

MARIAN CATHOLIC HIGH SCHOOL TAMAQUA, PA



STUDENT/PARENT HANDBOOK 2024-2025

"This is what the Lord says: "Be just and fair to all.
Do what is right and good." Isaiah 56:1

MARIAN CATHOLIC HIGH SCHOOL

An exceptional education rooted in faith, family and tradition.

Dear Students and Parents,

Every student and parent/guardian are required to read and become familiar with the Marian Catholic High School student handbook. This handbook has been developed to ensure consistency of expectations and procedures for our school to help our students grow in the virtue of obedience, and not to stifle their personalities or rights. St. Benedict, in his book, *The Holy Rule of St. Benedict*, wrote, "For the love of God a man (must) subject himself to a Superior in all obedience," and "if hard and distasteful things are commanded...he accepts them with patience and even temper" (Benedict, Saint, Abbot of Monte Cassino).

We firmly believe that a strong home and school partnership, along with consistent communications, will help our children achieve in a safe and positive school environment.

The essential principles guiding this Code of Conduct are loving our God, our neighbors, and ourselves. In this way, we treat each other with the respect and reverence we also expect. Anything that disrupts the educational process, or anyone who distracts us from our Mission of a Christ-centered Catholic education, will be addressed in a prompt, fair, and consistent manner.

Any questions or suggestions about the Code of Conduct are most welcome and can be addressed to the Marian Catholic High School Administration.

The focus of the future should be on Christ, community service, and academic and personal excellence. We are pleased to have the opportunity to work with your children. The importance of teaching and learning cannot be overstated. It is our privilege and our challenge as educators to strive continually to provide quality education in our classrooms.

God bless you,

The Marian Catholic High School Administration

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Member of the Middle States Association of Colleges and Secondary Schools.

CODE OF CONDUCT

The Code of Conduct outlines our expectations for a student at Marian Catholic High School.

M - Moderation - keeping all things in balance and appropriate

A - Awareness - having an understanding of myself, others, and my surroundings

R - Respect - both given and received and focused on everyone's equal dignity as a child of God

I - Integrity - honor and trust as ways to live one's life on a daily basis.

A - Altruism - putting others before myself, closely connected to servant leadership in the model of Jesus

N - Necessity - distinguishing needs vs. wants while living within a school family.

WHAT DOES IT MEAN TO BE MARIAN?

Moderation

- **Demonstrating: Faith, Hope, Love, Fortitude, Courage, Prudence, Temperance and Justice**
- **Not cheating or tolerating those who do**

Awareness

- **Exhibiting Empathy, Caring, Compassion, Respect, and God's Love toward others**
- **Using the gifts God gives you, Wisdom in your choices**
- **"Thinking before you act."**
- **Performing your best in all academic subjects**

Respectful

- **To the property of Marian Catholic High School and of others**

Integrity

- **Having Character by being Honest, Moral, Responsible, Ethical, and Fair**
- **HONORABLE**

Altruism

- **Showing care for the community; demonstrating leadership; having high moral principles**

Necessity

- **Living your faith in all aspects of your life; Showing positive school spirit**

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INTRODUCTION: MARIAN CATHOLIC HIGH SCHOOL

HISTORY

Marian Catholic High School was formed in 1954, consolidating three smaller Catholic High Schools from the small towns in the Panther Valley. It was then that Archbishop John F. O'Hara decided to combine the three existing schools into one diocesan high school. The high school was staffed by the Sisters, Servants of the Immaculate Heart of Mary. The original schools that were combined were St. Mary's in Coaldale, St. Ann's in Lansford, and St. Jerome's in Tamaqua.

When the school began in 1954, each of the existing schools acted as a separate campus. Marian freshmen students attended St. Jerome's, Tamaqua; sophomores attended St. Ann's, Lansford; and juniors and seniors attended St. Mary's, Coaldale. The current Marian Catholic High School building was dedicated on August 23, 1964, by Bishop Joseph McShea.

In 1966 Mauch Chunk Catholic High School in Jim Thorpe, Pennsylvania joined Marian Catholic High School. In 2007, closings of two other local Catholic high schools expanded the area served by Marian Catholic. With the closings of Bishop Hafey High School, Hazleton, and Cardinal Brennan Jr./Sr. High School, Fountain Springs, students from the Hazleton area as well as additional areas of northern Schuylkill County began attending Marian Catholic High School.

MISSION STATEMENT

Since the founding of Marian Catholic High School, its mission has been, and continues to be — the development of students spiritually, morally, academically, and socially — by integrating the teachings of Jesus Christ with a value-centered curriculum. In a safe family atmosphere, the faculty and administration challenge students not only to reach their highest academic potential, but also to adopt a disciplined work ethic necessary to become contributing self-sufficient citizens who give witness to the Catholic faith.

BELIEF STATEMENTS

At Marian Catholic High School, we believe that:

- The Catholic faith provides students with the foundation for life.
- Education involves the whole person – spiritually, academically, morally, socially, and physically.
- Students require a variety of learning experiences to meet their individual needs.
- Christ-centered values are an integral part of every aspect of the Marian Catholic community.
- Students, faculty, and staff strive to be positive role models of Christianity.
- Students are entitled to a stable, safe, and nurturing environment in which to develop, grow, and foster mutual respect.
- A disciplined and value-based work ethic is necessary for success in life.

- Our school provides students with the education needed to meet the demands necessary for a 21st-century learner.

PARENT CONCERNS AND RESPONSIBILITIES

Parents are the primary educators of their children. Therefore, communication and cooperation between the home and the school are essential if Marian Catholic is to be an effective partner in the education of its students.

School newsletters, report cards, deficiency notices, etc. are varied efforts made by Marian Catholic to keep parents informed of their son/daughter's progress in school. Individual academic progress can be tracked by parents using the FACTS parent portal Membership in the Blue and Gold Club, as well as attendance at those meetings, "Parent Nights," and "Open House" are opportunities for parents to communicate with the school officials and become acquainted with the faculty.

Also, we strongly encourage parents to contact their son/daughter's teachers, especially in instances where their son/daughter is experiencing academic difficulty.

Contact can be made via phone or email. Email addresses can be found on the school website at www.mariancatholic.org.

If you would like to personally meet with your student's teachers, an appointment must be made in advance.

ACCREDITATION

Marian Catholic High School offers a variety of courses designed to challenge students spiritually, morally, academically, and physically – while integrating the teachings of Christ. The requirements for graduation are mandated by the Commonwealth of Pennsylvania, the Diocese of Allentown, and Marian Catholic High School. We are accredited by the Middle State Association of Colleges and Secondary Schools.

ADMINISTRATION & STAFF

Head of School	Mr. Michael Brennan '06, M.Ed.
Chaplain.....	...Fr. Robert George
Dean of Students & Athletic Director.....	Mr. Peter Sanfilippo
Studies Director.....	...Mrs. Jean Susko
Director of Advancement.....	Dr. Erin Marek
Director of Finance.....	Ms. Andrea Feathers
Director of Student Support Services.....	Mrs. Nicole Dunn-Updegrave '08
Director of Enrollment Management.....	Mrs. Mary Milosh
Financial Aid Manager.....	Ms. Carrie Fox
Campus Minister.....	Mr. Patrick Smith '09

GOVERNANCE BOARD

Patrick H. Reilly, P '99, '02, '11 Board Chairman, President & CEO Mauch Chunk Trust Company

Dave Bielen '69, P '91, GP '24 Vice President Integrity Food Marketing

Patrick Boyle '03, Chief Financial Officer, Division of Developmental Disabilities New Jersey

Rev. Robert Finlan ,Pastor, Saint John XXIII Parish, and Saint Richard of Chichester Parish

Larry Furey '79, CPA, Founder and Partner Partners in Mission, LLC, and Partners in Mission School Leadership Search Solutions, LLC

John Lavelle, Esq. '81, Partner Morgan, Lewis & Bockius LLP Philadelphia, PA

Dan Labert '93, President of Brokerage and Executive Vice President of Member Experience Finseca, Washington DC.

Leo V. Marzen '79, CFA, CPA, CFP, Co-Founder and Managing Partner, Bridgewater Advisors Inc.

Maria Montero, Esq. '94, P '13, Law Offices of Maria Montero, Esq.

Sister Rose B. Mulligan '84, IHM, PhD, Associate Professor of Chemistry, Immaculata University

Erin O'Gurek '03, Associate, Morgan, Lewis & Bockius LLP

Jim Sauka '66, P '93, '94, '96, '00, Personal Lines Insurance Sales (Retired), Prudential Insurance

Leo Schilling '57, Auditor (Retired), United States Government Accounting Office (GAO)

Ashley Shickora '03, Director of National Accounts, BODYARMOR Sports Nutrition

Bill Stulginsky '69, CPA, Partner (Retired), PriceWaterhouseCoopers, LLP (PWC)

Ex-Officio, Michael Brennan, M.Ed. '06, Head of School

SPIRITUAL GROWTH

CAMPUS MINISTRY

This is a program for developing and maintaining the Catholic Christian environment of the school by coordinating the efforts of the administration, faculty, staff, students, parents, and pastors. It is led under the direction of our Chaplain Fr. Bob George and our Campus Minister Mr. Patrick Smith. All aspects of our campus ministry office fall under the direction of this office, including our weekly liturgy, retreats, evangelization, and service. The Diocese of Allentown and Marian Catholic High School also partner with Live Vertical for student evangelization.

LITURGY

Liturgies are usually celebrated for the entire school community weekly on Wednesday, or on a different day to coincide with special feasts in the liturgical life of the Church or with special events in the lives of the students. Students are expected to maintain proper behavior and reverence at all Liturgical Services. Parents and friends are always welcome to share in school liturgies, but please notify the office before attending.

RETREAT PROGRAM

Retreats are an opportunity for students to spend time dedicated to deepening his/her relationship with God, who is Father, Son, and Holy Spirit. Each student is required to participate in their required retreats each year prior to May 1st. All students must attend our full in-school retreat (FEAST) and one additional school/non-school sponsored retreat. For their second retreat, students are allowed to choose in what retreat they would like to participate in. Students may attend a parish youth ministry retreat, a parish mission, a private retreat at a retreat center, any event offered by the Office of Youth and Young Adult Ministry of the Diocese of Allentown, or one of the many retreats that are offered through the Office of Campus Ministry.

If a student misses our full in-school retreat (FEAST), which is the entire school day (7 hours), students must attend two retreats with the campus ministry department after school to make up for missing FEAST. These after school retreats are shorter in length, which is why two of them are required for making up the time devoted to FEAST. Students who miss FEAST will in turn need to complete 3 smaller retreats for their requirement.

Students who neglect to complete their retreats and return the necessary paperwork to the Campus Ministry Office by the May 1st deadline will be put on **activity/social suspension until the required retreat requirements have been submitted.**

- Students not documenting completion of their retreats by the end of the school year will receive ten hours of detention that will be scheduled after the end of the academic year.
- Students will not be permitted to attend the prom until their retreat requirements have been documented.

- In addition, students may not receive their end of the year report card, and seniors may not participate in graduation ceremonies and have diplomas held until their retreat requirements are documented.

RETREAT POLICY FOR TRANSFER STUDENTS

Students at Marian Catholic High School are expected to participate in two retreats, our full school day FEAST, and an elective retreat. Transfer students who transfer to Marian Catholic prior to the celebration of FEAST in December will be expected to complete the full expectation. Students who transfer to Marian Catholic during the 3rd quarter will only be expected to attend an elective retreat. Any student who transfers during the 4th quarter will not be expected to attend a retreat in the current year. If a student has completed a retreat at their previous school for the current school year, the retreat can be transferred, a letter of verification must be sent from the sending school to the Campus Ministry Office. All questions should be directed to the Chaplain or Director of Campus Ministry.

OTHER SPIRITUAL OPPORTUNITIES

Because the spiritual growth of our students is the primary focus of Marian Catholic, there are many religious opportunities throughout the year, such as Exposition of the Blessed Sacrament, Adoration, Gospel Reflections, Advent Penitential Service, Lenten Penitential Service, Right to Life March and Vocation Day.

COMMUNITY SERVICE

Each year each student is required to participate in Christian service for the local community or his/her parish. Christian Service is a witness to the Gospel message of Jesus Christ. The Christian Service Project attempts to instill in each student the importance of this call of Jesus Christ to serve the poor, needy, and the Body of Christ in general. The Coordinator of Service will record the hours completed and reported by each student. All community service forms need to be submitted to the Campus Ministry Office no later than April 30th each year. If a student has difficulty finding a place for Christian Service, he/she should contact the Coordinator of Service, Mrs. Mary Matunis.

If a student completes his/her service during the summer, his/her forms should be turned in to the Campus Ministry Office no later than September 30th each year. If the service is done on multiple days, the paper can contain multiple dates. Every service hour form should be turned in immediately after service is completed.

Students who neglect to complete their service hours and return the necessary paperwork to the Campus Ministry Office by the April 30th deadline will be put on athletic/activity/social suspension until the required hours have been submitted.

- Students not documenting completion of their service hours by the end of the school year will receive ten hours of service detention that will be scheduled after the end of the academic year.
- Students will not be permitted to attend the prom until their service hours have been documented.
- In addition, students may not receive their end of the year report card, and seniors may not participate in graduation ceremonies and have diplomas held until their service hours are documented.

The following are the required number of hours:

for Seniors	30 hours
for Juniors	20 hours
for Sophomores	20 hours
for Freshmen	10 hours

TRANSFER SERVICE HOUR POLICY

Any student who transfers to Marian Catholic High School after the first day of school will have a modified expectation for service hours. Please consult the chart below. If a student has completed service hours at their previous school for the current school year, those hours can be transferred, a letter of verification must be sent from the sending school to the Campus Ministry Office. All questions should be directed to the Chaplain, Director of Campus Ministry, or Coordinator of Service.

Class Year	Standard Hours	Transfer in Quarter 1	Transfer in Quarter 2	Transfer in Quarter 3	Transfer in Quarter 4
Senior	30	30	20	10	0
Junior	20	20	15	7	0
Sophomore	20	20	15	7	0
Freshman	10	10	5	5	0

FINANCIAL INFORMATION

TUITION

The cost to educate a student at Marian Catholic for the 2024-25 school year is \$12,851. The 2024-25 Tuition Rates are as follows:

1st Child	2nd Child	3rd Child	4th Child	Vo-Tech
\$7,800	\$5,850	\$5,460	\$5,000	\$5,850

Parents who choose the annual payment plan receive a 5% discount on their tuition balance. Additionally, parents who choose the semi-annual payment plan receive a 2% discount. All monthly payment plans are based on a 10 month payment schedule.

FEES

Marian Catholic tuition is all inclusive for each school year. The only additional fees are as follows:

Graduation Fee: \$150

Course Selection/Reregistration Fee: \$80

AP Course Fees: Vary by College Board Fee Structure

Dual Enrollment Fees: Vary by Course Selection (paid directly to University)

FUNDRAISERS

Marian Catholic's Blue and Gold Club along with individual teams will have various fundraisers throughout the school year. Participation in these are encouraged.

TUITION COLLECTION POLICY

MARIAN HIGH SCHOOL, INC. TUITION COLLECTION POLICY

The following explains the Tuition Collection Policy effective November 4, 2019.

Marian High School, Inc. makes every effort to provide an affordable, quality, Christ - centered education to our students. The cost to educate each student exceeds the total tuition and fees that are assessed to each student's account. This means every student is granted a discounted tuition. In addition, scholarships, financial aid, and institutional aid are awarded to students based on need and available resources.

The majority of the School's income comes from student tuition and fees. The School cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met in a timely manner. Therefore, it is imperative that each family pays all tuition and fees (collectively, "Tuition") per the terms of the FACTS payment plan the family selected.

Recognizing various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a "Past Due" letter that cannot bring the account current are encouraged to contact the School's Finance Department to request a Payment Agreement to satisfy its financial obligations.

30 Days Past Due

1. A "Past Due" letter will be sent to any family with Tuition more than 30 days past due.
2. A copy of the Tuition Collection Policy will be enclosed with the letter.
3. ***A late fee of \$25.00 will be added to the student's account.

60 Days Past Due

1. A "Past Due" letter will be sent to any family with Tuition more than 60 days past due.
2. The student will not be permitted to participate in any School events or extra-curricular activities (including, but not limited to, prom, sports, clubs, band, musical/play, etc.).
3. ***A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 added at the 30 days past due time.

90 Days Past Due

1. A "Past Due" letter will be sent to any family with Tuition more than 90 days past due.
2. The parent portal will be put on "hold". This means the family will be unable to access current marking period grades or prior semester grades.
3. The disenrollment process will begin. This means the student will not be permitted to attend classes after the last day of the current marking period.
4. ***A late fee of \$25.00 will be added to the student's account. This late fee is in addition to the \$25.00 fees added at the 30 and 60 days past due times.

*****Late fee charges will begin in the 2020-2021 school year.**

Disenrollment Process

1. Any student that has an outstanding balance that extends beyond 90 days will be disenrolled from the School at the end of the current marking period.
2. A disenrollment letter will be mailed to the family via certified and regular mail. The letter will state the amount owed and payment date to avoid disenrollment. The letter will state the last date the student will be permitted to attend classes unless the stated amount is paid.
3. The student must turn in all classroom materials (including, but not limited to, text books, classroom equipment, etc.) and student identification card to the Finance Office on the last day of classes.
4. Payment for the full student account balance must be secured from the family or an equitable Payment Agreement must be established to satisfy the student account balance before the disenrollment process can be terminated.

Transcripts, Graduation and Post-Graduation Policy

If any outstanding balance remains on a student's account, the School (in accordance with Diocesan Policy) reserves the right to not permit the student to participate in graduation and/or to withhold the student's diploma and transcript. Once the student account balance is paid in full, the diploma and transcripts will be released.

Payment Agreement

If a family needs to enter into a Payment Agreement that deviates from the standard payment plans offered through the FACTS tuition payment system to satisfy a student account balance, the School may offer to establish a Payment Agreement with the family. This will be at the discretion of the School and will take into account the balance, financial ability of the family, the remaining months until the school year is completed, and any extenuating circumstances facing the family. Except in extraordinary situations, the Payment Agreement is to establish a plan to have the full account balance paid by the end of the current school year. If the family breaches the Payment Agreement, the disenrollment process stated above will be initiated and the School reserves the right to enforce any or all the terms and conditions stated in the Payment Agreement.

Past Year Student Account Balance

If, as of the first day of school, a family has a prior year outstanding student account balance or has breached an existing Payment Agreement, the student will be denied the right to attend classes. The outstanding balance includes the registration/course selection fee for the current year. If the student arrives at the School, the parent/guardian will be called to pick up the student. The student will be permitted to begin School once the student account balance is paid in full.

In all cases, the School reserves all rights, at law or in equity, to collect any past-due Tuition. This may result in referring your account to a collection agency or pursuing legal action.

Approved by the Board of Directors of Marian High School, Inc. November 4, 2019

FINANCIAL AID

Marian Catholic High School never refuses to enroll any student because of tuition or his/her inability to pay tuition. Parents who are not able to pay the entire amount should request information and apply for tuition assistance. The Diocesan procedures are as follows:

- I. A copy of the Student Aid Form from STS Grant & Aid Assessment must be completed online with appropriate documentation. Access STS Grant & Aid from the Nativity website.
- II. An interview with the Head of School or his delegate may be necessary.
- III. In addition to the monthly agreed-upon tuition payment, fees must be paid in full.

