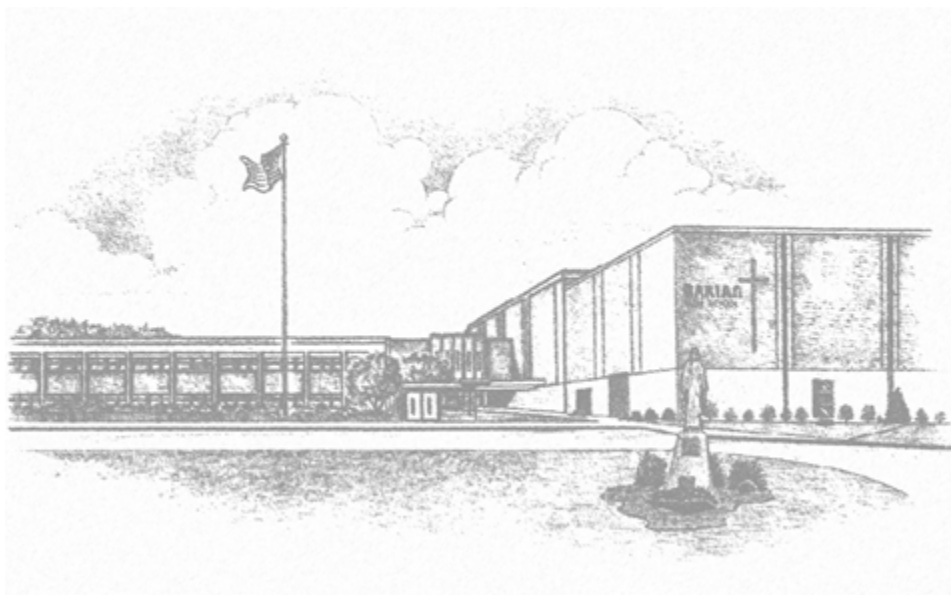




MARIAN HIGH SCHOOL

LEARN. SERVE. LEAD.



Procede et Regna
Go forth and lead

1311 South Logan Street
Mishawaka, Indiana 46544
574-259-5257

2025-2026 STUDENT-PARENT HANDBOOK

God Cares for You
"Cast all your worries upon him because he cares for you."
~ 1 Peter 5:7

The Marian Way

Knights Live the Catholic Mission and Motto of the School

Learn

- Knights act with integrity and honesty.
- Knights are prepared, on time, and ready to work.
- Knights promote a positive and active culture of learning.

Serve

- Knights serve others as Jesus did.
- Knights engage in all aspects of the school community.
- Knights are humble and put others before themselves.

Lead

- Knights strive to be their best using their God given talents.
- Knights pursue healthy and holy relationships.
- Knights show respect for all people.

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Welcome to Marian!

Dear Students and Parents:

Welcome to Marian High School for the 2025-2026 school year. Our dedicated faculty and staff will be guiding all students to spiritual and moral growth, academic and physical excellence, and social maturity and responsibility. The guidelines, rules, and procedures in this **Student-Parent Handbook** help to ensure a positive learning environment for each student. The policies, rules, and procedures protect every student's right to benefit from the best possible education and formation Marian has to offer.

You will note that in recent years we have made some changes from previous years. These are indicated in [blue](#). We ask that parents and students acquaint themselves with all the rules, and together review the book's entire content. Its two-fold purpose is to protect the rights of parents and students and to serve as the school's guide in dealing with circumstances that arise throughout the course of the year.

Your receipt of this handbook and the presence of our child at the school means you accept the terms and conditions of the handbook. We expect you to have a thorough discussion of all the topics with your son/daughter, and please know we are available to you to answer any questions you may have regarding our policies and procedures, as it is equally important to understand the "why" and not just the "what."

By working together, we can make this school year a spirited and duly rewarding one. May God bless you and your family throughout the 2025-2026 academic year.

As always, you and yours remain in my prayers and, on behalf of our entire administrative team, please know that I wish you,

Blessings,

Mark John Freund
Principal

1. History and Mission

Our Lady of Lourdes

The Shrine of Our Lady of Lourdes in southern France is the most visited pilgrimage site in the world — principally because of the apparent healing properties of the waters of the spring that appeared during the apparitions of the Blessed Virgin Mary to a poor, fourteen-year-old girl, Bernadette Soubiroux.

The first apparition occurred February 11, 1858. There were eighteen in all; the last took place July 16, of the same year. The mysterious vision Bernadette saw in the hollow of the rock Massabielle, where she and friends had gone to gather firewood, was that of a young and beautiful woman. “Lovelier than I have ever seen,” said the child. She described the Lady as clothed in white, with a blue ribbon sash and a Rosary hanging from her right arm. Now and then, the apparition spoke to Bernadette.

One day, the Lady told the girl to drink from a mysterious fountain within the grotto itself, the existence of which was unknown, and of which there was no sign. Bernadette scratched at the ground, and a spring immediately bubbled up and soon gushed forth.

On another occasion the apparition bade Bernadette go and tell the priests she wished a chapel to be built on the spot and processions to be made to the grotto. At first, the members of the clergy were incredulous. One priest said he would not believe it unless the apparition gave Bernadette her name.

After another apparition, Bernadette reported that the Lady told her, “I am the Immaculate Conception”. Though the girl was unfamiliar with the term, the Pope had declared the doctrine of the immaculate conception of the Virgin Mary in 1854. Four years after Bernadette’s visions, in 1862, the bishop of the diocese declared the faithful “justified in believing the reality of the apparition” of Our Lady.

A basilica was built upon the rock of Massabielle by M. Peyramale, the parish priest. In 1873, the great “national” French pilgrimages were inaugurated. Three years later, the basilica was consecrated and the statue solemnly crowned. In 1883, the foundation stone of another church was laid, as the first was no longer large enough. It was built at the foot of the basilica and was consecrated in 1901 and called the Church of the Rosary. Pope Leo XIII authorized a special office and a Mass, in commemoration of the apparition, and in 1907, Pius X extended the observance of this feast to the entire Church; it is now observed on February 11.

Historical Background

It was in 2014 that Most Reverend Bishop Kevin Rhoades, of the Diocese of Fort Wayne-South Bend, entrusted the care and protection of Marian High School to the Blessed Virgin Mary, under the title of Our Lady of Lourdes. Under her patronage, Marian seeks to be a place where young people can come and experience an encounter with Jesus Christ and cultivate a friendship with God, our mother Mary, and all the saints.

Marian High School began this mission in 1964, opening its doors in September of that year and fulfilling the desire for a second Catholic High School in the South Bend-Mishawaka-Elkhart area. Part of the dream was made a reality by the generosity of the Sisters of Saint Francis of Perpetual Adoration. Their generous donation to the Diocese of the 36 acres adjoining Logan Street and Dragoon Trail in Mishawaka was the perfect site for the new school.

The Sisters also initially staffed the Girls' department, while Salvatorian Priests and Brothers staffed the Boys' department and agreed to administer the school. The first freshman class, of 239 students, aided the eleven religious and one lay faculty member in choosing the school colors and mascot.

Drawing on this rich tradition of faith, Marian High School has continually striven to incarnate the Gospel message, along with the Gospel values of humility, conversion, and evangelization, into its mission of educating and forming the whole human person. Over its 50+ years of existence, the school has nourished the Marian family with a vibrant, spirited, and faithful communal life, and has established a rich tradition of academic, athletic, moral, social, and spiritual excellence. Proudly, Marian has sent forth her members to live out the school's motto: *Procede et Regna*, go forth and lead.

Mission Statement

Marian High School challenges students to spiritual and moral growth, academic and physical excellence, and social maturity. As a Catholic community, Marian values the sanctity and individuality of each student and strives to live the example set by Jesus Christ as teacher and servant.

Vision Statement

Marian High School will thrive as a Catholic high school that will provide a faith filled community and a strong college preparatory curriculum while meeting the needs of all students. Marian will prepare students for lifelong learning while fostering personal integrity and critical thinking. Marian will prepare students to serve and to lead the Church, the local, and the global communities.

