic High School may 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 may be considered grounds for expulsion from Marist Catholic High School.

6.13 DETENTION

- Detention is held after school, is supervised by a staff member, and may be assigned for dress code infractions, excessive tardiness, and other minor violations of school rules.
- Students placed in after school detention should report to the detention room within 10 minutes of the end of the last class of the day.
- After school detention is to be served **within three days** from the day it is assigned unless arrangements are made with the Dean of Students. After school extracurricular activities, such as sports practices, club meetings or rehearsals, are not considered acceptable excuses for failing to appear in detention.
- Under a circumstance in which the student is unable to serve the detention, it is the student's responsibility to arrange an alternative time to serve the detention with the Dean of Students.
- If the detention is not served within three days of it being assigned, and alternative arrangements are not made, the detention obligation will double or result in the assignment of Campus Beautification.

6.14 CAMPUS BEAUTIFICATION/SATURDAY SCHOOL

- Campus beautification is a detention time held Saturday mornings from 8:00-10:00am
- Students are assigned campus beautification/Saturday school for infractions such as unexcused absences from class, not attending assigned detentions, skipping, repeated referrals, and other more serious behavior infractions (see 6.8 major infractions)

- If a student fails to serve the campus beautification/Saturday school in the designated time frame, additional consequences will be imposed including doubling of the time and ineligibility to participate in athletics and/or extracurricular activities.
- Seniors who fail to serve detention will also lose off-campus privileges until the time is served.
- Campus beautification dates are pre-arranged by administration, parents will be notified and students are expected to report to campus at the arranged time.

6.15 SUSPENSION

A student will be suspended from attending classes at Marist Catholic High School for any misconduct during the school day or off campus, that administration determines to be serious. When a student is suspended, he/she is not in good standing. All student privileges are revoked, including participation in co-curriculars.

A conference involving the student, the student's parents/guardians, possibly a member of the counseling staff, Dean of Students, and/or the Director of Student Services will be required before the student returns to class. The attitude of the student and the willingness of the parents/guardians to support the decision of school administration will be major factors in determining the conditions for re-admission to classes and a return to good standing. Any out-of-school suspension will be reported to the Director of College Counseling and may be reported to colleges during the application process. Suspended students are allowed the opportunity to make up all work for credit during suspension.

There are two types of suspensions:

- In-School Suspension: A student serving in-school suspension is expected to report to the Assistant Principal of Student Affairs by 7:50 with school work that will keep him/her occupied for the entire time. Devices, with the exception of the school issued iPad (phones, pc's, tablets, etc.) are not allowed during the term of the school day unless they have been pre-approved by the Dean of Students for specific and limited use. Students serving in-school suspension are expected to make arrangements with their teachers to make up any missed exams and in-class assignments. Students are not able to participate in athletics or after school activities on the day they are serving the suspension, and they must check out with the Dean of Students and arrange for a parent to pick them up at 2:45.

- Out-of-School Suspension: A student serving an out-of-school suspension is not allowed to be on campus, participate in or attend school sponsored events unless approved by the administration.

*If other serious infractions occur, resulting in multiple suspensions during any given school year, the student's conduct will be reviewed by the administration and may result in dismissal.

6.16 DISMISSAL/EXPULSION

Dismissal/expulsion is when a student is removed from the school and it is ultimately decided upon by the Principal. Dismissal/expulsion results from misconduct that the school administration determines to be of a very serious nature. When a student is referred for dismissal/expulsion from Marist Catholic High School due to behavior issues, the following will happen:

- The Dean of Students in conjunction with the Director of Student Services will notify the parents and the student's counselor.
- An expulsionary hearing will take place with the student, parents, the Dean of Students, Director of Student Services and/or the Assistant Principal of Academic Affairs.
- Information gathered from the investigation and the hearing will be presented to the Principal.
- The decision will be made by the Principal and is final.
- If the student is dismissed/expelled, the financial policies that are outlined on the tuition contract will be in effect.
- The student will be asked to clean out his/her locker and return the school issued iPad, student ID card, any library books, and/or athletic uniforms/equipment.
- 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.
- The student is not allowed back on the Marist Catholic High School campus for any reason.
- The student will not be allowed to attend any function that is the sole activity/event of Marist Catholic High School whether on campus or away.
- Permission for exceptions to any of the above may be granted upon written request to the Principal.