If a family has not paid their past tuition bill (2023-2024), they will not be eligible to receive an EITC/OSTC Scholarship from the Eastern Pennsylvania Scholarship Foundation. It is the responsibility of each family to make sure that their tuition is paid in full each year. Failure to do so will make the family ineligible to receive an EPSF Scholarship.

CHANGE OF ADDRESS

If a student has a change of address, phone number, email, or etc. he/she should notify the Main Office of this new information as soon as possible.

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

Marian Catholic High School is a four-year co-educational institution that offers a variety of courses designed to challenge its students to develop all of their God-given gifts and talents. The requirements of graduation mandated by the Department of Education of the Commonwealth of Pennsylvania, the Department of Education of the Diocese of Allentown, and Marian Catholic High School are offered during all four years with choices of electives in junior and senior years.

COURSE REQUIREMENTS FOR GRADUATION

Course	Credit Units
Theology	4
English	4
Social Studies	4
Science	3
Required Electives	3.8
Mathematics	3
Physical Education	1
Humanities	2
Electives	4

Each student is required to take six (6) major subjects. Freshmen and Sophomores follow a required academic roster. Juniors and Seniors may select electives after fulfilling the required courses. According to diocesan policy ALL outstanding debts for tuition and fees MUST be paid in order to receive a diploma and to participate in Baccalaureate and Graduation. (Diocesan policy #5127). Seniors are required to pay a Graduation fee.

Details for specific coursework can be found in the Course of Studies Booklet.

COURSES OF STUDY

The current courses of study are listed in the Course of Studies Booklet which can be found on the Marian Catholic website. All students are required to take six (6) major courses each semester. The criterion for a Major Course is a planned course of instruction estimated for completion in no fewer than 120 clock hours for year courses or no fewer than 60 clock hours for semester courses.

Early in the second semester, course selection information for the following year is distributed to underclassmen. Selection decisions should be done thoughtfully, responsibly, and realistically. Students are encouraged to discuss their selections with parents, teachers, guidance personnel and department chairpersons. On the basis of individual interest, ability and past performance, the student is guided to select the courses that best satisfy his/her needs.

During the summer, a copy of the student's new schedule will be mailed home for examination by the parents and students. Also, information about schedule changes will be sent. All course change requests should be directed to the Studies Coordinator. ***Students may not drop courses once the fourth day of school is completed. All course changes once the school year begins do have a changing course fee attached to them.***

ADVANCED PLACEMENT COURSES (AP)

Any student taking an Advanced Placement Course must take the accompanying Advanced Placement Examination.

WRITTEN ASSIGNMENT REQUIREMENTS

In order to be consistent in the writing of all papers and to facilitate college preparation, Marian Catholic High School will be requiring all students to use the Modern Language Association (MLA) or the American Psychological Association (APA) format of writing and citations.

ACADEMIC HONESTY

Marian Catholic High School exists to develop in each student a strong faith and Christian principles. To live fully his/her God-given talents, each student must value honor and integrity. Each student has the responsibility to submit work that is uniquely their own. Specific violations such as the following will not be tolerated:

Plagiarism includes, but is not limited to:

- I. turning in someone else's work as your own
 - II. copying words or ideas from someone else without giving credit
 - III. failing to put a quotation in quotation marks
 - IV. giving incorrect information about the source of a quotation
 - V. changing the words but copying the sentence structure of a source without giving credit
 - VI. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
 - VII. taking a picture of a test or other student work
- *taken from <http://www.plagiarism.org/>

Cheating includes, but is not limited to, looking at another student's test, answer sheet, or other materials during quizzes and tests. All forms of talking during a test or quiz are considered cheating unless otherwise authorized by the teacher.

Falsifying data includes, but is not limited to, the buying, selling, giving, sharing, or receiving of term papers, notebooks, note cards, scientific data or other acts that allow for falsely taking credit, from any source, including the Internet to gain an academic advantage.

Forgery or Stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, taking another student's assignment, or forging signatures for the purpose of academic advantage.

Copying includes taking information directly or allowing another student to copy from a test, quiz, or other graded course work that is not intended to be collaborative in nature. This also includes the copy or transfer of student electronic files to gain an academic advantage.

Technology misuse includes, but is not limited to, accessing, deleting, modifying, transferring, or receiving of computerized files without the authorization of the teacher. This also includes the use of storing information, programs, and formulas into electronic devices such as cell phones, computers, translators, graphing calculators, iPads, etc. and using them without authorization from the teacher to gain an academic advantage.

AI. Use of Artificial Intelligence (AI) to assist in the completion of any assignments is strictly prohibited and a violation of the academic honesty policy.

Lying as a means of personal academic advantage or for another student's academic advantage is a violation of the academic honesty policy.

Violations of the Academic Honesty will result in the following:

- A zero (0) on the assignment in questions
- Notification to parent/guardian of the violation.
- Demerits to accompany the academic honesty violation.

CELL PHONE USE AND VISIBILITY POLICY:

The possession and silent use of cell phones by students is permitted in compliance with the Marian Catholic Discipline policies. Usage **MUST** be consistent with the regulations of the Diocese of Allentown Acceptable Use Policy (in handbook). Usage **MUST NOT** be disruptive to the educational process, create a safety hazard, or violate PA State Laws. This policy represents a good faith attempt of Marian Catholic to incorporate modern technology into the educational and social habits of our students.

DESIGNATED ZONES

1. RED ZONE RESTRICTED AREAS

- a. Cell Phone use is **STRICTLY FORBIDDEN**
- b. Restrooms, locker rooms, main office, Classrooms,
- c. Students are required to place their cell phones in the designated cell phone caddy when entering each classroom. This includes the period before Mass and Assemblies in the gym.

2. YELLOW ZONE: PERMISSION ONLY AREAS

- a. Cell Phone use is by **ADULT PERMISSION ONLY**
- b. Main Office, Administrative Offices, Student Support Center
- c. Student are required to place their cell phones in the designated cell phone caddy, and ask permission to use them in these areas.

3. GREEN ZONE PERMITTED AREAS

- a. Appropriate Cell Phone use is permitted (This does NOT include phone calls or face time conversations)
- b. Cafeteria, hallways (in between classes only)

CELL PHONES and SMART WATCHES VIOLATIONS

1st Offense: Demerits will be issued for violation of the policy and warning will be given for further offenses.

2nd Offense: Demerits will be issued. The device will be confiscated and held by the Administration until the end of the school day and a \$15.00 per device is paid by the student. The device(s) will not be given back to the student until the money has been paid.

Subsequent Offenses: Additional demerits and fines will accumulate. Students will surrender the device(s) to the Administration before the start of each day for the remainder of the quarter. Failure to turn each and all devices over will result in a \$25 fine per device and two (2) detentions

GENERAL GUIDELINES

1. In the best interest of safety for all, students should refrain from walking while using their cell phone. Students using a cell phone in a Green Zone should be standing still, out of the flow of traffic. Students **WILL NOT** be excused if he/she is late to their next class period for being on their cell phone.
2. Each student would have sole responsibility for a cell phone brought to school. Marian Catholic is not liable for lost, stolen, or damaged cell phones. Students are encouraged to keep their devices in a locked locker when not in use.
3. It is recommended that skins (decals) in keeping with Christian values and other custom touches be used to physically identify the student's device from others. Additionally, protective cases are recommended.
4. As required by the Children's Internet Protection Act, Marian Catholic has filtering technology and other protective measures. However, if a student is not using the Marian Catholic wireless network to access the internet, it is not possible to keep them from viewing inappropriate material or websites. It is the responsibility of each student to follow the rules outlined by our Acceptable Use Policy and Internet Safety Policy.
5. **Violation of the Cell phone policy by ANY student will result in demerits being issued, along with their phone being confiscated and held in the main office for the remainder of the academic day. Continued offenses (2 or more) will result in a \$25 fine along with cell phone confiscation to the main office.**

UNACCEPTABLE USES

1. Photographing, recording, or videotaping of anyone without their consent.
2. Communication in any form that is abusive, threatening, demeaning, profane or otherwise inappropriate for school.
3. Using cell phone to engage in cheating, plagiarism, or other forms of academic dishonesty.
4. Using cell phones to contact parents about an illness without reporting to the school nurse first. Students feeling ill during the school day are to **report to the school nurse or, in her absence, the Main Office.**

5. Creating social media accounts using the school name and logo that is not officially affiliated with Marian Catholic High School.
6. Making/receiving phone calls or participating in facetime conversations, even in acceptable areas.

Marian Catholic defines online conduct as the use of electronic communications in an official or personal capacity that is consistent with our values and standards of conduct. It is important for students to know that once they have logged onto a social media platform, they still represent Marian Catholic.

Students must recognize that they are a representation of Marian Catholic simply because they wear the school uniform, sports uniform, or spirit wear. Therefore, students of Marian Catholic who share pictures, videos, texts, or other information on social media that misrepresents our values and standards of conduct are subject to disciplinary action taken by school officials or legal authorities as applicable. Depending on the nature of the offense, school officials will contact local law enforcement and will comply with what is required.

COMPUTING AND INTERNET ACCESS

All students and their parents/guardians are expected to read and be familiar with the Marian Catholic Acceptable Use Policy for the use of Computers, Network, Internet, Electronic Information and Communications found in this handbook.

COMPUTERS --- ACCEPTABLE USE POLICY

**MARIAN CATHOLIC HIGH SCHOOL
ACCEPTABLE USE POLICY
For
USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC
INFORMATION AND COMMUNICATIONS**

Please read the following carefully before signing the document. This is a legally binding document.

SECTION ONE: GENERAL, COMPUTING POLICY

Overview

Computers, handheld devices, network, Internet, electronic communications, and information systems (collectively "CIS systems") provide vast, diverse, and unique resources. Access to the School's electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

1. Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore, the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto MARIAN CATHOLIC HIGH SCHOOL computers and/or the network systems, without the express, written consent of MARIAN CATHOLIC HIGH SCHOOL.
- h) Copying programs licensed MARIAN CATHOLIC HIGH SCHOOL for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

2. Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping Email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is now available to employees and students at MARIAN CATHOLIC HIGH SCHOOL. This access is being offered as part of a collaborative project involving MARIAN CATHOLIC HIGH SCHOOL and MARIAN CATHOLIC HIGH SCHOOL (ISP). We are pleased to bring

this access to MARIAN CATHOLIC HIGH SCHOOL and believe the Internet offers vast, diverse, and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at MARIAN CATHOLIC HIGH SCHOOL by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- * electronic mail communication with people all over the world.
- * access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases,
- * public domain and open source software of all types.
- * information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- * online learning communities where academic collaboration and discussion are encouraged.
- * institutions of higher academic learning where students may earn college credits which will satisfy academic requirements towards bachelorette degrees.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. MARIAN CATHOLIC HIGH SCHOOL has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, MARIAN CATHOLIC HIGH SCHOOL firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project. MARIAN CATHOLIC HIGH SCHOOL will educate all students about appropriate behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a MARIAN CATHOLIC HIGH SCHOOL user violates any of these provisions, his or her account will be terminated, and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS TERMS and CONDITIONS

1. Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the

opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of MARIAN CATHOLIC HIGH SCHOOL. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a MARIAN CATHOLIC HIGH SCHOOL faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of MARIAN CATHOLIC HIGH SCHOOL has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts

3. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages. Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- b) All communications and information accessible via the network should be assumed to be private property.

4. Electronic Mail (Email)

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID. Therefore:

- a) Unauthorized attempts to access another person's Email or similar electronic communications or to use another's name, Email or computer address or workstation to send Email or similar electronic communications is prohibited and may subject the individual to disciplinary action.

- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the Email
- c) The school/institution reserves the right to access Email to retrieve school/institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data, or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to send harassing, obscene and/or other threatening email otherwise known as "Cyberbullying" to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

5. Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an email message to MARIAN CATHOLIC HIGH SCHOOL. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

6. Updating Your User Information

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

7. Services

Diocese of Allentown and MARIAN CATHOLIC HIGH SCHOOL make no warranties of any kind, whether expressed or implied, for the service it is providing. MARIAN CATHOLIC HIGH SCHOOL and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. MARIAN CATHOLIC HIGH SCHOOL specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted by MARIAN CATHOLIC HIGH SCHOOL, 166 Marian Avenue, Tamaqua, PA 18252 on 07/31/2013.

The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.

USE OF SCHOOL NAME AND LOGO

The use of the Marian Catholic School name or logo without written permission of the administration is expressly prohibited. The use of our school name in any business transaction without the written approval of the administration is prohibited. The use of the Marian Catholic School name or logo may not be used to create any social networking page or site without the express written permission of the administration and Board.

REPORT CARDS

The report card is the basic means of indicating a student's progress in school to both the student and his/her parents. Report cards are processed by computer and are distributed four times a year at the end of each quarter. The parent's copy is emailed home.

Exams will be given at the end of each semester and must be taken as a requirement for each course. All exams will be administered in person with the exception of students taking online courses.

The first semester mark is a composite of 40% of the first quarter grade plus 40% of the second quarter plus 20% of the semester examination grade. The second semester mark is determined in the same manner as the first semester. The final grade for a specific subject is the average of the first and second semester marks for a specific subject. The average of the Final Grade is the average of all final marks of the major subjects.

It is the joint responsibility of the students and their parents to be aware of the dates reports are issued and be informed of the grades earned each marking period. Conduct marks, lateness, absence, and teachers' comments should be given as much attention as the subject grades since these factors are closely related to students grades. Report cards will not be distributed and the parental portal will not be accessible until all financial requirements are met. Additionally, any unreturned or damaged book must be replaced before students receive report cards.

GRADING SYSTEM

Grade equivalents at Marian Catholic High School are as follows:

A	93 - 100
B	85 – 92
C	76 – 84
D	70 – 75
F	69 or below

Conduct grades will be issued with letters as follows: Outstanding "O", Satisfactory "S", Needs Improvement "N", Unsatisfactory "U", Failure "F"

HONOR ROLL AND QUALITY POINT SYSTEM

The presentation of the lesson, the requirements of subject material and the testing programs vary for each academic level and are weighted accordingly. This Quality Point System is used to compute class rank and cumulative rank only. Honor roll is based on grade point average (GPA) of all MAJOR subjects only. To qualify for honors a student must have the following:

DISTINGUISHED HONORS: 93 in all major subjects, no grade below 90; Conduct of "O" or "S"

FIRST HONORS: 90 GPA, no subject below 87; Conduct of "O" or "S"

SECOND HONORS: 85 GPA, no subject below 82; Conduct of "O" or "S"

ACADEMIC FAILURES

Academic failures at the end of the year are considered on an individual basis by the Studies Office. Students who fail one or two major subjects must repeat the course during the summer. The Studies Director will aid the students in finding a source for summer courses, which may be taken outside Marian. The fee to be paid will be determined by the source(s) and will be paid directly to the source(s). All students must do a credit recovery program at the cost set by the company. Students who fail Theology will participate in summer school here at Marian and must make the checks payable directly to Marian Catholic High School. The cost for credit recovery is based on the type of class they have failed:

- Full Year Course: \$200
- Semester Course: \$125
- Quarterly Course: \$75

If a student fails to complete the Summer Credit Recovery courses during the pre-determined summer school time period, they will no longer be considered a registered student for the next school year. If the student had previously re-registered and paid the registration fee, it will not be refunded, but if the student wants to re-apply to Marian Catholic, the previously paid registration fee will be credited.

If a student receives a failure in any subject during the course of the year, the parents must contact the teacher of that subject as soon as possible. Any student who fails any course throughout the 4 years will not receive a diploma and will not participate in Baccalaureate or Graduation. A diploma will be issued when the required make-up work is completed.

Any student who accumulates three or more failures at the end of a particular school year will be dealt with on an individual basis with a recommendation that could include transferring to another school or repeating the grade.

The Allentown Diocesan School Policy No. 123 regarding failures states: A student who fails one or two subjects (semester courses or year courses) must successfully complete make-up work of the subject(s) failed. This includes quarter courses. This can be done either by attending summer school or by completing summer make-up work as approved by the Head of School. A student who fails three or more subjects (semester course/year course) must either repeat the year, disenroll, or in cases of severe hardship or unusual circumstances, participate in special programs as approved by the Head of School.

ACADEMIC CHECKLIST/FAILURE WARNINGS

The academic progress of all students is evaluated frequently. After the second week of each marking period, notices are mailed to the parents/guardians of any student failing any subject. Parents are urged to contact the teacher of the course their son/daughter is failing, especially if the student receives multiple failures and/or repeated notices of the same failure(s).

Failure warning notices are issued by teachers at the mid-point of each quarterly marking period. The notice is issued to students who are presently failing or have an average of 73 or lower for that particular marking period. Failure warning notices are emailed to the parents. If a warning is received, it is recommended that the parents contact the individual teachers.

Any student receiving an "I" in a quarter must have the work made up by the middle of the next quarter or the "I" will automatically change to an "F."

ACADEMIC PROBATION

A student who is failing three (3) or more subjects in a given week is academically ineligible and must attend an after school academic study session. Any student failing to report to these study sessions automatically becomes academically ineligible to participate in any athletic/extracurricular activity, field trip, etc.

All students who are academically ineligible will remain so for a minimum of one (1) week until a passing grade is acquired and/or academic improvement is shown as determined by the teacher. The administration compiles and distributes the week's list; moderators and coaches are responsible for the enforcement of the ruling; the Athletic Director is responsible for informing all coaches, including non-faculty members.

HOMEWORK

Class time in school does not satisfy the need for daily and intensive home study. For individual courses, please refer to the teacher's policy paper regarding homework requirements. Students must utilize email and Google Classroom to communicate with teachers. If a student does not meet the academic requirements for a particular class for each session, the teacher may require the student to come for special tutoring. 24 hours notice, however, must be given to the student.

When students are absent for an extended period of time, the parent/guardian must contact the Main Office in order to make arrangements to pick up missed assignments. **Please give at least 24 hours notice before picking up the assignments.** Be sure missed assignments are turned in promptly to your teachers upon your return. Also, see the teacher for any additional missed assignments.

PARENT PORTAL USAGE

Any family who is up to date with financial obligations has the opportunity to check a student's grade through MMS, a parent grade portal. Accounts are activated through an email address that is on record provided by the family. The portal opens during the first few weeks of the school year and closes prior to final exams. Failure warnings are sent halfway through each marking period using the email on file.

TRANSCRIPTS

Transcripts will be sent out on request. The transcript form can be found on the school website. There will be a charge of \$5.00 per transcript for graduates and no charge for students currently enrolled at Marian. ALL FINANCIAL OBLIGATIONS MUST BE UP TO DATE TO RECEIVE TRANSCRIPTS.

ELIGIBILITY FOR THE HONOR OF VALEDICTORIAN AND SALUTATORIAN

The Valedictorian and Salutatorian are generally the top two students of the senior class after the third marking period. To qualify for this honor, one must be a Marian student for three full years. Graduation from Marian Catholic requires the satisfactory completion of the required courses mandated by the Commonwealth of Pennsylvania and the Diocese of Allentown.

SPECIAL SERVICES

STUDENT SUPPORT CENTER

1. The hours of the Student Support Center are 8:00 am – 3:30 pm daily, unless noted otherwise.
2. The maximum number of students permitted in the Student Support Center at any given time throughout the day is 10.

