



**MARIST CATHOLIC HIGH SCHOOL**  
**Student Handbook**

**2023-2024**

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[www.marisths.org](http://www.marisths.org)



# MARIST CATHOLIC HIGH SCHOOL

## **PURPOSE**

This handbook sets forth Marist Catholic High School's policies in the areas of academics, attendance, behavior, general policies, participation in co-curricular activities, and tuition payments. It lists and describes the school's administration and student services, and provides specific information on policies, bell schedules, school hours, and phone numbers. Students and parents/guardians are required to read this publication carefully and keep it throughout the year for reference. Students and parents/guardians will be held accountable to these policies.

*Updated June, 2022*

## **RACIAL NON-DISCRIMINATION POLICY**

In accordance with the Department of Catholic Schools Policies and Guidelines 3020 for admissions, Marist admits students of any race, color, or racial or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students. Marist does not discriminate on the basis of race, color, racial or ethnic origin, administration of its education policies, admission policies, scholarship or loan programs, and athletic and other school administered programs.

# Marist Catholic High School Administration and Staff

## ADMINISTRATION

Stacey Baker	<i>Assistant Principal of Student Life &amp; Culture</i>
Bob Fraley	<i>Principal</i>
Rick Gardner	<i>Athletic Director</i>
Sharon Myrand	<i>Business Manager</i>
Andy Oldham	<i>Assistant Principal of Teaching &amp; Learning</i>
Rick Martin	<i>Director of Campus Ministry &amp; Formation</i>
David Welch	<i>President</i>

## STAFF

Sherril Acton	<i>Registrar and Administrative Coordinator</i>
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Candy Chen	<i>Business Assistant</i>
Frank Cicero	<i>Custodian/Grounds Keeper</i>
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## CAMPUS MINISTRY OFFICE

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## ATHLETIC & ACTIVITIES DEPARTMENT

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Mari Gibson	<i>Athletic Trainer</i>
Bart Pollard	<i>Associate Athletic Director</i>
Beth Wirth	<i>Student Government</i>

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## ADVANCEMENT OFFICE

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Alice Meyer	<i>Director of Admissions</i>
Katie Underwood	<i>Events &amp; Alumni Relations Manager</i>
Natalia Zreliak	<i>Communications Coordinator</i>

# Marist Catholic High School Administration and Staff

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## SCHOOL SCHEDULES

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

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

# TABLE OF CONTENTS

## SECTION I: MISSION AND PROFILE

1.01	Mission Statement .....	2
1.02	Philosophy of Catholic Identity .....	2
1.03	Marist Charism.....	2-3
1.04	Integral Student Outcomes .....	3

## SECTION II: CAMPUS MINISTRY

2.01	Introduction .....	5
2.02	Retreats .....	5
2.03	Liturgy, Prayer, & Worship .....	5
2.04	Community Service.....	5
2.05	Leadership Development.....	6
2.06	Spiritual Development .....	6
2.07	Pastoral Care .....	6

## SECTION III: ACADEMIC POLICIES

3.01	Graduation Requirements .....	8
3.02	General Academic Policies .....	9
3.03	Independent Study.....	9-10
3.04	Grading .....	10-12
3.05	Semester Examinations.....	12-13
3.06	Testing Program.....	13
3.07	Honor Roll .....	13
3.08	Failed Grade.....	14
3.09	On Track to Graduate.....	14
3.10	Graduation and Baccalaureate Mass .....	14
3.11	Academic Performance and Intervention Plans .....	14-15
3.12	Scheduling Classes.....	15-16
3.13	Student and Parent/Guardian Concerns.....	16-17
3.14	Academic Integrity Policy (Plagiarism/Cheating) .....	17-18

## SECTION IV: COUNSELING SERVICES

4.01	Mission Statement .....	20
4.02	Counseling Department Functions .....	20
4.03	Accessing Your Counselor .....	20-21
4.04	Academic Accommodations .....	21-22
4.05	Confidentiality Statement and Duty to Warn .....	22
4.06	Information to Colleges .....	22
4.07	Naviance .....	22

# TABLE OF CONTENTS

## SECTION V: ATTENDANCE POLICIES

5.01	Attendance Office Procedures .....	24-25
5.02	Pre-planned Absence .....	25
5.03	After School Activity / Athletic Eligibility.....	25-26
5.04	Excused Absences .....	26
5.05	Unexcused Absences.....	26-27
5.06	Excessive Absences / Loss of Credit.....	27-28
5.07	Off-Campus Protocols for Students.....	28
5.08	Illness/Injury While at School.....	28
5.09	Tardiness.....	28-29
5.10	Major Late.....	29

## SECTION VI: STUDENT LIFE .....

6.00	Behavior Philosophy.....	31
6.01	Student Code of Conduct.....	31
6.02	Dress Code Policy .....	31-33
6.03	Mass Dress Code.....	33-34
6.04	Dress Code Violations.....	34
6.05	Major Infractions .....	34-35
6.06	Teen Dating Violence and Domestic Violence Policy.....	35-38
6.07	Anti-Harassment / Bullying Policy .....	38-39
6.08	Substance Abuse Policy .....	40-41
6.09	Disciplinary Actions .....	41
6.10	Referral Process.....	41
6.11	Detention.....	41-42
6.12	Campus Beautification / Saturday School.....	42
6.13	Suspension.....	42-43
6.14	Dismissal / Expulsion.....	43-44
6.15	Cases Involving Grave Offenses .....	44

## SECTION VII: TECHNOLOGY/ACCEPTABLE USE

7.01	Acceptable Use Policy.....	46
7.02	Network Etiquette and Acceptable Use Guidelines .....	46
7.03	Fundamental Digital Etiquette and Acceptable Use Policies .....	46-47
7.04	Social Networking and Electronic Communication .....	48
7.05	Personal Devices OFF and AWAY .....	49
7.06	Instructional Directions .....	49
7.07	Violations .....	50

# TABLE OF CONTENTS

## SECTION VIII: GENERAL POLICIES

8.01	Academic Resource Center (ARC) Regulations.....	52
8.02	Assemblies and All School Mass .....	52
8.03	Campus Visitors.....	52
8.04	Cell Phones.....	52
8.05	Chapel Use.....	53
8.06	Closed Campus / Off Campus Regulations .....	53
8.07	Communication Tools.....	53
8.08	Driving / Parking Regulations.....	54
8.09	Fire Drills / Earthquake / Lock Down Drills .....	54-55
8.10	Food and Drink .....	55
8.11	Gyms, Locker Room, Weight Room and Music Room.....	55
8.12	Lockers / Personal Belongings / Cars.....	55
8.13	Lost & Found .....	55
8.14	Lunch Periods and Break .....	55-56
8.15	Marist Logo.....	56
8.16	Marist Photos, Videos and Website Content.....	56
8.17	Media Release Opt-Out.....	56
8.18	Medication Policy.....	56
8.19	Off-Campus Regulations .....	56
8.20	Parent / Guardian Behavior .....	56
8.21	Pregnancy Policy .....	57
8.22	Public Displays of Affection .....	57
8.23	Residence Requirement .....	57
8.24	School Hours of Operation .....	57
8.25	School-Sponsored Events.....	57-58
8.26	Search and Seizure.....	58
8.27	Signs & Posters .....	59
8.28	Skateboards / In-Line Skates / Scooters Etc.....	59
8.29	Social Media .....	59
8.30	Student I.D. Cards .....	59
8.31	Teachers Detained .....	59
8.32	Tuition Policy / Account in Arrears.....	59
8.33	Video Surveillance Cameras .....	59
8.34	Marist Website.....	59-60
8.35	Withdrawal Policy .....	60
8.36	Website for Student Activities / Clubs.....	60

# TABLE OF CONTENTS

## **SECTION IX: ATHLETICS / ACTIVITIES**

9.01	Philosophy .....	61
9.02	Co-Curriculars and Academic Eligibility .....	61-62
9.03	Attendance Eligibility.....	62
9.04	Rules Governing Athletics and Activities .....	62-63
9.05	Behavioral Expectations .....	63
9.06	Sunday Practices/Activities .....	64
9.07	Transportation.....	64
9.08	Weight Room Conduct.....	64





# **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/guardians 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 flows 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** 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** 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.

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.

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.