Beliefs

- Students, parents, and teachers share in the responsibility for the support of the school's mission statement.
- The Marian community recognizes that each student is created in the image of God with unique gifts, needs, and abilities.
- As individuals and as a community, Marian strives to live the example set by Jesus Christ as teacher and servant.
- The Marian community celebrates the diversity of the human experience through language, art, literature, music, and drama.
- Marian provides challenging curricula to enhance each student's intellectual, spiritual, moral, and physical growth.
- The Marian faculty enhances the individual learning process through various classroom methods and opportunities.
- Marian encourages participation in athletics, clubs, and community service projects.
- All students can learn, succeed, and achieve their potential in a safe and physically comfortable environment.

- The Marian community is dedicated to developing students who will become honest, responsible, and respected leaders.

Philosophy of Education

Marian High School, founded as a Catholic Diocesan high school, is committed to striving for educational excellence. We, the Marian community, affirm the values inherent in the Gospel message and believe that every person deserves the opportunity to develop his/her potential fully in an atmosphere of safety, care, and trust.

We believe that educational excellence is achieved through a challenging curriculum taught by a competent, enthusiastic faculty and supported by a dedicated staff. The curriculum is college preparatory. The curriculum takes into account the individual learning styles, interests, and abilities of all students and provides for developing them.

Marian High School promotes the dignity of each student and provides all students with the challenge to grow mentally, physically, spiritually, morally, emotionally, and socially. Recognizing that a complete education includes both the development of self and the ability to grow within a group, Marian actively fosters the talents of the individual and encourages a sense of community open to students of all races, religions, and ethnic backgrounds. Marian enables its students to better understand and appreciate all people.

Accreditation

As a member of the Diocese of Fort Wayne South Bend, Marian High School is accredited by the State of Indiana and AdvancED.

Purpose of this Handbook/ Right to Amend

Marian High School, as an entity of the Fort Wayne-South Bend Diocese, adheres to its policies. **Diocesan School Policies are available for review in the main office of Marian High School.**

The **Parent/Student Handbook** will be reviewed and revised, as necessary, annually. The **Handbook** and other Diocesan School Policies are subject to review and interpretation by school administrators and/or the Diocese and are subject to change at any time at the discretion of the administration and/or the Diocese without advance notice. Parents shall be given prompt notice of amendments.

2. Spiritual Growth

Introduction

The Eucharist is the source and summit of the Christian life. Making disciples who commit themselves to living the Christian life is the mission of the Catholic Church. Moreover, the mission of Marian High School to educate the whole person and form students to be disciples of Christ participates in the evangelical and salvific mission of the Church.

Religious Observances

The Sacramental and prayer life of the Marian Community is essential to all that we do as a school. Various opportunities are provided for students, faculty, staff, and families to participate in the life of the Church.

The school Chapel is located on the second floor and is open for prayer each day. Mass is celebrated every Wednesday, during Home Room, and all school Masses are celebrated each month in the main or auxiliary gym. Confession is available weekly during lunch hours and during two all school penance services. All students participate in Adoration of the Blessed Sacrament at least one Friday of each month.

In addition, students are given the opportunity to attend a retreat with members of their class each year. These days provide students the chance to step back from their daily routine, pray, reflect, and spend time in fellowship with their classmates.

Special events, which include the Freshmen Mass and Breakfast, Vocations Day, Grandparents Day, and the May Crowning, also invite the Marian Community to grow in faith and fellowship together.

Pastoral Ministry

The Pastoral Ministry Office is located next to the chapel on the second floor. Members of the school's Pastoral Ministry team are available for personal or spiritual counseling. The Pastoral Ministry Team is also willing to meet with various groups of students to help deal with important issues facing the Marian High School community.

Students who serve as "Campus Ministry Leaders" (CMLs) should be actively pursuing a relationship with the Lord, through the Church. Students who serve as leaders commit to weekly Mass attendance, frequent Confession, prayer, and service. It is by their service that much of the work in Pastoral Ministry is accomplished. They not only participate in activities vital to the school, but provide an example of Christian joy, charity, and perseverance.

Daily Prayer

To help form students in habits of prayer, reflection, and virtue, all at Marian High School submit to a daily routine of prayer, which consists of all-school prayer three times a day, and hourly prayer at the start of each class period. Prayer at school derives its structure from the Divine Office (Liturgy of the Hours), engages the whole person in the act of praying, and invites all to put their faith into action.

Morning Prayer: To be recited at the beginning of first hour

Leader: Lord, open my lips (**all make the Sign of the Cross over their lips**);

Response: And my mouth shall proclaim your praise.

Brief Reading

Leader: (**All bow at the waist**) Glory to the Father, and to the Son, and to the Holy Spirit...

Response: (Upright) As it was in the beginning, is now, and will be forever. Amen.

Midday Prayer: The Angelus and grace before lunch, recited at the end of 3rd hour

Leader: God (+), come to my assistance.

Response: Lord, make haste to help me.

Leader: (**All bow at the waist**) Glory to the Father, and to the Son, and to the Holy Spirit...

Response: (Upright) As it was in the beginning, is now, and will be forever. Amen.

The Angelus

Leader: The Angel of the Lord declared unto Mary,

Response: And she conceived of the Holy Spirit.

Hail Mary, etc...

Leader: Behold the handmaid of the Lord.

Response: Be it done unto me according to Thy Word.

Hail Mary, etc...

Leader: (**All bow**) And the Word was made flesh,

Response: (Upright) And dwelt among us.

Hail Mary, etc...

Leader: Pray for us, O holy Mother of God.

Response: That we may be made worthy of the promises of Christ.

Leader: Let us pray:

Pour forth, we beseech Thee, O Lord,

Thy Grace into our hearts;

that we to whom the incarnation of Christ,

Thy Son, was made known by the message of an angel,

may by His passion and Cross

be brought to the glory of His Resurrection.

Through the same Christ, our Lord. Amen.

Grace Before Lunch Periods

Bless us, O Lord! and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord.

Prayer for the Deceased (to follow immediately after grace)

May the souls of all the faithful departed, through the mercy of God, rest in peace.

End of Day Prayers

Various prayers connected to the liturgical season, the calendar of Saints, and more, prayed at the beginning of 10th hour

Leader: God (+), come to my assistance.

Response: Lord, make haste to help me.

Leader: **(All bow at the waist)** Glory to the Father, and to the Son, and to the Holy Spirit...

Response: (Upright) As it was in the beginning, is now, and will be forever. Amen.

Student Council or Administration leads School in an afternoon prayer.

EASTER: *As a School, we sing together the Easter Marian Antiphon, **Regina Caeli***

(Sung) Regina caeli, laetare, alleluia. Quia quem meruisti portare, alleluia.

Resurrexit, sicut dixit, alleluia. Ora pro nobis Deum, alleluia.

Let us pray. O God, who gave joy to the world through the resurrection of Thy Son, our Lord Jesus Christ, grant we beseech Thee, that through the intercession of the Virgin Mary, His Mother, we may obtain the joys of everlasting life. Through the same Christ our Lord. Amen.

3. Admissions and Enrollment

School Admissions Policy

Diocesan schools shall comply with state laws and regulations regarding school enrollment and attendance to the extent possible, as consistent with the teachings of the Catholic Church and Diocesan policy.

Nondiscrimination Policy

Diocesan schools shall follow and promote an open enrollment policy accepting students without regard to color, race, gender, or national origin, and shall reasonably accommodate those with disabilities in their educational programs.

Enrollment

Marian High School will consider incoming students (9th grade, transfer student, or international students) for admission provided that the school has the following items:

1. A completed online application (9th grade, transfer student, or international student) and payment of application fee.
2. Answers to essay questions completed by the student.
3. Birth certificate.
4. Custodial paperwork if applicable.
5. IEP/ISP, 504 Plan, CAP, and/or ILP if applicable.
6. Two completed teacher recommendation forms (transfer students only).
7. Up-to-date immunization record or religious exemption to immunization form.

Marian High School will also require the following items before an application will be considered for admission. The items below will be obtained by the school directly.

1. Results of a completed placement test (incoming 9th graders only).
 2. Prior school recommendation forms, report cards from 6th – 8th grade, and other requested records.
- All continuing students must complete the enrollment process.
 - A child may be enrolled only by a person having legal custody of the child. If the required documents are not provided to the school within thirty (30) days of the student's application, or appear to be inaccurate or fraudulent, the school shall notify the Indiana Clearinghouse for Information on Missing Children (See Diocesan Policy 4030) and will cooperate with local authorities if the child has been reported missing.
 - The custodial parent or legal guardian shall provide the name and address of the school the student attended for grades 6th-8th.
 - All applications are subject to review by the admissions committee, which follows the guidelines specified below.

