

**MARIAN CATHOLIC HIGH SCHOOL
TAMAQUA, PA**



**STUDENT/PARENT HANDBOOK
2022-2023**

“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.



MARIAN CATHOLIC HIGH SCHOOL

MISSION and BELIEFS

MISSION STATEMENT

Since the founding of Marian Catholic High School, its mission has been and continues to be developing 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

We believe that:

1. The Catholic Faith provides students with the foundation for life.
2. Education involves the whole person – spiritually, academically, morally, socially, and physically.
3. Students require a variety of learning experiences to meet their individual needs.
4. Christ-centered values are an integral part of every aspect of the Marian community.
5. Students, faculty, and staff strive to be positive role models of Christianity.
6. Students are entitled to a stable, safe, and nurturing environment in which to develop, grow, and foster mutual respect.
7. A disciplined and value-based work ethic is necessary for success in life.
8. The school provides students with the education needed to meet the demands necessary for a 21st-century learner.

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.

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.



CATHOLIC SCHOOLS AND A SHARED VISION AND UNDERSTANDING

As a parent/guardian of a student in a Catholic school, I understand, affirm, and support the following:

- ❖ The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
- ❖ Catholic schools are distinctive religious education institutions operated as extensions of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parishes and Diocese.
- ❖ Attending a Catholic school is a privilege, not a right.
- ❖ The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life.
- ❖ In all questions involving faith, morals, faith teaching, and Church law, the final determination rests with the Diocesan Bishop.
- ❖ **As a parent/guardian of a student enrolled in Marian Catholic High School, I share this vision and understand the Catholic identity of this school. I pledge to support this identity and to be governed by the handbook of Marian Catholic High School.**

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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**
 - **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.
 - Cheating is a serious and immoral action. **Students found cheating will have their parents called by the teacher and will receive a 0 for the assignment (test, quiz, homework, exam, etc.) in addition to the consequences outlined on page 18.)**
 - Students using electronic devices not approved by the subject teacher during a test will be held accountable for cheating.
 - Students who submit written homework or classwork with identical answers will be held accountable for cheating.
 - “Working together” with other student(s) on an assignment does not warrant the construction of and submission of identical answers for that assignment. Unless a teacher directs or specifies otherwise, all work is to be done on one’s own merit.
 - Some incidents of cheating are even more serious such as, but not limited to, sharing test information with another, text messaging another for answers or other test information, stealing tests or answer keys, changing grades in grade books or computers, and manipulation of electronically graded answer sheets.

- If cheating is witnessed, no tolerance dictates the incident to be reported to teachers and administration.

- **Adheres to Marian Catholic HONOR CODE**

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**
 - **Vandalism** can be defined as 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.
 - The Marian Catholic High School Administration strongly advises students to keep lockers locked at all times.
 - Inappropriate decorations may not be placed inside or outside any locker at any time.
 - 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 with the school-issued lock. *****

- Also includes **Littering** and **Stealing**
- **Littering:** The purposeful throwing or dropping of paper and other garbage items onto the floor anywhere inside the school.

- **Stealing:** the taking of another person's or the school's property without permission.
- **To one another, teachers, administrators, and staff**
 - Includes, but is not limited to, the use of obscene language, Blasphemy, taking the Lord's name in vain, and use of sexually explicit vulgarity or gestures.
 - Willfully failing to follow a school policy or an administration approved classroom procedure.
 - **Two levels of disrespect exist:**
 - **Level I:** Includes but is not limited to conduct that disrupts the learning environment and/or the school routine.
 - **Level II:** Extreme Disrespect: Abusive, threatening language and/or gestures, reckless conduct toward staff and students.
- Disrespect includes, but is not limited to, the following behaviors:
 - **Simple and/or Aggravated Assault on Student or Staff**
 - **Battery**
 - **Fighting**
 - **Sexual Harassment**
 - **Hallway and Stairway Misconduct**
 - **Harassment/Bullying**
 - **Mass Misconduct**
 - **Racial/Ethnic Intimidation**
 - **Assembly Misconduct**
 - **Disobedience toward faculty, staff, and administrators**

Integrity

- **Having Character by being Honest, Moral, Responsible, Ethical, and Fair**
- **PUNCTUAL**
 - **On-time for Class**
 - Students have 3 minutes to traverse the building between classes.

- Students are allowed to carry clear backpacks between classes; therefore, 3 minutes should not present a challenge.
- **On-time for School**
 - School begins at 8:14 AM – All students must be in homeroom, in proper uniform, by the time the second bell rings to begin homeroom (see Attendance Policy pg. 24).
- **HONORABLE**
 - **Uses technology responsibly and appropriately**
 - A student who uses a cell phone to record or videotape any school employee (teacher, staff, etc.) without his/ her permission and then posts it on any social media (Facebook, Instagram, YouTube, etc.) will be liable for any or all of the following: suspension, legal action, or expulsion.
 - A student who, for any reason, must contact a parent/guardian during the school day is to do so from the Main Office or the Health Room.
 - **A parent who comes to pick up a student as the result of a text message or unauthorized call does not exempt his/her son/daughter from the infraction.**
 - Students feeling ill during the school day are to report to the nurse, or in her absence, the Main Office. Since cell phones are to be turned off at all times, students are NOT permitted to use them or other devices to contact a parent/guardian before reporting to the nurse. When necessary, the nurse will contact a parent/guardian.
 - **Adheres to the Cell Phone Policy**
 - **Only uses appropriate/authorized websites**
 - **Digital Out of Bounds:** Being on non-authorized web sites during class time. These include but are not limited to YouTube, Facebook, Twitter, Instagram, Snapchat, etc.
 - Also includes not having Bluetooth turned on during class as instructed.
 - **As directed by teachers.**

Altruism

- **Showing care for the community; demonstrating leadership; having high moral principles**
- **Being kind to others (See “Respectful” on pg. 2)**
- **Treating others as you wish them to treat you (See “Respectful” on pg. 2)**

- **Not tolerating cruelty to others (See “Respectful” on pg. 2)**
 - **Tolerating** disrespectful behavior towards others or others’ property is equivalent to **performing** disrespectful acts.
 - If disrespectful behavior is witnessed, **no tolerance dictates that teachers, staff or administration are notified immediately.**
- **Selflessly serving others; Using your time, treasures & talents**
 - Striving for excellence in community service; going above and beyond.
- **Being helpful (see “Spiritual Life” on pg. 86)**
 - Clean up cafeteria tables when finished eating lunch.
 - Pick up papers on the floors in the hallways and classrooms

Necessity

- **Living your faith in all aspects of your life; Showing positive school spirit (see “Spiritual Life” pg. 86)**
- **MARIAN PROUD**
 - **Wears the uniform properly**
 - **Avoids Dress code violations**, purposeful noncompliance with the student dress code outlined on pgs. 31-38 of this Handbook.
 - The current school year’s Marian Catholic ID badge and lanyard must be worn at all times, every day, including Spirit Dress Days, during the school day.
 - Recognizes that the school issued ID tag is a safety measure taken by the school, therefore, does not deface the ID tag nor the ID Tags of other students.
 - **Attentive**
 - Focuses attention on class/classwork.
 - Only uses technology in class when instructed to do so.
 - **Represents the school, at all times, with pride**
 - Wears uniform properly outside of school while en route to or from school.
 - Practices good sportsmanship during academic and athletic competitions.
 - Does not argue with referees, umpires, or other game officials.

Consequences

EXPLANATION OF CONSEQUENCES

The Dean of Students has a variety of measures available for use as it responds to student misbehavior. Counseling, detention, activity/social suspension, in-school suspension, out-of-school suspension, probation, community service and expulsion are among some of the consequences of violations of the Code of Conduct. Please be advised that the Dean of Students may use discretion in regard to the determination of the number of detentions and other consequences that may occur as a result of inappropriate student behavior.

In addition, at any time deemed necessary by the administration, a student may be issued a Student Behavioral Contract tailored to the specific discipline and/or academic circumstances. Our goal is to provide an orderly and safe environment where teachers can teach, and students can learn as well as encourage student growth.

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. This handbook does not create or imply the existence of a contract or contractual obligation on the part of Marian Catholic High School or the Diocese of Allentown. Furthermore, the interpretation and application of this handbook is the sole responsibility of the school's administration. That administration reserves the right to address any situation in any means it deems necessary to ensure student safety.

DETENTION

Detention is the primary tool used by the Dean of Students as a response to student misbehavior and violations of the rules and/or regulations found in this handbook.

After school jobs or activities (games, meetings, performances, etc.) are NOT excuses for missing detention.

SCHOOL DETENTION

- a. Held Tuesday through Thursday from 2:45 PM – 3:45 PM; exceptions include, but are not limited to, most early dismissal days and faculty meeting days.
- b. Assigned students and the room number will be found on the daily absentee sheet.
- c. Students must be in school uniform for weekday detention.
- d. **Students are not permitted to sleep or close their eyes. Students will complete a reflective assignment given by the Dean of Students. Upon completion of reflective assignment, they are expected to work on schoolwork.**
- e. After their interview with the Dean of Students, students who have been issued detention(s) are required to serve or begin serving their detention(s) within the next two days that detention is scheduled.

- f. Students receiving multiple detentions are required to serve them on consecutive days that detention is scheduled, starting with the first day they pick within the two-day window.
- g. Lateness to detention within five minutes will result in one additional weekday detention.
- h. Lateness to detention beyond five minutes will result in three additional weekday detentions.
- i. **Students will have a weekday detention rescheduled if and only if, a parent contacts the Dean of Students no later than 1:00 p.m. on the detention day, and the reason is deemed acceptable by the Dean of Students.**
- j. Additionally, students will have detention rescheduled if they are absent from school, are sent home ill during the school day by the Main Office.
- k. Students permitted to reschedule due to an approved appointment must submit official verification of their attendance at the appointment (including date and time of the appointment) to the Dean of Students on the next school day. Failure to do so may result in the student being held accountable for cutting detention.
- l. Detentions will appear on MMS parent portal.

SUSPENSIONS

Students may be placed on suspension if the Dean of Students determines that it is the best interest of the good order of the school to do so.

There are three types of Suspension that the Dean of Students may use:

1. ACTIVITY/SOCIAL SUSPENSION

- Students placed on activity/social suspension will not be permitted to attend or participate in any extra-curricular activities for the period of time they are on activity/social suspension.
- **N.B. Activity/Social** Suspension is mandated for certain discipline situations (e.g., alcohol/drug violations, discipline probation, etc.).
- Students on activity/social suspension may have the length of the suspension increased if they continue to have discipline violations while on the suspension.
- Activity/social suspension will usually increase one week per detention issued while on activity/social suspension. This suspension includes “Home” and “Away” activities.
- At the discretion of the administration, students who complete Activity/Social Suspension are liable to have it reinstated at any time if their behavior becomes problematic.

2. IN-SCHOOL SUSPENSION

- A Student placed on in-school suspension will be assigned to a specific area of the school where work, tests, etc. may be provided.