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 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 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 participate in an overnight Lock-In, intended to help build community and relationships within the class as well as with upperclassmen. Freshmen will also take part in a one-day “We Are Marist” event to recognize their place in our community as fellow Marists. Sophomores take part in a 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 incorporate prayer into their daily habit. Weekday Masses are available to all students about once a week in the chapel, and the entire school joins together for Mass about once each month. Retreats also include individual and communal prayer, Mass, and for some retreats, 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 a 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, 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 upperclassmen. 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 alongside Student Services, 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

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

## ACADEMICS

At Marist, we pride ourselves on our rigorous college preparatory academic program. We are an accredited school through the WCEA and AdvancED.

### 3.1 GRADUATION REQUIREMENTS

Marist meets all of the academic requirements for a high school diploma in the state of Oregon. Marist requires 26 credits for graduation, and we offer a wide variety of challenging academic and elective courses. The following lists credits required for graduation from Marist:

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
World Language	2.00
Electives	4.00
<b>Total Credits</b>	<b>26.00</b>

### TYPICAL COURSE LOADS

FRESHMAN	SOPHOMORE	JUNIOR	SENIOR
English 9*	English 10*	American Literature*	English 12*
Algebra*	Geometry* Honors Geo/Trig	Algebra II / Trigonometry	Math Elective*
Physical Science*	Biology*	Chemistry or Science Elective*	Science Elective*
The Revelation of Jesus Christ (1 sem.)	Paschal Mystery (1 sem.)	Sacraments (1 sem.)	Ecumenical and Interreligious Studies (1 sem.)
Christology (1 sem.)	Ecclesiology (1 sem.)	Catholic Social Teaching (1 sem.)	Christian Moral Life (1 sem.)
World History	Health	US History*	Free Period (with parent/ guardian approval)
Lifetime Fitness	World Language 2	Elective	Government* (1 sem.)
World Language 1	Elective	Elective	Economics* (1 sem.)
			Elective
7 credits	7 credits	7 credits	6 credits

\*AP, College Now, and honors are options in these courses  
See [Course Catalog](#) for more details



## 3.2 GENERAL ACADEMIC 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 a guidance counselor, will verify a student's eligibility for his/her courses.
- Students are expected to take courses at Marist. Exceptions to this policy will be rare and must be approved by the Assistant Principal of Teaching and Learning. 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 a more advanced study in that discipline.
- Freshmen, sophomores, and juniors must register for seven classroom courses each semester. Seniors must register for at least six courses per semester and may choose to take a seventh. A free period for seniors requires parental /guardian permission. Preferred free period placement cannot be guaranteed.
- 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/guardians 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 completion of a semester. Exit grades will be provided for students transferring to another school setting.

## 3.3 INDEPENDENT STUDY

Marist recognizes that there are occasionally circumstances and situations where some flexibility may need to be granted to a student through an Independent Study. Marist considers an Independent Study any coursework that is conducted outside the core instructional framework of Marist Catholic High School. Independent studies will be allowed under very limited circumstances and will be limited in number.

If an Independent Study is granted, families and students will be expected to sign an agreement to follow all Marist policies and expectations. Families are responsible for any financial obligations associated with the course of study. Failure to abide by the contracted expectations may result in the privilege being revoked. The student would be responsible for making up any credit deficiencies resulting from that action.

A request for an Independent Study will only be considered under the following circumstances as interpreted under the sole discretion of Marist administration:

### Circumstances

- There is no comparable offering within the existing schedule.
- Completing a required course of study begun that cannot be completed due to school limitations (This includes an advanced course of study begun while enrolled at another school)
- May not be taken in place of core graduation requirements taught by Marist teachers.
- As an intervention related to a learning challenge/disability or the physical and/or mental health of the student as diagnosed and recommended by a licensed and practicing physician.

- A distinctive and compelling elective that compliments and extends a Marist education.
  - **In these *rare* instances** students will work with a specific Marist teacher in designing an independent study that reflects distinction and achievement in a specific field of study. **Proposing this option should begin with the administration or counselor and not a teacher.**

### Expectations

- The student is expected to work on their Independent Study at the assigned time and place (student is not allowed to leave campus).
- With the exception of some credit recovery scenarios, the student must be a junior or senior who is on track to graduate and have a track record of being self-disciplined and trustworthy.
- The course is administered by an accredited and Marist-approved organization or is under the direct supervision and direction of a Marist teacher or administrator.
- These courses will be transcribed and will be included in the student's GPA. If completed by a Marist approved organization that sponsoring organization will be reflected on the transcript.

### Requesting an Independent Study

All requests and inquiries about independent study opportunities should begin through a student's assigned counselor.

## **3.4 GRADING**

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%

## 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	***	

## 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.**

*\*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 school administration or the teacher involved.*

*\*\*Withdrawn: See 3.11*

*\*\*\*P/NP: Indicates the minimum requirements for the course were or were not met. P/NP is not a standard Marist grading practice and its limited use is initiated by administration.*

## 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/guardians 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 happen 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/guardians 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 card will be sent to the parents/guardians email and the student's Marist email address. Transcripts will be issued and emailed home at the end of each semester. **Semester grades are the only grades that appear on a student's permanent transcript.**

## 3.5 SEMESTER EXAMINATIONS

Most 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.

## LATE/SKIPPED FINAL EXAMS

Students who arrive late for a final exam are expected to check-in at the Front Office and report quietly to the scheduled testing room. The student will not be given extra time to complete the exam.

Students who miss an exam for any reason other than school approved illness or emergency may request to reschedule the exam at a later date at an automatic 30% reduction in score.

In the rarest and most limited of circumstances, students may request early administration of semester exams\*. Such a request must be initiated in person by the student with the student's counselor at **least one month prior to exam dates**. Administration reviews and must approve any request.

Rescheduling of final exams will **only** occur in the following cases:

- When the student is participating in a scheduled school event.
- For unavoidable family emergencies.
- For illness.

If students are granted early administration of exams, they **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 rescheduled as soon as possible on the student's return during after-school hours.

**\*A \$50.00 fee will be added to each test for any approved early administration exams for non-emergency/non-school sponsored/non-health reasons.**

## 3.6 TESTING PROGRAM

Marist provides 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	PSAT9
10th grade	PSAT10
11th grade	PSAT (fall), SAT (spring)

Off-campus testing options include:

11th grade	ACT or SAT (Student responsible for registering)
12th grade	SAT, ACT (Student responsible for registering)

## 3.7 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.

### 3.8 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 an approved credit recovery program, 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.**

### 3.9 ON TRACK TO GRADUATE

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

### 3.10 GRADUATION AND BACCALAUREATE MASS

Commencement Exercises at Marist are comprised of the Baccalaureate Mass and Graduation Ceremony. These exercises, 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 participate in Commencement Exercises:

- 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. The petition will be reviewed and approved by Marist administration whose decision will be final.

### 3.11 ACADEMIC PERFORMANCE AND ACADEMIC INTERVENTION PLANS

Helping every student reach his or her full academic potential is a primary goal at Marist. 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 Intervention Program**.

A student who earns below a 2.00 GPA with any combination of **more** than 2 Ds and/or Fs during the preceding quarter/grading period will be placed on an Academic Intervention Plan for the next quarter:

#### Terms of Academic Intervention Plan

- Student is **required** to meet with his/her school counselor and any appropriate teaching staff in order to arrive at a plan for improving performance in class.
- Student is **required to attend Academic Support** until the next grading period. At the end of first quarter, all academic probation policies will apply to freshmen.
- Student 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 the class upon approval from the Assistant Principal of Teaching and Learning). Seniors who are at academic risk will meet with their counselor. They will either attend after school Academic Support or give up their free period and report to the Student Services Office.

- Any student placed on an academic intervention plan **three consecutive quarters** will be required to set up a meeting with his/her parents/guardians, the Assistant Principal of Teaching and Learning and Assistant Principal of Student Life and Culture to develop a plan for future success.

### **3.12 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

After June 30th, schedule changes will be made only to correct scheduling errors and for semester long electives.