The following stipulations are in effect for all incoming and continuing students at Marian High School:

- The parents do not have outstanding financial obligations to the student's previous school or previous school year. The student's application may be considered once Marian High School receives confirmation from the previous school that these obligations have been fulfilled.
- For incoming freshmen, parents agree to fill out the application for admission honestly, disclosing any disciplinary, academic, or special learning documentation that the school should know prior to accepting the student.
- A student will not be admitted if he or she is on probation with the judicial system. The Discipline Committee and/or Principal will not allow a student to continue at Marian High School without approval if he or she is on probation with the judicial system.
- A student will not be admitted or allowed to continue if he or she has been expelled from any school within one year from the date of expulsion. This will include those students who have voluntarily withdrawn from school because of the threat of expulsion.
- A student may not be admitted or allowed to continue if he or she has been involved in a serious infraction of a school rule or multiple/repeated minor infractions of a school rule. This would include, but not limited to, violations of drug or alcohol rules, vandalism, attendance problems, harassment, threat of violence and/or violence against another, stealing, or bullying. The discipline committee and/or Principal will not allow students with the above infractions of school rules to be admitted or continue without approval.
- A student may not be admitted or allowed to continue if he or she has grades that reflect a preponderance of underachievement. This would include failing one or more classes in 8th grade, failing three or more semester classes in high school, or being placed on academic probation for three cumulative semesters (or both semesters of freshman year) at Marian High School. The admissions committee and/or Principal will not allow students with this record of poor academic performance to be admitted or continue without approval.
- A student may not be admitted or allowed to continue at Marian High School if he or she is unwilling to respect the traditions and teachings of the Catholic Church. This includes attending Theology classes and attending all religious services held during the school year that would involve the whole student body or an individual class.
- A student may not be admitted or allowed to continue at Marian High School if he or she does not abide by Marian's philosophy regarding the importance of discipline in an academic setting.
- No student who is a senior will be admitted to Marian High School once the school year has begun. Freshman, sophomore, and junior transfers will be advised to wait until the beginning of the following semester. However, in the case of a student moving to the area, this policy may be waived.

Children with Exceptional Educational Needs

Children with exceptional educational needs requiring special class placement are accepted (including incoming freshmen, transfers, or continuing students) if their needs can be reasonably accommodated by the school and its staff. Initial enrollment should be on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system that can accommodate the special needs of exceptional children.

Ordinarily when a Diocesan school cannot reasonably accommodate the exceptional needs of a child, a recommendation for special class placement should be made to the custodial parent or guardian by the Principal, after consultation with the child's teacher(s). This recommendation will be either for special class placement within the Catholic school or referral to a public school for evaluation of placement. If the custodial parent or guardian does not accept the school's recommendation, it is expected that he/she will place the decision in writing. In some instances, the custodial parent or guardian will be required to withdraw the child if the child's continued presence, in the opinion of school personnel, would pose an undue hardship on the operation of the school, or pose a threat of harm to the student, other students, or school personnel.

Students or Prospective Students with Communicable Diseases

Catholic schools shall comply with all applicable state laws and all Board of Health policies regarding a school enrollment and attendance in relation to a student or prospective student having a communicable disease.

Prospective (and continuing) students who meet all entrance/enrollment requirements may not be denied admission solely on the basis of a diagnosis of a communicable disease unless required by applicable state law or board of health policy (similarly, students may not be excluded merely on the basis of a diagnosis of a communicable disease.)

However, as with any prospective student who is diagnosed having or is suspected of having a communicable disease, a child with a communicable disease may be excluded if, after an individualized assessment of the child's condition, in accordance with the school's communicable disease policy/procedure, it is determined that the child's presence in the classroom would expose others to significant health and safety risks.

Upon being informed that a child is diagnosed as having or is suspected as having a communicable disease, a review team consisting of the student; his/her parent/guardian; his/her physician; a physician representing the school, parish, or diocese; and school or parish administrators will be established to determine whether the child's admission or continued presence in school would expose others to significant health and safety risks. In making its determination the review team will conduct an assessment of the child's individual condition. The review team's inquiry will include findings of fact based on reasonable medical judgments given the state of medical knowledge about:

- A. the nature of the risk – how the disease is transmitted;
- B. the duration of the risk – how long the carrier is infectious;
- C. the severity of the risk – the potential harm to third parties;
- D. the probabilities the disease will be transmitted and will cause varying degrees of harm; and
- E. whether a reasonable accommodation exists and/or is required.

The review must also take into consideration the scope of the problem, education-related issues, and the student's right to confidentiality. The recommendation of the review team and the decision of the parish and school administrators shall be considered confidential and will be submitted for review only to the Superintendent of Schools, Secretary for Catholic Education, and diocesan attorney.

In the event it is determined that a child is unable to regularly attend a Catholic school, the parish, school, and diocese will assist the parent or guardian in locating alternative educational service and obtaining religious and catechetical instruction.

Admissions Policy for International Students

As a Catholic community, Marian High School welcomes students from other countries for serious study and social integration. In general, the following requirements apply:

International students must be either part of a formal exchange program recognized by the NASSP and the State of Indiana, or they must be living with an adult relative while in attendance at Marian. The approved exchange program must have an accessible representative in the United States. It is the responsibility of the exchange program to locate, prepare, and supervise the host families for the international students. Those international students who live with a family member are expected to remain with that family member for the duration of the student's enrollment at Marian. In all cases, a guardianship form must be completed and on file in the Registrar's Office.

All international students must first submit the following to the Admissions Office:

- Complete profile and school transcripts.
- Up-to-date immunization record.
- Marian's Application for Admission of International Students.
- Results from the TOEFL, SLEP, or other pre-approved language proficiency exam.

An admissions interview to assess the communication skills of each student will be conducted via telephone. The Admissions committee will choose to accept or deny a student's application after a completed interview and review of documentation. If accepted, international students must submit to the Admissions Office three to four months in advance the necessary information, forms, and documents for the I-20. The official designee of the Diocese of Fort Wayne South Bend will complete the I-20 process.

International students must demonstrate proficiency in reading, writing, listening, and speaking the English language. While Marian does assess students in the WIDA standards, offer Lab support, and write Individual Learning Plans for English Language Learners (ELLs), the success of our international students depends on their ability to communicate in everyday conversation and academics with at least a "Developing" level of proficiency. Admission may be denied because of an unsatisfactory score on a language proficiency exam. Accepted international students may be given a placement test in order to facilitate placement in the appropriate classes. International students who have specific requirements from their country or their agency for classes for credit must submit those requirements to the School Counseling Department in advance of selecting their classes.

International students pay full tuition and fees at the non-parishioner rate. A fee of \$1,220.00 is added to the tuition and fees of international students for the services provided by the School Counseling Department. Payment of tuition and fees is due before the first day of classes.

International students must meet the same requirements as any other student. An Indiana diploma will not be issued to any international student unless all of the required coursework has been

completed in the United States. Students not receiving a diploma will receive a certificate of attendance along with final transcripts from the School Counseling Department.

Priority Placement for Incoming Students

Students will be assigned a priority placement group once all required application documents are received prior to the specified deadline. If the number of completed application portfolios exceeds the number of available spaces for the incoming class, then the priority placement policy will be implemented on a rolling basis (by date). Application portfolios are considered complete when all supporting materials are submitted. Applications will continue to be accepted after the application deadline on a first come, first serve basis until the class is full. Once the class is full, students may be placed on a waiting list.

1. Student who is a Marian sibling, legacy, or the child of a Diocese of Fort Wayne-South Bend employee.
2. Student who is currently enrolled at a Catholic school.
3. Student whose family is an active registered parish family as verified by the Pastor.
4. Student who is Catholic and lives within the Diocese of Fort Wayne-South Bend.
5. Student who is non-Catholic.

Right to Amend Admissions Policies

It is understood that all of the above admissions policies are not all-inclusive and apply to all prospective and current students. It is also understood that Marian High School can waive the time stipulations listed above if it so chooses.

4. Financial Policies

Tuition and Fees

Tuition, fees, and all other financial obligations and business are conducted through the Business Office. It is mandatory that all families sign up through **School Admin/Finalsite** (online application) to address tuition and fees.

Any families wishing to receive financial aid of any kind (including SGOs and School Choice scholarships) must complete the **FACTS Grant and Aid** application.