- The student will not be permitted to attend classes during the length of the suspension.
- The student is responsible for all classwork covered while on suspension.
- In addition, a student may be placed on in-school suspension at any time if it is determined it is in the best interest of the good order of the school to do so.

3. **OUT-OF-SCHOOL SUSPENSION**

- A student placed on out of school suspension may not attend classes or attend/participate in any school activities or practice while on suspension.
- His/her parents must schedule a meeting with the Dean of Students before the student will be permitted to return to school.
- The student is responsible for all classwork covered while on suspension.

Discipline Offense/Consequences Chart

Weekday Detention Served After School from 2:45 to 3:45 **WKD**

Out of School Suspension **OSS**

In School Suspension **ISS**

Social Suspension **SSS**

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Late to Class without pass	Within 5 minutes		Warning	1 WKD	1 WKD	1 WKD
Extreme Lateness to class without pass	5 or more min		1 WKD	2 WKD	2 WKD	2 WKD
Truancy/Illegal Absence		Begins at 3 or more unexcused absences	Warning Letter	1 WKD	Administrative Discretion	
Late to School-Unexcused:	Late to School	All students are given 2 "free" lateness per quarter.	Warning at 2 nd lateness per quarter	1 WKD	2 WKD	3 WKD
Excessive Absence	After 20 late to schools OR 20 absences excused or unexcused		Student may be required to come to school over the summer to make-up time			
Detention Cut			1 WKD	2 WKD	3 WKD	4 WKD
Lateness to Detention	10 or more minutes	If late by 10 or more minutes, students will serve an additional detention.	1 WKD	2 WKD	3 WKD	4 WKD

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Class Cut			2 WKD	3WKD	1 day ISS	Administrative Discretion
Out of Bounds		May be combined if cutting class in an area that is deemed out of bounds.	2 WKD	3WKD	1 day ISS	Administrative Discretion
Illegal Cell Phone Use	Use of phone in Red Zones; Not asking permission in Yellow Zones; making phone calls or facetimeing in Green Zones		\$10 fine	\$25 fine	\$50 fine	\$100 fine
Internet/Computer Violation	Misuse of technology throughout the school day, including during class time		2 WKD Administrative discretion	4 WKD Administrative discretion	1-day ISS Administrative discretion	2 days ISS Administrative discretion
Dress Code Violation	Any violation to the dress code which is outlined later in the handbook	One weekday detention is assigned after a student has been given a warning by a teacher or administrator.	1 WKD	1 WKD	2 WKD	2 WKD
Chewing Gum			Warning	1WKD	1WKD	1 WKD

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Public Displays of Affection			Warning	1 WKD	2 WKD	2 WKD
Littering			Warning	1 WKD	2 WKD	1 days ISS
Playing Cards/Gambling			5 WKD	1-day ISS SAP referral/evaluation	2 days OSS	3-5 days OSS
Disrespect/Disobedience toward teachers, administrators, staff members or other students.	Student behavior that is contemptuous, rude, defiant, discourteous, or otherwise illustrates a lack of regard for authority	Level I Includes but is not limited to conduct that disrupts the learning environment and/or the school routine.	2 WKD	3 WKD	1 ISS and two weeks of social suspension	2 days ISS and two weeks social suspension
Disrespect/Disobedience toward teachers, administrators, staff members or other students		Level II Extreme- Disrespect Abusive threatening language and or gestures, reckless conduct toward staff and/or student	1 day ISS Two weeks social suspension Removal from school until reentry meeting with parents is established.	2 days ISS Two weeks social suspension Removal from school until reentry meeting with parents is established.	3 Days OSS and Administrative discretion	Administrative discretion

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Mass and Assembly Misconduct		Includes, but is not limited to, talking, sleeping, doing homework, etc. during Mass	1 WKD	2 WKD	2WKD	2 days ISS and two weeks of social suspension
Hallway, Stairway, and Cafeteria Misconduct			1 WKD	2 WKD	2WKD	2 days ISS and two weeks of social suspension
Harassment/ Bullying Racial/Ethnic Intimidation Sexual Harassment Cyber-Bullying		Level 1 Includes but is not limited to behaviors that are first time instances of harassment, intimidation, and bullying. These behaviors have not induced serious physical or mental harm to the person who is harassed.	2 WKD Parent meeting with School Counselor, Dean of Students, and Head of School	2 ISS Parent Meeting Parent meeting with School Counselor, Dean of Students, and Head of School Two weeks of Social Suspension	Student will be removed from school until reentry meeting with parents is established and completed. 2 days ISS Social suspension until all aspects of discipline plan is satisfied. Referral to Police	Expulsion from school.
Harassment/ Bullying Racial/Ethnic Intimidation Sexual Harassment Cyber-Bullying		Level 2 Includes but is not limited to behaviors that are repeated instances of harassment, intimidation, and bullying. These behaviors have caused serious physical or mental harm to the person who is harassed.	Student will be removed from school until reentry meeting with parents is established and completed. 2 days ISS Social suspension until all aspects of	Expulsion from school.		

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
			discipline plan is satisfied. Referral to police.			
Physical Fighting			Student will be removed from school until reentry meeting with parents is established and completed. 3 days OSS Social suspension until all aspects of discipline plan is satisfied. Referral to police **possible expulsion.	Student will be removed from school until reentry meeting with parents is established and completed. 5 days OSS Social suspension until all aspects of discipline plan is satisfied. Referral to police. **possible expulsion		
Vandalism		Under \$100	2 days ISS Restitution	3 days ISS Restitution	4 days ISS Restitution 2 weeks social suspension	
Vandalism		Over \$100	Immediate 5 days OSS Social suspension until all aspects of discipline plan is satisfied Administrative discretion Referral to police			

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense
Weapons possession/Contraband		Including but not limited to any knife, cutting instrument, cutting tool, firearms or replicate of a firearm, and any other tool, instrument, or implement capable of inflicting bodily harm.	5- 10 days OSS Referral to police *Possible expulsion			
Simple/Aggravated Assault on Student Simple/Aggravated Assault on Staff Battery Arson			5-10 days OSS Referral to police *Possible expulsion			
Bomb Threat			5-10 days OSS Referral to police *Possible expulsion			
Terroristic Threat			5-10 days OSS Referral to police *Expulsion			
Reckless Endangerment			4-10 days OSS Referral to police	4-10 days OSS Referral to police	Expulsion Referral to police	

Offense	Definition	Notes	1st Offense	2nd Offense	3rd Offense	4th Offense	
Cheating (Includes plagiarism)	Violation of Marian Catholic Honor Code		2 WKD Zero credit for assignment Parent/Guardian contacted by teacher	4 WKD Zero credit for assignment Parent/Guardian contacted by teacher	2 Days ISS Zero credit for assignment Parent/Guardian contacted by teacher	Administrative Discretion *Possible expulsion	
Forgery			2 WKD Zero credit for assignment Parent/Guardian contacted by teacher/staff	4 WKD Zero credit for assignment Parent/Guardian contacted by teacher/staff	2 Days ISS Zero credit for assignment Parent/Guardian contacted by teacher/staff	Administrative Discretion *Possible expulsion	
Theft			2 days ISS Referral to police per administrator discretion Social suspension	5 days OSS Referral to police per administrator discretion Social suspension	Expulsion Referral to police per administrator discretion		
Robbery			5-10 days OSS Referral to police				

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.

- **Cutting 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.).
- **Detention Cut:** Unexcused absence from weekday detention. A job after school or extracurricular/athletic activity will not be accepted as a reason for missing any detention.
- **Excessive Absence:** More than 20 late to schools OR 20 absences excused or unexcused.
 - **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.**
- **Late to Class (without a valid pass from a teacher)** Lateness not exceeding five minutes will incur one weekday detention.
 - Extreme **lateness**, five or more minutes, will incur three weekday detentions.
 - The Dean of Students will determine at what point lateness becomes cutting.
- **Lateness to Detention:** Lateness not exceeding five minutes will incur one weekday detention.
 - Extreme lateness, 10 or more minutes, will incur additional weekday detentions.
 - The Dean of Students will determine at what point lateness becomes cutting.
- **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.
 - Consequently, we view chronic tardiness as a serious problem, and thus guidelines have been established as can be found on pg. 28 of this handbook.
- **Out of Bounds:** Students in unoccupied classrooms, school offices, cafeteria (except as scheduled), stage, locker room (except as needed for gym classes), weight room (except when scheduled for gym classes or extra-curricular activities), faculty lounges, planning rooms, lavatories (except between classes or with proper permission), training room, equipment room, etc., without permission, are out of bounds.

- **Students leaving the Cafeteria without permission/pass are out of bounds.**
- Each teacher will have a sign-out sheet and the students will have their personal hall pass for students receiving permission to leave the classroom. Before leaving, students must fill in the information asked for on the sign-out sheet. ***If the students are out of the direct path between the two points, they will be referred for detentions for being out of bounds. Students who have signed out of class should return in a timely manner.***
- During lunch periods, a student scheduled for the cafeteria who uses a lavatory other than those located outside of the cafeteria or visits the Corral will be considered out of bounds or cutting.
- Students found outside the buildings without appropriate permission will be considered to be out of bounds or cutting.
- Students visiting other locations outside of the cafeteria, basement bathroom, and school store MUST have a signed pass prior to the beginning of the period. Students must present this pass to the moderator and sign out. The student pass will serve as their hall pass to their intended destination.
- **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
- Dress code violations: Purposeful noncompliance with the student dress code outlined in this Handbook.
- **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.****

****Use of another student's ID or a previous year's ID is forbidden. If students exchange IDs, both students are in violation of this policy. Additionally, giving an ID to another student is a violation. Any misuse of an ID violation will result in two weekday detentions.****

- **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
- **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 which will result in three weekday detentions.
- **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.

- **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.
- **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.

- Cheating is a serious and immoral action. **Students found cheating will have their parents called by the teacher and will receive a 0 for the assignment (test, quiz, homework, exam, etc.),** in addition to the consequences outlined in the discipline table of the handbook.
- Students using electronic devices not approved by the subject teacher during a test will be held accountable for cheating.
- Students who submit written homework or classwork with identical answers will be held accountable for cheating. “Working together” with other student(s) on an assignment does not warrant the construction of and submission of identical answers for that assignment. Unless a teacher directs or specifies otherwise, all work is to be done on one’s own merit.
- Some incidents of cheating are even more serious such as, but not limited to, sharing test information with another, text messaging another for answers or other test **information**, stealing tests or answer keys, changing grades in **grade** books or computers, and manipulation of electronically graded answer sheets. Such situations will be referred to the Administration, and consequences may include but are not limited to, detention(s), in-and/or out-of-school suspension, social/activity suspension, expulsion, and criminal prosecution.
- **Chewing Gum:** It is a violation of the discipline code to chew gum in school at any time.
- **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.
- **Detention Misconduct:** Failure to act in a manner appropriate for detention and/or to act in a manner which is disruptive, distracting, or disrespectful or creates a disturbance. In addition, failure to follow the specific detention regulations stated in the detention section of this handbook.
- **Disobedience toward teachers, administrators, and staff:** Willfully failing to follow a school policy or an administration approved classroom procedure. The Dean of Students will make all determinations as to the number of detentions and other consequences of student disobedience.
- **Disrespect 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.
 - **Two levels of disrespect exist:**
 - Level I:** Includes but is not limited to conduct that disrupts the learning environment and or the school routine.
 - Level II: Extreme Disrespect:** Abusive, threatening language and or gestures, reckless conduct toward staff and students.