6.17 SCHOOL SPONSORED EVENTS

Students are encouraged to attend 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 or ask students to submit to a breathalyzer test upon entering an event.

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

- All school rules including dress code are in effect at dances
- Any changes pertaining to special dances will be announced
- Appropriate Homecoming and Prom Attire (**see section 6.6**)
- Students will be required to sign out upon leaving the dance if they leave more than half an hour early
- "I understand that once I enter the dance, I am not permitted to leave and return to the dance"
- Students bringing a guest must reserve a guest pass through the front office and file a guest pass request form with the Dean of Students prior to the event
- All guests must be under 20, present identification for admission to the dance, and are expected to follow Marist Catholic High School regulations.
- Students/Guests will demonstrate good character, maintain high community standards
- Students/Guests will respect and be courteous towards all students and chaperones
- Students/Guests will not engage in dangerous behavior (moshing, 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.

6.18 FOOD AND DRINK

Food and drink are to be consumed only in the cafeteria, courtyard area, designated area in the 100 wing. 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, Academic Resource Center and at mass.

6.19 DRIVING/PARKING REGULATIONS

- All vehicles **must** be registered with the Dean of Students and Attendance Officer. Vehicle registrations are completed through the SchoolAdmin account.
- Upon completion of a vehicle registration form, students will be provided with a parking permit and must have it clearly displayed face up on dash or hanging from rear view mirror. (No exceptions).
- Cars must be parked legally in the student parking lot only. Fire lanes (red and yellow curbing), handicapped spaces, visitor spaces and employee spaces are NOT to be used.
- The parking lot is off-limits to students during the school day. Student vehicles are not to be used in place of a locker. If a student must access the parking lot during the day he/she must obtain a pass from the Attendance Office.
- Seniors who utilize their privilege of leaving campus by vehicle should depart immediately.
- Students are not to sit in or on the vehicles or "hang out" in the parking lot. This includes seniors who have an off-campus privilege.
- Students driving a vehicle to school are responsible for all activity connected with that vehicle (i.e. police reports, damage to vehicle, seniors abusing off-campus privilege with an underclassman, etc.).
- Cars are to be locked and windows rolled up.
- Speed limit on school grounds is 10 M.P.H.
- Reckless driving off campus is often reported to administration. Parents will be notified when we receive such reports. Repeated incidents may result in the loss of driving/parking privileges on Marist campus.

Students will be fined up to \$25.00 for parking violations, speeding, and/or reckless driving. The second serious violation may result in driving privileges being revoked temporarily. If three violations occur, a student may lose his/her privilege to drive on campus permanently. 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

SECTION VII:
TECHNOLOGY/
ACCEPTABLE USE

7.1 ACCEPTABLE USE POLICY

Technology is an important enhancement to the rigorous academic curriculum. Our objective is to provide the most appropriate tools available to support higher-level learning and instruction in and out of the classroom.

All Marist Catholic High School community members are expected to contribute to a stable and productive learning environment using good judgment at all times. All technology resources are to be used for educational purposes and with good manners. The rules and guidelines that govern the use of Marist Catholic High School's technology and network resources are outlined below.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to: hardware (computers, cellphones, media players, printers, document and other cameras, projectors, interactive boards, network, iPads, and all related materials), software, and internet-based programs (Marist website, email system, and any other school-owned or school-based internet programs.)