*Note: **School Admin/Finalsite** and **FACTS Grant and Aid** are two separate applications.*

All graduates must have their tuition and fees paid before participation in graduation. Caps and gowns, diplomas, or transcripts may be held for anyone with a tuition balance in arrears.

Withdrawals

If a student wishes to withdraw from Marian High School, his/her parent or guardian must contact the Assistant Principal or Assistant Principal for Student Formation to obtain the necessary withdrawal forms. Once the completed form is submitted to the Administration, the student will be officially considered as having withdrawn from school.

Once withdrawn, it is the responsibility of the student to enroll as soon as possible in another secondary school. Marian High School will furnish a transcript of grades to the new school only after a student has formally enrolled in another school and after requested to do so by the receiving school. In no case will a transcript be released by Marian High School if the family's financial obligation to Marian has not been met.

Any student who withdraws from Marian High School during the course of the school year will receive a refund of paid tuition for any academic quarter in which the student is not enrolled unless a contract stating otherwise was issued. Fees are not refundable.

5. Attendance Policies

Introduction

Marian High School considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. Second, research shows that educational achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. Because of this, parents and guardians are expected to ensure their child(ren) attend(s) school regularly, and with minimal absences. Parents and students should regularly monitor attendance on PowerSchool.

Parent/ Legal Guardian Responsibility

Parent(s)/legal guardians are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of seven (7) until the date on which the child:

- A. Graduates; or
- B. Reaches at least sixteen (16) years of age or less than eighteen (18) years of age and:
 - a. the student and the student's parent or guardian and the principal agree to the withdrawal;
 - b. the student provides written acknowledgment of the withdrawal which must include a statement that the student and the student's parent/guardian understand that withdrawing from the school is likely to reduce the student's future earnings and increase the likelihood of the student being unemployed in the future, and the student's parent or guardian and the school principal each provide written consent of the student to withdraw from school; and
 - c. the withdrawal is due to financial hardships requiring a student to be employed to support the student's family or dependent, illness or an order of a court that has jurisdiction over the student, or
- C. Reaches the age of eighteen (18) years.

Whichever occurs first.

Definitions

The Indiana Department of Education defines "chronic absenteeism" as missing 10% or more of a school year for any reason (18 days in a 180-day academic year). "Habitual truancy" is defined as accumulating 10 or more unexcused absences in a school year. In either case, the school may be obligated to report the child to an intake officer of the juvenile court or to the Department of Child Services.

Truancy

Truancy is an absence from school or class without the permission of the parent/guardian and the school. Truancy is a serious offense. Consequences for truancy may include Saturday detention(s), suspension(s), attendance contract(s), and disciplinary probation. Repeated truancy may be just cause for dismissal. Students who are habitually truant (see definition above) shall be reported to the juvenile authorities in accordance with applicable state law and following Diocesan procedures.

School Notification

When a student is absent from school, his or her parent, guardian, or another person designated on the student's Emergency Contact form must notify the Attendance Office of this fact **before 8:30 AM on each day of an absence.**

- The Attendance Office telephone number is **574-259-5257**.
- Due to the volume of messages that can be received in the Attendance Office on some days, you may be asked to leave a message. Please leave a message stating your student's name, grade, and the reason for the absence. If a reply is necessary, you will be contacted as soon as possible.
- In addition, a personal note to the Attendance Office from a parent/guardian must accompany a student returning to school following an absence. A doctor's note may be requested for absences due to illness.
- Parents and students have **24 hours** to rectify unexcused absences with the Attendance Office. After this time, parents must appeal the status of absences with the Assistant Principal for Student Formation.
- The school makes the final determination regarding all absences.

Absences from School

Absences from school shall fall into one of the three following categories:

- A. Absences which are counted as present.
 - a. Serving as a page for or honoree of the Indiana General Assembly;
 - b. For students in Grades 7 through 12, serving on a precinct election board or as a helper to a political candidate or political party on Election Day with prior approval of the principal;
 - c. Court appearances pursuant to a subpoena;
 - d. Active duty with the Indiana National Guard for not more than ten (10) days in a school year, or participation in civil air patrol as a member of the Indiana wing of the civil air patrol for not more than five (5) days in a school year;
 - e. Placement in a short-term inpatient treatment program which provides an instructional program;
 - f. Homebound instruction;
 - g. Religious observances and school-sponsored retreats.
 - h. Approved, educationally related non classroom activity per I.C. 20-33-2-17.5, such as a school-sponsored field trip
 - i. Participation or exhibition in the Indiana state fair by the student or a member of the student's household if the student is in good academic standing but not to exceed five (5) instructional days in a school year.
- B. Excused Absences
 - a. Illness of the student (with written statement by parent/ guardian or doctor)
 - b. Funerals
 - i. for death in the immediate family
 - ii. for persons outside of the immediate family with parental permission
 - c. Out-of-school suspension
 - d. Medical and legal appointments – Such appointments should be scheduled after school hours when possible.

- e. School/college visits – Parents/guardians need to check with the individual school's policy when arranging such visits.
- C. Unexcused Absences
 - a. No parent/guardian contact with the school giving an explanation for the absence on the day of the absence.
 - b. No physician's note to excuse an absence once more than 5 days of absence have occurred (see Frequent or Prolonged Illness below).
 - c. Absences other than those defined as excused or absences counted as present.

College/University Visits

The Attendance Office should be notified of a college visit in advance. Upon their return, students are asked to provide proof of the official visit from the college or university so the absence can be marked excused. Such students may participate in extra- and co-curricular functions that same day. Such absences are not eligible for compression.

Non-Attendance/Participation

A student must attend the last half (1/2) of the school day (in by 11:30 AM) in order to participate in any athletic or extra-curricular activities that day. If a student is ill and leaves school, he or she may not return that day for any type of function.

Any students who leave after 11:30 for a legitimate appointment (see excused absences above) may be asked to submit a note from that appointment before being allowed to participate in any type of function later in the day.

Marian High School is a Catholic school. Because of this, celebrations of the Holy Sacrifice of the Mass, in the form of all-school Liturgies, are central to who we are and what we do as a school. For this reason, it is important that all students attend these Liturgies. Therefore, any student not present for the start of Mass (generally 9:30 AM) on the day of an all-school Liturgy will be excluded from participating later in the day in any type of extra- or co-curricular school activity. The only exception to this includes legitimate appointments accompanied by official documentation.

Early Dismissal/ Off-Campus

When possible, appointments should be made before or after regular school hours. If it is necessary for a student to be excused during school for an anticipated event (medical appointment, funeral, etc.), the student must bring a note from the parent/guardian and obtain an off-campus permit from the Attendance Office. When the student returns to campus, the student must first report to the Attendance Office before returning to any classes or school activities.

In the case of an emergency or if a student becomes too ill to remain in school, the student must report to the Nurse's Office after receiving permission from the teacher to leave class. When students are ill they are not allowed to spend the class period in the restroom. If the illness is considered serious enough to send the student home, the school must receive permission from the parent/guardian before the student is released. Under no circumstances should a student leave campus without receiving authorization from the school. A student who leaves school because of illness or an off-campus appointment will be given an opportunity to turn in work due in classes

they will miss (failure to do so may be subject to academic penalty), and he or she will not be permitted to return and cannot participate in any co-curricular events later than day.

Irregular Attendance Patterns

If an irregular attendance pattern begins to develop, the following steps will be taken:

- Daily call from attendance office with each absence
- A student is not permitted more than 10 absences in a given semester
 - Formal notification will be sent regularly, informing parents that the student has accumulated the following attendance benchmarks:
 - *Five (5) absences in a given semester* in one or more classes
 - *Ten (10) absences in a given semester* in one or more classes
 - *Fifteen (15) absences in a given semester* in one or more classes
 - *Twenty (20) absences in a given semester* in one or more classes
 - For each absence beyond the permitted 10, students will incur a reduction to their final semester grade
 - 1% deduction per absence over 10
 - This will be done on a per class basis
 - For example, if a student misses 14 days in his or her 3rd period class, that course's semester grade will incur a 4% reduction in the final grade
 - Once a student surpasses 20 absences in any class in a given semester, he or she will not be able to earn credit in that class.
- A meeting may be requested by any party to discuss student attendance. If the parent(s) or guardian(s) fails to respond to the school's attempt to set up a meeting, a referral will be made to the Principal.
- Other potential sanctions for poor attendance include, but are not limited to, loss of extra- and co-curricular privileges, loss of credit for a course or courses, referral to Department of Child Services or the Bureau of Motor Vehicles, requiring a student go on homebound instruction through their local school district, withdrawal from the school, or expulsion.
- Parents may contact the school to request a certification of incapacity of extended absences or to appeal sanctions by submitting official documentation to the School Administration, identifying why a student has been absent an excessive amount. The Administration will make the final decision regarding the appeal.