- **Eating Outside the Cafeteria:** 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.
- **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.
 - An indefinite activity/social suspension may be assigned.
 - Three days out of school suspension may be assigned.
 - Expulsion may occur.
 - 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.
- **Hallway and Stairway Misconduct:** Behavior that is disruptive, distracting, disrespectful, or creates a disturbance to students and teachers in the hallways or on the stairs.
- **Harassment/Bullying:** See Harassment/Bullying policy in later pages of 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 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.
- **Playing Cards/Gambling:** Playing cards **is not permitted** in the school if gambling to 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.
 - Simple hand holding is a minor violation subject to at least one weekday detention. More serious violations will incur greater consequences
 - The prohibition of public displays of affection is particularly important at school dances.

- **Racial/Ethnic Intimidation:** 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.

- **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.

- **Stealing:** the taking of another person's or the school's property without permission.

- **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

- **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.

- **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.

- **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.**

POLICIES

ATTENDANCE POLICIES AND PROCEDURES

The Dean of Students coordinates all student attendance policies and procedures. It is essential that all students and their parents become familiar with and follow these policies and procedures exactly.

During the first week of school, every student must complete and return the white sheet that reads, “Diocese of Allentown Emergency Information.” This document must be completely filled out and signed by both parents and guardians. Please include extension numbers and cell phone numbers in the phone information. **(Note: By signing this paper, the student and parents/guardians acknowledge they have read this handbook. Continued attendance at Marian Catholic High School is impossible without returning this paper as directed.)**

Notification of change of address, change of phone number, or change of parents’ work phone numbers must be made whenever such occurs. Failure to return the completed white, “Diocese of Allentown Emergency Information” document or failure to notify the school of changes of address or phone number may result in disciplinary action.

If parents are going to be away from home and are giving another adult permission to act in their behalf, the school must be informed of this in writing. Please include the dates applicable, the name of the person who will be responsible for the child (ren), that person's home and work phone numbers, and what decisions that person may make (e.g. permission to be absent, late, to leave early, medical decisions, etc.) This information should be given to the school at least 24 hours in advance so that we may contact you if we have any questions.

Marian Catholic Daily Attendance Procedures

Absent - if a student is going to be out of school for the day, a parent or guardian must call them off and a phone call should be made to the main office by 8:30am. This is very important for the daily attendance bulletin and allows teachers to know who should be in class. If a student is absent for more than three days a **doctor's note must** be provided to return to school. If a student is absent due to an **appointment** a note from the appointment **MUST** be turned into school the next day or the absence is unexcused.

Early dismissals - if a student needs to leave school early due to an appointment, a **NOTE** must be turned into the main office during homeroom of the day the student needs to leave. If a student comes in late due to an appointment a note **MUST** be provided from the appointment. Students returning to the school the same day or the next day from their appointment **MUST** provide a doctor's excuse and or proof of appointment. Please **DO NOT** just show up to pick up your child. If there is an emergency please contact the school before you contact the student and we will have your child ready when you arrive.

Sick during school - If a student needs to leave school early because they are not feeling well, they **MUST** go to the office and permission will be given for the student to contact a parent to pick them up. Students who leave early are **NOT** allowed to participate in athletics or activities that day.

Lateness - If a student is late in the morning, a parent or guardian **MUST** call into school to notify the main office. Even though the parent calls or sends in a generic note it still counts as a lateness. Each student is given two latenesses a quarter in the event of car issues or running late. The only way a lateness is not counted is if a doctors note from an appointment is turned into the main office

COMMUNICATION:: Texting your child that they are being picked up or need to leave early before notifying the main office is a problem that occurred frequently last year. Mrs. Dzurani should be notified in the office before notifying your child. Notifying only the child creates tension in the office because the students assume we know what is going on, and we do not because the office was not notified. Please respect the policies, so we can be on the same page as you and your child.

TRUANCY: Unexcused excessive absence from school or failure to report to two or more classes without appropriate permission will result in disciplinary action and possible notification of the police for truancy. Activities such as "senior skip day" are unexcused absences and do count in

terms of possible truancy. Excessive lateness also is a condition of being truant. This policy was on hold during the pandemic due to quarantines, but is going to be enforced as it was prior to 2020.

We will be once again utilizing the one call system to alert families of absences that are not called into school. This is an important safety measure.

Marian Catholic Detailed Attendance Policies

1. ABSENCE

- Parents must phone the school **by 9:00 AM each day** of the absence unless the school is informed the absence will be extended. **CALL: 570-467-3335, EXT. 2.** Any student arriving after 11:00 AM is considered absent for the day.
- When the machine directs you to do so, leave your child's name, section, the reason for the absence, your name, and your daytime phone number. This extension may be called 24 hours a day. Do not use this extension for any reason other than reporting absences.
- If you leave other messages at this extension, they are likely not to be delivered as requested since these messages are retrieved at various times during the school day.
- An absence note is required when the student returns to school. Use the forms sent home prior to the start of school. Extra forms are available in the Main Office.
- If an absence note is not supplied the day the student returns to school, he/she will be considered truant until the note is brought in.
- Parents of any student whose absence has not been properly reported will be contacted for verification of the absence.
- A doctor's certificate is required for an absence of more than three days.
- State Law requires students who accumulate an inordinate number of absences, excused or unexcused, to repeat the year. In addition, upon violation of the state attendance laws, fines of up to \$300 can be levied against parents or the student, with the student also losing driving privileges for 90 days to 6 months.
- Students absent more than 20 days or with significant lateness may be liable for summer school to make up missed school time. Repetitiveness of a poor attendance record could result in dismissal.
- Any student who has been absent from school is not eligible to participate in or attend any extracurricular school activity, game, or practice held on that day.
- Students must arrive to school no later than 9:45 AM to be eligible to participate in any extracurricular activity, game, or practice on that day, except with a doctor's note.

- Marian Catholic's administration, in accordance with the Diocese of Allentown and PA Department of Education, does not condone or recognize in any way the practice known as *senior skip/cut day*. Students who are absent on such days will be considered truant from school and receive the disciplinary consequences of truancy.

2. LATENESS TO SCHOOL

When a student arrives late to school, he/she must report to the Main Office to receive an admittance slip.

- **Tardiness to school will be unexcused even though the parent brings the student to school/calls the school. Examples may include but are not limited to the following:**
 - Oversleeping or resting for an after-school event
 - Car problems
 - Missing a bus
 - Being stopped by trains
 - Cannot find a parking spot
 - Traffic (Exceptions are given when a major route to school that your child potentially takes is blocked for some reason such as a motor vehicle accident)
- **Tardiness to school that will be excused by a school administrator may include, but are not limited to, the following:**
 - Their school bus arrives late to Marian Catholic
 - Serious illness or death in the immediate family
 - Student illness with a doctors note
 - Student has a doctor/dentist/professional appointment (A note or phone call from a parent or a professional note from doctor/dentist/professional will be required to verify)
 - Family emergencies (approved by Dean of Students/Head of School)

****All students will be given 2 "free" unexcused lateness per quarter before the following consequences are implemented:**

- After the 2 "free" latenesses, consequences will be given according to discipline chart in the handbook.

****Any student who leaves school before 11:00 AM is considered absent and is ineligible on that day, except with a doctor's excuse.**

****Students who arrive at school after 9:45 AM are not eligible to participate in any extra-curricular activities, games, or practice on that day, except with a doctor's excuse.**

Calls received, or notes presented after the student's arrival are NOT acceptable to excuse lateness. In both situations, the Main Office must deem the reason acceptable for the lateness to be excused.

After receiving the admittance slip, the student is to report directly to homeroom or class.

Any lateness that does not follow this procedure will result in disciplinary action.

If a school bus arrives late, all the students must report to the Main Office before reporting to homeroom or class.

3. APPOINTMENTS: EARLY DISMISSAL/LATE ARRIVAL

Parents should make sincere efforts to schedule appointments after school (dismissal is normally 2:35 PM). If this is impossible, the following procedure must be followed:

- It is preferred that the official Early Dismissal Request Form be presented to the Main Office **one** day in advance of the appointment. Use the forms sent home prior to the start of school. Extra forms are available in the Main Office. When this is not possible, the Early Dismissal Request Form must be presented to the Main Office prior to the start of homeroom the day of the appointment. The request must be made in writing, not via the telephone.
- Upon completion of step 1, the student will be given an Appointment Verification Form. This form states the time the student is to be excused from class.
- The student is expected to return to school after the appointment. He/she must report to the Main Office with the Appointment Verification Form signed and properly completed by the doctor, dentist, etc.
- If the student is unable to return to school or the appointment has not concluded by dismissal, the student must return the Appointment Verification Form the next day he/she is in attendance at school.
- Failure to return to school after an appointment or failure to return an Appointment Verification Form may result in a student being held accountable for cutting/truancy.
- Students arriving late to school as a result of an appointment must submit a Late Arrival Form signed and properly completed by the parent/guardian and the doctor/dentist, etc.
- Students arriving at school after the absentee list addendum has been published must follow procedure #3 under "Lateness to School."

N.B. In essence, the student is authorized to miss school only for the duration of the appointment and reasonable travel time. It is the student's responsibility to document such. Please be advised that all requests for an early dismissal will be verified with a phone call to a parent and/or guardian.

In addition, if a student leaves for an appointment during the school day and returns to school later that day and the total time in the building is less than four hours, the student is considered absent and is not eligible to participate in any extra-curricular activities, games, or practices on that day.

4. VACATIONS/TRIPS

The administration encourages parents to make sincere attempts to schedule vacations during the summer months and at other school vacation times. When this is not possible, the following procedure must be followed:

- The student must obtain the appropriate form from the Main Office.
- The form is to be filled out properly in ink only by the student and signed by each of the student's teachers (major and minor subjects), and his/her parents.
- The completed form must be returned to the Main Office at least two days before the vacation or trip begins.
- The administration reserves the right to excuse or not to excuse the individual student. The student's academic progress, ability, etc. will be a strong determining factor.
- Parents and students must be aware that the responsibility for missed work assignments, tests, etc. lies with the student and not with the teachers.
- No student will be excused during the two-semester examination periods.

5. COLLEGE VISITATIONS:

The Guidance Office coordinates this program. A college visit form must be completed and returned to the Guidance Office no later than the day before the scheduled visit.

6. ILLNESS DURING SCHOOL:

The Commonwealth of Pennsylvania requires that the Tamaqua School District provide Marian Catholic with a part-time school nurse. In the absence of a school nurse, the Main Office Administrative Assistant handles students who become ill during the school day.