****Student Support Center Moderators reserve the right to deny a student entry into the Student Support Center due to being too full****

3. All students must sign in upon arrival to the Student Support Center.
4. The Student Support Center is for scholastic activities only. It is not a place for socialization.
5. There is NO eating allowed in the Student Support Center. Students may bring in water to drink.
6. All students are expected to abide by the policies outlined in Student Handbook, be respectful of the Student Support Center moderators, and be compliant with their directives.
7. All students are expected to be engaged in academic activity to maintain an atmosphere conducive to learning/concentration, being mindful of their classmates' right to learn. Students who wish to leave the Student Support Center to go to the bathroom, their locker, or for any other reason must ask the Student Support Center moderator for permission and obtain a pass.
8. If a student wishes to leave the Student Support Center and not return during a given period, they must ask for a pass.

Only students with approved accommodations, can take a regular classroom assessment in the Student Support Center. If permission is given by a moderator, any student may complete a make up test in the Student Support Center.

GUIDANCE SERVICES

Marian Catholic's Guidance Services is staffed by one full time Marian Catholic Guidance Counselor & one full time Schuylkill Intermediate Unit Counselor who offers both personal and educational guidance services. The guidance counselor speaks with the students throughout the year, providing them with written material, guest speakers, video presentations, and instructional services. Emphasis is given to post high school goals, college applications, obtaining scholarships and crisis intervention.

Students may visit Guidance Services before and after school without special passes. For an appointment with the guidance counselor during any time of the school day, permission is needed. If, for any reason, a student is unable to keep an appointment, he/she must notify the guidance counselor immediately.

The guidance counselor forwards transcripts of student records to schools (transfers) and to colleges and employers (transcripts). Transcripts, which require a one-time processing fee, are

released only at the written request of the student and when Guidance Services has received approval from the Financial Office that all financial obligations are satisfied. When students apply to a college, they must give Guidance Services the names of those whom they have asked to write recommendations. Also, students should submit to Guidance Services a resume, a copy of all college acceptances, and scholarship awards for the school files.

STUDENT TRANSCRIPT REQUEST PROCESS

1. Obtain Transcript Request Form
 - Transcript Request Forms can be found online on the Guidance website under the tab labeled Fast Forms.
 - Transcript Request Forms are also available in the Guidance Office.
2. Complete the form and return it to the Main Office
 - Students are to complete the form as directed below.
 - a. Common Application Submissions- No college address needed; just include the name of the college and the abbreviation "CA."
 - b. Non- Common Application Submissions- No college address needed; just Include the name of college and college admissions office email.
 - Once the form is completed, students must return the form with the Transcript Processing fee of \$5 per transcript to the Main Office, but no charge for current Marian Catholic students. The main office accepts cash or check.
3. Once the completed form is received and marked paid, the form will be sent over to STS/Tuition to determine eligibility.
 - If the student is not eligible to have a transcript sent, the student's parents or guardians will be contacted in a timely manner to discuss payment plans.
 - If the student is eligible, the Transcript Request Form will be approved and submitted to Guidance. The student's official transcript will be sent electronically within 48hrs.
4. Students are advised to regularly check their online application portal to ensure transcripts have been added to their applicant file. They should wait a week after submitting their request to do so. This allows time for admission offices to update applicant information.
5. If admissions have not received a transcript, please follow up with Guidance immediately.

HEALTH SERVICES

Health Services are supplied by the Tamaqua Area School District. The services provided are those required by the School Health Act of Pennsylvania. These services include:

Complete physical examination for 11th grade students (PA State mandate) and Audiometric testing

Growth and vision screening for all students each year

Nurse-Teacher conferences, Health appraisals, guidance and assistance
Comprehensive Health Records
Follow-up and correction of defects
First-aid and emergencies

By law, the School Nurse is not permitted to treat an illness or injury that occurs outside the school; this is the parent's responsibility. **Students taking any medicine, prescription, non-prescription or any vitamin supplement are required to bring the medicine to the Main Office where it will be kept, dispensed, and documented. A parental note must accompany the medication.**

At the beginning of each school year, the school nurse distributes ***"STUDENT HEALTH AND MEDICATION INFORMATION"*** forms. These forms are to be completed by the parents and returned to school where they are kept on file.

*Pennsylvania State required immunizations must be current and documentation must be on file in the school. Please refer to the school website for detailed information regarding these PA requirements.

MEDICATION

The policy of the school, in conjunction with the State Health Department, forbids any school personnel to give medicine of any type to students without parental consent. On the first day of school, medication forms are sent home with all students for parental permissions. All requests for medication during the school day must be addressed to the School Nurse/Main Office Administrative Assistant, following the policies and directions of the Health Department and the individual parents. We have had a few incidents where students fell ill during the school day because they were not taking prescribed medications at the proper times or in the proper dosages. Please monitor your child's medications through the School Nurse/Main Office Administrative Assistant. All medication must be secured in the Main Office at the beginning of the school day.

STUDENT ASSISTANCE PROGRAM (SAP)

SAP is a state-mandated program designed to help parents and students remove barriers to learning and school success so that students can achieve, remain in school, and advance. The core of the program is a professionally trained team, including school staff and liaisons from community Drug and Alcohol and Mental Health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and to make recommendations to assist the parent and the student. If the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services in the community.

ATTENDANCE POLICIES

The Diocese of Allentown School Policy No. 5113 states: “Students are reminded that excessive absence or lateness will result in students being assigned to summer school for makeup work. Students who are absent for more than twenty (20) days for whatever reason except for a special health condition* will not be issued report cards or grades until the work is made up.” For each school day missed over twenty (20), a student will be required to make up three hours. Seniors may participate in graduation ceremonies, but diplomas will not be issued until all make up time is completed and documented.

*Marian Catholic High School requires formal documentation from a licensed medical doctor for any special health condition which results in frequent absences. **Unexcused absences will be referred to the District Magistrate with a non-traffic citation for truancy. Consistent unexcused absences will lead to expulsion.**

It is the policy of Marian Catholic High School that students who are absent from school may not participate or attend any after-school activities (including practices, games and dances, etc.) on the day of their absence. Excused absences with the consent of administration are excluded.

ABSENCE FROM CLASS

Students who are absent from a class are responsible for the missed class work, tests, and assignments; this is not the responsibility of the teacher. Students are required to follow the teacher’s set policy. Students who accumulate unexcused absences, tardiness or dismissals will receive zeros for work missed during the undocumented time away from school.

ABSENCE FROM SCHOOL

According to state and diocesan requirements, students are expected to be present each day school is in session. It is the parent’s/guardian’s responsibility to see that their child attends school every day.

STUDENT ABSENCE PROTOCOL

When a student is absent parents/guardians are required to telephone the Main Office (570) 467-3335 ext.2 by 8:00 a.m. to notify the school that the student will not be present. Upon his/her return, the student must present a note explaining the absence to the Main Office within three (3) days. When the student is absent three consecutive days or more, a doctor’s note is required within the same three (3) day time period. Failure to provide any verification of any absence, early dismissal or lateness will result in that specific issue being unexcused. All written verification must be submitted to the main office within three (3) days of the student returning to school. If absences are not verified they will be considered unexcused. If an absence, tardy or dismissal is deemed unexcused, demerits will be issued.

EXTENDED ABSENCE DUE TO ILLNESS

If a student is to be absent for an extended period of time due to an operation, hospitalization or other serious illness, the parents/guardians are required to inform the Main Office of the nature of the illness and the estimated length of the absence. Documentation from healthcare

providers must be submitted to the school. At the beginning of medical leave, the student is prohibited from attending school functions, unless permission is granted by administration.

VACATIONS

Extended family vacations or trips during the school year are discouraged. Very often, a student never catches up from the lost school time. The main office and studies office must be notified of the vacation/trip plans one week in advance and a required form must be completed and returned to the studies office before leaving. Making up the missed work is entirely the responsibility of the student. Any type of vacation that conflicts with midterms, final exams, or end of year events is highly discouraged. Please refer to Marian Catholic school website calendar for planning purposes. These missed days will count as absences.

APPOINTMENTS

It is highly encouraged that student appointments be scheduled for after school. Dismissals or appointments made during the school day must be of an appropriate nature that cannot be scheduled for out of school hours. In the event a student needs to be excused for an appointment, the following procedures must be followed or demerits may be issued:

I. Dismissing Early for an Appointment

A note from the parent/guardian or appointment card stating the reason for the absence must be submitted to the main office by the end of homeroom. A phone number indicating where the appointment can be verified should be included on the excuse note. The student must sign out in the main office before leaving the building. Students leaving school for an appointment must present a doctor's note to the main office upon their return to school. If no verification is presented within three (3) days, the dismissal will be unexcused.

II. Arriving Late After an Appointment

If the appointment is scheduled in the early morning preventing a student from attending school on time, a phone call should be made to the main office by 8:00 a.m. notifying the school of the lateness. A student returning to school from an appointment should report directly to the main office and present a note or appointment card to the main office verifying the appointment. The student will be issued a pass to be admitted to class. If no documentation is presented, the appointment will be considered an unexcused tardy.

- **Failure to return to school after a scheduled appointment is truancy and appropriate disciplinary action will be taken.**

COLLEGE VISITS

Seniors are permitted three (3) excused absences for college visits/ interviews. Juniors are permitted one (1) excused absence for a college visit. In order for a college visit/interview to be listed as a college visit on attendance reports, the following procedure must be followed: Upon returning to school after the visit/interview, he/she must present documentation from the college to the Main Office. Failure to bring documentation within three days will result in the day being an unexcused absence. Additional college visitation days may be granted at the discretion of the administration.

EARLY DISMISSAL

In the event that a student must be dismissed from school early, parents should notify main office with all information or the student can provide a note during homeroom to obtain an Early Dismissal Pass. The student must sign out in the main office before leaving the building. Students being dismissed early or sent home due to illness must be picked up by a parent or guardian or have a phone conversation with the main office for the student to be allowed to drive home. Please refer to the Appointments Section #1 regarding this issue.

ENTRANCE/EXIT

Students who ride the bus and/or are dropped off by parents should enter through the main entrance at the front of the building. Student drivers must enter the building through the middle stairwell parking lot doors. The school doors will open beginning at 7:45 a.m., and all students must buzz into the building. Once a student has arrived at school, he/she may not leave the school building or premises during the school day without the expressed permission of the administration. This regulation includes going to a car in the parking lot. At dismissal, student drivers and bus riders will exit the rear of the building. Parent pickup will take place at the front entrance. Students who are in school before or after the school hours must have legitimate permission and faculty/staff supervision at all times.

FUNERALS

The following situations will not be considered an absence which would not affect a perfect attendance records:

- I. Death of a member of the immediate family (parent, brother or sister) – maximum of five (5) days.
- II. Death of a grandparent, uncle, aunt, cousin, niece, nephew, brother-or-sister-in-law on the day of the death and the services.

All students are encouraged to give strength and support to the relatives of deceased members of the school community by their personal presence at the wake and by their prayers for the deceased person and his/her family. A student wishing to attend a funeral of someone other than a member of his/her immediate family must submit a parental request to main office the day before the funeral.

The school administration reserves the right to determine the number of students who will be excused to attend the funeral of a person related in a special way or known to the school community.

ILLNESS DURING SCHOOL HOURS

If a student becomes ill or sustains an injury during the school day, he/she should report to the main office. If the school nurse is on duty, she will attend to the student; otherwise, the parent/guardian will be contacted. Students are discouraged from leaving school because of minor aches and pains. Only if the symptoms persist will the parent or guardian be encouraged to take the student home. Parents of students who drive themselves home must contact the school when the student arrives home. If this illness prevents a student from attending classes the rest of the school day, he/she may not attend or participate in any extra-curricular activity or school sponsored function for the remainder of that day or evening, without the expressed

permission of the administration.

INCLEMENT WEATHER

School may be closed because of inclement weather. When public school districts close because of inclement weather, they have been instructed by the Allentown Diocese to announce that “No transportation will be available for any public or non-public school residents of the District.” Therefore, no bus transportation will be available for Marian Catholic when the public schools are closed. Because this announcement may affect only one district, Marian Catholic could remain open. The closing of Marian Catholic will be specifically announced on the One Call Now system, and WNEP-TV (16).

Early dismissal due to inclement weather will be announced on the above mentioned media. Listen for the name of your PUBLIC SCHOOL DISTRICT. Bus riders will be dismissed in conjunction with their particular Public School District. Marian Catholic will announce our own closing time. All drivers and their respective passengers will be dismissed at the Public School District's closing time. Also, parents who transport students may come for the students at the Public School District's closing time as announced on the media. PLEASE DO NOT CALL THE SCHOOL UNLESS IT IS AN ABSOLUTE EMERGENCY. Students, especially inexperienced drivers, are encouraged to ride the school bus on days when the forecast predicts inclement weather. No student may leave the building early without signing out in the main office and without administrator and parent approval.

SENIOR “SKIP/CUT” DAY

Marian Catholic’s administration in accordance with the Diocese of Allentown and Pennsylvania Department of Education does not condone or recognize in any way the practice known as senior **skip/cut day**. If a member of the senior class is seen by a member of the administration, faculty, staff or law enforcement (regardless of whether they have been reported as absent by a parent or legal guardian) in a public place not under the direct supervision of a parent or legal guardian, there will be a suspension recorded on the student’s record card for unauthorized school absence. The only exception to this policy is the presentation of an official doctor’s excuse from a licensed physician or health care provider. Thank you for your cooperation with this policy and for encouraging your sons/daughters to value their education and take seriously their responsibility and commitment to attend school as required by state law.

TARDINESS (SCHOOL/CLASS)

The school day begins at 8:10 a.m. when the bell rings for the students to report to home room. Any student not in his/her assigned area and seated by the 8:15 A.M. bell is considered late for school, and must report to the Main Office for an admission slip.

Demerits will automatically be issued for each tardy beginning with the 3rd tardy during each quarter. The accumulation of tardies resets at the end of each quarter. Students are reminded that excuses such as car problems, oversleeping, traffic problems, missing the bus or not having a ride, etc., are unacceptable. Only a medical or dental excuse, signed by a physician or dentist will be honored. Emergency situations will also be honored at the determination of the administration. A phone call from the parents/guardian, before 8:00 a.m. and a note is required when a student is late. All latenesses will be recorded on permanent records.

In order to participate or practice in an extracurricular activity, a student must sign in by 9:30 a.m. unless a doctor's note is presented at time of sign in. Students who are marked absent may not attend or participate in any after school activities, unless they have an excused absence approved by administration.

A student is considered late for class when he/she arrives to his/her assigned area after the bell rings. Loitering at lockers or talking with friends is not a valid excuse for lateness. If a student is late to class after the bell, demerits will be issued, unless you arrive to your designated class with a pass from a teacher or administrator.

TRUANCY

Unexcused absences are considered truancy. The administration will contact the family to resolve the attendance issue. Additionally, contact will be made with the home school district along with Children and Youth.

***Please see our website for the Schuylkill County Truancy Policy which Marian Catholic is required to follow.**

PIAA ATTENDANCE POLICY FOR ATHLETES

The PIAA attendance policies for athletic participation are very important and will be followed diligently by Marian Catholic. In this policy, Doctor appointments are counted toward the 20 days. The policy is listed below:

A student who has been absent from school during a semester for a total of twenty (20) or more school days, is ineligible to participate in an Inter-School Practice, Scrimmage, or Contest until the student has been in attendance for a total of forty-five (45) school days following the student's twentieth (20th) day of absence. The following absences may be waived by a district hearing committee:

- Days when the student was required to serve as a primary caregiver or a death in the immediate family or a near relative.
- Days when the student was absent due to court subpoena.
- Days when the students was confined by quarantine.
- Days when the student attended a mandatory religious function.
- Days when the student has an excused absence of five or more days due to the same confining illness or injury.

STUDENT ACTIVITIES

GUIDELINES FOR ESTABLISHING A CLUB AT MARIAN CATHOLIC

For the purposes of this policy, clubs shall be those groups that are approved by the Marian Catholic administration and are conducted entirely or partly outside the regular school day; are evidenced by student participation in the processes of initiation, planning, organizing, and execution; and are equally available to all students who freely elect to participate. Students interested in forming clubs should first review the requirements set below. Next, obtain a "Club Proposal Sheet" from the Dean of Students and answer the points listed here in writing. Once the necessary information has been placed on the "Club Proposal Sheet," the administration will review the proposal and convene with the interested student(s)

- The club must be open to any Marian Catholic student who wishes to participate.
- The club must be beneficial and necessary for the enrichment of the School Community.
- The club must be sustainable over time, and in order to establish a club, you must identify 15 current students who will be members (in writing).
- The club must have an advisor, a full-time teacher.
- Its purpose, mission, and guiding principles must align with the mission of Marian Catholic.
- The mission statement must include information about the club's purpose and guiding principles.
- The club must have by-laws which explain how the club's leadership will be constructed.
 - ☐ Selection of president
 - ☐ Selection of club officers
 - ☐ Timeline for the selection of new officers
- By-laws explain leadership/membership responsibilities
- Identify a location(s) for club meetings.
- If the club is going to collect dues, it must account for the collection and expenses of funds.

NATIONAL HONOR SOCIETY

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society. Instead, they provide information to be used by the Faculty Council to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council based upon a student's outstanding performance in scholarship, service, leadership, and character. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll. Marian Catholic High School emphasizes leadership, service, and character to a greater degree than do many other schools.

To be considered for selection to the NHS, a student must adhere to the following criteria:

- Student must be a **Senior or Junior with a cumulative Quality Point Average of 3.5 or higher**. Students' academic records are reviewed to determine scholastic eligibility. Academic Qualifications: **Quality point average of 3.5 as set by the**

administration and Faculty Committee. Students must have attended the school for at least 1 year and are eligible only in their junior or senior year. Maintenance of set QPA is mandatory to remain in good standing if other criteria are met.

- Students who are eligible academically are notified (in June) and directed to the Constitution as well as the application for candidacy found on the website.
- Students who are eligible academically are notified and told that for further consideration for selection to the NHS chapter:
 - c. Each student must attend the informational meeting with the Head of School and the National Honor Society advisors.
 - d. Each student must complete the Student Activity Information Form.
 - e. Each student must submit a letter of recommendation, one of which must be from their pastor or parish priest.

Faculty members who have taught or worked with the student **are invited to comment on the candidates based** on the attributes of leadership, service, and character. **All information is carefully processed and presented to the Faculty Council, consisting of five (5) members appointed by the Head of School.** Candidates are discussed individually, and a vote is taken. The results are presented to the Head of School for review.

N.B. The above procedures are consistent with the guidelines as established by the national association. The selection process is monitored very carefully with due consideration for appropriate confidentiality and the feelings of the candidates. The moderators of this selection process will handle these matters with the delicate manner that such requires.

NATIONAL HONOR SOCIETY TUTORING PROGRAM

If a student at Marian Catholic needs academic help, the following procedure is to be followed to secure an NHS tutor. **Anytime a student or teacher feels extra help is needed in a subject, the advisor is contacted, and an NHS member will be chosen based on the subject matter. (*NHS members will be required at the beginning of the school year to sign up to tutor at least 2-3 subjects, as well as provide available times to work: during lunch, before or after school, evenings, weekends, in-person or virtual.)**

These tutoring requests will be short term, based on the academic need for reinforcement, support after returning from an extended absence, or due to a pending test. The tutoring sessions are not for study skills or memorization coaching. Tutoring requests may be made consecutively or randomly as needed throughout the school year by following this procedure. The student will initiate the responsibility for requesting a tutor.

Teachers are encouraged to remind students of the availability of the service. Teachers will receive a notice of students in their classes who utilize the NHS tutoring service weekly. This service will be available on all school days unless otherwise noted.