Off-Campus Classes Eligibility, Attendance, and Probation:

Although off-campus classes are not reported on the Marian transcript or GPA, the school can refuse to accept those credits for issues related to grades or attendance at the off-campus institution. Marian's policy for irregular attendance, which stipulates a grade deduction after 10 absences or academic failure after 20 absences in a semester can be used to determine acceptance or rejection of courses taken off-campus. In addition, grades from those courses may be used in determining academic probation status.

To be eligible for participation in an off-campus academic program, a student must have passed all courses without an attendance deduction and be cleared of any academic or disciplinary probation during the spring semester prior to the year of off-campus enrollment. The Administration, in

dialogue with the Counseling Department, may deny off-campus enrollment requests based on serious academic, attendance, or disciplinary issues not otherwise detailed above.

Frequent or Prolonged Illness

If a student is absent for three consecutive days due to illness (including concussions) or has contracted a contagious disease, a physician's statement will be required in order for the student to return to school. If it is required that students are required to quarantine because of infectious disease, protocols and procedures will be discussed with families and communicated via a handbook update or supplement. In such cases, when the student is ready to return, a meeting will be set with the student, parent(s), counselor, teachers, and an administrator, to discuss the successful reintegration of the student to Marian, including the requirements for make-up work.

Extended Absences

The school considers an extended absence to be any absence of 3 or more consecutive school days. Parents should notify the school at least one week in advance of planned extended absences (such as family vacations). Students will receive a form from the office to show to his or her teachers, and the teacher will inform the student of his or her academic standing in the class. The form will also specify dates by which missed/ make-up work will be completed. See next section.

Make-up Work/ Work Missed Because of Absence

Teachers will communicate to students, through various methods, the dates and deadlines for all assignments and classwork. Students are responsible for knowing the due dates and procedures for submitting assignments. When a student is absent for any reason, it is the responsibility of the student to discuss work missed with the teacher. The type of make-up work shall be at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class.

See the **Missing and Late Work Policy** in the Scholastic Policies section of this handbook for specific details.

Tardy to School

A student reporting to school any time after the tardy bell must report first to the attendance office or Assistant Principal for Student Formation to receive a tardy slip. No student will be admitted to class without a tardy slip.

Tardiness to the **1st hour** is disruptive to the educational process therefore, it is imperative that students are consistently punctual. A student is considered tardy when he/she arrives at school after 8:00am. Students will receive an unexcused absence if they arrive after 8:25 without appropriate medical documentation. After the 3rd tardy to 1st hour and thereafter, a parent meeting may be requested with the attendance secretary and administration to create a plan moving forward.

All tardies are considered unexcused unless they are accompanied by a physician's note. We do acknowledge that unforeseen circumstances happen, however the following interventions will take place once 3 tardies have accrued.

The following information will be applicable to all students:

-3 Tardy Arrivals: A blackboard message and or physical letter will be sent home with the student notifying the family of the concerning number of days tardy to their 1st hour.

-5 Tardy Arrivals: A blackboard message and or physical letter will be sent home with the student notifying the family of the concerning number of days tardy to their 1st hour and a plan moving forward.

-6 Tardy Arrivals: A blackboard message and or physical letter will be sent home with the student notifying the family of the concerning number of days tardy to their 1st hour. A Tuesday afterschool 3:15-4:00 detention will be provided.

-7 Tardy Arrivals: A blackboard message and or physical letter will be sent home with the student notifying the family of the concerning number of days tardy to their 1st hour. A Tuesday and Thursday afterschool 3:15-4:00 detention will be provided.

-8 Tardy Arrivals: A blackboard message and or physical letter will be sent home with the student notifying the family of the concerning number of days tardy to their 1st hour. Students will be issued a Tuesday & Thursday afterschool detention along with a week long lunch detention to be served with the Assistant Principal for Student Formation.

-9 Tardy Arrivals: A blackboard message and or physical letter will be sent home with the student notifying the family of the concerning number of days tardy to their 1st hour. Students will be issued a Saturday School Detention and a week long lunch detention to be served with the Assistant Principal for Student Formation.

-10 Tardy Arrivals: A blackboard message and or physical letter will be sent home with the student notifying the family of the concerning number of days tardy to their 1st hour. Students will be placed on an attendance contract for the remainder of the school year. A meeting will be held with parents and or guardians and school administration. Students will also receive an In School Suspension.

- A meeting may be requested by any party to discuss student attendance. If the parent(s) or guardian(s) fails to respond to the school's attempt to set up a meeting, a referral will be made to the Principal.
- If the parent(s) or guardian(s) fail to respond to the school's attempt to set up a meeting, or if the student fails to meet the requirements of an attendance contract, a referral will be made to the Principal and sanctions may be imposed. Potential sanctions include, but are not limited to, loss of extra- and co-curricular privileges, loss of credit for a course or courses, requiring a student to go on homebound instruction through their local school district, withdrawal from the school.

After a certain amount of class is missed (typically $\frac{1}{2}$ a class period), the incident is considered an unexcused absence rather than a tardy. The Assistant Principal for Student Formation has final discretion.

Tardy to Class

Students who have a valid excuse for being late to class must bring a note from a counselor, teacher, or staff member to the attendance office and obtain a tardy slip to class. All unexcused tardies to class are Level 1 infractions and will be given the appropriate consequence per the handbook. Restroom use is not grounds for excuse unless expressly permitted by the classroom teacher. Excessive tardy to class infractions may result in further disciplinary consequences and require a meeting with the Assistant Principal for Student Formation.

6. Scholastic Policies

Academic Expectations

Marian High School believes that student learning happens best when every student is actively engaged in the educational process. Consequently, we expect each student to realize that the primary responsibility for learning rests squarely on his or her own shoulders. Parents, teachers, tutors, and friends may guide and direct the learning process, but real achievement in the academic endeavor is not possible if a student is not actively involved. Hence, each teacher expects that a student will come to class fully prepared, ready, willing, and able to participate in the lessons of the day. The following expectations more clearly explain how a student should approach his or her studies.

- **Classroom Conduct & Attendance:** A student is expected to be on time for each class and not to miss class except in the case of illness or some other serious reason. The student is expected to participate in all class activities, and to assist in maintaining order by refraining from disruptive conduct.
- **Materials:** A student is expected to bring all necessary materials to class. This includes all textbooks, workbooks, notebooks, pens and pencils, binder paper and any other materials required by the teacher in a particular class.
- **Homework:** Students may expect an average of two hours of homework every night (20-30 minutes per class), although actual homework requirements may vary. This may be a combination of written assignments, reading, study, and long-term projects or papers. At least two hours should be spent in study over and above the time provided at school if a student is to gain the most benefit possible from classes. Assignments should be neat, complete, and on time. Students are expected to follow the homework policies established by each of his or her classroom teachers.

Grading Scale

Grade	Percentage	Grade Points	GP: Honors/AP/Dual-Credit
A	93 – 100	4.00	5.00
A-	90 – 92	3.67	4.67
B+	87 - 89	3.33	4.33

B	83 - 86	3.00	4.00
B-	80 - 82	2.67	3.67
C+	77 - 79	2.33	3.33
C	73 - 76	2.00	3.00
C-	70 - 72	1.67	2.67
D+	67 - 69	1.33	2.33
D	63 - 66	1.00	2.00
D-	60 - 62	0.67	1.67
F	0 - 59	0.00	0.00

Failures

- A student who is enrolled in a regular level course and receives a grade of F for the semester will only be moved into a foundational level course if both the teacher and the parents agree that a change in academic level is in the student's best interest. If this condition does not exist, then the Assistant Principal will make the final decision.
- Taking an honors class is considered a privilege and in order to maintain enrollment in these courses, students must maintain a D average.
- Students who receive an F in an honors level class for the semester will be automatically reassigned to an available and appropriate regular-level class. If a class is not available, then the student will be placed in an elective or a study hall.
- Appeals may be made directly to the teacher or to the Assistant Principal.