The following school policies apply:

- No schedule changes will be made for teacher, period, friends, or lunchtime preference.
- Approved semester-long elective course changes are made only on a space availability basis for the first week of each semester and may not be allowed if they have a negative impact on the balance and numbers in the affected courses.
- Year-long classes may not be dropped at the semester.
- Level changes are made only with teacher recommendation and administrative approval. These approved schedule changes will be made only until the end of the third week of the first semester and the end of the first week of the second semester. Exceptions to this policy will be granted only under the most limited of circumstances. Any exception granted after the deadline will be recorded as a “W” on the permanent transcript and another class must be available to take the dropped course’s place. Students who are allowed to withdraw after the three week deadline will also be required to carry the grade from their previous class to their new course.
- 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. Many of these classes also require summer homework.

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?

### **3.13 STUDENT AND PARENT/GUARDIAN 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 listen to student and parent/guardian 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 as:
  - 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. Ask your student to brainstorm ways to deal with the issue. Ask him or her to make an appointment with the teacher to discuss the problem or concern. If your son or daughter needs guidance or strategies for conflict resolution have your son or daughter contact his or her guidance counselor.
5. After talking to the teacher and guidance 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 Teaching and Learning.



As a parent/guardian, if you have a questions or concerns for a teacher or guidance 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/guardians and teachers to reserve email for sharing "snapshot" information and setting up a meeting time. 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 Teaching and Learning 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.

### **3.1 ACADEMIC INTEGRITY POLICY (PLAGIARISM/CHEATING)**

A core value of Marist 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 Assistant Principal of Teaching and Learning.
4. If a student has multiple academic integrity infractions:
  - a.) The student, family, and Assistant Principal of teaching and Learning 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 retake 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 Assistant Principal of Student Life and Culture and Assistant Principal of Teaching and Learning.



# **SECTION IV: STUDENT SERVICES**

## 4.1 MISSION STATEMENT

The Marist Counseling Department 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 SCHOOL COUNSELING DEPARTMENT FUNCTIONS

The essential function of School Counseling is to assist Marist students in benefiting from the educational experience of Marist and to help them plan realistically for the future. Counselors provide academic counseling primarily; students are referred to outside professionals for mental health issues. School Counseling curriculum addresses the following areas:

9	10	11	12
Transitions	Exploration	Focus	Commencement
<ul style="list-style-type: none"> <li>• Making Connections/ Social Adjustment to High School</li> <li>• How to be a Marist student</li> <li>• Organizational patterns</li> <li>• Homework completion</li> <li>• Study skills</li> <li>• Self-Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Career and Interest Exploration</li> <li>• Exploring Service &amp; Activities</li> <li>• School Involvement</li> <li>• Community Involvement</li> <li>• Exploring Academic Options</li> <li>• Self-Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Revisit Tools for Academic Success</li> <li>• Appropriate Rigor</li> <li>• College and Career Options</li> <li>• Beginning “The Search” (College and Scholarships)</li> <li>• Forming a College List</li> <li>• Self-Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain Academic Rigor</li> <li>• “The College Process”</li> <li>• Final College List</li> <li>• Completing Applications</li> <li>• Letters of Recommendation</li> <li>• Financial Aid</li> <li>• Transition to College and Life Beyond High School</li> <li>• Self-Advocacy</li> </ul>

## 4.3 ACCESSING YOUR COUNSELOR

School Counselors offer academic, college/career and social emotional support based on grade specific needs through one on one, grade level, classroom presentations. Marist has two full-time counselors. A student is assigned one of two counselors to work with continually in grades 9-12, including college counseling. Below is the breakdown, and contact information:

Shari Pimental, [spimental@marisths.org](mailto:spimental@marisths.org), ext. 1523

Grade 9: Last Names A-L

Grade 10: Last Names A-L

Grade 11: Last Names A-L

Grade 12: Last Names A-KI

Jake Copley, [jcopley@marisths.org](mailto:jcopley@marisths.org), ext. 1522

Grade 9: Last Names M-Z

Grade 10: Last Names M-Z

Grade 11: Last Names M-Z

Grade 12: Last names Km-Z

While all students will be scheduled to meet individually with their counselor, students are encouraged to make individual appointments with their counselor as needed. Students may set up a meeting with their counselor at any time by messaging their counselor via Schoology.

Students are encouraged to consult counselors for help with academic difficulties, course selection, test interpretation, and career and college planning as well as to seek help in overcoming personal and family difficulties that may impede their academic progress.

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.

At no time is it recommended that a student leave a class to wait for their counselor to 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 Front Office or the Assistant Principal of Student Life & Culture.

### **INFORMATION NIGHTS**

In addition to individualized 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.

The Student Services Department sponsors the following events for parents and guardians.

- Freshmen Night – How to be a Marist Student
- Sophomore Night – TBA
- Junior College Planning Night for Parents/Guardians and Students- Find Your Fit
- Senior College Planning Night – Jumpstart the College Admissions Process
- Financial Aid Night for Parents
- Separation Preparation for Senior Parents/Guardians

The Department also hosts a variety of college visits on the Marist campus.

### **4.4 ACADEMIC ACCOMMODATIONS**

Marist provides all students access to a rigorous curriculum that allows them to maximize their learning potential.

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 have concerns related to your child's performance or ability in class. This will allow us, with support from the Assistant Principal of Student Life and Culture, to provide information, recommendations, supports, and possible accommodations to better support your child's academic and social success here at Marist.

## ACADEMIC ACCOMMODATIONS AT MARIST

Marist offers limited academic accommodations and support through the Student Services Department for students with a diagnosis that qualifies for academic accommodations whose needs can be met in the regular education setting. Marist does not offer modifications to the curriculum (or specially designed instruction). The Student Services Department works closely with teachers, students and their families to create a network of support that begins immediately upon admission and continues through graduation. Contact the Assistant Principal of Student Life and Culture for more information about accommodations, and to see if your child may qualify.

### **4.5 CONFIDENTIALITY STATEMENT AND DUTY TO WARN**

It is the goal of the Student Services 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 Student Services 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 Student Services Department recognizes its primary obligation for confidentiality is to the students, but balances that obligation with an understanding of parent/guardian 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 has a responsibility to honestly represent students in 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 is expected to report any significant change in a candidate's academic status, or qualifications that occur between the time of recommendation and graduation and/or if requested by an institution's application. As a matter of practice, Marist does not report student misconduct.

### **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 becomes an important resource for them to utilize with their college planning and applications. Parents/guardians have access to their own Naviance login information to work alongside and support their child in these areas.



# **SECTION V: ATTENDANCE POLICIES**

## General Attendance

Marist places a high value on strong academic programs rooted in quality educational opportunities. We further believe that presence in the classroom is not replaceable. We encourage and support our students to take advantage of school-related off-campus activities, athletics, and learning opportunities, but they must do so in a responsible manner that minimizes the impact to their academic attendance. Students are expected to be on time and attend classes daily. When absences occur, students are required to make up any work missed, communicate and make arrangements with their teachers.

Marist 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 or their free period. Students are required to check in and out of school via the Attendance Office.

Routine matters concerning attendance are handled by the Attendance Office. Non-routine matters (truancy, excessive tardiness, etc.) will be referred to the Attendance Office in consultation with the Dean of Students and/or Assistant Principals.

Student attendance becomes part of the cumulative file.

### 5.1 ATTENDANCE OFFICE PROCEDURES

A parent/guardian must call the attendance office in order to excuse a student from school. Students who are 18 years old are not permitted to excuse themselves.

When a student arrives late or checks out early, they must sign in/out using the attendance kiosk located in the Front Office. They must do so using along the correct coding of why they are late or leaving. If late, the student must present printed note to teacher upon arrival to class. Students leaving early will receive an "off campus pass" from the Attendance Office to show their teacher.

If a student is leaving for any reason (appointment, illness, etc.) a parent must call prior to the student leaving campus. The office will not allow the student to leave class until instructed by parent/guardian. These calls preferably should be made prior to the start of school. Calling beforehand will limit disruption to classroom instruction.

Students who are absent from a period or for a full day are expected to check assignments on Schoology and communicate with their teacher(s)

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

- Current date.
- Parent/Guardian name.
- The name of student.
- The reason for the tardy, absence or early dismissal.
- In the case of ongoing health-related appointments: a note from the physician is required.
- For Athletic/Activity eligibility see [section 5.3](#) and [9.3](#).