All tutoring sessions **MUST** be in accordance with CDC and school safety guidelines. The primary format for tutoring during the is in person. Procedures enabling in-person tutoring are under

consideration and review; these procedures will be reviewed with those involved and monitored by school personnel. All safety guidelines MUST be followed.

EXTRA-CURRICULAR ACTIVITIES

- ☐ All qualified students may try out for membership on sports teams and in extra-curricular activities.
 - The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted.
 - The decision of the coach, in conjunction with the athletic director, or the decision of the moderator, in consultation with the Head of School, is final.
 - Ordinarily, the Head of School will not intervene in non-selection decisions, unless the decision is arbitrary and capricious.
 - Parents are encouraged to help their children understand that not everyone will be selected.
- ☐ Marian Catholic High School will conform to current PIAA standards regarding academic eligibility for athletics.
- ☐ When the school provides transportation, all students must travel to and from the extracurricular activity on the school bus with the coach or activity moderator.
 - Exceptions to this requirement must be requested in writing and submitted to the coach or moderator for their approval in advance.
- ☐ When the school does not provide transportation or the student misses provided transportation due to school obligations, i.e., tutoring, detention, make-up work, etc., it is the parents' sole responsibility to make their own arrangements for transportation to practice or competitions for the student.
- ☐ If a student has been detained at school for any reason which causes him/her to miss school provided transportation to an extra- or co-curricular activity, parents assume all responsibility and liability for the transport of the student to the activity.

ATHLETIC COURTESY

Athletics should foster sportsmanship. It is a privilege of each student associated with athletics to bear witness to our principles through our actions.

- I. Visiting teams are guests of the home team and should be treated with respect and courtesy at all times.
- II. Rules of the game must be observed by all. Unsportsmanlike conduct will NOT be tolerated.

The student-athlete should:

- I. Realize that he/she represents a tradition of fairness in competition
- II. Develop the self-control necessary to perform best in competition and prepare for his/her future; avoid poor sportsmanship, loss of temper, fighting, abusive language and gestures.
- III. Learn that performing to the best of his/her ability will help him/her develop a healthy attitude in winning and losing.

All athletes must sign and return an Athlete Code of Conduct form.

When attending an athletic event, the **student-spectator** should:

- I. Realize that he/she represents the school and that his/her behavior reflects the philosophy and values of Nativity.
- II. Cheer positively, avoid “booing,” abusive language and vulgarity.
- III. Appreciate and give recognition to the good in others.
- IV. Respect and obey property regulations established by each school.
- V. Be conscious that rowdiness, unbecoming appearance or behavior of any kind will not be tolerated. Contraband regulations are still in effect.
- VI. Regard officials’ decisions as final. Continuous poor sportsmanship will result in ejection from the event.
- VII. Vacate the gym/field/school premises as soon as possible. No loitering.

Failure to abide by the athletic courtesy standards, as well as all items listed in the student code of conduct, may result in disciplinary action or removal from the game or future games.

STUDENT COUNCIL

The Student Council of Marian Catholic has the following objectives:

- I. To offer each student the opportunity to participate in the operation of the school by providing activities for students’ cooperation
- II. To promote worthy discussion of matters of interest to the student body by the students themselves
- III. To create and maintain standards of worthwhile school citizenship among the students
- IV. To aid the Head of School and faculty in promoting policy designed for the improvement of Marian Catholic High School
- V. To be conscious of the Marian Catholic tradition, and ensure its protection
- VI. To serve the school, faculty and student body in whatever way possible and to the extent permitted by the administration, Student Handbook and the Student Council Constitution.

The membership of the Council includes five Executive Officers: President, Vice President, Secretary, Treasurer, and Speaker of the House; three Class Officers in each grade: President, Vice President, and Secretary/Treasurer

Each Student Council member is expected to:

- I. Support, encourage and attend all Council-sponsored functions
- II. Represent the Marian Catholic school community outside of the school as well as within the school environment
- III. Be present at all scheduled meetings
- IV. Abide by all the rules and regulations in accordance with this Student Handbook and the Student Council Constitution

The following are general qualifications for membership:

- I. No academic and/or conduct failures

- II. An overall scholastic average of 80.0 per quarter
- III. Must maintain a Satisfactory (S) in Discipline for every marking period
- IV. A review by the Administration

***The process of nomination and election to the Student Council is determined by the Head of School and the Student Council Moderator.**

STUDENT COUNCIL ELECTION PROCEDURES

Executive Committee – End of April

Students wishing to run for Executive Committee Office must submit a Letter of Intent. This letter describes the student's qualifications, including GPA, and reasons for running for office. Once received, the Advisor will email a list of all Executive Committee Candidates to the Faculty, Staff, and Administration of Marian Catholic High School. Any teacher who does not think that a student should be eligible to be a Student Council Officer should reach out to the Advisor to explain why.

Once approved, candidates will prepare a speech to be presented to the Student Body (Freshmen, Sophomores, and Juniors). This is a campaign speech designed as the student wishes – it may include qualifications, plans, and any other pertinent information.

After listening to speeches, in a subsequent Homeroom Period, students will vote via paper ballot for candidates. Ballots will be collected and delivered to the Advisor, who will tabulate the results. Results will be presented to the Head of School, who will then announce the winners.

***Note- Students are not permitted to “campaign” by purchasing items to give to students. Talking, engagement and word of mouth are the only mediums of campaigning. This election is no place to “buy your way” to the office.**

Central Committee – Beginning of May

After the results of the Executive Committee Office, an announcement will be made to underclassmen. Interested students will obtain a 3” by 5” index card. On it, students will write their Name, Class, GPA, and Intended Office. Students will submit that card to the Advisor by the set date.

After cards are received, the same process as stated above to screen the candidates will be carried out, i.e., Once received, the Advisor will email a list of all Central Committee Candidates to the Faculty, Staff, and Administration of Marian Catholic High School. Any teacher who does not think that a student should be eligible to be a Student Council Officer should reach out to the Advisor to explain why.

Once approved, candidates will prepare a speech to be presented to their respective classes (Freshmen present to Freshmen, Sophomores to Sophomores, and Juniors to Juniors). This is a campaign speech designed as the student wishes - it may include qualifications, plans, and any other pertinent information.

After listening to speeches, in a subsequent Homeroom Period, students will vote via paper ballot for candidates. Ballots will be collected and delivered to the Advisor, who will tabulate the results. Results will be presented to the Head of School, who will then announce the winners.

*Note- Students are not permitted to “campaign” by purchasing items to give to students. Talking, engagement and word of mouth are the only mediums of campaigning. This election is no place to “buy your way” to the office.

Homeroom Representatives - September

Students wishing to be a Homeroom Representative will have the opportunity to run during the first few days of school. The process will be as follows:

A student must nominate (volunteer) himself or herself the day of the election.
Students may express their candidacy in the matter of a brief speech before voting.
Students will vote via supplied paper ballots.

The Homeroom Moderator will count the votes and announce the winner. The winner will report to the Student Council Advisor.

Freshman Elections - November

Freshman Class Officer Elections and Homeroom Representative Elections will be held in November of the school year. They will be held in a staggered manner (Class Officers then Homeroom Representatives). The elections follow the same procedures as listed above, just adapted for the Freshman Class.

MARIAN MENTORS/STUDENT AMBASSADORS

Any student wishing to represent Marian Catholic as a Colt Mentor or Ambassador must present his/her name to the Advancement Director or Director of Enrollment Management.

- ☐ The names of all these students will be submitted to the faculty for evaluation.
- ☐ Two (2) or more unacceptable ratings from faculty members for any student renders him/her ineligible to become a Colt Mentor/Ambassador.

ASSEMBLIES

Assemblies will normally be held in the morning after homeroom or Period 2. However, some special assemblies will be held in the afternoon. All assemblies are mandatory for all students. Each homeroom will be assigned specific seats for each assembly. Roll will be taken at each assembly.

A social/reception may be held for seniors and/or major award winners and their families after these ceremonies. Brothers and/or sisters are permitted to attend if they do not have a test and have notified their teachers two days prior to the assembly. Failure to follow this policy may be considered cutting.

STUDENT DANCE AND SENIOR PROM REGULATIONS

1. Marian Catholic dances are open to Marian Catholic students and guests with proper identification and permission forms, which will be completed one week before the event. All students must show either a current Marian Catholic student ID card or a similar ID from another high school to be admitted to any dance.

2. No student will be admitted to any dance one hour after the dance has started.
3. All students seeking admission to a Marian Catholic dance are subject to an alcohol detecting breath test if appearing under the influence.
4. Students must stay at the dance until the conclusion of the event.
5. Students are not to loiter in the parking lot before, during, or after any dance. The parking lot will be patrolled by the police and/or teacher-chaperones.
6. To attend the Senior Prom, each student must have:
 - a. Completed their Christian Service Project and annual Retreats.
 - b. Be current in all financial responsibilities.
 - c. The Senior Prom is sponsored by Marian Catholic Head of School for Marian Students. Freshmen, sophomores, and juniors may attend, but only at the invitation of a Senior.
 - d. Guests of Marian Students are, as such, expected to abide by the rules established for our Senior Prom. There are no exceptions. If you are bringing a Guest, they must be a student in high school or college and may not be 21 years of age or older, with the exception of any former Marian Catholic student who had been asked to disenroll. A guest from outside Marian Catholic, even of legal age, must agree to the rules governing the prom, especially, but not limited to, the prohibition of tobacco, alcohol or drugs, and sexual responsibility. The Marian Catholic student assumes responsibility for the conduct and cooperation of his/her guest.
7. Senior Prom tickets will be distributed to parents after they have attended a Substance Abuse Awareness Program.
8. No refunds can be given.
9. The Senior Prom is a formal affair; therefore, young men must wear tuxedos and be clean-shaven and young ladies are required to wear gowns that are ladylike and modest. Bare midriffs are not permitted.
10. Senior Prom couples may only be a male and a female.

In order to honor the sanctity of the human body as taught by the Catholic Church, all students and their guests attending a Marian Catholic event must comply with a Marian Catholic decency standard with regard to their manner of dance. Dancing that is inappropriate and/or overtly sexual in nature, such as but not limited to, grinding or freak dancing, is prohibited. Disregard of this policy will result in removal from the event and may result in disciplinary action.

PEP RALLIES/SPIRIT DAY

The procedure for other assemblies is followed, including the regulation that students sit with their homerooms. Although the atmosphere of a pep rally is expected to be spirited, rowdy behavior is never tolerated. Confetti or other materials may not be thrown. Masks or any face coverings may not be worn. Any special dress code requirements will be announced by administration.

GENERAL POLICIES

ABORTION POLICY

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the school Head of School will promptly arrange to meet with the student and his/her parent(s).

If the school Head of School determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g. Diocese of Allentown Project Rachel, Catholic Social Agency, DSA Office, etc.

The school Head of School will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling or other circumstances warrants, the school Head of School should consult with the Secretariat of Catholic Education concerning possible dismissal of the student, or other appropriate action.

The school Head of School and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible, and communicate it only to those individuals at the school, at counseling services, and at the Secretariat for Catholic Education who have reason to know.

ANNOUNCEMENTS

All Public Address announcements must be approved by the administration.

ATHLETIC COLLEGE RECRUITING VISITS

To coordinate the college recruiting of student-athletes the following format has been implemented:

1. All college recruiters will be directed to the Main Office upon their arrival at Marian Catholic.
2. The Head Coach or Athletic Director will then be notified of their arrival, serve as a liaison during their visit, and be present at all meetings whenever possible.
3. Students will be excused from class only with the permission of their classroom teacher. No permission should be given if a test or review lesson is scheduled.
4. Upon permission of the classroom teacher, the student will meet with the recruiter.
5. All meetings will be kept to a 15-20-minute limit to allow for the student to return to class.
6. In cases where the visit exceeds the time constraint and runs into the next scheduled class, the student must obtain permission from the teacher of his next class before continuing with the visit.

****No student is permitted to miss any portion of class without first receiving permission from his/her classroom teacher. Students may be considered cutting class if they violate this policy.****

BUCKLEY AMENDMENT

Marian Catholic abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

- In the absence of a court order to the contrary, a school will provide the non-custodial parent access to the academic records and to other school-related information regarding the child.
- If there is a court order specifying that information is not to be given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of that portion of the court order which limits the non-custodial parent's right to information.

CAFETERIA PERIODS

1. Students must arrive in the cafeteria within 2 minutes after the late bell has rung and remain there until the end of the period.

N.B. Students are permitted extra time (see point #1) for arrival at the cafeteria. This allows ample opportunity to go to lockers and arrive at the cafeteria without being late. However, students are not permitted to use this additional time to loiter in the halls, lavatories, or locker rooms. Students going to lunch must be out of the lavatories and locker rooms and moving to the cafeteria by the usual three minutes passing time bell. Violators may be considered out of bounds or cutting.

2. Students are not permitted to go to the food line or microwaves until Grace before Meals and the Sign of the Cross have been completed.
3. Upon entering the cafeteria, students are to remain standing at the tables. The moderator will ask everyone to be quiet and put phones away. Once they are quiet, the prayer will be said.
4. When Grace and The Sign of the Cross are completed, not before, students may be seated and begin eating or drinking, and the moderator will direct the students by class to report to the food line.
5. Students are not permitted to play games to determine who disposes of all the trash accumulated at a table.
6. No later than five minutes before the dismissal bell, students must clean up their own eating areas.
7. Chewing gum is not permitted anywhere in the building, including the cafeteria.
8. Students in the cafeteria are permitted to use only the lavatories adjacent to the cafeteria. No more than four students will be allowed to use the lavatories at one time. No more than two students will be allowed to visit the Corral at one time. Students must use and return designated passes.
9. Students are not permitted to have food delivered to the school, nor are they permitted to leave school to purchase food.
10. Throwing or tossing any item anywhere in the cafeteria is not permitted or tolerated.
11. The school dress code is in effect in the cafeteria.
12. Eating or drinking outside the cafeteria without faculty/staff permission is not permitted.

13. Students are not permitted to borrow money from other students in the cafeteria.
14. Students leaving the cafeteria early for medical reasons must have documentation from the Dean of Students' office and may use a student helper only if stated on the documentation.
15. If a teacher wishes to meet with a student during his/her lunch period, a pass signed by the teacher with the date, period, and location of the meeting must be presented to the cafeteria moderator before signing out. **Students leaving the cafeteria without following this procedure may be considered to be out of bounds or cutting.**

CAFETERIA

- Any student who intends to purchase lunch from the cafeteria must set up a cafeteria account.
- Cash or checks will be sent to the school to fund the student's cafeteria account. Please note that funds sent to the school may not be available on that same day.
- There will be no cash allowed at the point of service.

OVERDUE LUNCH DEBT POLICY

Marian Catholic High School will provide all families with the application form and web address for the Free & Reduced Lunch Program. Families who need assistance to complete the form may request assistance. Marian will provide a meal to any student who requests one, regardless of whether the student has the funds to pay for it. This may be an alternative to the regular lunch menu, but no child will be refused a lunch. Parent may request, in writing, that their child not receive a lunch if the child's account is negative.

Students who have a negative balance in their lunch account will be notified of the negative balance. Students may request their lunch account balance. Students will not be served any a la carte items if they have a negative lunch account, and may receive an alternative meal option.

Once students have a negative balance of \$25.00, parents will be notified. Parents will be notified via any or all of the following: phone calls, text messages, emails, letters, or MMS. Once the account reaches a negative balance of \$75.00, the student will not be allowed to add any purchases to their lunch account, and would be provided an alternative lunch so they receive a meal. Finally, once the account reaches a negative balance of \$125.00, the student will be deemed ineligible for extracurricular activities.

Outstanding Lunch debt will be posted to student's tuition account.

CONTRABAND

Students are forbidden to bring to school or to have in their possession materials which do not pertain to schoolwork, which are a source of disturbance, or which do not promote the common good. Among these (but not limited to) are the following: items forbidden by regulations (e.g. ecigs, ecig juice, drugs, alcohol and cigarettes or other tobacco products, any vape products or vaping devices), water pistols, fire crackers, laser devices, etc. These materials are subject to confiscation, and to other penalties as stated in our Discipline Code. Confiscated contraband will

not be returned to the student. Students will be sent to the District Magistrate if deemed necessary.

Electronic devices and accessories not approved by the administration such as iPods, iPads, head phones, ear buds/airpods, blue tooth ear pieces, electronic games, etc. may be brought to school but should be kept in a student's locker and turned off from 8:00 a.m. until 2:40 p.m. Unapproved possession during class time will be subject to confiscation and other penalties as stated in the discipline code. **Use of any computers during the school day is at the discretion of the teacher or moderator.** The school is not responsible for lost, damaged or stolen property.

According to the PA School Code, the possession by students of telephone paging devices, commonly referred to as beepers, are prohibited on school grounds, at school sponsored activities, and on buses or other vehicles provided by the school district. A student who is a member of an EMT squad, with the approval of school authorities, may bring a beeper (but not a phone) to school. However, according to the Diocese of Allentown, these students must have a certificate of membership on file in the Studies Office. A student who uses a beeper for any purpose other than those specified will lose the privilege of having the beeper on school premises.

CORRIDORS

Passing time between classes is four (4) minutes. During classes, one student shall be dismissed at a time to limit corridor traffic and keep students in class. Quiet conversation is permitted, but loudness, screaming, running and shouting is never tolerated. In the area of the school chapel, students should be especially conscious that their behavior reflects reverence and respect for the presence of the Blessed Sacrament. At all times and in all places, student decorum should reflect refinement, orderliness, and good manners. Students are not permitted in the corridors during a class period except for an emergency, and must always sign out of the classroom. Habitual or excessive disregard for this regulation will be treated as a blatant disregard of school policy and given detention. ***Students who abuse their bathroom privileges will be subject to a meeting with the Dean of Students and parents to address possible medical issues.***

DELIVERIES

Marian Catholic will **not** accept deliveries of balloons, flowers, food, etc., for students during the academic day. The delivery person will be instructed to return these items to the business. Students also may not receive deliveries anywhere on school premises.

FIELD TRIPS

Because students on school-sponsored trips represent the school, School Dress Code is required. According to the established guidelines, students must have the required parent and teacher permission slips signed and returned at least three (3) school days prior to the trip. Verbal parental permission does not suffice. School Conduct Code is in effect for all field trips! A student who has received a failure in conduct will not be able to participate in school sponsored trips and functions. Participation in school activities is a privilege, not a right, and is always at the discretion of the administration.

It is the student's responsibility to make up any academic work missed.

All drivers for field trips must be at least 21 years of age and must complete a Driver Information Form as directed by the Diocese.

FIRE DRILLS

The repeated ringing of the fire alarm bell signals a fire drill.

- ☐ Each room in the building has emergency exit directions prominently posted. Take time to become familiar with these directions and follow them during all fire drills.
- ☐ Teachers and staff will direct the students to designated areas far enough away from the buildings to allow emergency equipment access.
- ☐ Once outside and away from the building, students must assemble with their homeroom teacher, and roll will be taken.
- ☐ Students causing false alarms or using phones to make terroristic threats are liable for immediate expulsion and criminal prosecution.

WEATHER DRILLS

Weather related drills are conducted during the school year to best prepare the students for weather-related emergencies. Students should follow emergency procedures stated by the administration and/or staff members in charge.