Academic Probation Policy (Diploma Track Students)

- Mid-Quarter: Student academic performance will be monitored by his or her school counselor. At mid-quarter, any student receiving any failing grade and/or a quarter GPA <1.67 will be identified as at-risk for academic probation and will meet with his or her school counselor. In addition, the school counselors will also meet with any student who is already on academic probation because of poor academic performance during a previous quarter.
 - These students may be required to attend homework help for a certain period of time. If such a mandate interferes with extracurricular activities, students will be permitted to attend practices, games, etc, after homework help is completed.
- Quarter / Semester: Students who earn a quarter or semester GPA < 1.67 and/or are failing two or more classes at the end of any quarter or semester will be placed on academic probation for the following quarter.
- The student and a parent will meet with the school counselor and any available teachers to discuss the plan for improvement as well as the consequences for his/her continued enrollment at Marian High School.
- The consequences will include

- Loss of co-curricular activity privileges that take place outside the school day.
- To be removed from academic probation, the student must achieve a GPA of 1.67 or greater and have no more than 1 F on the quarter or semester report card.
- The Administration may also place a student on academic probation at any time because of poor academic performance.

Academic Expulsion

- Any student who receives three (3) failing semester grades (not quarter grades) will be removed from the school no matter what courses the failures are in.
- For freshmen, expulsion may be incurred if each of the student's fall and spring semester GPAs is below a 1.67.
- Expulsion may be incurred if any student's semester GPA is below 1.67 for three cumulative semesters.
- Appeals due to unusual or extenuating circumstances may be made to the Principal. The Principal's decision regarding an appeal is considered final.

Academic Honesty

The academic community relies upon a high standard of integrity in the completion of student work. One of the most important aspects of academic integrity concerns the just measure of each student's academic accomplishments. For assessment of such accomplishments to be judged fairly, it is essential that the teacher is assured the work used to evaluate the student's performance is genuinely his or her own. It is the responsibility of the student not to deceive the teacher in any way in regard to the authorship of the work he or she presents as his or her own.

Cheating includes but is not limited to:

- **Collaboration:** Collaborating with other students in the completion of assigned work is not permitted unless specifically authorized by the instructor teaching the course. It is safe to assume that all assignments are to be completed individually unless the instructor indicates otherwise. It is the responsibility of the student who is unsure to seek clarification from his or her instructor(s).
- **Homework:** copying work from another student or giving one's work to another to be copied; Students are expected to abide by each classroom teacher's established homework policy
- **Assessments (Exams and Quizzes):** possessing any material not allowed by the teacher during an assessment (e.g. cheat sheets, worksheets, open textbook, etc.); looking at another student's work during an assessment; receiving or giving verbal, written, or any other cues to another before or during an assessment (this includes conversations in the hallways between classes); giving graded information to another student; receiving graded information from another present or past student; unauthorized viewing of an assessment;
- **Plagiarism:** plagiarism from electronic or hard-copy sources as defined in the Marian English Style Book
- **Artificial Intelligence:** The use of chatbots and AI generative models in the research and writing processes is prohibited unless otherwise specified by the teacher. All students must submit their own original work.

- **Signature Line:** teachers may choose to affix a signature line to particular assessments or assignments. When signing that line, students agree that the work they do is their own. Failure to sign may be considered an admission of academic dishonesty.

Consequences

It is up to the instructor(s) involved in a case of academic honesty to determine the severity of the violation and assign the appropriate penalty. All cases of suspected and confirmed academic dishonesty will be reported to the office of the Assistant Principal for Student Formation.

A minor offense, such as cheating on a daily homework assignment or quiz, normally carries a penalty of zero (0) for the student work, with no opportunity to make up the credit, and parent notification. If the student is a member of National Honor Society (NHS), the NHS moderator will be notified of the offense.

A major offense, such as cheating on an exam, paper, or lab report, normally carries a penalty of a zero (0) for the student work, with no opportunity to make up the credit, parent notification, a formal letter placed in the student's file, and may require a hearing before the school's Disciplinary Committee. If the student is a member of National Honor Society (NHS), the NHS moderator will be notified of the offense.

Multiple minor offenses constitute habitual cheating behavior, and will be treated as major.

Penalties for multiple major offenses may include disciplinary or academic probation, athletic code violations, failure to earn credit, suspensions from school, or expulsion.

Missing and Late Work Policy

Teachers will communicate to students, through various methods, the dates and deadlines for all assignments and classwork. Students are responsible for knowing the due dates and procedures for submitting assignments. Teachers shall designate missing assignments with a "missing," or "M," marker (alongside an "A" marker if absent) in the Power School grade book within a practical period of time on or shortly after its due date. A provisional value of zero (0) may also be assessed, except in cases of absence prior to the student's return to school.

Assignments that are submitted after the original deadline, but by the 8th day (one calendar week) following, shall be first graded by the teacher, *then assessed a late penalty (deduction) of 25% of its original value*. Teachers shall change the "M" marker to an "L" marker in the PowerSchool grade book. Daily or routine assignments submitted *after the 8th day from the original due date shall receive a zero (0); major assignments or projects returned after the 8th day may receive no more than 50% of earned value*, at the teacher's discretion. (The late return window may also be shortened at the end of each quarter.)

*Example: A late 20 point daily assignment, due on a Tuesday, is submitted by the following Tuesday. The teacher grades it for 18/20 points (90%). A 25% late penalty off its original value is then applied ($25\% * 20 = 5$ points: $18 - 5 = 13$), for a grade book entry of 13/20 (65%). The same assignment, submitted more than a week late, after the following Tuesday, would receive a zero.*

The following situations may result in the waiver of the late penalty (See also *Make-up Work/Assessments Due to Absence*):

Students who are present when a daily or routine assignment is handed out or posted, but excused absent from school on the due date *may submit a late assignment by their next day of attendance following the absence, without a late penalty.* Otherwise, it shall revert to the policy stated above, *based on the original due date.* (Note that students who are present for school but not able to attend a class period due to an excused in-school activity, are NOT granted a waiver!)

Students who are excused absent from school on the day that a daily or routine assignment is handed out or posted shall *contact the teacher or indicate in writing on the assignment requesting a waiver of the late penalty, if the assignment is submitted by the 8th day (within one calendar week) from the deadline.* Otherwise, it shall revert to the policy stated above, *based on the original due date.* (Note that students who are present for school but not able to attend a class period due to an excused in-school activity, are NOT granted a waiver!)

Parents of Students who are excused from school 3 consecutive days or 5 or more days in a 10-day span may request a meeting with a counselor, administrator, and/or current teachers to develop a personalized timeline for the completion of work assigned during the span of excused days, that may postpone the late penalty, subject to administrative approval. Such a meeting due to failing grades for any cause may be convened by referral of an administrator or member of the SIT team.

The late penalty may be reduced or waived as an accommodation documented in a Marian-recognized learning plan (ISP, CSEP, or CAP), based on medical need or disability. Accommodations are urged to be standardized for similar plans and disability types, subject to administrative approval, review, or amendment.

Students encountering difficulties keeping up with their responsibilities may request a reasonable extension on an assignment by speaking to their teacher in advance of the deadline. It is the teacher's discretion to grant or deny this request. If the student fails to complete the work by the extension date, the assignment shall revert to the policy stated above, *based on the original due date.*

Example: a student emails the teacher on the Monday night before a Tuesday deadline due to going to the emergency room after a sports accident. The teacher grants a 3-day extension (Friday). The assignment does not get submitted until the following Tuesday. The assignment still receives a 25% reduction based on the original Tuesday deadline, because it was submitted after the agreed-upon extension, but within 8 days of the original due date.

Make-up Work/Assessments Due to Absence

When a student is absent for any reason, it is the responsibility of the student to discuss work missed with the teacher. The type of make-up work shall be at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class.

When an absence is known or foreseen (including, but not limited to, off-campus appointments, field trips, in or out-of-school religious activities, college visits, and family vacations), it is the responsibility of the student to meet with his or her teachers to discuss work that will be missed. In such cases, a teacher may require that work due while the student is absent to be turned before leaving or immediately upon returning to Marian. *Any penalty for late assignments shall reference the agreed upon due dates.*

Refer to the *Missing and Late Work Policy* concerning the waiver of penalties for *excused* absence late homework. There is no presumption of a waiver for unexcused absences; however, teachers are granted the discretion to work out situations on a case by case basis, provided advance notice of the dates and purpose of the absence has been provided to the teacher.