7.2 NETWORK ETIQUETTE AND ACCEPTABLE USE GUIDELINES:

The school's code of conduct extends to the electronic world. Technology should not be used in any way that is contrary to our mission and philosophy. This includes but is not limited to:

- harassing or bullying
- stealing, borrowing, or plagiarizing the work of others
- accessing or storing inappropriate materials
- sending out "chain" or unsolicited communications and/or surveys that have not been approved by faculty or staff.)
- "multitasking" during class time (emailing, chatting, doing homework for other classes, etc.)
- using technology to take a photo, record through video or audio any student, or staff member, without their knowledge and consent
- expression of profanity and vulgarities
- sharing personal information about yourself or any student or school personnel to anyone via the Internet
- any use that endangers your safety or the safety of students or staff members
- any use that interferes with the ability of a teacher to teach and other students to learn, focus, and concentrate
- any use that would disrupt the use of the network by others

7.3 FUNDAMENTAL DIGITAL ETIQUETTE AND ACCEPTABLE USE GUIDELINES:

1. Marist technology is to be used for educational purposes first and foremost and should be handled with care and consideration. Using electronics and technology for personal purposes (Playing games, online chatting, watching unrelated videos, unrelated web browsing etc.) is

not allowed during class or instruction time unless associated with a class and/or permission from a staff member is explicitly given.

2. Any storage on the Marist network or Marist owned device or service is for school-related files only. These resources should not be used to store or download personal music, videos, game files or photos.

3. Marist electronic resources may not be used to engage in any illegal activity at any time. (i.e. breaking copyright law, using unlicensed software or pirating audio or visual materials) Accessing "pirated" materials is not only a violation of this policy; it may also be a criminal act punishable by law.

4. Do not use electronic resources to plagiarize. While covered in the guidelines above, this bears repeating. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing. This includes asking others for their homework so that you can copy it or cutting and pasting from the web without a full citation.

5. Marist students are assigned unique email and credentials to protect their personal information. All users are to respect the need for this security and confidentiality.

- *Do not access or use other people's accounts, computers, iPads or folders, nor borrow computers or computer accessories without express permission from the owner*
- *Passwords must not be shared with any other person. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member*
- A Student are responsible for all actions taken under one's username and password
- Students should always use their Marist email address or username when utilizing online resources or services related to academic work
- Electronic communication with Marist faculty and staff should be conducted through Schoology messaging services

6. Students should not attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.

7. The Marist community may only use Marist printers for school related materials and not in excess. **Think before you hit print!**

8. Students should back up their academic work often. Do not use technology as an excuse. If your computer/device fails, do your work on paper or in some other way. The use of **Google Drive for back up is required.**

9. Students are to take responsibility for checking their Marist email account and Schoology messages regularly (**At a minimum:** before first period, at break, at lunch, and after the last class of the day) to stay updated on information that has been shared by the school, administrators, counselors, or teachers.

10. Electronic devices, personal or otherwise, should not be used to record, store, manipulate or transmit any type of image, sound, or video except for approved projects. Publishing photographs, videos, or audio recordings of school personnel on or off campus without the express written consent of the individual is strictly prohibited. In addition, publishing photographs, videos, or audio recordings of students on campus without consent of the individual is strictly prohibited.

7.4 SOCIAL NETWORKING AND ELECTRONIC COMMUNICATION

The use of technology to connect and interact with others is amazing and powerful. It also comes with responsibilities. Remember that by its nature, social networking is public language. Remember too that our private communication can have public consequences. When using electronics and technology remember to communicate only in ways that are truthful and respectful of others, on and off campus.

*In other words: **THINK** before you post or send: ask yourself, is it.....*

Tue

Helpful

Inspiring/Intelligent

Necessary

Kind

While Marist does not actively pursue or routinely view personal networking sites or devices, when objectionable or disrespectful material is brought to administration's attention, the school reserves the right to address the content and conduct if it interferes with instruction or education or if it creates a hostile or disrespectful environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk.

Marist reserves the right to impose consequences for inappropriate behavior which interferes with its success or its mission whether it takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may be subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about

administrators, teachers, staff, coaches, volunteers or other students, sexting, offensive communication, and safety threats.

These rules apply to any use of Marist's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the Acceptable Use Policy, network users are always expected to use network resources in the spirit of cooperation and in accordance with school policies and our mission.

Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to the Dean of Students. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

"Non-Use" Times and Locations

The following times and areas are considered "Non-Use". The use or access of technology (**Marist or personal electronics**) in these places and times is **forbidden** unless express permission of the school administration is given in advance:

- The Marist chapel, any Marist sponsored prayer service or celebration of mass
- Retreats (both on-campus and off-campus)
- School assemblies and gatherings
- Locker rooms
- Bathrooms
- Drama department dressing rooms (including any campus space used as a dressing room for any activity)

7.5 PERSONAL DEVICES OFF AND AWAY

All personal electronic devices (*cell phones, tablets, laptops, digital media storage devices, personal computers, media players, handheld video game devices, cameras, personal iPads, any "smart" devices incl. watches and wearables, or any other device that Marist staff deems a "personal electronic device"*) are to be **OFF and AWAY**, in class and during school sponsored activities/events held during school hours, **at ALL times**.

Marist staff members may confiscate any device they suspect is being used in an inappropriate manner, time, or place. Use of personal electronics should be limited to breaks, passing periods, and lunch periods. Exceptions to this policy may only come from Marist staff in the form of explicit verbal permission.

Access to the MCHS_Academic network **WILL** be restricted to Marist owned devices. It may also be restricted entirely or at certain additional times due to technology or bandwidth

limitations. **The use of personal devices as a "hot spot" for owners and others to bypass the school network is prohibited while on the premises.**

Legal Issues and Marist's Right of Access

Marist owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Marist's network resources is subject to the rules stated in this policy as well as within the student-parent handbook. Marist may monitor the network while you are using it, and you should never assume that anything you do on Marist's network resources is private. Additionally, the school reserves the right to search or confiscate students' personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

Disclaimer

Currently Marist utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While Marist's intent is to make internet access available for educational goals and objectives, students may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Policy when using the internet and all network resources.

7.6 INSTRUCTIONAL DIRECTIONS

This policy serves as a foundation while at Marist. Students are expected to abide by any and all technology expectations and limitations given by an instructor. The following language and instructions are to serve as a general guideline and students are expected to follow them when issued by a staff member.

Eyes on me: Stop what you are doing and give full attention to the instructor.

Covers closed (No glow): Close the iPad cover and leave flat on desk, ready to follow the next set of instructions.

Power down: Hold the top power button until the slide to power off image shows then slide it to the the right. Your iPad is now off and your are ready to work without the iPad.

iPads Away: This means that the iPad is not to be seen at all. It should either be in your backpack or a centralized location in the classroom. This means that you will likely NOT be using the iPad at all during class and that there is no reason for it to be out or in use.

7.7 VIOLATIONS

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved. These are guidelines, but Marist reserves the right to modify any of the following consequences to match what it believes is the severity of the offense and in the best interest of the school.

1st Offense – Verbal/Written Warning. Device will be turned into the Dean of Student's office and returned at the end of the school day.

2nd Offense- Referral and after school detention. The device will be turned into the Dean of Students until the start of the next school day. Parent/guardian is notified.

3rd Offense – Required parent/guardian conference. Additional restrictions may be placed on the device. The student may lose the use of the iPad and/or use of any electronic devices (personal or school-issued) on campus for a period of time determined by Marist. Teachers will be notified when a student is subject to loss of use of an iPad and faculty are not required to grant academic credit for incomplete assignments. Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the Student Handbook or in accordance with the Marist Acceptable Use Policy.

SECTION VIII: GENERAL **POLICIES**

8.1 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 Admissions Manager. No visitors will be allowed during examinations or the first or last two weeks of a semester.

8.2 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.

8.3 CLOSED CAMPUS

Marist Catholic High School maintains the policy of a closed campus. Students are not permitted to leave the school grounds during the school day for any purpose without the permission of a parent/guardian. Only seniors who have earned a free period and/or an off campus privilege will be allowed to leave campus for lunch. If students leave campus without permission the consequences could range from detention to suspension.

8.4 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. During a modified lockdown, students will remain in class with all doors locked. ALICE (Alert, Lockdown, Inform, Counter, Evaluate) protocol will be followed for any lockdown involving an immediate threat on campus.

8.5 GUARDIANSHIP

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

8.6 ACADEMIC RESOURCE CENTER (ARC) REGULATIONS

The Academic Resource Center, formerly known as the Library, is a designated area on campus for students to study and access resource materials that are pertinent to their academic pursuits.