LOCK DOWN DRILLS

The administration has the authority to conduct lock down drills without prior parental notification. These drills are used to prepare our staff and students in the event of an emergency which would require the school to implement its lock down procedures. If Marian Catholic is placed in a Lock Down drill or actual Lock Down, ***NO STUDENTS MAY EXIT THE BUILDING, NOR WILL ANY OTHER PERSONS, OTHER THAN CERTIFIED OFFICIALS, BE ALLOWED TO ENTER THE SCHOOL BUILDING.***

GENDER IDENTITY

Marian Catholic believes that the body and soul are intimately united and dependent upon each other. We believe that the sexes are complementary and that as “male and female, he made them.” Our given biological sex is part of the divine plan. The Church teaches that sexual identity is “a reality deeply inscribed in man and woman,” it constitutes but is more than one’s biological identity, and a person “should acknowledge and accept his sexual identity.” One’s biological sex and gender expression are not to be separated but should be seen in harmony, according to God’s plan. As such, behaviors that are contrary to our Catholic morality and the expectations of this school include expressing a gender that is discordant with one’s biological sex.

The school will interact with students according to their biological sex based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex at birth is understood as operating outside of the teachings of the Catholic Church. Any student found to be in violation may be denied admission or may be asked to leave the school.

Marian Catholic recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. The school advocates that young people, while working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community.

MISSION INTEGRITY

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. Any person whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

FACILITIES USE POLICY

Chaste behavior and modesty in dress and behavior are expected at all times on school property and school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex at birth.

DRESS CODE/UNIFORM CODE

In order to maintain a uniform appearance throughout the school day and at school events, all students, staff, and faculty must follow the dress code expectations of their biological sex while on campus and while representing the school at outside functions. Modesty is expected at all times. Please see this year's uniform and dress code beginning on page 83.

INCLEMENT WEATHER DIRECTIVES

The One Call, automated phone call system, is used to call students' homes in the event of any early dismissal or late start due to inclement weather, school closing, or other important announcements. It is vital that the school has accurate information on file for every student enrolled in school. The home phone number entered on the student's application and updated yearly on the White Information Card is the number that will be called when the One Call system is activated. It is crucial that the school is informed in writing of any changes. Questions concerning this system or the student's biographical information should be directed to the Main Office at mmilosh@mariancatholichs.org and kebert@mariancatholichs.org.

Appropriate announcements will be made on WNEP, the Marian Catholic Website, or Social Media. If inclement weather causes busing public-school districts to pick up students early, all students who drove to school and their passengers and all students who are not bused will be dismissed when the first students leave our building. Remaining public school district bused students will be dismissed at the time each public-school district tells us to dismiss the students

bused by the district. If school closes early due to inclement weather, students are required to return home on their school district bus or by the same method of transportation they arrived at school.

If Marian Catholic is open or delayed and the public school district that buses you here has made a different decision, students may follow that school district's busing decision or transport themselves to Marian Catholic for our opening time.

****A reminder: students who must take a public-school district bus to Marian Catholic must follow the decision of the public-school district. Students will not be recorded as late or absent if the school buses are running later or not at all to Marian Catholic.****

When a school has a delayed opening due to inclement weather, students may be issued unexcused lateness violations and detentions due to traffic, road conditions, and the like. The two-hour delay is held to allow everyone ample opportunity to arrive at school safely and on time. Please plan your departure times from home accordingly.

INSURANCE

School insurance carried by the school covers each student. Insurance coverage is for injury occurring during the hours and days when school is in session and/or while attending or participating in school-sponsored and supervised activities on or off school premises. Benefits are payable for the first \$100.00 of covered expenses without regard to other insurance. Thereafter, benefits are payable for covered expenses above \$100.00 that are not recoverable from another plan, if such exists, providing medical expense benefits to the applicable maximum. Claim Forms are available in the Main Office.

HOMEROOM

Homeroom period is a quiet period during which school business is transacted and attendance is taken. Students are expected to sit quietly and listen attentively to the Daily Announcements, as well as keeping the classrooms clean and orderly. No student may leave homeroom until after announcements, and only then with faculty permission and signing out.

LABS

1. Students are not permitted to use or experiment with laboratory equipment or chemicals unless immediate and direct teacher supervision is present.
2. An atmosphere suitable for schoolwork is essential. Remember, respect for the rights of others is primary and responsibility toward others - students and staff alike - is in order at all times.

N.B. Act 1992-88 contains a provision to the School Code granting students the right to refuse to dissect or otherwise harm or destroy animals as a part of any course of instruction. The science teachers will explain this policy to their students.

LOCKERS

1. Each student is assigned a locker. Students are not permitted to change lockers without administrative authorization.
2. Students are not permitted to do anything to alter a locker. Students damaging lockers will be required to pay for any repairs.
3. Lockers always remain the property of the school and are subject to administration inspection at any time without reason or notice given.
4. If a student forgets his/her combination, we cannot guarantee that the combination will be looked up immediately even if the student has lunch, needs an assignment, etc. for his/her next class.
5. Students are strongly encouraged to keep their lockers locked at all times.
6. Students are required to report any damaged or malfunctioning lockers to the Dean of Students.
7. The school does not assume responsibility for locker contents, especially if the locker is not locked.
8. Inappropriate decorations may not be placed inside or outside any locker at any time. They will be removed, and the student assigned the locker is subject to discipline consequences. In addition, periodically, during the course of the school year, students will be required to clean their lockers and remove all decorations.
9. At the discretion of the Administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and the students' belongings.

N.B. Although some teachers permit students to store personal items in their classrooms during the school day rather than lock them in their lockers, the school cannot assume any responsibility for the security of these items. Since more than one teacher may use the same room, the rooms may be unlocked when one teacher leaves, and the other has not arrived. Also, substitute teachers or teachers using a room after the student received permission to leave his/her belongings cannot be reasonably expected to know what items belong to what student. It is also possible for a student's belongings to be locked in a room (even overnight) when the teacher leaves.

LOCKER ROOM

Except for those students changing for a Physical Education class or an athletic contest, locker rooms are off-limits to all students during the school day. Physical Education students and students participating in afterschool activities are required to give their valuables to their teacher/coach/moderator for safekeeping until the end of class. **The school assumes no liability for any valuables left in the locker room at any time.**

- Students with passes to use a lavatory are required to use the non-locker room lavatory. Do not use the locker room lavatories.
- Students in the locker room at unauthorized times will be held accountable for being out of bounds.

LOST AND FOUND

Lost and found articles may be claimed at the Main Office. At the end of each marking period, books and school supplies will be returned to the teacher. Clothing items will be given away.

MARRIED STUDENTS

Married students are not permitted to attend a Catholic High School in the Diocese of Allentown.

Matrimony – The Sacrament of Matrimony, along with many other serious requirements, mandates a commitment that a full-time high school student is unable to fulfill. As such, a Marian Catholic High School student may not be married. Public announcement of an engagement is also prohibited, and the student will not be allowed to participate in Graduation exercises (Diocesan Policy 5138.1).

PARKING LOT REGULATIONS

1. Parking is available “by permit only” in the school parking lot. A limited number of parking permits are available.
2. Permits are provided for \$10.00. Applications for permits are available in the Main Office and on the school website.
3. Permits must be displayed on the inside of the front windshield window opposite the PA State Inspection Sticker.
4. Students who drive cars without permits will not be allowed to park in the lot.
5. Parking in the Marian Catholic parking lot is “at your own risk.” Marian Catholic will not assume any responsibility or liability for cars or their contents. Valuables should not be left in plain view- store them in your trunk. Furthermore, the use of Marian Catholic’s parking lot gives your consent that a vehicle may be searched without reason or notice given.
6. New permits must be secured each school year. Permits are non-transferable. If such occurs, both parties will lose parking privileges. If a vehicle is replaced, the Main Office must be notified so that the records can be updated. Vehicles without permits or with permits not registered to that vehicle will be ticketed and/or towed.
7. Vehicles blocking the access lanes will be ticketed and/or towed.
8. Everyone using the Parking Lot is required to drive safely and slowly. Failure to do so will result in disciplinary action and the possible revocation of the parking permit. The speed limit in the parking lot is 5 mph.
9. All vehicles not in compliance with Marian Catholic’s parking regulations will be ticketed and/or towed.
10. Students are subject to multiple detentions if they change clothes in their cars or in the parking lot at any time.
11. In addition to detentions, students changing clothes in cars or the parking lot prior to or after school activities, games, performances, etc. may be declared ineligible for a number of activities, games, or performances as determined by the Dean of Students.

PROPERTY – RESPECT

Students must respect the rights and property of others. The school administration will not be responsible for the loss of money, purses, or any other valuable possessions. Things of value or large sums of money are brought to school at the student’s own risk.

PUBLICITY

Marian Catholic High School has an extensive development and publicity program to keep the public informed of the many outstanding accomplishments of our students. All information on school activities **must** be issued by the Development Office. Throughout the year, names, pictures, and information of school happenings are sent to the media for publication.

Any photos, videos, or other forms of communication taken on school property and/or at a school event involving Marian Catholic students must be authorized by the administration.

RESTROOM USE

Teachers are only permitted to dismiss one student at a time to use the restroom. All Students leaving the classroom must fill out their SmartPass on their Chromebooks. Teachers must use their best discretion in permitting students to leave class to use the restroom as the classroom is where learning takes place. Students must sign out and sign in when leaving and returning to class using Smart Pass. **Students who abuse their bathroom privileges will be subject to a meeting with the Dean of Students and parents to address possible medical issues.**

SCHEDULES

- Students must carry an official copy of their schedule at all times.
- Students without rosters must report to the Main Office for an official copy of their schedule.

SCHEDULED CLASSES

- When students are scheduled for class including their APP Period, they will not be released for independent study work in any other area of the building, without prior permission.
- Once a period has begun, no student is permitted to be in a corridor, lavatory, etc. without authorization.

SCHOOL BUS TRANSPORTATION INFORMATION

If a public school district is within ten miles of Marian Catholic and if that public school district provides bus transportation to its school, the Commonwealth of Pennsylvania requires the public school district to provide bus transportation for residents of its district who attend Marian Catholic.

Each public school district is responsible for the safe operation of its buses and the establishment of appropriate schedules and routes.

In order to ensure the safe transport of all students, Marian Catholic will cooperate with the public-school districts and/or their contracted bus transportation agencies. Be advised that student misconduct, which compromises the safe operation of a bus, is a serious violation of the Marian Catholic Discipline Code. Students who misbehave on a school bus may be temporarily suspended from the bus. Extreme or repeated cases of bus misconduct may result in permanent expulsion from the bus.

If a student wishes to ride a bus of a school district in which he/she does not reside, permission must be secured from the Transportation Official of that district. **Neither Marian Catholic nor the bus drivers have the authority to grant non-resident students permission to ride any bus.** Furthermore, any student who needs to be dropped off at a non-assigned bus stop must secure permission from the school district's transportation office.

All above-stated rules apply to Marian Catholic privately contracted busses.

SEARCH AND SEIZURE POLICY

As stated elsewhere in this handbook, **lockers are the property of Marian Catholic and, as such, are subject to inspection at any time without reason or notice given.** In addition, student's personal effects (handbags, gym bags, backpacks, cell phones, etc.) may be searched when there is a reasonable cause to do so. (cf: U.S. Supreme Court Decision - New Jersey vs. T.L.O., 1985). If any illegal or dangerous objects, materials, substances, etc. are discovered, they will be seized, and appropriate disciplinary action will be taken, and the police may be notified. Additionally, at the discretion of the school's administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and students' belongings.

SEXUAL RESPONSIBILITY AND PREGNANCY

The Catholic Tradition upholds Gospel Values proclaiming the sanctity of sexuality and its proper expression within the Sacrament of Matrimony. Marian Catholic students are bound to live in accord with these Values and Traditions as they pertain to sexual morality. The policy regarding student pregnancy follows:

1. With the formal written and continuing approval of their physician and a written parental release, expectant students will be permitted to attend classes as long as the attending physician permits.
2. When both expectant parents are enrolled at Marian Catholic, the following elements of the policy apply to both parties. If only one party (mother or father) is enrolled at Marian Catholic, the policy applies to that student: As soon as the pregnancy is reported, she/he will meet with the appropriate school and/or religious representatives who will explain the policy and its procedures.
3. At the discretion of the Head of School and administrative team, and after consultation with the appropriate diocesan authorities, agencies and the parent(s)/guardian(s) of the student(s), the following may be enforced:
 - a. The withdrawal of the privilege of participation and membership in extracurricular activities (e.g., athletics, band, chorus, clubs.)
 - b. The withdrawal of the privilege of participation in school-sponsored social functions.
 - c. Students will be ineligible for any elected or appointed school office or honor (e.g., student council, National Honor Society, team captains) for a period of one calendar year from the date of the official notification of the pregnancy.
 - d. Suitable and regular prenatal, maternity, and post-natal care is required in order to retain the status of a student at the school.

- e. The regular school dress code will continue to be in effect until such time as the pregnancy requires the adoption of maternity clothes. The maternity clothing is to approximate the school uniform as follows:
 - A plain white maternity blouse.
 - Plain navy or khaki maternity slacks or skirt.
- 4. After the birth of the child:
 - a. The return of the student is dependent upon a physician's official written permission.
 - b. Students are to arrange for the care of the child outside of the school facility.
 - c. Only with the explicit permission of the Head of School or Dean of Students will the parent(s) be allowed to bring the infant on campus during school hours or to school functions (e.g., dances, Prom).
- 5. Marian Catholic High School commends those students who have chosen to protect the life of their unborn child. We will seek to provide for the wellbeing of the parenting students and their unborn child.
- 6. It is Marian Catholic's intention to promote the Gospel of Life in the midst of a culture of death. All human life is a precious gift of God and must be respected. Upon receipt of information that a student has procured or assisted another in procuring an abortion, the Head of School will promptly arrange to meet with the student and his/her parent(s). If the Head of School determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g., Diocese of Allentown Project Rachel, Catholic Social Agency, School Chaplain, etc. The Head of School will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling or other circumstance warrants, the Head of School should consult with the Office of Education concerning possible dismissal of the student or other appropriate action. The Head of School and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible and communicate it only to those individuals at the school, at counseling services, and at the Secretariat for Catholic Education who have a reason to know.

SIGNS AND POSTERS

Individuals, clubs or teams wishing to advertise or inform the school of an event with any type of signage (including but not limited to posters, flyers, signs), displayed anywhere in school must first complete a permission form and then obtain the approval of the Head of School or Dean of Students with a signature. Permission forms can be found in the Dean of Students' office. The length of time for signage will be one week.

STUDENT RE-ENTRY POLICY

The purpose of this policy is to have specific guidelines and protocols in place for students who are returning from treatment/care ranging from a school mandated assessment to out of school in-patient or out-patient long-term treatment.

Step 1: Student leaves school for assessment/treatment program

- Re-entry form is provided, in person or mailed, to parent/guardian.
 - Form includes licensed professional sign-off to return to school and notes for the school to assist in successful re-entry/student care

Step 2: SAP (if not already started) is started with parental permission

Step 3: Re-Entry Team Meeting

- Team includes Director of Campus Ministry (SAP Coordinator), Case Manager, Guidance Counselor, Director of Studies, Dean of Students, School Nurse, and Chaplain.
- Meeting includes: Director of Studies arranging assignments/homework and teacher notification, S.D. consideration given to change in student schedule to avoid bad influences, consider the need for additional meetings/services like N.A., A.A., or Big Brothers/Big Sisters, Attendance Secretary notification, and an initial draft of Individual Re-entry Plan

Step 4: (If necessary) Establish contact with Treatment Program (with proper permissions)

Step 5: Contact Family about Re-entry Meeting

- Note who will be present at this meeting (a condensed version of the Re-entry Team, 4-5 persons max.) and the purpose of the meeting

Step 6: Student Re-Entry Meeting with Student, Family, and Re-entry Team

- Re-entry Form received and reviewed
- Two-person Re-entry Team established (SAP caseworker and a teacher/staff of the student's choosing)
 - Two-person Team is responsible for a weekly check-in
- Help students address questions about re-entry to school and help ease student's over-all concerns.
- Director of Studies has a weekly meeting to address academic concerns, offering tutoring support, and work to establish a learning ready environment.
- Address possible lunch plans and other meeting places of concern. Ensure student does not feel overwhelmed upon return.

Step 7: Re-entry Plan with student and family input and after obtaining written agreement is implemented.

Step 8: Student's teacher receives a relevant condensed version of the re-entry plan pertaining to academic performance and concerns.

SOCIAL MEDIA POLICY

A student who records or video tapes any school employee (teacher, staff, etc.) and/or other student(s) without his/her/their permission on school property or at a school event and posts it on any social media (Facebook, Instagram, YouTube, Snapchat, VSCO, Twitter, YikYak, etc) will be liable for any or all of the following: suspension, failure in conduct, legal action or expulsion. Any student that creates a social media or digital communication that causes a disruption to the learning environment may be liable to detention, suspension, or face legal ramifications.

STUDENT GUESTS

Students from other schools who visit Marian Catholic and its classes should be treated as guests and made to feel welcomed. The Development Director will assign a student companion to visitors. Prior to the visit, permission must be obtained from the Head of School, as well as from

the teachers whose classes the visitor expects to attend. In some cases, permission may be denied.

STUDENT INSURANCE

The Diocese of Allentown mandates that each student be covered by the Student Accident Plan which is paid for by the school and is included in the student's school fee. At the beginning of the school year, an Insurance Pamphlet is given to each student, and it is the responsibility of the parents to retain this pamphlet and to be familiar with the coverage provided. This plan is secondary to whatever insurance is maintained by each family

SURVEILLANCE SYSTEMS

Many schools have installed surveillance systems on school grounds for the safety of students, faculty, staff, and extended school community, as well as secure the building and grounds. Although the primary uses of surveillance systems are for safety, security, and well-being of the school community, audio-visual monitors and recordings may be utilized to determine the presence or actions of anyone on school grounds with cause.

TELEPHONE CALLS

Parental communication with individual administrators, teachers, and counselors is a very important part of the educational process. With that in mind, Marian Catholic has established a policy that requires teachers to attempt to return all phone calls within two school days. Marian Catholic will convey only emergency phone messages from parents/guardians to students. Students may use the office phones with permission in emergency situations only.

TEXTBOOKS

Students are responsible for the care of textbooks and materials issued to him/her at the beginning of the school year, and if any of these items are lost or damaged in any way, the student must pay the replacement cost and may not receive an additional textbook until then. Report cards will not be issued until all books and materials are replaced. Textbooks must be covered at all times. Students are also responsible for transporting their textbooks to and from school in a book bag or other substantial covering. However, book bags, backpacks and purses must be kept in a student's locker during the day. A record will be kept in the office and classroom of the student textbook title, student name, textbook number, and the condition.

VALEDICTORIAN/SALUTATORIAN

The Head of School, after consulting with the Administrative Team and faculty invites two students to make an address at commencement. This invitation may be, but is not limited to, the students with the highest G.P.A. A student's discipline record, leadership, and character will aid the Head of School in choosing the commencement speakers.

VISITORS

Alumni and other adult visitors will be permitted by appointment only. Should an alumni visit unannounced, they will be directed to the Advancement Office.

VO-TECH PROCEDURES

Marian Catholic recognizes the needs and special difficulties that sometimes arise for the Vo-Tech student; therefore, the following procedures have been established:

1. PM Vo-Tech Students (at Marian Catholic in AM; at Vo-Tech in PM)
 - a. Report to assigned homeroom as scheduled.
 - b. Leave last scheduled class at 10:50 AM.
 - c. Sign-out in person in the Guidance Office before leaving school.
2. AM Vo-Tech Students (at Vo-Tech in AM; at Marian Catholic in PM)
 - a. Report directly to the Guidance Office after disembarking from bus. Roll, announcements, etc. will be given to you at this time.
 - b. Remain in the Guidance Office until dismissed.