Students who miss the day before a previously posted exam, test, or quiz date should expect to take the assessment the day it is scheduled/due. Students who miss the day of an exam, test, or quiz or who return to school after a period of multiple contiguous or non-contiguous absences, *shall arrange with the teacher to make up the assessment(s) within a period of one calendar week from the date they return.* Following this grace period, the teacher may designate the assessment as a missing assignment with a grade of zero (0), per the *Missing and Late Work Policy*, paragraph 2.

For absences due to in- or out-of-school suspension, students are expected to reach out to their teachers regarding missed work and are expected to meet all due dates, as if absent excused, while suspended. Suspended students should expect to make up missed exams, tests, or quizzes the day they return. Any assignments not submitted at the expected or established time are subject to the late penalty described in the *Missing and Late Work Policy*.

Make-up work may take precedence over extra- or co-curricular activities, and students should expect to make up assessments on their own time, either before or after school. They will not be permitted to take class time to do this.

Test Relief Request

Students who are scheduled to take 3 or more tests on a single school day may use the "Test Relief Request Form" to petition for rescheduling of one or more exams, once per subject, per semester, with certain restrictions. Conditions and instructions are included with the form.

Credit Recovery and Service Learning

From the Academic/Curriculum Handbook

Grades 9 - 11

- Students who fail a religion class with 50 - 59% and have 10 or fewer absences will be permitted to complete the credit recovery module to earn the passing grade. Fees will apply.
- Students who fail a religion class with a grade of 49% or lower, or who fail with a 50 - 59% and/or have more than 10 absences will be required to retake the class the following year.
- No student can complete credit recovery if they lack the service learning component of the class (English in grade 11). They will receive an 'INC' for the course and will be given a deadline of February 15 (semester 1 classes) or June 30 (semester 2 classes) to complete the service learning requirement for up to 50% credit.
 - If they do not complete the requirement on time, they will receive a failing grade (WF) for the course and be required to retake the course the following year.

Grade 12

- Seniors who fail a religion class (in either semester) with 50 - 59% and have 10 or fewer absences will work with the teacher to complete outstanding or alternate semester course work by an established deadline to earn a passing grade.
- Seniors who fail a religion class 1st semester with 49% or lower, or because of absences, and/or have more than 10 absences will be required to enroll in 2 religion classes second semester and must pass them in order to graduate.
 - If this is not feasible within the student's schedule, other options may have to be explored. These include, but are not limited to, summer theology courses, online courses, college religion programs, or more. These options may incur additional expense to the family.
- Seniors who fail a religion class 2nd semester because of absences, with a grade of 49% or lower, or who fail with a 50 - 59% and/or have more than 10 absences, that student risks graduation and may be required to complete the above options to complete credit.
- No student can complete credit recovery if they lack the service learning component of the class. They will receive an 'INC' for the course and will be given a deadline of February 15 (semester 1 classes) or June 30 (semester 2 classes) to complete the service learning requirement for up to 50% credit.
 - If they do not complete the requirement on time, they will receive a failing grade (WF) for the course and be required to retake the course the following year.

Off-Campus Classes Eligibility, Attendance, and Probation:

A student must have a good academic, attendance, and behavioral record to be eligible for off-campus classes. This includes: earning grades higher than 69% (D+) having no history of being on academic probation, having fewer than 10 absences in a semester, having no Saturday detentions, suspensions, or appearances before the disciplinary committee in the year before enrollment.

Although off-campus classes are not reported on the Marian transcript or GPA, the school can refuse to accept those credits for issues related to grades or attendance at the off-campus institution. Marian's policy for irregular attendance, which stipulates a grade deduction after 10 absences or academic failure after 20 absences in a semester can be used to determine acceptance or rejection of courses taken off-campus. In addition, grades from those courses may be used in determining academic probation status.

To be eligible for participation in an off-campus academic program, a student must have passed all courses without an attendance deduction and be cleared of any academic or disciplinary probation during the spring semester prior to the year of off-campus enrollment. The Administration, in dialogue with the Counseling Department, may deny off-campus enrollment requests based on serious academic, attendance, or disciplinary issues not otherwise detailed above.

Senior Examination Exemptions

As an incentive for students to keep up their grades, attend classes, and maintain a clean record of discipline, qualifying seniors may be exempt from second semester exams if they have an A- (90%) or higher at the end of the 17th week of the second semester. Conditions that apply are listed below:

- The exam will not enhance the student's overall grade, but could damage the student's chances to maintain his/her current grade of an A- or above.
- The test is not a requirement of the course (as in the case of a paper, project, service learning curriculum, etc.)
- The student is in good standing with the school and has neither appeared before the discipline committee in the spring semester, nor does he or she have outstanding detention time to serve.
- The student has not been on academic probation during the spring semester of senior year.
- The student cannot miss more than 10 days of class during the semester as recorded by the Attendance Office. This is counted on a per period basis until the day exemptions are posted.

Commencement Awards

Graduation Honor status determination is based on a seven semester cumulative average. The GPA requirements are as follows:

- Marian Honors: 3.66 and above
- First Honors: 3.33 - 3.65
- Honors: 3.00 - 3.32

Any senior student who achieves a GPA of 4.00 or above, is designated a Marian Scholar, and receives a medal at Academic Awards ceremony.

Valedictorian and Salutatorian selection will be made after the completion of the seventh semester (first semester senior year). To be eligible a student must be in good academic and disciplinary standing with the school. The student must also be a good representative of the values and beliefs of Marian High School.

Only the 49 grades (seven (7) grades earned each semester over seven (7) semesters) for courses taken at Marian during the traditional school day will be considered in the selection of valedictorian and salutatorian. The student(s) with the highest GPA in those courses will be named as valedictorian and the student(s) with the second highest GPA will be named the salutatorian. Grades earned in courses that will not count toward the determination of valedictorian and salutatorian are:

- A. summer school courses
- B. independent study courses
- C. zero hour courses
- D. college courses taken off of Marian's campus

Although courses taken in the categories above will not count in the determination of valedictorian and salutatorian, the grades earned in those courses will still appear on a student's transcript and in the student's overall GPA.

In the event that a student completes the entire course sequence in a department, and wishes to pursue further education in that department, he or she may be granted an exception to letter "d" above.

- Approval can only be given by the School Counselor in conjunction with the Principal prior to the course being taken.
- If an exception is granted, then that course will replace one (1) of the seven (7) courses taken at Marian that semester.
- The Principal and School Counselor will outline the specifics of the exception in writing prior to the course being taken. This agreement will be signed by the student, student's parent(s) or guardian(s), the Principal, and School Counselor.

Freshmen and sophomore transfer students are eligible to be honored as valedictorian and salutatorian. However, due to discrepancies that could exist resulting from grades from another school, the Principal will determine which grades from other institutions will be included in the final calculation of GPA.

Student Testing

Information regarding standardized testing will be distributed to students accordingly by the Assistant Principal and the School Counseling Department. In registering for certain exams to be taken at Marian, you may be prompted for a code or test center number:

- Marian's CEEB code is 152343.
- Marian's Test Center Number is 15557.

College Board Testing: Each year Marian High School administers the College Board PSAT Assessment to Grade 9-11 students in the Fall Semester and the SAT Exam to Grade 11 students in

the Spring Semester. Each of these tests gives students an opportunity to indicate their interest in potential college majors and opt into the Student Search Service, which helps connect students with colleges of similar interest. Acknowledgment of this *Handbook* constitutes parent/guardian consent to allow their child to participate in the Student Search Service; however, it will remain the student's choice whether or not to mark such fields or request to join the service when taking their exams. Parents/guardians who wish to explicitly opt-out of their child's participation in the Student Search Service should present their request in written or electronic communication to the Assistant Principal, with acknowledgment of receipt. Opt-out requests shall be made annually.

Additionally, by acknowledging this handbook, parents/guardians whose students receive standardized testing accommodations as noted in an ISP(IEP), CAP, CSEP, or ILP at Marian High School, indicate their consent to disclose those accommodations to the College Board (pertaining to PSAT/SAT/AP exams). Parents/guardians wishing to withdraw their consent for accommodations on College Board assessments should make their wishes known in written or electronic communication to the Assistant Principal, who will then arrange for a conference between the parents/guardians and the Learning Strategies or Language Support team, to remove such standardized testing accommodations from the child's respective support plan.