A student who becomes ill during the school day must get a pass from the teacher with whom he/she is rostered at that particular period. (Passes will NOT be given to a student within the last 5 minutes of a class. The student must ask the next period teacher for a pass to the nurse or Main Office.)

The nurse or Administrative Assistant will decide whether the student is to be sent home or not. The nurse or Administrative Assistant will contact the parents if the student is to be sent home. In addition, the nurse or Administrative Assistant will inform the Dean of Students when a student is sent home.

If the student is returned to classes, the nurse will notify the Main Office as to the time spent in the infirmary and provide the student with a pass to return to class.

If a student reports to the Health Room and the nurse is not there, the student is to report to the Main Office immediately. The Main Office Administrative Assistant will contact the parents when appropriate.

Sanitary hygiene products are available from the school nurse and the Main Office.

****If a student leaves school due to illness without securing the appropriate permission, he/she will be liable to disciplinary action. It is possible that a student could become ill and need to use a lavatory before he/she is able to get to the nurse or the Main Office. Such students must report to the nurse or the Main Office as soon as they leave the lavatory to**

account for the time they spent in the lavatory and to see if they need medical attention. Students who are ill in a lavatory and go to their next class or leave the building without reporting to the nurse or the Main Office will be subject to disciplinary action for cutting or out of bounds. **

Students feeling ill during the school day are to report to the nurse, or in her absence, the Main Office. Since cell phones are to be turned off at all times, students are NOT permitted to use them or other devices to contact a parent/guardian prior to reporting to the nurse or Main Office. When necessary, the nurse or Main Office will contact a parent/guardian.

Any student who texts a parent requesting to be picked up prior to going to the Nurse or Main Office will receive disciplinary consequences for unlawful cell phone use.

Parents needing to contact students during the school day are to call the Main Office at **570-467-3335, [117]**. Please remember: **If a parent text messages or calls a student outside of the cafeteria and the phone is on or the student answers/responds to the message during the school day, the student is liable for disciplinary consequences.**

Students sent home ill at any time during the school day or in the Health Room at the end of the school day are not eligible to attend or participate in any after-school activities, games, performances, or practices on that day.

In order to obtain permission to use traditional over-the-counter cough drops (Halls, Luden's, and the like), the student must present a written request from a parent to the Dean of Student's office each day before the beginning of homeroom. The approved request must be shown to each teacher upon entering the classroom.

7. EXTENDED ABSENCE DUE TO INJURY/ILLNESS:

In the event a student becomes ill and will be absent from school for an extended period, please note that the student, not the teacher, is responsible for ensuring that all missed work is completed.

The student will have the number of days missed to make up the work after returning to school (i.e., if your child missed 10 days of school, they will have 10 school days to complete any missed assignment upon returning to school).

MARIAN CATHOLIC HIGH SCHOOL 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.
- Students with multiple dress code violations (e.g. shirt or blouse out and an earring violation) will receive one weekday detention for each violation. Repeated violations or extreme violations may incur more severe consequences.

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 shirt and tie.
- If he has a problem with his shirt, he must still wear the required pants and tie, 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)

Acceptable Tops:

- Official Marian long or short sleeve polo
- Long or Short Sleeve White or Blue dress or oxford shirt with standard tie or bow tie.
- Official School Sweater, Cardigan, or Official Navy Quarter Zip with polo underneath
 - Activity or Team Issued Quarter-zips are acceptable on non-mass days
 - NO HOODIES during school day may be worn as a uniform!

Acceptable Bottoms:

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

Acceptable Socks:

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

Quarters 2 and 3 (Winter Months)

Acceptable Tops:

- Official Marian long sleeve polo (Standalone option)
- Long or Short Sleeved White or Blue dress or oxford shirt, with Standard Tie or Bow Tie
- Official School Sweater, Cardigan, Sportcoat or Official Navy Quarter Zip must be worn with shirt and tie.
 - Activity or Team Issued Quarter-zips are acceptable on non-mass days
 - NO HOODIES during school day may be worn as a uniform!

Acceptable 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

Acceptable Socks:

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

Acceptable 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, or navy blue Sperry's are permitted.
 - NO Designs are allowed on the Sperry's
 - Crocs, boots, sandals, sneakers, flip-flops, slippers, moccasins and other non-uniform shoes are NOT PERMITTED during the school day.

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.

SPECIAL MASS UNIFORM:

- Occasionally throughout the year, there will be special masses with invited guests, masses for Holy Days of Obligation, and/or award masses. On these announced days, boys will be required to wear the following:
 - White or Blue Oxford Dress shirt with standard tie or bow tie
 - Official Marian Sweater, Cardigan, Sportcoat or Official Navy Quarter Zip required in quarters 2&3.
 - Khaki or Navy Pants with no more than two side and two rear pockets
 - Pants must be worn around waist
 - No Walking Shorts
 - NO JOGGERS!
 - Black or Brown Belts must be worn with Pants and Shorts

- Acceptable Shoes and Socks

GYM UNIFORM:

- The dress code for Physical Education classes includes:
 - Sneakers, Official MCHS Gym Shirt and Shorts, Marian Sweatshirt or Sweatpants
 - More options will be given by the physical education teacher in course outline.

MARIAN SHIRT DAYS:

- Throughout the year, we hold “Marian Shirt Days”. On these days the following uniform modification is allowed
 - Students must wear any Marian T-Shirt or Sweatshirt (Including Hoodies with hood down).
 - Students must wear regular uniform pants, socks, and shoes.

MARIAN DRESS DOWN DAYS:

- Throughout the year, we will hold a “Marian Dress Down Days”. On these days the following regulations apply:
 - Students are permitted to wear jeans or sweatpants.
 - Appropriate length shorts permitted during Quarters 1&4
 - Students must wear only Marian Catholic shirts, sweatshirts, and hoodies.
 - Students are permitted to wear sneakers. However, sandals, CROCS, and slippers are NOT ALLOWED.

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:
 - Students are permitted to wear jeans and/or sweatpants (NO YOGA PANTS)
 - Appropriate length shorts permitted in quarters 1&4
 - Students may wear tops of their choosing that are appropriate for Catholic education.
 - Students are permitted to wear sneakers. However, sandals, CROCS, and slippers are NOT ALLOWED.

BOYS ACCESSORIES/GROOMING POLICIES

HAIR:

- Hair is to be kept stylishly neat and clean.
- Excessively long hairstyles are not permitted.
 - Long is defined by being over the top of the ears, over the shirt collar, and/or in the eyes.
- Unnatural hair colors are not permitted
- Words, numbers, or messages in hair are not permitted
- Ponytails, mullets, and man-buns of any type are not permitted.
- Hairbands to hold longer hair back 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.

JEWELRY/EARRINGS

- Boys are not permitted to wear earrings or ear-cuffs at any time during school day or when representing Marian Catholic
- 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, but should keep them limited to two or three on each wrist.

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

- 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 overnight. Items should be taken home to be washed.

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)

Acceptable Tops:

- Official Marian long or short sleeve polo
- Long or short-sleeved white or blue dress or oxford shirt
- Official School Sweater, Cardigan, or Official Navy Quarter Zip with polo or oxford shirt underneath
 - Activity or Team Issued Quarter-zips are acceptable on non-mass days
 - NO HOODIES during school day may be worn as a uniform!

Acceptable 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. Discipline will occur if skirts are being worn at an inappropriate short length.
- Khaki or Navy Pants with no more than two side and two rear pockets
 - Pants must be worn around waist
 - NO JOGGERS!
- Khaki or Navy Walking Shorts with no more than two side and two rear pockets
 - Shorts must be worn around waist
- Black or Brown Belts must be worn with Pants and Shorts

Acceptable Socks:

- Socks, not shorter than ankle bone, must be worn at all times: Solid Grey, Black, or White ONLY.

- Dress Socks with a design are acceptable, as long as design is appropriate for business and formal dress.
- GIRLS ONLY: All girls wearing kilts **must** wear solid white or navy non-sheer knee socks or navy tights.

Quarters 2 and 3 (Winter Months)

Acceptable Tops:

- Official Marian long sleeve polo (Standalone Option)
- Long or short-sleeved white or blue dress or oxford shirt
- Official School Sweater, Cardigan, or Official Navy Quarter Zip with polo or oxford shirt underneath
 - Activity or Team Issued Quarter-zips are acceptable on non-mass days
 - NO HOODIES during school day may be worn as a uniform!

Acceptable 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. Discipline will occur if skirts are being worn at an inappropriate short length.
- 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

Acceptable Socks:

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

Acceptable 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, or navy blue Sperry's are permitted.
 - NO Designs are allowed on the Sperry's

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

SPECIAL MASS UNIFORM:

- Occasionally throughout the year, there will be special masses with invited guests, masses for Holy Days of Obligation, and/or award masses. On these announced days, girls will be required to wear the following:
 - White or Blue Oxford Dress shirt with appropriate undershirt
 - Official Marian Sweater, Cardigan, Sportcoat or Official Navy Quarter Zip required in quarters 2&3.
 - 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. Discipline will occur if skirts are being worn at an inappropriate short length.
 - Khaki or Navy Pants with no more than two side and two rear pockets
 - Pants must be worn around waist
 - No Walking Shorts
 - NO JOGGERS!
 - Black or Brown Belts must be worn with Pants and Shorts
 - Acceptable 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.

GYM UNIFORM:

- The dress code for Physical Education classes includes:
 - Sneakers, Official MCHS Gym Shirt and Shorts, Marian Sweatshirt or Sweatpants
 - More options will be given by the physical education teacher in course outline.

MARIAN SHIRT DAYS:

- Throughout the year, we hold “Marian Shirt Days”. On these days the following uniform modification is allowed
 - Students must wear any Marian T-Shirt or Sweatshirt (Including Hoodies with hood down).
 - Students must wear regular uniform pants, socks, and shoes.

MARIAN DRESS DOWN DAYS:

- Throughout the year, we will hold a “Marian Dress Down Days”. On these days the following regulations apply:
 - Students are permitted to wear jeans or sweatpants.
 - Appropriate length shorts permitted during Quarters 1&4
 - Students must wear only Marian Catholic shirts, sweatshirts, and hoodies.
 - Students are permitted to wear sneakers. However, sandals, CROCS, and slippers are NOT ALLOWED.

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:
 - Students are permitted to wear jeans and/or sweatpants (NO YOGA PANTS)
 - Appropriate length shorts permitted in quarters 1&4
 - Students may wear tops of their choosing that are appropriate for Catholic education.
 - Students are permitted to wear sneakers. However, sandals, CROCS, and slippers are NOT ALLOWED.

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.
 - Hairbands to hold longer hair back 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.
- Wallet chains are not permitted.
- No more than one ring on each hand may be worn.
- Students may wear promotional/inspirational bracelets, but should keep them limited to two or three on each wrist.

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 overnight. Items should be taken home to be washed.