WAIVER – PARENT/GUARDIAN PERMISSION-CONSENT, RELEASE

For and in consideration of benefits to be derived from the furtherance of the education programs of the Diocese of Allentown, the parent/guardian of any student(s) at Marian Catholic High School in Tamaqua, PA do hereby consent, authorize and grant permission to the Diocese of Allentown and Marian Catholic High School, its agents, employees or duly authorized representatives to take photographs, motion pictures, videos or audio tapes of said student(s) and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, videos or audio tapes or any duplication or facsimile thereof for the purpose of instruction and/or promotion of Marian Catholic High School.

In granting such permission, I hereby relinquish and give to the Diocese of Allentown and Marian Catholic High School all right, title and interest I may have in the finished pictures, negatives, reproductions or copies, and further waive any and all right to approve the use of such photographs, motion pictures, videos or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

WEIGHT ROOM

Use of the weight room and the equipment is permitted only when the room is supervised by the appropriate teacher/coach. Students are never permitted in the weight room unless proper supervision is present. Students are not permitted in this area during class periods even if a teacher/coach is present.

WORKING PAPERS

Any student wishing to obtain working papers, which are required for part-time employment, must report to the School Administration building of the school district in which he/she resides. A parent or guardian must accompany the student. Proof of birth and a social security number are required.

DISCIPLINE CODE

DISCIPLINE AND DEMERIT SYSTEM

Discipline concerns itself with expected student behavior within the Marian Community, including but not limited to during the school day and representing Marian Catholic outside of school. At Marian Catholic, the Dean of Students is the first point of contact for all discipline issues. Demerits are issued for behaviors that do not meet the expected behaviors of Marian Catholic.

A student who obtains six (6) demerits will serve one lunch detention. A student who obtains (9) demerits will receive an after school detention. Detentions are scheduled at the convenience of the Dean of Students. When a student must serve a detention, the Dean of Students will notify parents or guardians via phone call or voicemail if there is no answer.

After school detentions will be held from 2:45 pm to 3:45 pm. Students are to report in the uniform of the day. Students who skip an afternoon detention shall receive additional consequences. Students who find it necessary to postpone a detention due to an emergency must have a parent or guardian contact the Dean of Students' Office no later than the day before the detention is to be served.

All students at Marian Catholic receive a conduct grade based upon their meeting of our behavior expectations. Students who obtain thirty (30) or more demerits in one marking period fail conduct for the quarter and are placed on disciplinary probation and social suspension. Continued infractions during the probationary period may be cause for suspension or expulsion from school. Students who obtain 22 or more demerits in one marking period will receive an "unsatisfactory" conduct grade for the Quarter.

Marian Catholic High School abides by the policies of the Department of Education of the Diocese of Allentown in matters of expulsion.

The official list of demerits is printed in this handbook.

Marian Catholic High School reserves the right to suspend or expel a student, at any time, whose influence is found to be injurious to the standard morals and scholarship of the student body or whose conduct is prejudicial to the good name of Marian Catholic High School.

Demerit Total Consequences (Cumulative per Quarter)

6 --- Detention during Lunch Period
9 --- After School Detention
18 --- In-School Suspension
30 --- Out of School Suspension

****Additional Consequences, Suspensions, Social Consequences, and Referral to Police may occur at the discretion of the Dean of Students and Administration.**

Conduct Grading Scale (per Quarter)

Outstanding (O).....	No Demerits
Satisfactory (S).....	3 to 16 Demerits
Needs Improvement (N).....	17 to 21 Demerits
Unsatisfactory (U).....	22 to 29 Demerits
Failing (F)	30+ Demerits

**Conduct Grades of Needs Improvement, Unsatisfactory, and Failing will prevent students from being listed on that quarter's Academic Honor Roll.

OFFICIAL LIST OF OFFENSES AND DEMERITS

Alcohol, tobacco, drugs (Use or possession of)	30**
Fighting (deliberate physical harm)	30**
Truancy	18**
Leaving school premises	18**
Theft	18**
Verbal abuse of a staff member/peer	18**
Willful destruction of property	18**
Harassment/Bullying (Repeated offenses)	18**
Harassment/Bullying (1st Offense)	12
Out of Bounds or unauthorized entry	12
Cheating/Forgery/Plagiarism	9*
Defacing property	9
Mass and Adoration Misconduct	9
Disrespect/Defiance	9
Use of Racial Slurs	9
Skiping Class	9
Skiping detention (More than 1 Offense)	9
Skiping detention (1st Offense)	6
Late for school (3+ per Quarter)	6
Stealing	6
Hallway, Stairwell, Cafeteria Misconduct	6
Class and Assembly Misconduct	6
Bus Disturbance (Notification of Misbehavior)	6
Parking Permit Violation	6
Inappropriate Contact (Horseplay/PDA)	6
No absence note	3
Misuse of Technology (Chromebook)	3
Inappropriate Language/Swearing	3
No Smart Pass Made	3
Office or Administration Form not returned	3

Late for class	3
Dress code (non-correctable)	3
Littering	3
Food in Class (Includes Gum)	3
Non-Water Drink after 1st Period	3

*Additional Classroom Grading Consequences

**Additional Suspensions, Social Consequences, and Referral to Police may occur at the discretion of the Dean of Students and Administration.

NOTE: The administration of Marian Catholic High School retains the right to amend the handbook for just cause.

The following list of offenses result in 5-10 Days Out of School Suspension, Referral to Police, and possible expulsion from Marian Catholic:

- Weapons Possession
- Contraband
- Simple/Aggravated Assault on a Student or Staff
- Battery
- Arson
- Bomb Threat
- Terroristic Threat
- Reckless Endangerment
- Robbery

AFTER SCHOOL DETENTION

After school detentions will be one (1) hour (from 2:45 p.m. to 3:45 p.m.). After School Detention is a one hour session where students must bring school related work or reading material. It is served on the day assigned by the Dean of Students or Head of School. Students must be dressed in regulation school attire. Students who do not adhere to detention regulations will be dismissed and assigned an additional demerits and consequences. Students who fail to report to an assigned detention must provide a parental or physician's note or face additional demerits and consequences.

ACADEMIC/PRIVATE DETENTIONS

This is an after school detention issued by a teacher or moderator who observes inappropriate student behavior. Private detention will be a minimum of one-half hour to a maximum of one hour.

DRUG AND ALCOHOL POLICY

The following are prohibited for students at Marian Catholic High School:

- ✓ Distributing or sharing drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Buying drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Possessing drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Using drugs and/or alcoholic beverages and/or counterfeit drugs.
- ✓ Being under the influence of drugs and/or alcoholic beverages.
- ✓ Possessing drug paraphernalia, vape pens, Juuling devices, cigarettes, tobacco, or e-cigarettes.
- ✓ Being present at parties, gatherings, or in autos when others are using.

Any Marian Catholic student who is involved in any one or more of the above activities while on school property, at activities sponsored by the school, and/or traveling to and from school or school activities is subject to the conditions stipulated in discipline tables at the back of the handbook.

Additionally, it is naïve and disingenuous to suggest that a student's behavior outside of school does not influence his/her behavior and success in school and can provide a negative or positive influence on other students. There is an inextricable nexus between our students' off campus activities and the general welfare and orderly conduct of the school community.

To create an atmosphere genuinely conducive to educational excellence and provide for the spiritual and moral formation of our young people, we must make a bona fide attempt to discourage the abuse of alcohol, tobacco, and other drugs. To protect our students, and the entire school community, from the effects of illicit drug abuse is a legitimate extension of our educational mission, even when such abuse occurs off campus or when school is not in session. These lofty goals are reflected in Diocesan Policy. **Board of Education Policy #5131 regarding in school offenses and Policy #5131.1** regarding off premises prohibition address these issues. Even public-school systems have similar prohibitions, which have been upheld by the courts:

Fenton v. Stear, 4233 F. Supp. 767 (W.D. Pa. 1976)

Bush V. Dassel-Lakato Bd. Of Education, 745 F. Supp. 562 (D. Minn. 1990)

J.S. v. B.A.S.D., 794 A2d.936 (Pa. Cmwlth. Ct. 2002)

We cannot call and treat one another as brothers and sisters in Christ during school and then become callously indifferent to each other at the sound of the dismissal bell. Our school, through this policy, is primarily concerned with the health and well-being of our students. Our first concern is to get appropriate professional care for our students who may engage in at risk behaviors. Even suspensions, detentions, and expulsions are intended as remedial and medicinal. These help our students realize the significant dangers created by illicit drugs. Any student involved in a drug and/or alcohol-related incident, whether the situation occurs in school, out of school, off campus or when school is not in session, may be placed on activity/social suspension for two to four weeks. The student is also liable for in-school suspension or expulsion.

Any student involved in a second drug and/or alcohol incident at any time during his/her Marian Catholic career is liable to be expelled from Marian Catholic High School even if such conduct occurs off school premises.

Any student selling or distributing drugs and/or alcohol is liable to be expelled from Marian Catholic High School. The school administration will require information regarding the source of the illicit substance provider.

A student involved in a drug and/or alcohol situation, as well as other “At Risk” behaviors will be referred to the Student Assistance Program Team for possible additional recommendations and suggestions to assist him/her and his/her parents in dealing with their concerns. S.A.P. Teams are required in high schools in Pennsylvania. This is an intervention, not a treatment program. A referral is made to help a student, not to penalize him/her. The S.A.P. Team is not an extension of the Dean of Students Office. Peers, as well as parents and school personnel, may anonymously refer students who, in their opinion, exhibit at risk behavior. Referrals may be given to any team member or placed in the locked suggestion boxes located outside the Campus Ministry Office and the Chapel. The referral is kept confidential.

A student found to be at risk or in violation of the Marian Catholic Drug and Alcohol Policy is required to follow the recommendations of the S.A.P. Team and/or any agency to which he/she may be referred. Failure to do so may result in suspension of the student from school until cooperation is documented. For a description of the S.A.P. process please refer to Section F General Information and Procedures.

At the discretion of the Administration, local law enforcement or private agencies may conduct a canine search of the buildings, their contents, and the students’ belongings.

A reminder: Marian Catholic High School reserves the right to sever, at any time, its connection with a student whose influence is found to be injurious to the standards, morals, and scholarship of the student body or whose conduct is prejudicial to the good name of the High School even if such conduct occurs off school premises or when school is not in session.

DRUG AND ALCOHOL RELATED OFFENSES

Please refer to the discipline table for offenses and consequences.

HARASSMENT/BULLYING:

Diocesan Policy #5139, Adoption Date: March 21, 2013. Approval Date: May 2013

Purpose

The Secretariat for Catholic Education (Office of Education) for the Diocese of Allentown is committed to providing a caring, friendly, safe, and respectful environment for all students, employees, volunteers, and visitors of our schools. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Therefore, acts of harassment, hazing, intimidation, and bullying (including cyberbullying) are unacceptable behaviors and are prohibited in our schools.

Bullying, Cyber-Bullying, harassment, intimidation, or hazing constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing Catholic environment. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian identity of the school and deprives the student of a safe and caring learning environment.

The purpose of this policy is to guide the schools of the Diocese of Allentown in our goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior with "Zero Indifference." Administration, faculty, staff, and volunteers are to demonstrate appropriate behavior by treating others with civility and respect, and being aware of and not tolerating harassment, intimidation, hazing, and bullying.

Definitions

For purposes of this Policy, the following definitions shall apply:

Bullying – repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that:

- ✓ Creates a hostile educational environment which
- ✓ Substantially interferes with a students' education benefits, opportunities, or performance
- ✓ Causes physical or emotional harm to the individual or damage to their property
- ✓ Places an individual in reasonable fear of harm to him/herself, or of damage to his/her property
- ✓ Including but not limited to physical intimidation, assault, extortion, oral or written threats, slurs, innuendo, teasing and putdowns, demeaning comments, cartoon drawing, graffiti, pranks, name-calling, threatening looks, gestures or actions, cruel rumors, false accusation, social isolation, flashing a weapon, taunting/ridiculing, stalking, and relationship undermining.

For the purpose of this Policy, whenever the term "Bullying" is used, it is to denote either Bullying or Cyber-Bullying.

Cyber-Bullying –Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- ✓ Wire
- ✓ Radio
- ✓ Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications
- ✓ Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.
- ✓ Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Harassment, hazing, intimidation – acts, words, or other behaviors, by an individual or group against another individual or group characterized by:

- ✓ Intent to harm.
- ✓ Intensity and duration over a period of time.
- ✓ An interpersonal relationship where there is an imbalance of power, not mutual or intentional provocation by the victim.
- ✓ Inflicting physical or emotional harm or discomfort or damage to the person's reputation and/or relationships.
- ✓ A level so severe, persistent, or pervasive that an intimidation or threatening education environment is created, or the orderly operation of the school is substantially disrupted.

Name-calling – the use of language to defame, demean or degrade individuals or groups.

Prohibitions

Bullying, harassment, hazing, intimidation, and name-calling are prohibited:

- ✓ On school grounds owned, leased, or used by a school.
- ✓ On property immediately adjacent to school grounds.
- ✓ At any school-sponsored or school-related activity, function, or program whether on or off school grounds.
- ✓ At a school bus stop.
- ✓ On a school bus or any other vehicle owned, leased, or used by the school
- ✓ Through the use of technology or an electronic device owned, leased, or used by a school or any personal devices.
- ✓ Bullying, harassment, hazing, intimidation and name-calling are also prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by a school if the act or acts in question create a hostile environment at school for the individual.
- ✓ Infringe on the rights of the individual at school.

- ✓ Materially and substantially disrupt the education process or the orderly operation of a school.

SUICIDE AWARENESS AND PREVENTION POLICY



MARIAN CATHOLIC HIGH SCHOOL
166 Marian Avenue
Tamaqua, PA 18252

TITLE: SUICIDE AWARENESS and PREVENTION POLICY

RESPONSIBLE CONTACT: Dean of Students

RESPONSIBLE OFFICE: Dean of Students

EFFECTIVE DATE: August 25, 2015

REVISION DATES: August 25, 2015

PURPOSE FOR POLICY - Marian Catholic HS adopts this policy in acknowledgment of the school's commitment to maintaining a safe school environment: to protect the health, safety and welfare of our students; and to safeguard against the threat or attempt of suicide among our student population. The impact of students' mental health on their academic performance and the effect of mental issues and suicide on students and the entire school community are significant. Therefore, in order to ensure the safety and welfare of our students, Marian Catholic will work to educate staff and students on the actions and resources necessary to prevent suicide and promote mental well-being.

STATEMENT OF POLICY -

According to the Center for Disease Control and Prevention and NASP:

- ☐ Suicide is the Third Leading Cause of Death in the United States among those ages **10-24**.
- ☐ Resulting in about 4,600 deaths each year.
- ☐ More teenagers and young adults die from suicide than die from cancer, heart disease, HIV/AIDS, birth defects, stroke, pneumonia and influenza, and chronic lung disease combined.
- ☐ Based on Pennsylvania's Bureau of Health statistics, in Pennsylvania alone, 200 people ages 10-24 died at their own hands in 2012.
- ☐ Five times as many males die from suicide than females, but females attempt suicide two to three times more than males.
- ☐ The probability of suicide increases in both males and females as they grow older, with adolescents between the ages of 15-19 at a higher risk than younger children.
- ☐ Top three methods used in suicides of young people:
 1. Firearm (45%)
 2. Suffocation (40%)
 3. Poisoning (8%)

Suicidal Behavior Terminology

- ☐ **Suicidal ideation**: Thinking about or planning for suicide.
- ☐ **Suicide-Related** Communications Suicide Threat/Plan
- ☐ **Suicide Attempts**: A self-inflicted potentially injurious behavior with a nonfatal outcome for which there is evidence of intent to die.
- ☐ **Suicide**: A fatal self-inflicted act with the explicit or inferred intent to die.

As of June 2014, Pennsylvania's Department of Education adopted Act 71 which mandates that all public, charter, cyber, and vocational- technical schools must establish a suicide awareness and prevention policy.

STAFF DEVELOPMENT

Training Effectiveness

Professional staff training in suicide prevention after initial training will be revisited on a regularly scheduled basis.

Additional professional development in risk assessment and crisis intervention will be provided to school counselors, mental health professionals, school nurses and any individual that would be reasonably expected to assess at-risk individuals.

School staff will receive training to better understand the intersection of suicide prevention and intervention and other responsibilities related to student safety (i.e.: bullying; sexual harassment, etc.).

This training will include documentation of incidents, case evaluation, investigations, and interventions.

EARLY IDENTIFICATION AND REFERRAL

Early identification of individuals with one or more suicidal risk factors is vital to suicide prevention efforts.

RISK FACTORS: Personal or environmental characteristics that are associated with suicidal behavior include but are not limited to (also considered characteristics that make it more likely that individuals will consider, attempt, or die by suicide).

1. Behavioral Health Issues/Disorder, specifically but not exclusively:
2. Depression
3. Bipolar disorder or other mood disorder
4. Substance abuse or dependence
5. Previous suicide attempts
6. Self-injury (cutting, etc.)
7. Hopelessness/low self-esteem
8. Loneliness/social alienation/ isolation/ lack of belonging
9. Poor problem solving or coping skills
10. Impulsivity/risk taking/ recklessness
11. Adverse/ stressful life circumstances
12. Gender identity/sexual orientation
13. Homelessness
14. Interpersonal difficulties or losses
15. Disciplinary or legal problems, including school disciplinary issues
16. Bullying (victim, perpetrator, or witness)
17. School or work issues
18. Physical, sexual, or psychological abuse
19. Exposure to family or peer suicide
20. Family characteristics - lots of conflict, few activities
21. Family history of suicide or suicidal behavior
22. Family mental health problems, including alcoholism
23. Divorce/death of family
24. Parent-child conflict

WARNING SIGNS are evidence-based indicators that someone may be in danger of suicide, either immediately or in the future. These signs may mean that a youth is at-risk for suicide, particularly for youth who have attempted suicide in the past. Risk is greater if the warning sign is new and/or has increased and if it seems related to an anticipated or actual painful event, loss, or change. Finally, the presence of more than one of the following warning signs may increase a youth's risk for engaging in suicidal behaviors.

1. **Suicide notes.** These are a very real sign of danger and should be taken seriously.
2. **Threats.** Threats may be direct ("I want to die." "I am going to kill myself") or, unfortunately, indirect ("The world would be better without me", "Nobody will miss me anyway").
3. **Final Arrangements.** This behavior may take many forms. In adolescents, it might be giving away prized possessions such as jewelry, clothing, journals, or pictures.
4. **Efforts to hurt oneself.** Self-mutilating behaviors occur among children as young as elementary school age.
5. **Inability to concentrate or think rationally.** Such problems may be reflected in children's classroom behavior, homework habits, academic performance, household chores, even conversation.
6. **Changes in physical habits and appearance.** Changes include inability to sleep or sleeping all the time, sudden weight gain or loss, disinterest in appearance and hygiene.
7. **Death and suicidal themes.** These might appear in classroom drawings, work samples, journals, or homework.
8. **Plan/method/access.** A suicidal child or adolescent may show an increased focus on guns or other weapons, increased access to guns, pills, etc. and/or may talk about or allude to a suicide plan.
9. **Sudden changes in personality, friends, behaviors.** Changes can include withdrawing from normal relationships, increased absenteeism in school, loss of involvement in regular interests or activities, and social withdrawal or isolation.