- The "ARC" is open 7:30 A.M. to 4:00 P.M. during the school year.
- ARC information and online research links are available to students at Marisths.org/academic-resource-center.html.
- Because of limited room, all students are to be seated (not wandering in and out) and doing classwork only.
- No food or cell phone calls allowed. Please silence cell phones.
- The books in the ARC may be borrowed for a 14-day period. See the ARC staff person or parent volunteer to sign out books. Book borrowing Frequently Asked Questions are at Marisths.org/book-borrowing-faq.html.
- Computers are for academic classwork use only (no game playing, instant messaging, etc.).

8.7 LOCKERS/PERSONAL BELONGINGS/CARS

Marist Catholic High School assigns each student a locker for personal use. Lockers are the property of Marist 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 purchase school issued locks, one for the academic locker and one for the locker room. 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.

Marist administration reserves the right to search and inspect any student's locker, as well as their automobile, personal electronics, and/or personal belongings at any time while on campus.

8.8 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.

8.9 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 “hang out” in the parking lot.

8.10 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.

8.11 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 Campus Beautification. Second offense results in loss of future senior privileges.

8.12 PREGNANCY POLICY

When Marist Catholic High School becomes aware of the pregnancy of a student, or the impending fatherhood of a student, the school administration will schedule a conference with the student, the student’s parent(s)/guardian(s), school counselor, and the administration. Marist Catholic High School supports the position of the Catholic Church that abstinence is the proper choice regarding premarital sex. Marist Catholic 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.

8.13 SCHOOL HOURS OF OPERATION

The Marist front office is open Monday-Friday from 7:30 am to 4:00 pm during the school year.

The Academic Resource Center is open Monday-Friday from 7:30 am to 4:00 pm during the school year.

Students will be supervised on campus from 7:30 am to 4:00 pm. Students who are not picked up prior to 4:00 pm and are not in a sport or activity may go to the Academic Resource Center until 4:00 pm or the Front Office until 4:00 pm. **Outside of those**

areas and the outlined time frame, students are not under school supervision.

FINALS WEEK

Final exams are scheduled from 8:00 am to 12:30 pm each day. Finals week is an "open campus" for all students due to the nature of the exam schedule. Students are allowed to leave in between exams and they may come in late if they are only scheduled for the second exam of the day. Outside of those areas and the outlined time frame, students are not under school supervision.

The campus will be open regular business hours, 7:30 am to 4:00 pm and the ARC will remain open, as usual, until 4:00 pm.

8.14 SIGNS & POSTERS

Consent of the Dean of Students 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.

8.15 SKATEBOARDS/IN-LINE SKATES/SCOOTERS ETC.

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

8.16 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.

8.17 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.

8.18 TUITION POLICY / ACCOUNT IN ARREARS

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

8.19 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 in the event of student withdrawal, tuition will be due and payable as follows:

- 10% of your total annual tuition after July 31.
- 20% of your total annual tuition after August 31.
- 30% of your total annual tuition after September 30.
- 40% of your total annual tuition after October 31.
- 50% of your total annual tuition after November 30.
- 60% of your total annual tuition after December 31.
- 70% of your total annual tuition after January 31.
- 100% of your total annual tuition after February 28.
- 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 President.

Parents must complete the withdrawal process before the student's withdrawal is official. The withdrawal form may be requested from the Admission Manager. 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.

8.20 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.

8.21 MARIST WEBSITE

Our website is the hub for all information, where you can get many questions answered before calling the front office. We have created the site to provide you with current news, announcements, opportunities, and information about academics, campus ministry, and more. We have links to such things as book purchasing, Schoology and Naviance. Contact information, office hours, calendars, bell schedules, policies and procedures are all online. The Marist website is www.marisths.org.

8.22 COMMUNICATION TOOLS

In addition to the Marist website, we have developed communications tools to keep you engaged and informed. These tools are:

- **School Calendar:** accessible on our website and includes the bell schedule times, event descriptions, and more.