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

BOOKBAGS

The following is the policy on bookbags at Marian Catholic High School:

- Students are permitted to carry any appropriate bookbag to and from school.
- During school hours (8:12 to 2:35), students are **ONLY** permitted to walk the hallways with a clear bookbag to carry school supplies needed for class.
- Student bookbags may be searched when there is a reasonable cause to do so. (See search and Seizure Policy later in handbook)



ALL students must sign this pledge at the beginning of each school year.

Students failing to comply with the Marian Catholic Honor Code are subject to the consequences outlined in this Handbook

MARIAN CATHOLIC HONOR CODE

On my honor, as a Marian Catholic Colt or Filly, I pledge to be a person of integrity. I will not lie, cheat, or steal, nor will I tolerate anyone who does.

- ✓ **I will not receive nor give unauthorized help. All assignments (homework, tests, quizzes, papers, reports, etc.) will be my own work.**
- ✓ **I will not take or use what belongs to others without permission.**
- ✓ **I will always tell the truth.**
- ✓ **I will convey a respectful social media presence that is not harmful to myself, others, or the Marian Catholic Family.**

If I am unsure whether my behavior is honest or moral, I will seek the counsel of an adult in order to make a good decision. I will strive to live my faith in action, word, and deed.

I, _____, acknowledge that I have read and understand Marian Catholic High School's Honor Code, and I agree to be bound by it. I further acknowledge that I have been given the opportunity to ask questions regarding this Honor Code prior to signing this statement. I understand that my enrollment and continuation as a student at Marian Catholic are contingent upon my acceptance and commitment to upholding this Honor Code. I will do my best to uphold these Marian ideals.

Signature: _____

Date: _____

ACCEPTABLE USE POLICY AND MISCONDUCT OFFENSES/CONSEQUENCES

DIOCESE OF ALLENTOWN

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.

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, Research Center**
- 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 REGULATED AREAS**

Areas in which teachers or staff can place restrictions/limitations on cell phone use;
Students must ask permission before using cell phones

Gymnasium (except during Gym Class, Mass, Adoration and Confession times or other assemblies), Nurse's Office, Guidance Office; Campus Ministry Office, Chaplain's Office, Dean of Students Office.

3. **GREEN ZONE PERMITTED AREAS**

Appropriate Cell Phone use is permitted (This does NOT include phone calls or face time conversations)

Cafeteria, hallways (in between classes only)

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 the student facing consequences as outlined on pg. 7 of this handbook.

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.

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

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. Cmwlt. 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	Dial 911 Contact the nurse. If warranted, the student will be	The Head of School or Dean of Students will search the student, his/her locker, desk, and	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	Yes Submit data and materials to police for analysis and	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
suspected of being under the influence of alcohol or other mind-altering drugs IN SCHOOL	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	other possessions. The Head of School, Dean of Students, or designee will investigate the incident			request a police report	request a police report	
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.	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

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
		Students will fill out incident reports					
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 drug paraphernalia, if possible.	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	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.
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	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	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.

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
First Offense	<p>"Notification of Parents."</p> <p>If treated, the student will be transported to a medical facility at parent/guardian expense.</p> <p>A signed release Referral to SAP team</p>						
<p>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</p> <p>**Second Offense**</p>	<p>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.</p> <p>Treat as medical emergency if warranted.</p> <p>If treated, the student will be transported to a medical facility at parent/guardian expense.</p>	<p>The Head of School or Dean of Students will search the student, his/her locker, desk, and other possessions.</p> <p>The Head of School or Dean of Students and/or designee will investigate the incident</p>	Yes	Provide information to medical staff to aid in the identification and treatment of emergency	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Implement SAP support strategies.</p> <p>Student is given a referral for a behavior health assessment by a licensed D&A facility.</p> <p>Student reentry plan is administered</p>	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
	<p>A signed release for medical information pertaining to the incident is required.</p> <p>Referral to SAP team</p>						
<p>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 drugs AT ANY SCHOOL ACTIVITY OFF SCHOOL PROPERTY.</p>	<p>Dial 911</p> <p>If warranted, the student will be transported to a medical facility at parent/guardian expense.</p> <p>A signed release for medical information pertaining to the incident is required.</p> <p>Referral to SAP team</p>	<p>The Head of School or Dean of Students will search the student, his/her locker, desk, and other possessions.</p> <p>The Head of School or Dean of Students and/or designee will investigate the incident</p>	Yes	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Yes</p> <p>Submit data and materials to police for analysis and request a police report</p>	<p>Implement SAP support strategies.</p> <p>Student is given a referral for a behavioral health assessment by a licensed D&A facility</p>	<p>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.</p> <p>Student may not return to school for at least one day.</p> <p>Administration will contact parents for a conference regarding student status and re-entry</p>

CLUBS, EXTRACURRICULAR ACTIVITIES, NHS, AND STUDENT COUNCIL

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:
 - a. Each student must attend the informational meeting with the Head of School and the National Honor Society advisors.
 - b. Each student must complete the Student Activity Information Form.
 - c. 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

A Student Choice Format

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 2022-2023 school year will be 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.

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 Principal, 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 Principal, 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.

All elected Representatives must be approved by the screening process above:

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.
- Three (3) or more unacceptable ratings from faculty members for any student renders him/her ineligible to become a Colt Mentor/Ambassador.

GENERAL INFORMATION AND PROCEDURES

PROGRAM OF STUDIES

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.

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:

- Cheating: copying, or giving unauthorized assistance of information in examinations, tests, quizzes, reports, assigned papers, homework.
- Plagiarism: the taking and using as one's own the thoughts and/or writings of another. Students found in violation of this policy will incur the following penalties:
- A zero in examination, test, quiz, report, assigned paper or homework.
- Notification of the offense sent to the parents.

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 is \$150.00.

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.

FAILURE WARNINGS

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."

QUALITY POINT SYSTEM AND HONOR ROLL

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 earned the following GPA:

DISTINGUISHED HONORS: 93 in all major subjects, no grade below 90/S conduct

FIRST HONORS: 90 GPA, no subject below 87/S conduct

SECOND HONORS: 85 GPA, no subject below 82/S conduct

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.

REPORT CARDS

Student report cards are issued quarterly. The semester grade is the average of the first and second marking period and the semester exam. For the second semester the average of the third and fourth marking period and the semester exam is the second semester grade. The semester grades are averaged for the final grade, which is used to determine whether the student has passed or failed for the year.

ACADEMIC PROBATION

Any student placed on academic probation may be asked to transfer at any time at the discretion of the Head of School, should his/her performance fall below expected levels.

TRANSCRIPTS

Transcripts will be sent out on request. The transcript form can be found on the school website. There will be a charge of \$3.00 per transcript for both graduates and 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 following required courses mandated by the Commonwealth of Pennsylvania and the Diocese of Allentown.

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.

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 at the Main Office.
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.

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.

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 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. Parent may request, in writing, that their child not receive a lunch if the child's account is negative.

Students who cannot pay for lunch will not be publicly identified or stigmatized.

Students will not be required to perform chores for lunch.

Students will not be required to discard a meal after it has been served due to the inability to pay for it.

Students who have a negative balance in their lunch account will be discreetly and privately 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.

Once students have a negative balance of \$20.00, parents will be notified. Parents will be notified via any or all of the following: phone calls, text messages, emails, letters, or MMS.

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

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.

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.

GRADE POSTING

Except for major projects, teachers will post the results of an assessment or assignment no later than one week after the assessment was given or the assignment was due.

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 Administrative Assistant at jdzurainin@mariancatholic.org.

Appropriate announcements will be made on WNEP, WBRE, 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.

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.

STUDENT SUPPORT RESEARCH CENTER

1. The hours of the Research Centers are 7:45 am – 4:00 pm daily, unless noted otherwise.
2. The maximum number of students permitted in the Research Center at any given time throughout the day is 20.

****Research Center Moderator reserves the right to deny a student entry into the Research Center due to being too full****

3. All students must sign in upon arrival to the Research Center. This applies to before and after school also.
4. If students wish to spend a portion of their lunch period in the Research Center, they must obtain a pass from the Research Center moderator in the morning, prior to the lunch period beginning.
5. The Research Center is for scholastic activities only. It is not a place for socialization.
6. There is NO eating or drinking in the Research Center.
7. All students are expected to abide by the policies outlined in Code of Conduct, be respectful of the Research Center moderator, and be compliant with their directives.
8. 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 Research Center to go to the bathroom, their locker, or for any other reason must ask the Research Center moderator for permission and sign out on the Classroom Sign Out Sheet. They must sign back in upon their return.
9. If a student wishes to leave the Research Center and not return during a given period, they must ask for a pass. There is a monetary fee for all printed pages made.

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.

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).

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. All requests for medication during the school day must be addressed to the School Nurse/Main Office Administrative Assistant. 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.

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. Students are only permitted to park in their assigned spots.
6. 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.
7. 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.
8. Vehicles blocking the access lanes will be ticketed and/or towed.
9. 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.
10. All vehicles not in compliance with Marian Catholic’s parking regulations will be ticketed and/or towed.
11. Students are subject to multiple detentions if they change clothes in their cars or in the parking lot at any time.
12. 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.

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, they will not be released for independent study work in any other area of the building.

- 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 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.

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.

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 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 must submit to an alcohol detecting breath test.
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 principally 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.
 11. 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.

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.
 - d. Common Application Submissions- No college address needed; just include the name of the college and the abbreviation "CA."
 - e. 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 \$3 per transcript to the Main Office. The main office accepts cash or check.

3. Once the completed form is received and marked paid, the form will be sent over to FACTS/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.

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.

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.

VISITING COLLEGE REPRESENTATIVES

Students wishing to meet with college representatives visiting Marian Catholic must obtain a permission slip, which must be presented to the subject teacher(s) whose class(es) will be missed, from the Guidance Department.

- Teachers have the right to refuse permission if they are testing or feel it is in the student's best interest not to miss class at this time.
- Students are responsible for any work missed.

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.

SPIRITUAL LIFE

Christian Service Project

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 23, 2023, each year. If a student has difficulty finding a place for Christian Service, he/she should contact the Coordinator of Service.

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 October 21, 2022. In addition, service hour forms must be handed in one calendar month after the completion of the service. If the service is done on multiple days, the paper can contain multiple dates. However, it must still be handed in one calendar month after the final date listed on the paper.

Students who neglect to complete their service hours and return the necessary paperwork to the Campus Ministry Office by the April 23rd deadline will be put on 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 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	20 hours
for Juniors	15 hours
for Sophomores	10 hours
for Freshmen	5 hours

Service Hour Policy for Transfer Students

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	20	20	14	7	0
Junior	15	15	10	5	0
Sophomore	10	10	6	3	0
Freshman	5	5	3.5	1.5	0

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.

APPENDIX A

Health and Safety Plan

Plan Submitted By

Rev. Allen Hoffa

Health and Safety Plan for (INSERT LEA or SCHOOL NAME)

Marian High School

What is your scheduled first day of school for the 2020-2021 school year?

Aug 31, 2020

How do you plan to bring students and staff back to physical school buildings, particularly if you still need social distancing in place?