INTERVENTION

The following procedures will be followed in response to expressed suicide thoughts or intentions:

1. The staff member who learns of the expressed thoughts or intentions will locate the individual and arrange for or provide constant adult supervision.
2. The above-mentioned staff member will immediately inform the Head of School or designee.
3. The Head of School or Dean of Students will involve the school nurse or other staff as deemed appropriate.
4. The appropriate staff or approved agency provider will determine risk and intervention needed by interviewing the student and gathering appropriate supportive documentation from teachers or others who witnessed the expressed suicide thought or intention.

The Head of School or Dean of Students will:

1. Contact the parent or guardian, apprise them of the situation, and make recommendations.
2. The parents will be required to remove the student from school to obtain a mental

health evaluation by a medical professional to determine the level of services needed and whether the student can be admitted back to school. (See Attached Mental Health Evaluation Medical Release Form).

3. Recommendations should be in writing and parent contact documented.
4. If the student is currently in counseling efforts should be made (with releases obtained) to share information with the treatment provider.

Procedures for facilitating a student's return to school:

1. Prior to the student returning to school, schedule a meeting between designated school staff and parent or guardian to discuss possible arrangements for support services and to create an individual re-entry plan.
2. Parents must provide school with completed Mental Health Evaluation Medical Release Form.
3. The student's counselor serves as a liaison between the student, family, teachers, and mental health provider.
4. Monitor the student's progress.
5. If the student is unable to attend school for an extended period of time, determine how to help them complete course requirements, including considering a modified schedule.

Response to Suicide or Suicide Attempt on Campus:

IF A STUDENT IS IN IMMEDIATE DANGER:

1. Ensure the safety of student: Staff member must remain with the student.
2. Notify Administration and/or school counseling staff.
3. Administration should call 911, if necessary. Ask that police or emergency response be made without sirens.
4. Administration will contact school counselors and Campus Ministry staff
5. Talk calmly with the person until appropriate personnel arrive
6. When trained personnel arrive, defer to their judgement on the course of action to be taken.
7. Contact parents per the evaluator's recommendations.

The school's response to a student suicide should include the following:

- a. Confirm the facts.
- b. Mobilize a crisis response team (i.e.: Diocesan Flight Team)
- c. Identify at-risk students.
- d. Inform students through personal communications, particularly the victim's classmates/teammates. Never notify students in a large assembly or by a school wide announcement.
- e. Support and monitor affected students.
- f. Provide appropriate outlets for grieving.
- g. Engage the community (i.e.: partner schools, clubs, sports teams, religious organizations)

INDIVIDUALS AFFECTED BY POLICY: Students and staff

Summarization of At-Risk Behavior Administrative Policies

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
A student volunteers' information about personal use of alcohol and/or other drugs and seeks help	The student is informed of services available and referred to SAP team and guidance office	As deemed appropriate by the circumstances of the situation	Yes	Not applicable	Depending on the situation	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered.	Not applicable
A student is referred to SAP by a student, staff member, family member or other member of the community. It may or may not be a substance concern	The student is informed of services available and referred to SAP team and Guidance Office	As deemed appropriate by the circumstances of the situation	Yes	Not applicable	Depending on the situation	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Not applicable
The student has a medical emergency that may be related to substance abuse or the student is suspected of being under the influence of alcohol or other mind-altering	Dial 911 Contact the nurse. If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information	The Head of School or Dean of Students will search the student, his/her locker, desk, and other possessions. The Head of School, Dean of Students,	Yes	Provide information to medical staff to aid in the identification and treatment of emergency	Yes Submit data and materials to police for analysis and request a police report	Yes Submit data and materials to police for analysis and request a police report	Results of the administrative, medical and/or police investigation will determine disciplinary action

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
drugs IN SCHOOL	pertaining to the incident is required. Referral to SAP team	or designee will investigate the incident					
A teacher receives communication about possible student(s) involvement in at risk behaviors	Contact administration	The Head of School and/or Dean of Students will interview the students in question	Yes	If applicable, provide information to medical staff to aid in the identification and treatment of Emergency	Depending on the situation	If applicable: Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Pending the results of the administrative investigation
The Student or parent indicates that a child is being bullied or harassed	Contact administration	The Head of School and Dean of Students will interview the student(s) in question. Students will fill out incident reports	Pending the results of the investigation	Collection of evidence such as, but not limited to phones, emails, texts, tweets	Depending on the situation	Referral to the pupil service's team	For the offender, pending the results of the administrative investigation
A student possesses quantities of alcohol or other mood-altering substances with the intent to distribute or sell.	Staff member will contact the Head of School or Dean of Students who will confiscate chemical substance(s) and/or suspected	The Head of School or Dean of Students will search the student, his/her locker, desk, and other possessions.	Yes	Yes Submit data and materials to police for analysis and request a police report	Yes Submit data and materials to police for analysis and request a police report	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility.	Student will be considered for expulsion.

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
	drug paraphernalia, if possible.	The Head of School or Dean of Students and/or designee will investigate the incident					
A student possesses, uses or is under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or "look-alike" substances at school or any school activity on or off school property **First Offense**	Staff member will contact the Head of School or Dean of Students who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. If not, refer to note under "Notification of Parents." If treated, the student will be transported to a medical facility at parent/guardian expense. A signed release Referral to SAP team	The Head of School or Dean of Students will search the student, his/her locker, desk, and other possessions. The Head of School or Dean of Students and/or designee will investigate the incident	Yes. Parents are responsible for transporting their children home unless they are placed under arrest by local police.	Provide information to medical staff to aid in the identification and treatment of emergency	Yes Submit data and materials to police for analysis and request a police report	Implement SAP support strategies. Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	Based on the nature and severity of the offense and at the discretion of the Head of School or Dean of Students, a minimum of 3 SMD will be imposed along with Social Suspension. Student may not return to school for at least one day. Administration will contact parents for a conference regarding student status and re-entry.
A student possesses, uses or is	Staff member will contact the	The Head of School or Dean of	Yes	Provide information to medical staff to	Yes Submit data and	Implement SAP support strategies.	Student will be considered for expulsion.

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
under the influence of alcohol, other mood altering substances, or is suspected of the same or is in possession of drug paraphernalia or "look-alike" substances at school or any school activity on or off school property **Second Offense**	Head of School or Dean of Students who will confiscate chemical substance(s) and/or suspected drug paraphernalia, if possible. Treat as medical emergency if warranted. If treated, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information pertaining to the incident is required. Referral to SAP team	Students will search the student, his/her locker, desk, and other possessions. The Head of School or Dean of Students and/or designee will investigate the incident		aid in the identification and treatment of emergency	materials to police for analysis and request a police report	Student is given a referral for a behavior health assessment by a licensed D&A facility. Student reentry plan is administered	
The student has a medical emergency that may be related to substance abuse, or the student is suspected of being under the influence of alcohol or other mind-	Dial 911 If warranted, the student will be transported to a medical facility at parent/guardian expense. A signed release for medical information	The Head of School or Dean of Students will search the student, his/her locker, desk, and other possessions. The Head of School	Yes	Yes Submit data and materials to police for analysis and request a police report	Yes Submit data and materials to police for analysis and request a police report	Implement SAP support strategies. Student is given a referral for a behavioral health assessment by a licensed D&A facility	Based on the nature and severity of the offense, and at the discretion of the Head of School or Dean of Students a minimum of 3 SMD will be imposed along with social suspension. Student may not return to school for at least one day. Administration will contact parents for a conference regarding

Situational Discipline Category	Immediate Actions	Investigation	Notification of Parents/Guardians	Disposition of Substance of Collection of Evidence	Notification of Police	Student Support Strategy	Disciplinary Action
altering drugs AT ANY SCHOOL ACTIVITY OFF SCHOOL PROPERTY.	pertaining to the incident is required. Referral to SAP team	or Dean of Students and/or designee will investigate the incident					student status and re-entry

GLOSSARY

The definitions and explanations that follow are a guideline. They are provided in an attempt to explain some of the most common infractions, consequences, and situations that occur during the school year. Any explanations needed during the year that are not included here will be made by the Administration as needed. It is imperative that the student and his/her parents become familiar with these definitions and explanations so that everyone is aware of his/her responsibilities.

- **Arson:** Intentionally starting a fire or causing an explosion or aided in starting a fire or causing an explosion.
- **Assault-Simple on Student or Staff:** Attempting to
 - Cause or intentionally, knowingly or recklessly cause bodily injury to another.
 - Causes bodily injury to another with a deadly weapon.
 - By physical menace, to put another in fear of imminent serious bodily injury
- **Assault-Aggravated on Student or staff:** Attempting to
 - Cause serious bodily injury to another or cause such injury intentionally, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life.
 - Cause or intentionally, knowingly, or recklessly cause serious bodily injury to any of the officers, agents, employees or to an employee of an agency, company or **other** entity engaged in public transportation, while in the performance of duty
 - Cause or intentionally or knowingly cause bodily injury to a teaching staff member, school board member or other employee, including a student employee, or any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school while acting in the scope of his or her employment or because of his or her employment relationship to the school
- **Battery:** The intentional touching of another in an angry manner or the intentional use of force or violence against another. Grabbing someone's arm, pushing, or punching a person or striking a victim with an object are all crimes of battery.
- **Bomb Threat:** The communication, either directly or indirectly, to:
 - Commit any crime of violence with intent to terrorize another.
 - Cause evacuation of a building, place of assembly or facility of public transportation; or
 - Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Students causing false alarms or using phones to make terroristic threats are liable for immediate expulsion and criminal prosecution. Lost academic instructional time will be made up even if graduation and/or end of year dates must be changed.

- **Bus Disturbance:** Reported by the bus drivers, any student who misbehaves on a school bus. Notification of the disturbance will result in a violation.
- **Class and Assembly Misconduct:** Failure to act in a manner appropriate for the assembly and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance.
- **Cheating/Academic Dishonesty:** Includes but is not limited to copying tests, quizzes or homework, plagiarism, sending test answers or other test information, using cheat (crib)

sheets/notes whether written, printed or stored in electronic or other information devices. More details are listed in the Academic Program portion of this handbook.

- **Computer Misconduct:** The intentional misuse of any school computer hardware/software in any fraudulent or destructive manner, including but not limited to, sending a harmful or threatening message, unauthorized entry into a file including pornographic material, altering a software program, or vandalizing software components.
- **Disrespect/Defiance toward teachers, administrators, staff, and students:** Showing discourteous behavior toward a teacher, staff member, or other students which includes, but is not limited to, the use of obscene language, Blasphemy, taking the Lord's name in vain, and the use of sexually explicit vulgarity or gestures.
 - Includes but is not limited to conduct that disrupts the learning environment and or the school routine.
- **Dress code violations:** Purposeful noncompliance with the student dress code outlined in this Handbook.
- **Excessive Absence:** More than **20 late to schools OR 20 absences** excused or unexcused. This falls under the diocesan attendance policy which is listed in the attendance section of this handbook.
 - **The school will require a physician's note to cover all absences/tardiness, or a notice of illegal absence will be filed with the student's district of residence.**
- **Fighting:** An extreme form of disrespect that is totally unacceptable in a Catholic school setting.
 - If the instigator of a fight can be determined, the consequences will be applied to that person.
 - If the instigator cannot be determined, all involved parties will incur the consequences.
 - A referral to the Rush Police Department (or the local police department with jurisdiction) for criminal investigation and/or prosecution may result.
 - Students congregating at a fight and/or encouraging others to fight may be liable for the consequences of fighting.
- **Food in Class (Includes Gum):** Students are not permitted to eat or drink anything, except water in a clear container, at any time in any part of the buildings, except the cafeteria without faculty/staff permission. It is a violation of the discipline code to have food in class along with chewing gum in school at any time.
- **Hallway, Stairwell, Cafeteria Misconduct:** Failure to follow the moderator's directions, inappropriate behavior, failure to clean up the individual eating area, and/or failure to properly dispose of trash is not permitted.
- **Harassment/Bullying:** See Harassment/Bullying policy in later pages of Handbook
- **Inappropriate Language/Swearing:** Use of Profanity, Sexual, or Inappropriate talk, sign language, or gestures.
- **Late to Class (without a valid pass from a teacher)** Lateness of 5 minutes or more.
 - The Dean of Students will determine at what point lateness becomes skipping class.
- **Late to School – Unexcused:** Learning the responsibility of arriving at school on time is an integral part of Marian Catholic's standard of excellence, which prepares students for success. Any tardies over 2 per quarter are subject to excessive tardies violation.
 - Consequently, we view chronic tardiness as a serious problem, and thus guidelines have been established as can be found in the attendance policies of this handbook.
- **Littering:** The purposeful throwing or dropping of paper and other garbage items onto the floor anywhere inside the school

- **Locker Violation:** The Marian Catholic High School Administration strongly advises students to keep all personal items in their lockers when not in use and secure their lockers.
 - Inappropriate decorations may not be placed inside or outside any locker at any time. They will be removed, and the student assigned the locker is subject to discipline consequences to be determined based on the nature of the inappropriate decorations.
 - In addition, periodically during the course of the school year students will be required to clean their lockers and remove all decorations.

****The school reserves the right to search any student's locker at any time****

****Marian Catholic High School is not responsible for items taken from inside the locker OR of personal items not stored inside the locker if the locker is not locked.**

- **Mass and Adoration Misconduct:** Failure to behave in a manner appropriate for Mass and/or to act in a manner which is disruptive, distracting, disrespectful, or creates a disturbance.
- **Misuse of ID/ID Violation:** The current school year's Marian Catholic ID badge and lanyard **must be worn at all times, every day**, including Dress Down Days and Marian Shirt Days, during the school day.
 - The picture and information on the front of the student ID must not be covered or altered in any manner.
 - The Marian Catholic ID tag is a safety measure utilized by the school to identify all persons who belong in school on any given day. It is something that must be taken seriously by all.
- **Non-Water Drink After 1st Period:** Students are allowed flavored drinks in 1st period, such as coffee or sports drinks. After 1st period, only water is allowed.
- **No Absence Note:** Repeated failure to bring in a written documentation of an absence.
- **No SmartPass Made:** All students leaving the classroom are required to make a hall pass using our SmartPass system. Failure to do so is a discipline offense.
- **Office Form Not Returned:** Students will be asked to return mandatory forms throughout the year. These must be turned in within a reasonable amount of time.
- **Parking Permit Violation:** All student drivers are required to register in the office for a parking pass, using their drivers license and insurance information. Failure to register their vehicle while being parked in the school lot is a violation.
- **Playing Cards/Gambling:** Playing cards **is not permitted** in the school if gambling is attached to the game.
- **Public Displays of Affection:** Any physical activity between individuals that is morally inappropriate and/or inappropriate in a Catholic school environment.
 - Inappropriate public displays of affection at any time in the school building or a school-sponsored activity are not tolerated.
 - Public displays of affection always involve mutual consent.
 - The prohibition of public displays of affection is particularly important at school dances.
- **Use of Racial Slurs:** The attempt to cause reasonable fear and/or substantial emotional distress of another with malicious intention toward the race, color, religion, or national origin of another individual or group of individuals. Any type of language that is disrespectful will not be tolerated
- **Reckless Endangerment:** Recklessly engaging in conduct which places or may place another person in danger of death or serious bodily injury.
- **Robbery:** A person is guilty of robbery if, in the course of committing a theft, they:

- threaten another with or intentionally put them in fear of immediate serious bodily injury.
- inflict bodily injury upon another or threaten another with or intentionally puts them in fear of immediate bodily injury.
- **Sexual Harassment:** A person is guilty of harassment when, with intent to harass, annoy, or alarm another, the person:
 - Strikes, shoves, kicks, or otherwise subjects the other person to physical contact, or attempts/threatens to do the same
 - Follows the other person in or about a public place(s)
 - Engages in a course of conduct or repeatedly commits acts which serve no legitimate purpose
 - Communicates to or about such other person any lewd, lascivious, threatening, or obscene words, language, drawings, or caricatures
 - Communicates repeatedly in an anonymous manner
 - Communicates repeatedly at extremely inconvenient hours
- **Skipping Class:** Unexcused absence from class, study hall, lunch, Dean of Students Office appointment, Guidance Office appointment, Nurse's Office appointment, or any co-curricular and/or extra-curricular activity (such as, but not limited to, AM or PM school Masses or assemblies, field trips, student retreats, etc.).
- **Skipping Detention:** Unexcused absence from weekday detention. A job after school or extracurricular/athletic activity will not be accepted as a reason for missing any detention.
- **Stealing:** the taking of another person's or the school's property without permission.
- **Terroristic Threat:** A person commits the crime of terroristic threats if the person communicates, either directly or indirectly, a threat to:
 - Commit any crime of violence with intent to terrorize another.
 - Otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.
- **Truancy/Illegal Absence:** Unexcused absence from school or failure to report to two or more classes without appropriate permission and will result in disciplinary action and possible notification of the police. Additionally, unexcused absence from scheduled co-curricular and/or extra-curricular activities (such as but not limited to student retreats, field trips, etc.) may result in student removal from these activities. cf: Extreme Lateness to School
- **Vandalism:** Knowingly desecrating, vandalizing, defacing or otherwise damaging:
 - any church, school, educational facility, community center, municipal building, courthouse facility, State or local government building or vehicle or juvenile detention center.
 - any personal property located in any facility set forth in this subsection. All damage/vandalism is to be reported to the Administration. Students will be required to make appropriate restitution. The Dean of Students will determine other consequences.
- **Verbal Abuse:** Abusive, threatening language and or gestures, reckless conduct toward staff and students.
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- **Weapons Possession/Contraband:** Possession of any item which is or may be considered to be injurious to the health, safety, reputation, or good order of the school or any student or staff member.
- Contraband includes, but is not limited to, items such as weapons, mace, pepper spray, beepers, look-a-like weapons, B.B. or Pellet Guns, etc.
 - A weapon is any instrument that may be used to cause bodily harm. The term “weapon” shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, firearms, or replicate(s) of a firearm, and any other tool, instrument, or implement capable of inflicting bodily harm.
 - **Possession of a firearm or any weapon renders a student liable for immediate expulsion from school and criminal prosecution.**
 - **Students are liable for expulsion in any contraband situation.**

Parent and Alumni Information

BLUE AND GOLD CLUB

The Marian Catholic Blue and Gold Club is the main fundraising organization for athletics and extracurricular activities at MCHS. The B&G Club manages all concession stands and focuses on a few major fundraisers each year. These include the Football Program Book, the Polar Plunge, the Basket Auction, and the Blue and Gold Club Golf Classic. We encourage all members of the school community and alumni to assist and get involved with the Blue and Gold Club to support our students.

ADVANCEMENT DEPARTMENT

The Marian Catholic Advancement department, led by Advancement Director Dr. Erin Marek, works tirelessly to raise funds for the school to keep tuition at an affordable cost. Dr. Marek and Mrs. Kristin Osenbach, Director of Parent and Alumni Engagement, work together in all areas of advancement including our annual campaign “The Marian Fund”, the PA Tax Credit program that provides scholarships to students, major gifts, planned giving, and much more. Dr. Marek and Mrs. Osenbach also lead the many events that occur throughout the school year such as: Grandparent’s Day Mass, Alumni Tailgate, Giving Tuesday, Regional Alumni Events, Day of Caring, and much more.

THE MARIAN FUND

Throughout the entire school year, you will see social media posts and mailings in regard to our “Marian Fund”. Each year in order to keep tuition affordable, Marian Catholic aims to raise \$500,000 for operating costs, financial aid, and student activities. This keeps our tuition over five thousand dollars less than the cost to educate each student (\$12,851). When you receive these messages and direct mailings, please consider contributing if you are able, and share them with those family and friends who may have the means to donate. Every contribution goes directly back to our students.