A note must be submitted or a phone call by parent/guardian 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 assigned an unexcused absence and will serve the appropriate corresponding detention, campus beautification, or suspension.



## 5.2 PRE-PLANNED ABSENCES

All planned absences of three or more days (school sponsored activities or non-school sponsored activities) requires the student to complete the “Pre-Planned Absence Form”. The form must be completed and turned into the Attendance Office at least one week prior to the 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.

Pre-planned absence process:

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. These absences are counted in the 10 absence policy. [See section 5.6](#) for excessive absent policy.

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/guardian-authorized absences as excused. Parents/guardians are encouraged to schedule on-going appointments, 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 [section 3.4](#), semester examination).

## 5.3 AFTER SCHOOL ACTIVITIES/ATHLETIC ELIGIBILITY

To attend and/or participate in any after-school activities including athletic practices, competitions, drama rehearsals and performances, etc., a student must have attended classes for at least half of the school day. This is an OSAA policy.

Marist’s eligibility policy is explicitly outlined below and enforced by the Attendance Office, Athletic Director, Principal and Assistant Principals:

Students must arrive at school by 10:30 a.m. and must not leave before 1:00 p.m. in order to be eligible to participate in any after-school activities including athletic practices, competitions, drama rehearsals and performances, etc.

Students who arrive after 10:30 a.m. or leave before 1:00 p.m. are ineligible to practice or compete until the following day. Exceptions would be pre-arranged absences, dental or doctor appointments (with a doctor’s note), school-initiated absences or pre-approval from the Athletic Director, Assistant Principals, or Principal.

Students who leave early from school for illness are not permitted to return to school to participate in any after-school activities including athletic practices, competitions, drama rehearsals and performances, etc.

If a student misses the entire school day because of illness or unapproved absence, she/he may not participate in any school related after-school activity including athletic practices, competitions, drama rehearsals and performances, etc.

#### **5.4 EXCUSED ABSENCES**

Marist will determine whether an absence is excused or unexcused. A parent's/guardian's note (or contact with the school) can excuse a student's absence for the following reasons:

- Student illness.
- Illness/Death in the family.
- Emergency.
- Medical appointments that cannot be scheduled outside the school day.
- School sponsored events and activities.

A student's participation in a school-sponsored event is considered an 'activity absence' and is excused by the school. School-sponsored activities are excluded and DO NOT count in attendance totals. However, if a student's absences due to activity negatively impacts academic performance, they may become ineligible to participate.

It is the student's responsibility to check Schoology regularly, make contact with his/her teachers, and make up all missed work according to the schedule determined by the classroom teacher. 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.

#### **5.5 UNEXCUSED ABSENCES/SKIPPED CLASSES**

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/guardian authorized absences as excused. Parents/guardians are requested to schedule appointments, community service opportunities, college visits, and/or family vacations during non-school hours. Trips and non-school related activities that take students out of school are highly discouraged.

The following are reasons a student may not be excused from school (below are examples, not a complete list):

- Failure to notify Attendance Office of absence.
- Leaving school without permission from parent/guardian and express permission from Attendance Office.
- Skipping.
- Oversleeping and missing class.
  - A parent/guardian is allowed to excuse a student for oversleeping once, if they wish.
- Missing a class to work on other school work, even if student remains on campus.
- Service hours that have not been pre-approved by Campus Ministry.
- Refusing to come to school.
  - Students who refuse to come to school will be handled on a case by case situation. Consequences will be determined by the Dean of Students and the Assistant Principal of Student Life and Culture and may include loss of privileges, contract and/or loss of class credit.

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 whether or not credit will be given for the work missed.

The following are the consequences for skipped classes (per period):

**1st violation:**

- 2 after school detentions.
- Teacher, counselor and parent/guardian will be notified (+ 1st referral).

**2nd violation:**

- Campus Beautification.
- Teacher, counselor and parent/guardian will be notified (+ 2nd referral).
- Student is ineligible to participate in any after school athletics, activities or clubs for the day.

**3rd violation:**

- 30 minute detention each day after school for a week.
- Teacher, counselor and parent/guardian will be notified (+ 3rd referral).
- Dean of Students is notified of behavior.
- Meeting with student, parent/guardian, counselor and Dean of Students.
- Student is ineligible to participate in any after school athletics, activities or club for the week and/or until detention is completed.

**4th violation:**

- Teacher, counselor and parent/guardian will be notified (+ 4th referral).
- Assistant Principal of Student Life & Culture is notified of behavior.
- Meeting with student, parent/guardian, counselor, Dean of Students and Assistant Principal of Student Life & Culture.
- Student will be placed on a behavior contract.
- Loss of privileges including Athletic/Activity Ineligibility for 2 weeks and off-campus privileges for seniors.

## **5.6 EXCESSIVE ABSENCES/LOSS OF COURSE CREDIT**

Marist believes, and research supports, that regular school attendance plays a major role in supporting student's strong academic and social/emotional outcomes and overall education. Based on this philosophy, the following guidelines are in place for excused and unexcused absences:

Students who are absent from any single class five (5) times in a semester, will be required to meet with their counselor and/or the Attendance Office, Truancy Letter One (1) will be emailed to parents/guardians.

Students who are absent from any single class seven (7) times in a semester will be required to meet with their counselor, and the Dean of Students. Truancy Letter Two (2) will be emailed to parents/guardians and the Dean of Students will call home.

Students who are absent from any single class ten (10) times in a semester will be in danger of a reduction in their course grade or potentially earn no credit for the course. The decision will be made by the Assistant Principal of Teaching and Learning (in conjunction with the classroom teacher). Truancy Letter Three (3) along with an attendance contract will be emailed and an in-person meeting will be called by the Dean of Students.

If a student earns no credit under this provision he/she may submit a written petition to the Principal and Assistant Principal of Teaching & Learning. The Principal will review all information, including the petition, and will grant or deny the petition. The Principal's decision is final.

## **5.7 OFF-CAMPUS PROTOCOL FOR STUDENTS**

Marist has a closed campus policy for freshmen, sophomores, and juniors. Off campus privileges are for seniors only (including lunch time and their free period). Freshmen, sophomores, and juniors are permitted one off campus lunch pass per semester with permission from their parents/guardians. Parents/guardians must inform the attendance office if their child is an underclassmen and would like to access their one off-campus lunch privilege in each semester. 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 and out at the Attendance Office.

## **5.8 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/guardian 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.

## **5.9 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. Tardiness can be excused by a parent/guardian for the following reason(s):

- Traffic.
- Doctors appointments.
- Family matters.
- Other reasons must be shared with the Attendance Office but are not guaranteed to be excused.

### **Consequences for Tardiness**

The first 7 tardies accumulated within 5 minutes of bell will receive a warning and a conversation with the Attendance Office. Note that tardies 1-7 are not period specific but total accumulation across all periods. Students who are more than 5 minutes late for an excusable reason must have a parent/guardian call the Attendance Office.

Tardies 8-9 are 30 minute detentions after school, as well as tardy number 8 resulting in a meeting with the Dean of Students. Students will become ineligible for sports/activities if they do not serve their detention within 3 days. Seniors will also lose off campus privileges if they do not serve their detention within 3 days. The Dean of Students will also contact parents/guardians.

Tardy 10 will require a meeting with student, parent/guardian and Dean of Students. Student will serve Campus Beautification on Friday

Tardies 10+ will require a meeting with the student, parent/guardian and Dean of Students. At this time, an attendance contract may be put in place as well as a loss of privileges like off campus privileges, athletic/activity participation, attendance at events etc.

## EXCESSIVE TARDINESS

Any tardiness creates a disruption to classroom instruction; 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.

### 5.10 MAJOR LATE

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**

## **6.0 BEHAVIOR PHILOSOPHY**

Marist takes pride in educating the whole person—mind, body and spirit. Marist strives to help students achieve their full potential in becoming the best versions of themselves: academically, spiritually, socially, and physically.

From arrival time on campus until departure time for home, we expect students to positively contribute to our Christ-centered, welcoming community in order to create a school environment where everyone feels they belong. Behaviors and modes of dress can significantly assist our development of this environment.

The purpose of the policies and expectations in this section are to maintain a safe, honest, and caring environment where students can learn and grow.