Marian Catholic High School plans to open school on August 31, 2020 on a daily basis with all registered students and staff. Our school building is large enough to accommodate all of our registered students in addition to the current complement of staff while maintaining the social distancing requirements established by the Diocese of Allentown (DOA), Schuylkill County Emergency Management Agency (SCEMA), Center for Disease Control (CDC) and the Pennsylvania Department of Education (PDE) guidelines. Our planning committee consists of school administration, teachers, and staff. Guidance has also been received from the DOA. Once open, Marian Catholic High School will continue to follow the guidelines as established by the Commonwealth of Pennsylvania in determining the continued operation of the school building should changes need to occur that are related to the COVID-19 pandemic.

How did you engage stakeholders in the type of re-opening your school entity selected?

The school's Head of School hosted in-person meetings with the administrative team and Zoom meetings with faculty and parents.

How will you communicate your plan to your community?

The plan will be reviewed by the DOA with a summary page being provided to all school parents via the school website, social media, and constant contact.

Once you reopen, what will the decision-making process look like to prompt a school closure or other significant modification to operations?

In the event that any member of the Marian Catholic High School family registers a temperature or displays any other symptoms, the individual will be sent home and must

remain at home for a minimum of 72 hours and must be symptom free prior to return without the use of medicine and have a medical note to return to school.

Pandemic Team & Coordinator

	Individual(s)	Stakeholder Group Represented	Pandemic Team Roles and Responsibilities
1	Rev. Allen J. Hoffa	Administrator	Both
2	Mr. Peter Sanfillipo	Administrator	Both
3	Mrs. Jean Susko	Administrator and Teacher	Both
4	Dr. Kimberly Fetter	Teacher	Both
5	Mr. James Barron	Facilities Manager	Health and Safety Plan Development
6	Mr. Richard Reaman	Parent	Health and Safety Plan Development
7	Mrs. Lori Lesante	Parent	Pandemic Crisis Response Team
8	Justin Hugel	Coach	Pandemic Crisis Response Team
9	Evelyn Hydock	Teacher/Custodian	Health and Safety Plan Development
10			

How will you ensure the building is cleaned and ready to safely welcome staff and students?

Our custodians will follow a set schedule during and after the academic day with disinfecting and cleaning the entire school building. They will utilize the floor scrubbing machines and backpack misting machines to disinfect the school before and after the school day, and contact areas during the school day. The custodians will complete a daily cleaning/disinfecting checklist that will be provided by the administration.

How will you procure adequate disinfection supplies meeting OSHA and CDC requirements for COVID-19?

Our custodians will use HDOX for disinfecting and cleaning the school. This disinfecting solution is used in hospitals and is recommended by OSHA to use for disinfecting during the COVID-19 pandemic. The custodians will use the HDOX in the disinfecting

machines and spray/misters. Each classroom, office, and gathering area will have a wall mounted hand sanitizer pump to use for sanitizing hands during the school day. The school will use the COVID-19 grant money to ensure that we have plenty of disinfecting supplies to reopen in the Fall.

How often will you implement cleaning, sanitation, disinfecting, and ventilation protocols/procedures to maintain staff and student safety?

The cleaning, sanitation and disinfecting will be implemented before, during and after the school day by the custodians. The ventilation procedures will be leaving classroom windows open during the school day. The custodians will open windows first thing in the morning and will close them at night before their shift is over.

What protocols will you put in place to clean and disinfect throughout an individual school day?

The teachers will be responsible to disinfect the student desks and classrooms at the end of each period. The teachers will use a disinfecting spray bottle with HYDOX to spray all student desks and contact areas. The teachers and students will help to wipe the sprayed areas down with paper towels and then dispose of the used paper towel into the garbage can. Office staff members will follow the same procedure. The custodian will be responsible to disinfect all other contact areas, outside of the classroom, during the school day with the misting machine.

Which stakeholders will be trained on cleaning, sanitizing, disinfecting, and ventilation protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

All faculty and staff will be trained by reading and watching the COVID-19 Preparedness Plan for the Diocese of Allentown and training video. Each faculty and staff member will be required to sign the acknowledgement form the first day they come back into the school. Administration will be vigilant in monitoring the progress of stated plans for the first two weeks of school. The first two days of school will be used for student training and procedure explanation.

Actions Steps Under YELLOW Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
James Barron, Director of Facilities	Hand Sanitizing Solution Disinfecting Solution Gloves Sanitizing Wipes Paper Towels Motoscrubber Back Pack Sprayer for larger areas	Y	

Actions Steps Under GREEN Phase for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)

	Lead Individual & Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
James Barron, Director of Facilities	Same as Yellow	No	

Other cleaning, sanitizing, disinfecting, and ventilation practices

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and or Supports Needed	PD Required (Y/N)
Ensure cleaning / disinfecting all high-touch surfaces at least twice a day (water fountains, door handles, light switches, etc.) following CDC guidelines. • Ensure cleaning desks on a frequent basis as desks are used. • Ensure all individuals sanitize / wash hands on a frequent basis. making hand sanitizer available in common areas, hallways, and/or in classrooms where sinks for handwashing are not available. • Allowing students and staff to use single use water bottles and water bottles from home. Ensure ventilating all classrooms and common areas when available/possible using doors. Ensure air circulation patterns that push inside air towards open doors.	Same as Yellow Phase	All faculty and staff	Hand Sanitizing Solution Disinfecting Solution Gloves Sanitizing Wipes Paper Towels	Yes	

How will classrooms/learning spaces be organized to mitigate spread?

Marian Catholic High School classrooms will be setup with student desks situated 3-6' apart from each other, facing the same direction. Students will be grouped based on the maximum occupancy of the classroom while maintaining social distancing between students. MCHS will increase the use of hand sanitizer throughout the day as well as review proper hand washing procedures, sneezing procedures, and other hygiene best practices.

How will you group students with staff to limit the number of individuals who come into contact with each other throughout the school day?

Student schedules will limit contact to the same students and same staff everyday. Cafeteria groupings will be done by class. Limited access to other staff and students will be enforced.

What policies and procedures will govern use of other communal spaces within the school building?

The cafeteria will be used for student lunches. Students will be separated 3'-6' social distancing. Students will have two options while in the cafeteria. 1. Eating silently without their mask on. 2. Conversing with other students with their mask on. Students will be gathered for school Mass in the gymnasium with 6' of social distancing between them. Mass guidelines articulated by the Diocese of Allentown will be used.

How will you utilize outdoor space to help meet social distancing needs?

Outdoor spaces at Marian Catholic High School will be utilized for Physical Education Classes as the weather and temperatures permit. Teachers will be encouraged to use outdoor spaces for classes as the weather and temperatures permit.

How will you adjust student transportation to meet social distancing requirements?

For student transportation, Marian Catholic High School will work with the individual school districts and follow their policies.

What visitor and volunteer policies will you implement to mitigate spread?

Marian Catholic High School relies on volunteers for various activities throughout the building. These volunteers will be deemed essential for the proper functioning of the school building. Each volunteer will be briefed on the updated hygiene practices along with social distancing and mask requirements as well as receive temperature screenings upon entering. We will be limiting nonessential visitors and volunteers and activities that involve other groups.

Will any of these social distancing and other safety protocols differ based on age and/or grade ranges?

No

Which stakeholders will be trained on social distancing and other safety protocols? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

Students and staff will be informed of and then trained in the new safety protocols to be implemented for the 20-21 academic year. The first week and a half will be devoted to review of stated protocols.

Social Distancing and Other Safety Protocols

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Classroom/ learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible. See Appendix.	<ul style="list-style-type: none"> • Ensure using rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, consider staggered or diagonal seating at shared tables to avoid “across the table” seating. • Ensure positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible. • 6-foot social distancing is not required; a lesser distance (3, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students. • Ensure no less than 3 feet, to the maximum extent feasible. Note: 1 meter (approx. 3-feet) social distancing is recommended by the PA Department of Health. • We will restrict interactions between groups of students • We will limit gatherings, events and extracurricular activities to those that can maintain social distancing. 	Same as Yellow Phase	Jean Susko, Studies Director	Desks Chairs Tape for distance visual on floors	No
Restricting the use of cafeterias and other congregate settings, and serving meals in	<ul style="list-style-type: none"> • We will limit the use of cafeterias and other congregate settings; we will serve meals in settings where social distancing 	Same as Yellow Phase	Peter Sanfilippo, Dean of Students and James	Disposable Trays/Bags	Yes

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
alternate settings such as classrooms	<p>can be maintained. • Ensure seating individuals in staggered arrangement to avoid “across-the-table” seating. • Ensure all individuals sanitize/wash hands before and after eating. • The food service department will continue with best practices for food service and food safety. •When serving meals in cafeteria: Spaced serving lines, Spaced seating (3ft radius), Longer meal periods for more staggered meal delivery, Staff and students will be required to wash hands before and after meal service.</p>		Barron, Facilities Director		
Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.	<p>• All staff will be trained on healthy hygiene practices so they can teach these to students. • Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use hand sanitizer. CDC - handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good handwashing habits</p>	Same as Yellow Phase	Peter Sanfilippo, Dean of Students	Soap Paper towels	Yes

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs.	<ul style="list-style-type: none"> • Post CDC Germs Are Everywhere and Wash Your Hands Posters in Cafeteria and Restrooms and other high traffic areas. 	Same as Yellow Phase	Peter Sanfilippo, Dean of Students	Signs provided by Center for Disease Control - CDC	No
Identifying and restricting non-essential visitors and volunteers.	<ul style="list-style-type: none"> • We are limiting nonessential visitors and volunteers and activities that involve other groups. • Require all visitors/volunteers to comply with all school screening and monitoring processes. • Requiring a visitor/volunteer log in the event contact tracing is required. 	Same as Yellow Phase	Janet Dzuramin, Main Office Secretary	Thermometers	No
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports.	<ul style="list-style-type: none"> • We are continuing with physical education activities as long as those activities limit physical contact, sharing materials and touching, when feasible. • We will sanitize materials and equipment used in physical education class, when feasible. 	Same as Yellow Phase	Peter Sanfilippo, Dean of Students and Athletic Director	Disinfectant	No
Limiting the sharing of materials among students	<ul style="list-style-type: none"> • We will sanitizing materials and equipment used in the classroom, when feasible. • Ensure keeping each student's belongings separate from others' and in individually labeled containers, lockers or other areas when feasible. 	Same as Yellow Phase	Jean Susko, Studies Director		No
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> • We will limit high-traffic, high-volume hallway use, when 	Same as	Peter Sanfilippo,		No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
	feasible, to increase social distancing.	Yellow Phase	Dean of Students		
Adjusting transportation schedules and practices to create social distance between students	<ul style="list-style-type: none"> We will cooperate with the sending school districts. 	Same as Yellow Phase	Peter Sanfilippo, Dean of Students		No
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<ul style="list-style-type: none"> We will use rows all facing the same direction for seating configurations of desks and work areas, when feasible. When this is not feasible, we will stagger or diagonal seat at shared tables to avoid “across the table” seating. We will position desks and work areas in staggered rows facing the same direction using social distancing, when feasible. 6-foot social distancing is not required; a lesser distance (3, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students. However, masks must be worn when less than 6 ft. of social distancing can be observed. We will ensure no less than 3 feet, to the maximum extent feasible. We will assign seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary. 	Same as Yellow Phase	Jean Susko, Studies Director		No
Coordinating with local childcare regarding on site care, transportation protocol changes	N/A	N/A	N/A	N/A	No

	Actions Steps under Yellow	Action Steps under Green	Lead Individual	Materials, Resources and/or Supports Needed	PD Required (Y/N)
and, when possible, revised hours of operation or modified school-year calendars					
Other social distancing and safety practices	<ul style="list-style-type: none"> We will be limiting all field trips, inter-group activities, and extracurricular activities following the social distancing and hygiene practices described throughout this guidance, including increased use or enforcement of hand washing, and distancing. 	Same as Yellow Phase	Peter Sanfilippo, Dean of Students		No

How will you monitor students, staff, and others who interact with each other to ensure they are healthy and not exhibiting signs of illness?