TAX CREDIT PROGRAM

The state of Pennsylvania offers a tax incentive for private schools through the PA Tax Credit (EITC/OSTC) Scholarship program. We are always looking for new donors to this program, who will receive a 90% tax credit on their state taxes. All state tax dollars paid through this program will then be sent back to Marian Catholic as scholarship funds for students with financial need. Please reach out to Dr. Erin Marek at emarek@mariancatholic.org for more information.

1954 SOCIETY

This planned giving program named the “1954 Society” in honor of the year Marian Catholic was founded is an avenue for estate gifts to be left to Marian Catholic. Types of planned gifts include bequests, charitable trusts, IRAs, annuities, deferred gifts and more. Please contact Dr. Erin Marek at emarek@mariancatholic.org for more information.

2024-2025 SCHOOL YEAR INFORMATION

TRADITIONAL CALENDAR

August 2024 – June 2025

FIRST SEMESTER

August	Monday	19	School Opens for Teachers/Diocese Principal Meeting
	Tuesday	20	Teacher In-service
	Wednesday	21	Teacher Retreat
	Thursday	22	Teacher In-service/ Meet the Teacher Night
	Monday	26	School Year Begins --- 1 st Day of School
	Friday	30	School Closed – Labor Day
September	Monday	2	School Closed – Labor Day
	Tuesday	3	School Reopens
October	Wednesday	9	PSAT Testing Day
	Monday	14	School Closed – Columbus Day (In-Service Day)
	Friday	25	1 st Quarter Ends
	Monday	28	2 nd Quarter Begins
November	Wednesday	27	School Closed – Teacher Day of Recollection
	Thurs.-Fri.	28-29	School Closed – Thanksgiving Holiday
December	Monday	2	School Closed – Thanksgiving Holiday
	Tuesday	3	School Reopens/Giving Tuesday
	Mon. – Fri.	23-27	School Closed – Christmas Holiday
	Mon. – Tues.	30-31	School Closed – Christmas Holiday
January	Wed. – Fri.	1-3	School Closed – New Year's Holiday
	Monday	6	School Reopens
	Monday	20	School Closed - Martin Luther King Day – Local In-
	Tue.– Thurs.	21-23	Semester Exams --- Full Days of School
Service	Thurs.	23	2 nd Quarter and Semester 1 Ends

SECOND SEMESTER

January	Friday	24	3 rd Quarter and Semester 2 Begins
	Sun. – Fri.	26-31	Catholic Schools Week
February	Sat.	1	Catholic Schools Week
	Monday	17	Presidents' Day – School Closed
March	Friday	28	3 rd Quarter Ends
	Monday	31	4 th Quarter Begins
April	Thurs.-Fri.	17-18	Easter Holidays – School Closed
	Monday	21	Easter Holidays – School Closed
	Tuesday	22	School Reopens
May	Monday	26	School Closed – Memorial Day
	Thursday	29	Baccalaureate – 6:30 PM
	Friday	30	Commencement – 6:30 PM
June	Tuesday	3	Final Exams
	Wednesday	4	Final Exams
	Thursday	5	Final Exams
	Friday	6	Closing Exercises – 11 AM dismissal
	Monday	9	Optional Holiday --- Closing Exercises if needed.

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Number of Teaching Days Per Month

August = 4	December = 14	April = 19
September = 20	January = 19	May = 21
October = 22	February = 19	June = 6
November = 18	March = 21	TOTAL = 183

{2 snow/emergency days plus 1 Optional Holiday on June 9th}

11:40 Dismissal: Sep. 27, Nov 22, Dec. 20, Jan. 31, Feb. 14, Mar. 21, Apr. 16, May 9, May 23

11:00 Dismissal: June 6

ALMA MATER

Marian, our Mother, alma mater, dear
More we will revere you with each passing year.
Mold our minds in knowledge,
Keep ambition true,
Set our hearts afire,
Give us strength anew.
Guide our faltering footsteps,
Lead us home to you.



MARIAN CATHOLIC HIGH SCHOOL BOYS DRESS CODE

Students must be in proper dress code **WHEN THEY ENTER THE BUILDING** until dismissal.

- Students not in compliance with the dress code will be in violation of the discipline code and will receive detention(s). Dress code violations usually incur weekday detention.

Should an accident or emergency arise that forces a student to be out of uniform, the following procedures must be followed:

- The student is to report to the Dean of Students before the first homeroom bell.
- The student must have a phone call prior to the student's arrival at school or a note upon the student's arrival at school from his/her parent(s) explaining why the student is out of uniform.

****An after-school appointment, a lost or forgotten uniform, or an unwashed uniform are not acceptable reasons to be out of uniform.****

- The student must be dressed appropriately for school, i.e. traditional business-type clothing suitable for the serious atmosphere of a school.
- If a student has a problem with pants on a given day, he must still wear the required top.
- If he has a problem with his shirt, he must still wear the required pants and shoes, etc.
- A student dressed inappropriately will be placed on in-school suspension until his/her parents bring appropriate clothes to school.
- When all of the above directives have been fulfilled, the student may be given permission to be out of uniform for the day. Non-compliance will result in detention(s).
- Permission to modify the dress code for medical reasons will be given, **if and only if, the student presents documentation from a doctor which includes the reason for the need, the specific starting and ending dates for the need, and the specific dress code items that need to be modified.** "Until further notice" is not an acceptable end date. If the excuse dates need to be extended after the initial end date, the student must present new documentation from the doctor. If a medical dress code modification is granted, the only permissible modifications are:
 - Marian Catholic gym shorts in lieu of the uniform pants if the doctor requires shorts.
 - Navy or black solid warm up/sweatpants in lieu of the uniform pants (no words on the seat of the pants)
 - If ties need to be removed, it is permitted to wear only the Marian Catholic uniform dress shirts or the Marian Catholic uniform polo shirt
 - Unless an exception has been secured by the moderator from the administration, dress for an approved field trip is the normal school dress code.

Occasionally, Marian Catholic students are asked to represent our school at various extracurricular school, parish, or community events. When asked to be in uniform, students must be in compliance with school dress code on those occasions.

Final approval/ disapproval of ALL dress code issues are at the discretion of the Head of School and Dean of Students.

BOYS UNIFORM and DRESS CODE POLICIES

(Final Approval for all issues at the discretion of the Head of School and Dean of Students)

Quarters 1 and 4 (Spring and Fall)

REQUIRED TOPS (Must be Tucked In):

- Official Marian long or short sleeve polo (Navy Blue, White, or Gold with Marian Catholic Embroidery).
- Long or Short Sleeve White or Light Blue dress or oxford shirt with standard tie or bow tie.

Optional Tops:

- Official School Sweater, Cardigan, or Official Navy Quarter Zip with required top underneath

REQUIRED BOTTOMS:

- Khaki or Navy Pants OR Khaki or Navy Walking Shorts with no more than two side and two rear pockets
 - Pants/Shorts must be worn around waist
 - NO JOGGERS!
- Black or Brown Belts must be worn with Pants and Shorts

REQUIRED SOCKS:

- With Dress Pants: Dress socks that are brown, blue, or black must be worn. Dress socks with appropriate design are acceptable.
- With Walking Shorts: Ankle socks must be worn. No Nike or other high socks permitted.



Quarters 2 and 3 (Winter Months)

REQUIRED TOPS:

- Official Marian long sleeve polo (Standalone option)
- Long or Short Sleeved White or Light Blue dress or oxford shirt, with Standard Tie or Bow Tie, or Official Short Sleeve Polo must be worn underneath Official School Sweater, Cardigan, Sportcoat or Official Navy Quarter Zip.

REQUIRED BOTTOMS:

- Khaki or Navy Pants with no more than two side and two rear pockets
 - Pants must be worn around waist
 - NO JOGGERS!
- Black or Brown Belts must be worn with Pants and Shorts

REQUIRED SOCKS (Quarters 2&3):

- Dress socks that are brown, blue, or black must be worn. Dress socks with appropriate design are acceptable.

REQUIRED SHOES (All Year):

- Shoes must be solid brown, black, or tan leather dress shoe which does not go above the ankle, with black or brown shoelaces.
- Solid brown, black, tan, grey or navy-blue Sperry's or Hey Dudes are permitted.
 - NO Designs are allowed on the Sperry's or Hey Dudes

- Crocs, Uggs, boots, sandals, sneakers, flip-flops, slippers, moccasins and other non-uniform shoes are NOT PERMITTED during the school day.

REQUIRED MASS UNIFORM:

- On Mass days, boys will be required to wear the following:
 - White or Blue Oxford Dress shirt with standard tie or bow tie required all year
 - Official Marian Sweater, Cardigan, Sportcoat or Official Navy Quarter Zip required only in quarters 2&3.
 - Khaki or Navy Pants OR Khaki and Navy Walking Shorts with no more than two side and two rear pockets
 - NO JOGGERS!
 - Black or Brown Belts must be worn with Pants and Shorts
 - Required Shoes and Socks



STUDENT IDS:

- Student Identification Badges and Lanyards are required at all times when in the building, and are required on every school day regardless of attire being worn. Loss of ID and lanyard results in a fee of \$5.00 for replacement.

OTHER UNIFORMS USED THROUGHOUT THE YEAR

MARIAN SHIRT DAYS:

- The last school day of every week, we hold “Marian Shirt Days”. On these days the following uniform modification is allowed
 - Students can wear any Marian T-Shirt or Sweatshirt (Including Hoodies with hood down).
 - Students must wear REQUIRED uniform bottoms, socks, and shoes.

DRESS DOWN DAYS:

- Throughout the year, we will allow full dress-down days for exams and other charitable causes for Marian Catholic clubs and activities with the following regulations:
 - Male students are permitted to wear jeans, basketball shorts in quarters 1&4, and/or sweatpants
 - Students may wear tops of their choosing that are appropriate for Catholic education at the discretion of administration.
 - Students are permitted to wear sneakers and/or crocs. All footwear must have a back.

BOYS ACCESSORIES/GROOMING POLICIES

HAIR:

- Allentown Diocese Policy as follows:
 - All male students, regardless of race or ethnicity, are expected to maintain a style of hair that does not go below the top of the collar. Hair is not to be tied up. No unnatural colors are allowed.
- Hair is to be kept stylishly neat and clean.
- Words, numbers, or messages in hair are not permitted
- Ponytails, mullets, and man-buns of any type are not permitted.
- Extreme hairstyles are not permitted.
- The administration has final determination on permitted hairstyles.

FACIAL HAIR

- Boys are to be clean shaven at all times.
 - Beards and Moustaches are not permitted.
 - Only exception is a note from a dermatologist indicating a specific skin condition that prohibits shaving daily is an acceptable excuse.

AIRPODS/HEADPHONES

- Airpods and Headphones are NOT permitted during classes or in the hallways of Marian Catholic. In the cafeteria, students are allowed to use their Airpods and/or Headphones.
- Wearing Airpods and Headphones will be a dress code violation.

JEWELRY/EARRINGS

- Boys are not permitted to wear earrings or ear-cuffs at any time during school day or when representing Marian Catholic or the Allentown Diocese
- Visible Piercings of any kind are not permitted.
- Wallet chains are not permitted.
- No more than one ring on each hand may be worn.
- Students may wear promotional/inspirational bracelets.

TATTOOS

- Tattoos are not permitted to be visible at any time from when the students enter the building until they exit the building. Tattoos are not permitted to be visible when representing Marian Catholic or the Allentown Diocese.
 - If a student has a tattoo that is visible or may become visible at these times, it must be covered.

CAPS/HOODS

- Caps, hats, bandanas or hoods/hoodies are not permitted to be worn up in the building at any time.

MAKE-UP

- Boys are not permitted to wear nail polish or any type of make-up at any time.

CONTACTS

- Unusual or unnatural colored (Wild Eyes, etc) contact lenses are not permitted.

GROOMING

- All clothing worn in school is required to be clean, pressed, and not torn
- Students should not be leaving uniform items in their locker or locker room overnight. Items should be taken home to be washed. If the administration finds that students are using the locker room as a dressing room each morning, students will lose the privilege of keeping items in the locker room.

GIRLS UNIFORM and DRESS CODE POLICIES

(Final Approval for all issues at the discretion of the Head of School and Dean of Students)

Quarters 1 and 4 (Spring and Fall)

REQUIRED TOPS (Must be Tucked In):

- Official Marian long or short sleeve polo
- Long or Short Sleeve White or Light Blue dress or oxford shirt.

Additional Optional Tops:

- Official School Sweater, Cardigan, or Official Navy Quarter Zip with official polo underneath

REQUIRED BOTTOMS:

- One of the three official skirts, navy, khaki, or plaid, which must be purchased from the Flynn & O'Hara Uniform Company or the Marian School Store
 - Skirts must be knee length, and navy tights may be worn underneath. Discipline will occur if skirts are being worn at an inappropriate short length (shorter than fingertip length with arms at side). Continued refusal to wear skirt at appropriate length will require tights to be worn underneath skirt.
- Khaki or Navy Pants OR Khaki or Navy Walking Shorts with no more than two side and two rear pockets.
 - Pants must be worn around waist
 - NO JOGGERS!
- Black or Brown Belts must be worn with Pants and Shorts

REQUIRED SOCKS:

- SKIRTS ONLY: All girls wearing kilts **must** wear solid white or navy non-sheer knee socks or navy tights.
- PANTS ONLY: Socks, not shorter than ankle bone, must be worn at all times: Solid Grey, Black, or Blue ONLY. Dress Socks with a design are acceptable, as long as design is appropriate for Catholic School and formal dress.



Quarters 2 and 3 (Winter Months)

REQUIRED TOPS:

- Official Marian long sleeve polo (Standalone Option)
- Official Marian Short Sleeve Polo, Long or short-sleeved white or light blue dress or oxford shirt
- Official School Sweater, Cardigan, or Official Navy Quarter Zip with polo or oxford shirt underneath

REQUIRED BOTTOMS:

- One of the three official skirts, navy, khaki, or plaid, which must be purchased from the Flynn & O'Hara Uniform Company or the Marian School Store
 - Skirts must be knee length, and navy tights may be worn underneath. Discipline will occur if skirts are being worn at an inappropriate short length (shorter than fingertip length with arms at side). Continued refusal to wear skirt at appropriate length will require tights to be worn underneath skirt.
- Khaki or Navy Pants with no more than two side and two rear pockets.
 - Pants must be worn around waist
 - NO JOGGERS!
- Black or Brown Belts must be worn with Pants and Shorts

REQUIRED SOCKS:

- SKIRTS ONLY: All girls wearing kilts **must** wear solid white or navy non-sheer knee socks or navy tights.

- **PANTS ONLY:** Socks, not shorter than ankle bone, must be worn at all times: Solid Grey, Black, or Blue. Dress Socks with a design are acceptable, as long as design is appropriate for Catholic School and formal dress.

REQUIRED SHOES:

- Shoes must be solid brown, black, or tan leather dress shoe which does not go above the ankle, with black or brown shoelaces.
- Solid brown, black, tan, grey or navy-blue Sperry's or Hey Dudes are permitted.
 - NO Designs are allowed on the Sperry's or Hey Dudes
 - Crocs, Uggs, boots, sandals, sneakers, flip-flops, slippers, moccasins and other non-uniform shoes are NOT PERMITTED during the school day.



MASS UNIFORM:

- On Mass days, girls will be required to wear the following:
 - White or Blue Oxford Dress shirt with appropriate undershirt or Official Marian Polo. Polo is only an option for quarters 1&4.
 - Official Marian Sweater, Cardigan, or Official Navy Quarter Zip required in quarters 2&3 only.
 - One of the three official skirts, navy, khaki, or plaid, which must be purchased from the Flynn & O'Hara Uniform Company or the Marian School Store
 - Skirts must be knee length, and navy tights may be worn underneath. Discipline will occur if skirts are being worn at an inappropriate short length. Continued

refusal to wear skirt at appropriate length will require tights to be worn underneath skirt.

- Khaki or Navy Pants with no more than two side and two rear pockets.
 - Pants must be worn around waist
 - NO JOGGERS!
- Black or Brown Belts must be worn with Pants and Shorts
 - Required Shoes and Socks per above



STUDENT IDS:

- Student Identification Badges and Lanyards are required at all times when in the building, and are required on every school day regardless of attire being worn. Loss of ID and lanyard results in a fee of \$5.00 for replacement.

OTHER UNIFORMS USED THROUGHOUT THE YEAR

MARIAN SHIRT DAYS:

- The last school day of every week, we hold “Marian Shirt Days”. On these days the following uniform modification is allowed
 - Students can wear any Marian T-Shirt or Sweatshirt (Including Hoodies with hood down).
 - Students must wear REQUIRED uniform bottoms, socks, and shoes.

DRESS DOWN DAYS:

- Throughout the year, we will allow full dress-down days for exams and other charitable causes for Marian Catholic clubs and activities with the following regulations:
 - Female students are permitted to wear jeans, basketball shorts of appropriate length in quarters 1&4, and/or sweatpants.
 - Students may wear tops of their choosing that are appropriate for Catholic education at the discretion of administration, midriffs must be covered at all times.
 - Students are permitted to wear sneakers and/or crocs. All footwear must have a back.

GIRLS ACCESSORIES/GROOMING POLICIES

HAIR:

- Hair is to be kept stylishly neat and clean.
 - Unusual and/or distracting hairstyles are not permitted
 - Unnatural hair colors, streaks, or highlights are not permitted
 - Words, numbers, or messages in hair are not permitted
 - Shaved heads or partially shaved haircuts are not permitted.
 - Extreme hairstyles are not permitted.
- The administration has final determination on permitted hairstyles.

JEWELRY/EARRINGS

- Visible Body Piercings of any kind including **NOSE RINGS are NOT PERMITTED.**
 - Exceptions will not be made for new piercings even if they are covered with a bandage. It is expected that families understand the dress code for Catholic Education and understand that nose rings are not permitted per Allentown Diocese Guidelines.
- Earrings are permitted in ears only.
- Wallet chains are not permitted.

- No more than one ring on each hand may be worn.
- Students may wear promotional/inspirational bracelets

AIRPODS/HEADPHONES

- Airpods and Headphones are NOT permitted during classes or in the hallways of Marian Catholic. In the cafeteria, students are allowed to use their Airpods and/or Headphones.
- Wearing Airpods and Headphones during the academic day will be a dress code violation.

TATTOOS

- Tattoos are not permitted to be visible at any time from when the students enter the building until they exit the building. Tattoos are not permitted to be visible when representing Marian Catholic.
 - If a student has a tattoo that is visible or may become visible at these times, it must be covered.
 - Failure to comply will be construed by the school as disobedience, disrespect, and a dress code violation.

CAPS/HOODS

- Caps, hats, bandanas or hoods/hoodies are not permitted to be worn up in the building at any time.

MAKE-UP

- Glitter make-up and/or glitter hairspray are not permitted.

CONTACTS

- Unusual or unnatural colored (Wild Eyes, etc) contact lenses are not permitted.

GROOMING

- All clothing worn in school is required to be clean, pressed, and not torn
- Students should not be leaving uniform items in their locker or locker room overnight. Items should be taken home to be washed. If the administration finds that students are using the locker room as a dressing room each morning, students will lose the privilege of keeping items in the locker room.

Final approval/ disapproval of ALL dress code issues are at the discretion of the Head of School and Dean of Students.