### **6.1 STUDENT CODE OF CONDUCT**

In order to promote self discipline within each Marist student, the following is a list of student expectations and responsibilities for which each student will be held accountable at school and any school function, whether on or off campus.

#### **NON-COMPLIANCE**

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

#### **STUDENT PRIVILEGES**

The following is a list of student privileges:

- Attending class.
- Attending special class activities.
- Participating in co-curriculars: athletics, clubs, retreats, band, theatre and other school sponsored activities.
- Participating in student government.
- Senior off-campus privileges.

### **6.2 DRESS CODE POLICY**

Marist strives to develop students who are critical thinkers and provides students with opportunities to practice these skills. As adults, we know that there is a difference between dressing for a job, church, a night at home and for recreation, and therefore having students practice these distinctions while at Marist is a way to promote long-term success. The purpose of the dress code is two fold:

- To provide guidance to students and parents/guardians related to appropriate attire for school and at any school related function;
- A means of helping students learn how to best navigate how they present themselves in different situations through their attire.

Students are expected to be in attire that meets the dress code expectations at all times. Students and parents/guardians have the primary responsibility of ensuring students show up to school in clothing that is within the dress code. We have developed a series of questions to aid the decision making process in regards to dress at school.

Questions to consider when thinking critically about what to wear to school:

- Does my attire align with the graphic to the right?
- Does what I am wearing allow me to actively engage in the life of the school without the risk of my undergarments showing?
- Is my clothing functional for walking, standing, and sitting?
- Does my attire fit the spirit of the dress code?
- Am I in clothing intended for wear in public?



Front & Back View are the same

General Dress Code Requirements:

The dress code expectations are for all school events including the student section of athletic events. Please see Mass attire for all school Mass and semi-formal dress attire below.

Appearance:

- Student's personal appearance and attire should be clean and neat.
- Private body parts and undergarments of any kind must be covered at all times; Sheer or see through clothing is not allowed.
- Body-piercings (other than earrings and nose piercings) and visible tattoos are not allowed.
- Sunglasses may not be worn inside the building.
- Pajama bottoms and sleepwear are not allowed.

Clothing Length:

- Shorts, dress and skirt length must be no shorter than 4 inches from the top of the knee cap.
- Rips in jeans that are above fingertip length must be patched or have denim or material behind the rips.

Hair:

- Hair must be of a natural color and may not have streaks of unnatural color. The hair does not have to be your natural hair color. For example, students can have shades of brown, black, red, blonde, gray, and so forth. Examples of unacceptable hair colors would be shades of pink, purple, and blue. When in doubt please ask.
- Hair should not interfere with eyesight. If your hair is long and covers or hinders your eyesight please use a hair tie, rubber band, or pin to ensure it does not interfere with your ability to see.

Logos and Images:

- Students should wear clothing that maintains the educational process and that does not create disruption.
- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts or support brands that promote such practices or behaviors.



- Clothing may not display or imply vulgar, discriminatory, hate speech or obscene language or images.
- Apparel, jewelry, accessories, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

#### Homecoming and Prom:

- Dress and skirt length should not be shorter than mid-thigh
- Spaghetti straps and strapless dresses are allowed
- Collared shirt with tie and dress pants/slacks
- Dress suits or tuxedos

#### *Faculty and staff will use the following guidelines when addressing concerns about the dress code:*

- Faculty and staff will address the student discreetly.
- Faculty and staff will use good judgment, restraint, and respect when dealing with dress code.
- Faculty and staff will use one of the following three phrases to address students out of dress code:
  - “You are out of dress code. Please correct the issue.”
  - “Please refer to the dress code graphic to identify and fix how you are not following the dress code.”
  - “Please go to the main office as you are not following the dress code.”

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

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

### **6.3 MASS DRESS CODE**

Marist celebrates Mass once a month as an entire school community. To mark the importance and unique nature of Mass days to our community, students are expected to wear “Mass attire” throughout the entire school day. Mass attire indicates a more formal atmosphere exists and to some extent places more emphasis on uniformity.

#### **Options for Mass Attire**

- Dress code expectations in the previous section apply.
- Dress.
- Skirt with blouse.
- Dress pants or khakis.
- Collared shirt; young men are expected to wear a tie or bow tie.
- Appropriate shoes.

The following items are **NOT** considered “Mass Attire”:

- Denim pants/jeans.
- T-shirts, polo shirts, sweatshirts.
- Sweat pants and athletic shorts.
- Shorts.
- Students are expected to remove hats, jackets, and hooded sweatshirts during Mass.

## 6.4 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 and either change clothes or call home to have a parent/guardian bring a change of clothes.
- 2nd dress code: Either change clothes or call home to have a parent/guardian bring a change of clothes **and** after school detention (+ 1st referral).
- 3rd dress code: Either change clothes or call home to have a parent/guardian bring a change of clothes **and** two after school detentions and Dean of Students will contact home (+ 2nd referral).
- 4th dress code: Either change clothes or call home to have a parent/guardian bring a change of clothes **and** campus beautification (+ 3rd referral).
  - Additional dress code violations will result in a parent/guardian meeting with the Dean of Students and Assistant Principal of Student Life and Culture and a dress code contract.

## 6.5 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 academic integrity policy for a further description and consequences ([see section 3.13](#)).

**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 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. Local law enforcement may be consulted.

Please refer to the school’s “Substance Abuse Policy” for more details ([see section 6.8](#)).

**Arson, Reckless Burning, Fire Alarm, Bomb Threat:** These offenses are serious infractions. Student will pay full restitution for property damage and/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, airsoft guns, poisons, and the like. If there is probable cause to believe that a student has a prohibited item on their person, in their car, or in their locker, the Assistant Principal for Student Life and Culture will initiate a search. In cases of a 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 a staff member, teacher or administrator.

**Inappropriate Use of Electronics** (see [section 7.2](#)): 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.

**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.

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

## **6.6 TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE POLICY**

Teen dating violence is unacceptable and prohibited at Marist. Each student has the right to a safe learning environment. Marist will comply with all current requirements (including those in Oregon law ORS 339.366 and 339.368) for educating its students, personnel, and others on the prevention, recognition of, and reporting requirements for teen dating violence and domestic violence. This policy applies to behavior on school grounds, at school-sponsored activities, on school-provided transportation.

### Education and Training

Marist students in grades 9 through 12 will receive age-appropriate education about teen dating violence and domestic violence in the curricular program at Marist annually.

Grade 9: Healthy Relationships, Personal Boundaries, Consent and Social Media

Grade 10: Sexual Harassment, Sexual Assault and resources for survivors of sexual assault

Grade 11: Dating, Sex and Breaking Up

Grade 12: Sexual Assault on College Campuses

School faculty and staff, including agents, contractors, and volunteers at Marist will receive training on the topic of teen dating violence and domestic violence annually.

Marist will adopt a poster that contains information, in both English and Spanish, regarding domestic violence, including at least one toll-free hotline number that a student may call to obtain information and help regarding domestic violence. Posting of posters will be in clearly visible locations on the school campus such as Counseling Center, Campus Ministry, and restrooms/locker rooms.

## Response and Reporting Procedures

We want to be sure you know that if you experience or are aware of sexual violence or discrimination that we want you to report these concerns to our school so that we can help ensure your safety and well-being. Any violation of this policy must be reported immediately to the school Principal or one of the Assistant Principals in absence of the school principal.

If you are concerned about or experience sexual violence or discrimination, we, of course, encourage you to seek the support of your family. We also encourage you to talk to a trusted adult in your school, which could be a counselor, teacher, administrator, or other staff member. When we know of these concerns, you have our commitment that we will support you and do all we can to ensure your safety and security.

You should know that any reports made on behalf of you or someone else that are made in good faith will not be the basis for any punishment or retaliation. We want you to come forward and have the support you need and deserve.

Contact information and those of other resources are:

**Bob Fraley**, Principal: 541-686-2234 ext. 1510 or [rfraley@marisths.org](mailto:rfraley@marisths.org)

**Andrew Oldham**, Assistant Principal of Teaching and Learning: 541-686-2234 ext. 1528 or [aoldham@marisths.org](mailto:aoldham@marisths.org)

**Stacey Baker**, Assistant Principal of Student Life and Culture: 541-686-2234 ext. 1511 or [sbaker@marisths.org](mailto:sbaker@marisths.org)

**National Sexual Assault Hotline** (available 24 hours a day) 1.800.656.4673

Safe Oregon call or text 844.472.3367 or email [tip@safeoregon.com](mailto:tip@safeoregon.com)

All reported incidents of teen dating violence or sexual harassment that takes place on school grounds, at school-sponsored activities, on school-provided transportation will be investigated and may be reported to the local authorities. Any off campus incidents will be reported directly to local authorities.