- **Newsline:** our school newsletter is sent out by email at the beginning of each month. The Newsline is used to share important information from the individual departments – such as Counseling, Campus Ministry, Attendance Office, etc. It also includes announcements of upcoming events.
- **Email Communications:** occasionally, we send an email with important information about things you need to know. These communications are geared toward informing you of school events such as deadlines for submitting paperwork, announcements of school closures, etc. We also send out emails when we are looking for host families for foreign exchange students.
- **Schoology:** Marist uses a learner management system known as Schoology. Schoology is used by teachers and school officials to deliver messages, grades, assignments, important information, and announcements to students to keep them updated. As a parent, you can sign up for a Parent Account that will link you to the calendar and announcements that students see. Information on how to use and sign up is sent out in the first week of school. This information is also available on the Marist iPad Support web page at: <http://maristipads.weebly.com/schoology.html>.
- **Spartan Spear:** a weekly electronic school newspaper that is posted and/or emailed to you on Friday after 5:00 p.m.
- **Mail:** flyers for school events like Marist performances, Marist Foundation and Advancement, The Marist Magazine, semester grade reports, and important school events.
- **SchoolReach:** in the event of a snow day, other school closure, or important announcements, you will receive a phone call through the SchoolReach phone system. We will try to make these calls only in the evening between 5 p.m. and 9 p.m. unless it is urgent (such as an early morning school closure due to bad winter weather), in which case the SchoolReach call will be made as needed. [If you wish to opt out of our SchoolReach communications, please contact the Marist Information Technology Department at 541-686-2234, ext. 2502.]

8.23 SOCIAL MEDIA

Marist uses Facebook to share and connect with friends of Marist. The Marist Facebook page can be found at: <https://www.facebook.com/marist.high.9>. This is the only Facebook page officially maintained by Marist Catholic High School.

8.24 Media Release Opt-Out

Marist Catholic High School retains the right to use photos and video footage of students – taken on campus throughout the school year – for school marketing, public relations efforts and other communications purposes such as (but not limited to) social media platforms, publications and website — without notification, payment or any other

consideration. *Note: parent and student permission will be required if a student is invited to participate in: press releases and articles for the Marist Magazine.*

If this does not meet with your approval for your student, please contact Admissions Manager Rodrigo Hernandez to opt-out (541-681-5494 or rhernandez@marisths.org).

8.25 MARIST LOGO

Use of Marist Catholic High School's logos is expressly prohibited without written consent from the school. Logos include and are not limited to: the school logo, the school's graduation logo, the Jerusalem Cross art, and the "We Are One" art. Send requests for logo use to the Communications Director.

8.26 MARIST PHOTOS, VIDEOS, AND WEBSITE CONTENT

All logos, photos, videos, and quotes used and posted by Marist are owned by Marist. Use of any of these without written permission from the school is prohibited. Send requests for use to the Communications Director.

8.27 WEBSITE FOR STUDENT ACTIVITIES/CLUBS

Under the "Student" section of the Marist website are links to websites for student activities and clubs – such as the Environmental Club, Marist Arts, Marist Outdoor Adventure Program (MOAP), Speech & Debate, and more.

The moderator assigned to the activity or club will be the web administrator. [They will need to fill out the "Student Activities/Club Websites" online form. After receiving approval, the web administrator will receive an email containing the approved URL and access credentials.] Students may build and maintain content on the sites under the supervision of the web administrator.

Note: All web content is owned by Marist. Web administrators are responsible for all content. Web administrators are limited to Marist staff, IT personnel and moderators with a valid *marisths* email address.

SECTION IX:
ATHLETICS/ACTIVITIES

9.1 PHILOSOPY

Marist Athletic Philosophy

The Marist Athletic Program recognizes the integral and complimentary 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.

Competitive Goal and Approach

1. The competitive goal of the varsity program is to consistently perform as well as possible against opponents, within the rules.
2. Marist will always attempt to field the most effective combination of available team members to achieve this goal.
3. There is a direct relationship between individual performance and playing time.
4. The primary goal of non-varsity programs is to identify and prepare qualified athletes for eventual varsity play.
5. Team membership and playing time are not guaranteed, regardless of grade level or previous team membership.

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 Catholic 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.