Students and staff will be educated on the signs and symptoms of COVID-19 and the procedures to follow should someone present with a possible infection. We will be relying on the parents as the primary caregiver to identify possible infections on a daily basis. Symptom screening should be done by all parents/guardians at home each morning before the school day. The School will provide follow-up monitoring within the building. All members of the school community, upon entrance into the school building will be required to have their temperature taken. Staff will be mandated to complete Diocesan survey to record daily temperature.

Where, to whom, when, and how frequently will the monitoring take place (e.g. parent or child report from home or upon arrival to school)?

We will be relying on the parents as the primary caregiver to identify possible infections on a daily basis. Symptom screening should be done by all parents/guardians at home each morning before the school day. The School will provide follow-up monitoring within the building. All members of the school community, upon entrance into the school building will be required to have their temperature taken. Staff will be mandated to complete Diocesan survey to record daily temperature.

What is the policy for quarantine or isolation if a staff, student, or other member of the school community becomes ill or has been exposed to an individual confirmed positive for COVID-19?

Any student illness encountered during the school day will report to the main office and/or medical personnel available. Should a student or staff member present with symptoms, Marian Catholic High School staff will direct the student to the nurse's office for quarantine until the student is picked up by a legal guardian or in the case of a staff member, they will be asked to leave and not permitted to return until testing is complete. As a schools we will, if needed, close school buildings and utilize distance/remote learning as needed if there is a situation that requires that decision. (*If confirmed case of COVID-19 in the school building possible Targeted Closure-Isolate and disinfect affected areas or possible Short-term Closure-Close for facility-wide deep cleaning). This may close certain classrooms for a designated amount of time. The teachers and staff members will all be required to report any perceived illness to the office. The office staff and safety coordinator will be responsible for making decisions regarding quarantine or isolation requirements of staff or students.

Which staff will be responsible for making decisions regarding quarantine or isolation requirements of staff or students?

The teachers and staff members will all be required to report any perceived illness to the office. The office staff and safety coordinator will be responsible for making decisions regarding quarantine or isolation requirements of staff or students.

What conditions will a staff or student confirmed to have COVID-19 need to meet to safely return to school? How will you accommodate staff who are unable to uncomfortable to return?

All individuals that present with the symptoms of COVID-19 will be asked to receive testing and not permitted back into the building without documentation from a certified physician. Staff who express concern or unable to return will be addressed on a case by case basis.

How will you determine which students are willing/able to return? How will you accommodate students who are unable or uncomfortable to return?

Marian Catholic High School will follow all guidelines as set by the PDE, CDC and the Diocese of Allentown to determine how students will be able to return. Parents will be mandated, should their child be diagnosed with COVID-19 that a medical note be supplied to the school one day prior to the return to school. Medical note may be emailed or faxed to the school directly from the doctor's office. Students who express concerns about returning to school will be given the option to complete their classwork remotely using the school's Google Classroom Platform.

When and how will families be notified of confirmed staff or student illness or exposure and resulting changes to the local Health and Safety Plan?

In the event someone is diagnosed with a case of COVID-19, we will follow the guidelines from the CDC and the Pennsylvania Department of Health for a return to school procedure. Families will be notified that a case has been confirmed within the building via our school's communication system after receiving guidance from State of Pennsylvania Department of Health and the Office of Education.

Which stakeholders will be trained on protocols for monitoring student and staff health? When and how will the training be provided? How will preparedness to implement as a result of the training be measured?

All staff will be trained on protocols for monitoring student and staff health. Training be provided before the start of the school year. Frequent staff meetings will review of procedures will help monitor the training.

Monitoring Student and Staff Health

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Monitoring students and staff for symptoms and history of exposure	<ul style="list-style-type: none"> We will educate staff on the importance of staying home if symptomatic. We are requiring every day that the first teacher (home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the main office immediately if feeling symptomatic. We will take the temperature of all individuals entering the building and require taking the temperature of all individuals who present with symptoms. The school will share resources with the school community to help families understand when to keep children home. 	<ul style="list-style-type: none"> Same as Yellow 	Peter Sanfilippo, Dean of Students and Jean Susko, Studies Director	Thermometers Personal Protective Equipment	No

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<ul style="list-style-type: none"> • We are requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) report immediately to the main office. • We will provide appropriate PPE to staff and students in the main office and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure). • We will isolate such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse’s suite or other isolated area until he/she is dismissed from school. • We will close off the area used by a person testing positive for COVID-19 and will not use before cleaning and disinfecting. • We are requiring any individual who is sent home with symptoms to secure a COVID 19 test or medical clearance prior to returning. • We will notify the Diocese of Allentown Office of Education of all positive COVID 19 tests. Work with the Office of Education to notify staff and families of any confirmed cases while maintaining confidentiality. 	<ul style="list-style-type: none"> • Same as Yellow 	Rev. Allen J. Hoffa, Head of School and Peter Sanfilippo, Dean of Students	Quarantine Room Personal Protective Equipment Thermometers	Yes
Returning isolated or quarantined staff, students,	<ul style="list-style-type: none"> • We are requiring medical clearance from the individuals primary 	<ul style="list-style-type: none"> • Same as Yellow 	Rev. Allen J. Hoffa, Head of	Education	Yes

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
or visitors to school	<p>care physician for any individual returning to school following isolation quarantine, or a positive COVID 19 test result. • The individual's primary care physician will support the school by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.</p>		School and Peter Sanfilippo, Dean of Students		
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	<p>• We will consulting with the Diocese of Allentown Office of Education on any decision related to the closure of classrooms or the school. We do have the flexibility if needed to close the school building and utilize distance/remote learning as needed if there is a situation that requires that decision. This may close certain homerooms for a designated amount of time. • We will post a summary of the Health and Safety Plan on the school website • We will provide regular updated information on the school website and in parent electronic notification. • We will help to prepare parents and families for remote learning if school is temporarily dismissed.</p>	• Same as Yellow	Rev. Allen J. Hoffa, Head of School	Diocese of Allentown Approved Communication letters	No
Other monitoring and screening practices	<p>• We will limit the public release of COVID 19-impacted student and staff names. • We will coordinate with the</p>	• Same as Yellow	Rev. Allen J. Hoffa, Head of School and Peter		Yes

	Action Steps under Yellow Phase	Action Steps under Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
	<p>Diocese of Allentown Office of Education specific to the public release of such protected information. • The Diocese of Allentown Office of Education will support the school and provide direction specific to contact tracing and any mandated isolation or quarantines, in the event of a confirmed case.</p>		<p>Sanfilippo, Dean of Students</p>		

What is the local policy/procedure regarding face coverings for staff? What is the policy/procedure for students?

At Marian Catholic High School, all students and staff will be required to have on their person the school issued face mask and/or other approved face mask at all times. All stakeholders will be required to wear the school issued face mask/and or face shield or other approved personal protective equipment at most times to help prevent the spread of certain diseases such as COVID-19. If there is a medical reason that the mask and/or face shield cannot be worn, we will require documentation in advance. Masks can be removed while at physical education class, in classrooms where 6 ft. of social distancing is observed, and while eating. Although, masks must still be worn while moving to and from these areas.

What special protocols will you implement to protect students and staff at higher risk for severe illness?

We will also discourage the use of perfect attendance awards and incentives. We will also respect the doctor recommended protocols for individuals in this situation.

How will you ensure enough substitute teachers are prepared in the event of staff illness?

Within the building, we will utilize our staff as primary substitutes in the event a case is confirmed during the school day as well as post for applicants within our school and parish communities to increase our substitute options.

How will the School strategically deploy instructional and non-instructional staff to ensure all students have access to quality learning opportunities, as well as supports for social emotional wellness at school and at home?

During the First School Year Faculty Meeting on August 27, all staff will be trained to allow for proper communication of training and strategies. The Guidance Office will also introduce best practices for addressing student social emotional wellness for in school and at home needs.

Other Considerations for Students and Staff

	Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> Discourage the use of perfect attendance awards and incentives. Requiring staff who are at high risk to wear clear face shields in addition to face masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. 	Same as Yellow Phase	Rev. Allen J. Hoffa, Head of School and Jean Susko, Studies Director	Personal Protective Equipment	No
Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> We are requiring all staff to wear face masks (and additional clear face shields if desired), when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. We are requiring individuals to possess a school-issued mask at all times (and to carry it with them at all times) 	Same as Yellow Phase	Rev. Allen J. Hoffa, Head of School and Peter Sanfilippo, Dean of Students	Personal Protective Equipment	No
Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> All students will be required to have on their person the school issued face mask and/or other approved face mask at all times. All stakeholders will be required to wear the school issued face mask/and or face shield or other approved personal protective equipment at most times to help prevent the spread of certain diseases such as COVID-19. If there is a medical reason that the mask and/or face shield cannot be 	Same as Yellow Phase	Rev. Allen J. Hoffa, Head of School and Peter Sanfilippo, Dean of Students	Personal Protective Equipment	No

Action Plan in Yellow Phase	Action Plan in Green Phase	Lead Individual and Position	Materials, Resources, and/or Supports Needed	PD Required (Y/N)
worn, we will require documentation in advance. Masks can be removed while at physical education class, in a classroom where 6 ft. social distancing can be achieved, and while eating as long as proper social distancing is being followed. Although, masks must still be worn while moving to and from these areas.				
Unique safety protocols for students with complex needs or other vulnerable individuals	We will also discourage the use of perfect attendance awards and incentives. We will also respect the doctor recommended protocols for individuals in this situation.	Same as Yellow Phase	Rev. Allen J. Hoffa, Head of School and Peter Sanfilippo, Dean of Students	No
Strategic deployment of staff	Within the building, we will utilize our staff as primary substitutes in the event a case is confirmed during the school day as well as post for applicants within our school and parish communities to increase our substitute options.	Same as Yellow Phase	Jean Susko, Studies Director	No

Professional Development Topic

Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
1 Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other		Peter Sanfillipo, Dean of Students	In Person Training	Cleaning Products, Checklists	8/25/20	On going