\*In all situations regarding dating violence, all Mandatory Reporter expectations apply.

The person who initiated the complaint and, if applicable, the person's parents/guardians shall be notified:

- When the investigation is initiated and concluded.
- Whether a violation of the policy was found to have occurred to the extent allowable under state and federal confidentiality laws.

Marist Administration has/have responsibility for investigations concerning incidents of teen dating violence.

## Procedures for Reporting

Procedures for reporting and responding to incidents of teen dating violence, harassment, intimidation, bullying, and/or cyberbullying that takes place on school grounds, at school-sponsored activities, on school-provided transportation includes the following Complaint Procedures:

### Step 1

- Any harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence information (complaints, rumors, etc.) shall be presented to the Assistant Principal for Student Life and Culture.
- Complaints against the principal shall be filed with the president. Complaints against the president shall be filed with the Board of Directors Chair and Superintendent of Catholic Schools.
- All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

### Step 2

- The school official receiving the complaint shall promptly investigate. Parents/Guardians will be notified of the nature of any complaint involving their student. The school official will arrange such meetings as may be necessary with all concerned parties within five working days after receipt of the information or complaint.
- The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The school official(s) conducting the investigation shall notify the complainant and parents/guardians in writing, as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.
- A copy of the notification letter or the date and details of notification to the complainant, together with any other documentation related to the incident, including disciplinary action taken or recommended, shall be forwarded to the principal, president or Board Chair/Superintendent, as appropriate.

### Step 3

- If the complainant is not satisfied with the decision at Step 2, they may submit a written appeal to the principal or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The principal or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The principal or designee shall provide a written decision to the complainant's appeal within 10 working days.

### Step 4

- Documentation related to the incident may be maintained as a part of the student's education records. Additionally, a copy of all harassment, intimidation or bullying, acts of cyberbullying and incidents of teen dating violence complaints and documentation will be maintained as a confidential file through school records.

## Notification of Policies

At a minimum, Marist shall make the policy:

Annually available to parents, guardians, school employees, and students in a student and/or employee handbook; and

Readily available to parents, guardians, school employees, volunteers, students, administrators, agents, contractors, and community representatives at each school office or at Marist's office and on the school website.

The school principal at Marist is responsible for ensuring the policy is implemented.

## Definitions

**"Dating"** or **"dating relationship"** means an ongoing social relationship of a romantic or intimate nature between two persons. **"Dating"** or **"dating relationship"** does not include a casual relationship or ordinary fraternization between two persons in a business or social context.

**"Domestic violence"** means abuse as defined in [ORS 107.705 \(Definitions for ORS 107.700 to 107.735\)](#) between family and household members, as those terms are defined in [ORS 107.705 \(Definitions for ORS 107.700 to 107.735\)](#).

**"Teen dating violence"** means a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

**Physical violence** is when a person hurts or tries to hurt a partner by hitting, kicking, or using another type of physical force.

**Sexual violence** is forcing or attempting to force a partner to take part in a sex act and or sexual touching when the partner does not or cannot consent. It also includes non-physical sexual behaviors like posting or sharing sexual pictures of a partner without their consent or sexting someone without their consent. Psychological aggression is the use of verbal and non-verbal communication with the intent to harm a partner mentally or emotionally and/or exert control over a partner.

**Stalking** is a pattern of repeated, unwanted attention and contact by a partner that causes fear or concern for one's own safety or the safety of someone close to the victim.

It is critically important for our students to communicate with adults in the building when there are issues or concerns.

## **6.7 ANTI-HARASSMENT/BULLYING POLICY**

Marist 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/guardian or vendor is prohibited at school. 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/guardians, 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, and may also be a violation of criminal or other laws. 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.
- **Cyberbullying:** 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, electronic means or social media which makes the victim feel intimidated or unsafe while on the Marist campus.
- **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 and may include but is not limited to: verbal, written, or on-line messaging harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching.

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. Retaliation against a student because that student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to discipline up to and including suspension and expulsion.

## 6.8 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/guardians 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 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 known 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'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 Assistant Principal of Student Life & Culture 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/guardians 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/guardians 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. Any student who freely approaches a counselor, administrator, teacher, or coach for help regarding their alcohol, tobacco, or other drug use will be assisted through the counseling department in a confidential and non-disciplinary manner.

## **6.9 DISCIPLINARY ACTIONS**

Teachers will deal with minor classroom and/or campus infractions with the individual student (and parents/guardians 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. Marist reserves the right to consequence students for conduct, including off-campus and outside of the school year, where the action becomes part of the school environment and/or is detrimental to the reputation of the school. This includes, but is not limited to, illegal activities of any type.

## **6.10 REFERRAL PROCESS\***

- 1st referral will result in an after school detention (30 minutes).
- 2nd referral will result in two after-school detentions. Parents/guardians will be notified by either 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 Assistant Principal of Student Life and Culture 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, and Assistant Principal of Student Life and Culture 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 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.

## **6.11 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.

Seniors who fail to serve detention will also lose off-campus privileges until the time is served.

## **6.12 CAMPUS BEAUTIFICATION/SATURDAY SCHOOL**

Campus beautification is a detention time held either before school on Friday or Saturday mornings.

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.

Campus beautification dates are pre-arranged by the Dean of Students, parents/guardians will be notified, and students are expected to report to campus at the arranged time.

## **6.13 SUSPENSION**

A student will be suspended from attending classes at Marist 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, Dean of Students, possibly a member of the counseling staff, and the Assistant Principal of Student Life and Culture 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 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 Dean of Students by 8:50 a.m. with schoolwork 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 school day unless they have been pre-approved by the Assistant Principal for Student Life and Culture 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/guardian to pick them up at 3:15 p.m.

- 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.

Students who are subject to a police or criminal investigation of a possible crime, may be suspended during part of all of the investigation. Additional consequences will be determined once the investigation is complete and the report is reviewed by the Administration.

## **6.14 VOLUNTARY WITHDRAWAL/EXPULSION**

Voluntary withdrawal is when a family is asked to withdraw their student from school for behavior reasons.

Expulsion is when a student is removed from the school by the school. Expulsion results from misconduct that the school administration determines to be of a very serious nature.

Voluntary withdrawal and expulsion are ultimately decided upon by the Principal.

When a student is referred for voluntary withdrawal or expulsion from Marist due to behavior issues, the following will happen:

1. The Dean of Students will consult with the Assistant Principal in all cases of dismissal.
2. Notification of the incident is made to the student's parent(s) or guardian(s) and counselor.
3. A meeting will take place with the student, parents/guardians, the Assistant Principal of Student Life and Culture, Dean of Students, and Principal.
4. Information gathered from the investigation will be presented and the student will have the opportunity to address the Principal.
5. The decision will be made by the Principal and is final.
6. Once the Principal has made a decision the Assistant Principal of Student Life and Culture will contact the student's family and share the decision.

Process for voluntary withdrawal or expulsion:

- The student shall return their ID card to the Dean of Students, clean out their locker, and return all school items (iPad, athletic gear, etc.).
- The student will have their parent(s) or guardian(s) make the necessary arrangements with the registrar for transferring records to a new school.
- The student will not be allowed back on the Marist campus for any reason.
- The student will not be allowed to attend any function that is the sole activity or event of Marist whether on campus or away.
- Permission for exceptions to any of the above may be granted upon written request to the Dean of Students.

- A student who has been asked to withdraw for behavior reasons may apply for readmission one calendar year after withdrawal. Students who are granted readmission will begin their re-enrollment on probation.
- A student who has been expelled is not eligible for readmission.

### **6.15 CASES INVOLVING GRAVE OFFENSES**

In a case involving a grave offense, which may include a violation of law or actions so outrageous as to shock the conscience of the community, the student is immediately suspended. The school should follow this procedure when the continued presence of the student at school (even for a short period of time) will pose, in the reasonable judgment of the Principal, a serious threat to the health and welfare of students, faculty, or staff.