9.2 ATHLETICS AND ACADEMIC ELIGIBILITY

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

- At the point that the participant is informed of failures they have one calendar week to provide proof of a passing grade in the failed class(es)

- If this proof is not earned, the individual will be suspended indefinitely from athletic contests or activity, including travel and/or missing school until passing work is achieved

Students who earn less than a 2.0 GPA or multiple F's in any preceding quarter will not be eligible to participate in any athletic season or activity until the end of the next quarter at which a 2.0 GPA and no F's is achieved. Student GPA affects athletic/activity eligibility one year to the next.

In addition, if a student fails a single course at the end of either a quarter or semester, but meets the above criteria for eligibility, that student will serve a one-week suspension for that non-passing grade. This consequence carries over from season to season and from school year to school year until the suspension is served.

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

9.3 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.

9.4 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.

9.5 RULES GOVERNING ATHLETICS/ACTIVITIES

Marist students who participate in athletics and/or activities must continually represent MCHS values and in so doing uphold the reputation of the school. While coaches/moderators may specify particular expectations to their athletes/participants, the following policies are consistent throughout the athletic/activities program. **THESE POLICIES APPLY IN AND OUT OF SEASON AND IN AND OUT OF SCHOOL, SUMMERTIME INCLUDED.**

1. DRUGS/ALCOHOL/TOBACCO 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, Director of Student Services, 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 Catholic 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 Catholic 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.

2. COMMITMENT

An athlete/participant who goes out for a MCHS sport/activity makes a commitment to that team/program. It is expected that this is the **primary athletic/program commitment during the season** by the athlete/participant. The coach/moderator will define the terms of that commitment for that sport/program during the season. In particular, each head coach/moderator will establish the policy regarding the question of a Marist athlete/participant on the team/program who desires to compete on an outside, non-school, association or club athletic team during the same season as the Marist sport/program. Marist team/activity membership by the athlete/participant is always conditional on understanding and living up to those terms.

3. ACADEMIC ATTENDANCE

Athletes/Participants should attend classes the entire school day, including Academic Support, to be eligible to participate, practice, or compete that day. This applies to all activities and athletics. **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.**

4. EQUIPMENT

The loss or damage of school equipment is the financial obligation of the athlete/participant. Besides being billed, **a student may receive a late fee** if uniforms and equipment are not returned in a timely manner after the season.

5. DENY PARTICIPATION

The school administration may deny co-curricular participation or impose other sanctions to any student whose behavior at any time, in any setting, during the school year or vacation periods, discredits the name and mission of Marist Catholic High School.

9.6 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

Parents

- The positive, enthusiastic support and involvement of parents/guardians in the lives of their students is one of the reasons why the Marist athletic and activities programs are so effective
- Parental behavior and language towards officials, coaches, athletes, and other fans must be exemplary at all times, consistent with an adult perspective about teenagers playing games
- Every season is an opportunity for parents/guardians to teach their students how to emotionally handle the successes and setbacks inherently part of all sports and activities
- Parents/guardians, administration, and coaches share the goal of seeing students gain growth and satisfaction through their participation in Marist sports and activities. While opinions may vary regarding effective strategies to reach that goal, this commitment to the student remains common ground
- When questions arise regarding coaching/moderating decisions, the appropriate steps should be:
 - Athlete/Participant will bring his/her concerns to the coach/moderator

- If the issue remains unresolved, parents may contact coach/moderator for further clarification
- Parent or coach/moderator may request Athletic/Activity Director in further conversation.

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

9.7 SUNDAY PRACTICES/ACTIVITIES

Marist Catholic 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. School activities on Sunday will generally only be allowed from 12:00 PM to 4:00 PM to allow for church attendance and evening church or family activities.

9.8 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.

9.9 WEIGHT ROOM CONDUCT

- Teams or student athlete(s) must be supervised by their coach unless another responsible adult has been designated for supervision
- Athletic shoes must be worn at all times
- 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
- No food or drink. Water is ok
- If music is being played, lyrics must be appropriate

- All students are to be respectful of the supervising coach(es). When asked to do something, do it
- NO HORSE PLAY! Appropriate and safe behavior at all times
- The weight room is for working out. DO NOT use the weight room as a short cut to the parking lot
- Pick up and put things away, even if you weren't the one using them

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