	Session Topic	Audience	Lead Person & Position	Session Format	Materials, Resources, and/or Supports Needed	Start	End
	areas used by students						
2	COVID-19 Safety Procedures for Businesses		Diocese of Allentown Human Resources Office	In Writing, Email	Poster	6/26/20	6/26/20
3	COVID-19 Preparedness Plan for the Diocese of Allentown		Diocese of Allentown Human Resources Office	Email, In Writing, Training Video	Plan, Acknowledgement Form, Covid-19 Questionnaire for Staff, Video	6/26/20	6/26/20
4	Implementing the Marian Catholic High School Health and Safety Plan		Rev. Allen J. Hoffa Head of School	Shared Documents and In Person Training	Document	8/25/20	Before 8/31/20
5							
6							

Plan Communications

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
1	Parent/Guardian Updates	Parents/Guardians	Jean Susko, Outgoing Principal and Rev. Allen J. Hoffa, Head of School	Email, Voice Message, Newsletter, Website	March 12, 2020	Ongoing
2	Parent Survey	Parents/Guardians	Diocese of Allentown Office of Education	Email, Voice Message, Social Media	May 20, 2020	June 1, 2020

	Topic	Audience	Lead Person and Position	Mode of Communications	Start Date	Completion Date
3	Committee Meetings	Marian Catholic Committee Members	Rev. Allen J. Hoffa, Head of School	Zoom, Email	July 1, 2020	Ongoing
4	Principal Meetings	Diocesan Principals	Diocese of Allentown Office of Education	Zoom, Email, Phone	May 19, 2020	Ongoing
5	Staff Updates	Staff	Rev. Allen J. Hoffa, Head of School	Zoom, Email, Phone	March 12, 2020	Ongoing
6						

Facilities Cleaning, Sanitizing, Disinfecting and Ventilation

Strategies, Policies & Procedures	
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<p>Marian Catholic High School plans to open school on August 31, 2020 on a daily basis with all registered students and staff. Our school building is large enough to accommodate our registered students in addition to the current complement of staff while maintaining the social distancing requirements established by the Diocese of Allentown (DOA), the Commonwealth of Pennsylvania, and the CDC. Our committee consists of school administration, teachers, staff and parents. Guidance has also been received from the DOA. The plan will be reviewed by the DOA. A summary will be provided to all school parents via our parent communication system as well as posting it to the school website. Once open, Marian Catholic High School will continue to follow the guidelines as established by the Commonwealth of Pennsylvania in determining the continued operation of the school building should changes need to occur that are related to the COVID-19 pandemic. Marian Catholic High School currently has a facilities director and custodial staff for the daily cleaning of the school. This service will continue to be provided throughout the summer and upcoming school year to ensure the building is cleaned and disinfected. We will use the disinfecting supplies approved by the CDC to ensure the disinfection of surfaces. Supplies will also be provided to each classroom teacher and staff that will provide the opportunity to disinfect whenever needed during the day. Through the School Health and Safety Grant, supplies will be purchased and utilized by building maintenance to sanitize and disinfect the entire building. Disinfecting will occur when, but not limited to, before a common use surface is used by different students, food is consumed, or when deemed necessary</p>

Strategies, Policies & Procedures

by the teacher or staff. Wiping down all often utilized surfaces. Spraying will take place in larger areas. Students will be permitted and encouraged to provide their own water bottles to minimize the use of water fountains. All employees within the school organization will be trained on the disinfection of surfaces and how to identify the need to disinfect at the beginning of the school year. In addition, all students and staff will be trained on proper hand washing techniques to minimize the spread of diseases. Hand sanitizing stations will be installed in all common areas for use by all students, staff, and essential volunteers.

Social Distancing and Other Safety Protocols

Strategies, Policies & Procedures

Classroom/learning space occupancy that allows for 3-6 feet of separation among students and staff throughout the day, to the maximum extent feasible

- We will use rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, we will stagger or diagonal seat at shared tables to avoid “across the table” seating.
- We are positioning desks and work areas in staggered rows facing the same direction using social distancing, when feasible.
- 6-foot social distancing is not required; a lesser distance (3, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students, however mask will remain on if 6' social distancing cannot be achieved.
- We will restrict interactions between groups of students
- We will limit gatherings, events and extracurricular activities to those that can maintain social distancing.

Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms

- We are limiting the use of cafeterias and other congregate settings; we will serve meals that keeps social distancing while students are in line and eating using floor dots, etc.
- We are seating individuals in staggered arrangement to avoid “across-the-table” seating.
- All individuals will sanitize/wash hands before and after eating.
- The food service department will continue with best practices for food service and food safety.
- When serving meals in cafeteria: Spaced serving lines, Spaced seating (3ft radius), Longer meal periods for more staggered meal delivery, Staff and students will be required to wash hands before and after meal service.

Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices

- All staff will be trained on healthy hygiene practices so they can teach these to students.
- We will ensure handwashing strategies including washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use hand sanitizer.

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<p>Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs</p>	<ul style="list-style-type: none"> • Post CDC Germs Are Everywhere and Wash Your Hands Posters in Cafeteria and Restrooms and other high traffic areas.
<p>Handling sporting activities through formal “Return to Play Plan”.</p>	<ul style="list-style-type: none"> •Marian Catholic High School collaborated with our trainer Marc Gallagher and St. Luke's University Health Network that limits physical contact, sharing materials and touching, when feasible. • We are sanitizing materials and equipment used in all athletic practices and events, when feasible. • We are limiting nonessential visitors and volunteers and activities that involve other groups. • We are require all coaches and athletes to comply with all school screening and monitoring processes. • We are requiring an athlete and coach log in the event contact tracing is required. • We are not scheduling large group activities.
<p>Limiting the sharing of materials among students</p>	<ul style="list-style-type: none"> • We will sanitize materials and equipment used in the classroom, when feasible. • Recommend keeping each student’s belongings separated from others’ and in individually labeled containers, lockers, or other areas when feasible.
<p>Staggering the use of communal spaces and hallways</p>	<p>We are limiting high-traffic, high-volume hallway use, when feasible, to increase social distancing.</p>
<p>Adjusting transportation schedules and practices to create social distance between students</p>	<ul style="list-style-type: none"> • We will cooperate with the sending school districts.
<p>Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students</p>	<ul style="list-style-type: none"> • We are using rows all facing the same direction for seating configurations of desks and work areas, when feasible. If not feasible, we will stagger or diagonal seat at shared tables to avoid “across the table” seating. • We will position desks and work areas in staggered rows facing the same direction using social distancing, when feasible. • 6-foot social distancing is not required; a lesser distance (3, 4, or 5 foot distancing) is acceptable if 6 feet is not achievable to meet the needs of students, however masks will need to remain on if 6' social distancing cannot be achieved. • We will use assigned seating in classrooms, congregate settings, and buses, when feasible, to facilitate contact tracing, when necessary.
<p>Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars</p>	<p>N/A</p>

Strategies, Policies & Procedures

Other social distancing and safety practices

- We are limiting all field trips, inter-group activities, and extracurricular activities following the social distancing and hygiene practices described throughout this document, including increased use or enforcement of hand washing, and distancing.

Monitoring Student and Staff Health

Strategies, Policies & Procedures

Monitoring students and staff for symptoms and history of exposure

- We will educate staff on the importance of staying home if symptomatic.
- We are requiring every day that the first teacher (home room, classroom teacher) that comes in contact with students to remind students of the signs and symptoms of COVID-19 with reminders to go to the main office immediately if feeling symptomatic.
- We are taking the temperature of all individuals entering the building and require taking the temperature of all individuals who present with symptoms.
- The school will share resources with the school community to help families understand when to keep children home.

Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure

- We are requiring such an individual (one who becomes sick in school or demonstrates a history of exposure) report immediately to the office.
- We are providing appropriate PPE (gloves and masks) to staff and students in the main office and nurse's office and to those interacting directly with such an individual (one who becomes sick in school or demonstrates a history of exposure).
- We will isolate such an individual (one who becomes sick in school or demonstrates a history of exposure) within the nurse's suite or other isolated area until he/she is dismissed from school.
- We will close off the area used by a person testing positive for COVID-19 and will not use before cleaning and disinfecting.
- We are requiring any individual who is sent home with symptoms to secure a COVID 19 test or medical clearance prior to returning.
- We will notify the Diocese of Allentown Office of Education of all positive COVID 19 tests. We will work with the Office of Education to notify staff and families of any confirmed cases while maintaining confidentiality.

Returning isolated or quarantined staff, students, or visitors to school

We are requiring medical clearance from the individual's primary care physician for any individual returning to school following isolation quarantine, or a positive COVID 19 test result.

• The individual's primary care physician will support the school by determining the length of time an individual should be removed from school and when clearance should be provided for a full or modified return.

Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols

- We will consult with the Diocese of Allentown Office of Education on any decision related to the closure of classrooms or the school. We have the flexibility if needed to close school buildings and utilize distance/remote learning as needed if there is a situation that requires that decision. This may close certain homerooms for a designated amount of time.
- We will post a summary of the Health and Safety Plan on the

Strategies, Policies & Procedures

school Website • We will provide regular update information on the school website and in parent electronic notification. • We will prepare parents and families for remote learning if school is temporarily dismissed.

Other Considerations for Students and Staff

Strategies, Policies & Procedures

Protecting students and staff at higher risk for severe illness	<ul style="list-style-type: none"> • We will discourage the use of perfect attendance awards and incentives. • We are allowing staff who are at high risk to wear clear face shields, in addition to, face masks when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings.
Use of face coverings (masks or face shields) by all staff	<ul style="list-style-type: none"> • We are requiring all staff to wear face masks and additional clear face shields if desired, when meeting face-to-face, teaching, or interacting with others in classroom and congregate settings. • We are requiring individuals to possess a school-issued mask at all times (and to carry it with them at all times)
Use of face coverings (masks or face shields) by older students (as appropriate)	<ul style="list-style-type: none"> • All students will be required to have on their person the school issued face mask and/or other approved face mask at all times. All stakeholders will be required to wear the school issued face mask and additional desired face shield or other approved personal protective equipment at most times to help prevent the spread of certain diseases such as COVID-19. If there is a medical reason that the mask and/or face shield cannot be worn, we will require documentation in advance. Masks can be removed while at physical education class, in the classroom when 6 ft of social distancing can be achieved, and while eating as long as proper social distancing is being followed. Although, masks must still be worn while moving to and from these areas.
Unique safety protocols for students with complex needs or other vulnerable individuals	<p>We will be attentive to students and staff with medical concerns. For these reasons, extra precautions will be implemented. These precautions include:</p> <ul style="list-style-type: none"> Working with doctor recommended procedures and protocols for such individuals.
Strategic deployment of staff	<p>Within the building, we will utilize our staff as primary substitutes in the event a case is confirmed during the school day as well as post for applicants within our school and parish communities to increase our substitute options.</p>

School

Marian High School

Date

Jul 22, 202