# **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 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'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**

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.

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.

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.

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.

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 PowerSchool Learning messaging services and/or school issued email.

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.

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

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 backup is required.**

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 up-to-date on information that has been shared by the school, administrators, counselors, or teachers.

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 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...

True  
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/guardians 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 Assistant Principal of Student Life and Culture. 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 including 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-family 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 right. Your iPad is now off, and you 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 Campus Safety and Security Monitor office and returned at the end of the school day.

**2nd Offense** – Referral and after school detention. The device will be turned into the Campus Safety and Security Monitor 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 ACADEMIC RESOURCE CENTER (ARC) REGULATIONS**

The Academic Resource Center (ARC) is a designated area on campus for students to study and get technology assistance.

- The “ARC” is open 8:30 a.m. to 4:00 p.m. Mon. - Thurs. Closed on Fridays after school.
- 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.

## **8.2 ASSEMBLIES AND ALL SCHOOL MASS**

Periodically, as a community, students will participate in school assemblies and Masses. Students are expected to act appropriately during the assemblies and Masses including being courteous and respectful to each other and guests. Students sit in assigned sections in the gymnasium.

No food or drink is to be brought to assemblies.

Backpacks are not allowed in the main gym for assemblies and Masses. Students are asked to leave their backpacks in previous period classroom.

Mass attire should be worn for all school Masses unless otherwise announced.

## **8.3 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 at 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/guardians must make arrangements with the Admissions Office. No visitors will be allowed during examinations or the first or last two weeks of a semester.

### Change of Name, Address, Phone Number, or Email

The Front Office should be notified immediately of any change of name, address, phone number, or email. This is essential to keep school records and mailing lists accurate and to enable the school to contact parents or guardians in the case of an emergency

## **8.4 CELL PHONES**

Research has shown that Phones (even the presence of a phone) has a detrimental impact on student learning. We believe enforcing this policy will increase student focus and memory and improve student engagement. Policy details are as follows:

- Student phones are expected to be turned off and in the classroom phone cubby from bell to bell.
- Students are asked to place phones in their cubby when entering class and not retrieve phones until the end bell.
- Phones going off OR being used will be confiscated and turned in to the Dean’s office. Violation of the cell phone policy will also result in the following:

**1st violation** = Warning & phone returned at the end of day

**2nd violation** = 30 min detention & phone returned at end of day

**3rd violation** = 60 min detention & parent/guardian pick up device (student turns phone in to the Dean in the morning for five school days)

**4th violation** = campus beautification, parent/guardian pick up, device turned in for 30 school days.

## 8.5 CHAPEL USE

In order to protect the rights 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.

## 8.6 CLOSED CAMPUS/OFF CAMPUS REGULATIONS

Marist 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 and their free period. If students leave campus without permission the consequences could range from detention to suspension.

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.

## 8.7 COMMUNICATION TOOLS

In addition to the Marist website, we have developed communication 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 Administration, Counseling, Campus Ministry, Attendance Office, etc. It also includes announcements of upcoming events.

**Email Communications:** The quickest and easiest way to share information with families is through email. Emails from Marist are geared towards informing you of important announcements, upcoming deadlines, and school events.

**Schoology:** This learner management system is used by teachers and school officials to deliver messages, assignments, important information, and announcements to students to keep them updated. As a parent/guardian, you can sign up for a Parent/Guardian 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.

**Spartan Spear:** A weekly electronic school newspaper that is posted and/or emailed to you on Friday after 5:00 p.m.

**Mail:** Fliers for school events like Marist performances, Marist Foundation and Advancement, The Marist Magazine, semester grade reports, and important school events.

**SwiftK12:** In the event of a snow day, other school closure, or important announcements, you will receive a text message or phone call through the SwiftK12 phone system. We will try to make these calls only in the evening between 5:00 p.m. and 9:00 p.m. unless it is urgent (such as an early morning school closure due to bad winter weather), in which case the SwiftK12 call will be made as needed. [If you wish to opt out of our SwiftK12 communications, please contact the Marist Information Technology Department at 541-686- 2234, ext. 2502.]

## **8.8 DRIVING/PARKING REGULATIONS**

All vehicles must be registered with the Dean of Students. Vehicle registrations are completed through the SchoolAdmin account each year. Paper copies are available from the Front Office.

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 the rear-view mirror. (No exceptions).

Cars must be parked legally in the student parking lot only. Fire lanes (red and yellow curbing), accessible 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 Front 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/guardians will be notified when we receive such reports. Repeated incidents may result in the loss of driving/parking privileges on the 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

## **8.9 FIRE DRILLS/EARTHQUAKE/LOCK DOWN DRILLS**

The Standard Response Protocol is an action-based, flexible, and easy-to-learn protocol. There are five actions that are followed by directives:

- Hold! In your room or area. Clear the halls.
- Secure! Get inside. Lock outside doors.
- Lockdown! Locks, lights, out of sight.
- Evacuate! To a location.
- Shelter! Hazard and safety strategy.

In conjunction with experts nationwide, we believe that following the Standard Response Procedure is the best way to prepare our staff and students for emergency situations. The procedure illustrates how to respond to a wide variety of situations, from water spills in the hallway all the way up to natural disasters.

To learn more about the Standard Response Protocol ([English PDF](#) or [Spanish PDF](#)), please visit the [I Love You Guys Foundation website](#).

### **8.10 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 to keep campus clean by placing garbage in the trash containers around the campus.

Gum is costly to remove from surfaces such as desks and carpet. Please be thoughtful and dispose of gum properly. Gum should be disposed of prior to attending all school Masses and prayer services.

### **8.11 GYMS, LOCKER ROOM, WEIGHT ROOM, AND MUSIC ROOM**

Students may only use these facilities when an adult supervisor from the school is present. If a student is in one of these areas without supervision, the student is to leave the area and not use that facility until a teacher, coach, or administrator is present. A student may ask school personnel to supervise that area. If the staff member agrees, that staff member is responsible to be present at all times during use.

Due to concerns about privacy, the camera and video function on a cell phone is not to be used in locker rooms ever.

### **8.12 LOCKERS/PERSONAL BELONGINGS/CARS**

Marist assigns each student a locker for personal use. The school is not responsible for any loss, theft, or damage to books, iPad or personal belongings. 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.

### **8.13 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.

### **8.14 LUNCH PERIODS AND BREAK**

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. Underclassmen who need to access their car during lunch must get a “parking lot pass” from the Front Office.

Students are permitted to eat lunch in the cafeteria, courtyard or in a classroom with a teacher. All other areas, including athletic fields and gyms are off limits during lunch and break.

### **8.15 MARIST LOGO**

Use of Marist'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 Coordinator.

### **8.16 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 Coordinator.

### **8.17 MEDIA RELEASE OPT-OUT**

Marist 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/guardian 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 the Admissions Office.

### **8.18 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 and through Final Site, formerly SchoolAdmin, as part of re-enrollment process) 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.

### **8.19 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.

### **8.20 PARENT/GUARDIAN BEHAVIOR**

Under normal circumstances a student is not to be deprived of a Catholic education on grounds relating to the actions/attitudes of parents/guardians. It is recognized, however, that a situation could arise in which the uncooperative or disruptive attitude of parents/guardians might so diminish the effectiveness of the education process that continuation of the student in the school may be impossible. When the basic spirit of trust, honesty, and cooperation between the school and parent(s)/guardian(s) has been lost this would be the case.



## **8.21 PREGNANCY POLICY**

When Marist 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), guidance counselor, and the administration. Marist supports the position of the Catholic Church that abstinence is the proper choice regarding premarital sex and 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 work with the student(s) involved to identify appropriate school supports.

## **8.22 PUBLIC DISPLAYS OF AFFECTION**

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

## **8.23 RESIDENCE REQUIREMENT**

Students must live with parents/guardians or legal guardians or must discuss guardianship arrangements with school administration. This included students who at 18 years old.

## **8.24 SCHOOL HOURS OF OPERATION**

The Marist Front Office is open Monday-Friday from 7:30 a.m. to 4:00 p.m. during the school year, unless otherwise posted.

The Academic Resource Center is open Mon.-Thurs. from 8:30 a.m. to 4:00 p.m. during the school year, unless otherwise posted.

Students will be supervised on campus from 8:00 a.m. to 4:00 p.m. Students who are not picked up prior to 4:00 p.m. and are not in a sport or activity may go to the Academic Resource Center until 4:00 p.m. or the Front Office until 4:00 p.m. **Outside of those areas and the outlined time frame, students are not under school supervision.**

### FINALS WEEK

Final exams are scheduled from 9:00 a.m. to 1:30 p.m. each day. Finals week is an "open campus" for all students due to the nature of the exam schedule. Students are allowed to leave 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, 8:00 a.m. to 4:00 p.m. and the ARC will remain open, as usual, until 4:00 pm.

## **8.25 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 (see [section 6.2](#)).
- Any changes pertaining to special dances will be announced.

- Homecoming and Prom Attire are semi-formal and formal events. Dress for these events is as follows:
  - Dress and skirt length must be not shorter than mid-thigh.
  - Spaghetti straps and strapless dresses are allowed.
  - Collared shirt with tie and dress pants/slacks.
  - Dress suits, tuxedos or Mass attire.
- Students will be required to sign out upon leaving the dance if they leave more than half an hour early.
- Once students enter the dance, they are 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 a freshman in high school and under 20, present identification for admission to the dance, and are expected to follow Marist 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 (mashing, body surfing), lewd or other inappropriate behavior including dancing that may be construed as vulgar or provocative and will be required to dance facing each other.

Students/Guests violating these guidelines will:

- Get a verbal warning – first offense.
- Asked to sit for 10 minutes – second offense.
- Asked to leave the dance and parents/guardians notified – third offense.
- Refunds will not be given to those who violate the dance guidelines.
- 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:

- All school rules including relaxed dress code (see [section 6.2](#)) 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 to support your team.

## **8.26 SEARCH AND SEIZURE**

Marist reserves the right to search and inspect anything brought on to school property. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

To protect the health and safety of persons and property in the school, students may not keep the following items on their persons or in their lockers: firearms, knives or other weapons, explosives, poisons, drugs, alcohol, or any materials or devices which might endanger the physical safety of persons or property. If there is a probable cause to believe that a student has a prohibited item on their person or in their locker, the Dean of Students will initiate a search in the presence of a second administrator.

## **8.27 SIGNS & POSTERS**

Consent of the Assistant Principal of Student Life and Culture 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 may be used on the windows.**

## **8.28 SKATEBOARDS/IN-LINE SKATES/SCOOTERS ETC.**

Skateboards, in-line skates, hee-lies, and scooters etc are not permitted on campus.

## **8.29 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/mchson>. This is the only Facebook page officially maintained by Marist.

Instagram accounts managed by the school are: **@maristspartans** (general Marist) and **@maristcatholicspartans** (Marist Athletics).

## **8.30 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. Students who withdraw from Marist during the school will be required to return their student I.D. card with their withdrawal paperwork.

## **8.31 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.

## **8.32 TUITION POLICY/ACCOUNT IN ARREARS**

Tuition payment plans are administered through the FACTS website, and payment plans are to be established by parents/guardians/families no later than July 31. Parents/guardians/families are required to keep their financial obligation up-to-date. Accounts in arrears may not qualify to register for the next school year, unless there is a reasonable payment plan in place with the Finance Office. Parents/guardians/families are encouraged to communicate with the Finance Office immediately if they are unable to stay current with their payment plan.

## **8.33 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 video storage of such observations shall be available for use by the school and administration, if necessary, to enforce the law and the provisions of school policy.

## **8.34 MARIST WEBSITE**

The Marist website is [www.marisths.org](http://www.marisths.org). 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.

A page curated specifically for families is located on our website under the “**COMMUNITY**” tab at the top of the web page. The “**Families**” page contains information such as links to PowerSchool, Schoology, and book purchasing. Contact information, office hours, calendars, bell schedules, policies and procedures are also online.

### **8.35 WITHDRAWAL POLICY**

Students are accepted with the understanding that they will remain enrolled at Marist for the entire academic year. The school makes important financial commitments to its faculty and staff based on this understanding and early withdrawals do not relieve Marist of these important obligations. In the event a student withdraws early, parents/guardians/families and Marist agree that tuition is due and payable as follows:

- 20% of net tuition due after July 31 and before October 1.
- 50% of net tuition due after September 30 and before December 1.
- 80% of net tuition due after November 30 and before February 1.
- 100% of net tuition due after January 31.

Fees paid to Marist (i.e., registration fee, retreat participation fee) are non-refundable.

If a student is withdrawn from school for reasons beyond the control of the student or parent/guardian/family, a written request for financial relief may be submitted to the President via the Finance Director.

Parents/guardians/families must complete the withdrawal process before the student’s withdrawal is official. The withdrawal form may be requested from the Registrar’s Office. The completed and signed withdrawal form, outstanding fees and all property of Marist must be returned for the student to be considered officially withdrawn. A Records Request from the student’s new school is required for any/all transfer of records.

### **8.36 WEBSITE FOR STUDENT ACTIVITIES/CLUBS**

On the “Student” section of the Marist website are links to websites for student activities and clubs – such as the Model United Nations, Chess, 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 ATHLETIC PHILOSOPHY**

The Marist Athletic Program recognizes the integral and complementary role that athletics plays in the educational mission of the school. Athletics enhances the high school experience by developing athletic potential and teaching lifelong values. “We Are One” challenges Marist athletes, coaches and parents/guardians 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. 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 CO-CURRICULARS AND ACADEMIC ELIGIBILITY**

Eligibility is reviewed and based upon academic performance at the following intervals: Progress Reports, Quarters, and Semesters.

### **Progress Reports**

Those students participating in athletics/activities and 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 from the Athletic Director/Activities Director, the participant has one week to provide proof of a passing grade in the failing class(es).

If a passing grade(s) is not earned, the participant will be suspended indefinitely from athletic contests and/or activity events including travel and/or missing school until a passing grade(s) is achieved.

### **Quarter Grades**

Athletic and Activity eligibility requires students to be on track for graduation, have a minimum gpa of 1.7 (C- average), and passing five classes.

Seniors, Juniors, Sophomores and second semester freshmen who earn less than a C- Average (1.7 GPA) or more than one F in any quarter will serve an automatic one week suspension from athletic contests and/or activity events (leading a retreat, performing in a play, etc), including

travel and/or missing school. The suspension will occur during their current (or next) athletic/ activity season or the first competitive week of their next season or activity. This suspension would begin immediately if during a season or on the first contest date of the next season and applies from one school year to the next.

Students who are required to recover credits for graduation must show ongoing and acceptable levels of progress to be considered eligible. (Marist administration reserves the right to solely determine what qualifies as “ongoing and acceptable”.)

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

### **Semester Grades**

In addition to the eligibility requirements at the end of each quarter, students who do not pass 5 classes at the end of a semester will be ineligible for the following semester per the OSAA eligibility requirements.

## **9.3 ATTENDANCE ELIGIBILITY**

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 10:30 a.m. to be eligible for extracurricular activities. As such, all students must not leave campus before 1:00 p.m. to remain eligible.** Students who leave school early because they are sick are not eligible to return for a practice or game later in the day.

## **9.4 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.**

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.

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.

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.

DRUG/ALCOHOL/TOBACCO POLICY: No athlete/participant will possess or use alcohol, drugs, controlled substances or tobacco products 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 Dean of Students, Assistant Principal of Student Life and Culture, counselors, parents/guardians and coaches. Eligibility subsequent to a violation of this drug, alcohol and tobacco/vape policy will be conditioned upon providing the student an optimal learning experience. Such conditions will follow, but are not limited to the following guidelines\*:

1. 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 may include an alcohol and drug assessment and random drug testing.
2. 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.
3. 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.

\*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.

## **9.5 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/guardians

- 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/guardians may contact coach/moderator for further clarification.
  - Parent/guardian 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.

## **9.6 SUNDAY PRACTICES/ACTIVITIES**

Marist 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 p.m. to 4:00 p.m. to allow for church attendance and evening church or family activities.

## **9.7 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/guardians 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.

## **9.8 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: Students must wear shirts and appropriate athletic clothing.
- 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 shortcut 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!**