Parental Access Rights to Student Records

Any natural parent, guardian, individual acting as a parent in the absence of a parent or a guardian of a student of a Diocesan school, or a student who has reached eighteen years of age or is attending an institution of post-secondary education has the following rights (unless the school has been provided with evidence that there is court order, state statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights):

- Inspect and review the student's education records.
- A notice concerning parental access to educational records is available in the school office which any parent or eligible student may review during regular business hours.
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Family Educational Rights and Privacy Act and the regulations authorize disclosure without consent.
- File with the U.S. Department of Education a complaint under 34 C.F.R. 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part; and
- Obtain a copy of Diocesan Policy P4150, and follow the procedure for access to student's records. Copies of the Diocesan school's policy and procedure for access to student's records will be maintained in the Principal's office for each Diocesan school.

CORE 40 Financial Aid Eligibility

College financial aid from the state of Indiana is based in part on the type of diploma a student receives. Eligible students who graduate from Marian High School having met the prescribed CORE 40 diploma requirements may qualify for a State Student Assistance Commission of Indiana (SSACI) assistance award of 90% of demonstrated financial need for tuition and mandatory fees. Students who meet the Academic Honors Diploma requirements may qualify for an SSACI assistance award

at 100% of demonstrated financial need for tuition and mandatory fees. Please note that awards may include grants, work study, and loans.

7. Extra and Co-Curricular Activities

Philosophy

Extra-curricular activities are activities that are outside the academic program of the school – including athletics. Co-curricular activities are activities that deal with the academic program. Both extra- and co-curricular activities are important parts of a student’s overall development. Marian encourages students to get involved in a variety of clubs and activities to develop their God-given talents, explore interests, serve the community, develop leadership skills, learn time management, and have fun. Such involvement is a privilege, not a right, therefore students are to represent themselves, their family, and the Marian community in a positive manner at all times.

Title IX Compliance

In accordance with Title IX of the Education Amendments of 1972, Marian High School does not discriminate on the basis of sex in its education programs and activities. Under Title IX, discrimination on the basis of sex can include sexual harassment or sexual violence. The Principal serves as the school’s Title IX Coordinator and is responsible for coordinating the school’s compliance with Title IX.

Eligibility

- Students who earn a quarter or semester GPA < 1.67 and/or are failing two or more classes at the end of any quarter or semester will be ineligible for the following quarter.
- An ineligible student can regain eligibility to participate by achieving a quarter or semester GPA of 1.67 or greater and having no more than one ‘F’ on the quarter or semester report card.
- The semester grade is used at the end of the second and fourth quarters.
- Students who are on academic probation are ineligible from participating in any extra- or co-curricular activity that takes place outside the school day.

Athletics

Marian High School is very proud of its rich athletic tradition and success. With a strong commitment to allowing every individual the chance to succeed athletically, the school offers a wide variety of varsity, junior varsity, freshman, and club sports programs. The school is an official member of the Northern Indiana Conference (NIC) and the Indiana High School Athletic Association (IHSAA). As such, all associates of the school are bound by the regulations of this association. Marian High School offers the following Varsity sports:

	BOYS	GIRLS
FALL	Cross Country	Cross Country

	Tennis	Volleyball
	Football	Soccer
	Soccer	Golf
		Cheerleading*
		Dance (Poms)*
WINTER	Basketball	Basketball
	Wrestling	Swimming and Diving
	Ice Hockey*	Cheerleading
	Swimming and Diving	Dance (Poms)*
	Bowling Team*	
SPRING	Track	Track
	Baseball	Softball
	Lacrosse*	Lacrosse*
	Golf	Tennis
	Rugby*	

*denotes non-IHSAA sports

Athletic Code of Conduct

Our student-athletes are expected to always represent themselves and the school in an exemplary manner, and are expected to exert a positive influence on fellow students during school and at all school-related events. Because athletic participation is considered an additional student privilege, and not a right, student-athletes are subjected to a higher standard, and additional rules and consequences apply to their conduct. These are embodied in the Marian High School Athletic Code of Conduct ("the Athletic Code"). The Athletic Code has been revised beginning with the 2024-2025 school year. Below is a shorthand version of violations and consequences. If a student-athlete is found to have engaged in any of the following behavior, the student-athlete will be disciplined in accordance with the athletic suspensions outlined below. All violations include a loss of leadership position within a team.

- A. Consume or possess alcoholic beverages. Use or possess marijuana or related paraphernalia, in any form.
 1. 25% of current season's contests
 2. One calendar year of contests
 3. Loss of athletic privileges
- B. Conviction of a criminal offense or engaging in criminal activity. OR to sell or distribute any illegal or prescription drug or controlled substance in any form (e.g., anabolic steroids, cocaine, stimulants, intoxicants, depressants, narcotics, hallucinogens, etc.), substances made to look like those listed above, or related paraphernalia.
 1. One calendar year of contests
 2. Loss of athletic privileges

- C. Use, possess or distribute tobacco in any form (cigarettes, cigars, chewing tobacco, snuff, etc.). This includes the use, possession, or distribution of vapor pens (e-cigarettes) that use nicotine-infused liquid.
 - 1. 10% of current season's contests
 - 2. 25% of current season's contests
 - 3. One calendar year of contests
 - 4. Loss of athletic privileges
- D. Participation in or in the presence of behavior that tends to bring dishonor to the school or community, including but not limited to: Fighting;; Horseplay or vandalism; Language and behavior that is not reflective of the mission and Catholic character of Marian High School; Deliberate insubordination; academic dishonesty; Presence at a social gathering/party where there is under-aged alcohol consumption or illegal drugs being used or consumed; Accumulation of 6 detentions or disciplinary infractions of the Student/Parent Handbook in one semester.
 - 1. Same as Rule C above

A full copy of this document, which is required to be signed by all athletes and their parents, is available online [here](#).

Sportsmanship

Marian High School athletics not only focuses on developing young men and women of outstanding moral and athletic character, but also has as its goal the building of an athletic family comprised of athletes, coaches, parents, and the surrounding community, whose focus is to promote sportsmanship, moral development, and spiritual growth through sports. The conduct of all those who support the Knights in athletic competition should reflect this commitment.

Marian students and fans should set a good example in the matter of sportsmanship. Cheers should be of a positive nature and only directed towards our athletes. At no point should negative cheers be directed at an opponent, opposing coach, or an official. Students and fans are required to respect and follow the directives of any Marian faculty or staff member at games. Students or fans not respecting the sportsmanship code may be removed from the game.

Athletic Travel Policy

Marian High School will provide transportation to athletic events as designated by the Athletic Director. Students may drive to games, matches, meets, or events only when transportation is not provided by the school and in limited circumstances as provided elsewhere in this policy. In such cases, the school is not liable for the actions of the driver or for any damage or injuries that may be suffered. The student and the student's parents take full responsibility for the actions of the parent driver and/or the student driver, and for any damages or injuries incurred. Parents and students will be notified when transportation will not be provided by the school.

A complete copy of the School's Athletic Travel Policy is available at the Athletic Office.

Leadership and Special Honor Status Positions

Students who are elected or appointed to positions of leadership and honor represent our school to Marian and to the larger community. These students exemplify those qualities to which Marian attaches highest regard. Any student elected or appointed to any position of honor or leadership within a student club, organization, or athletic team, who does not meet this standard may be placed on probation dependent upon the nature of the infraction or be asked to withdraw totally from service.

Student Government: To qualify for membership in the Student Government, or as a nominee for a class office, or to be a candidate for membership on a court for a special event, the student must meet the following conditions:

- The student must have a GPA of **2.66** or higher.
- The student's disciplinary record should be void of any suspension or discipline probation in the past 3 semesters. The student shall not have exceeded five (5) disciplinary detentions with the Dean of Students per semester.
- The student should exemplify qualities of leadership.
- The student should be willing to work for the betterment of the class and/or school.

National Honor Society: Selection of students for membership is the responsibility of Marian High School through its faculty council, consisting of six (6) members. Students become eligible for membership following the completion of their sophomore year. The selection process is as follows:

- Scholastic eligibility: a GPA of **3.5** or higher
- Students who are eligible scholastically are notified by the Chapter President that for further consideration for selection they must attend an informational meeting where they receive a student activity information form to be completed by a specified date.
- The administration, staff, and faculty are asked to provide their input on the eligible candidates. Their input and comments are beneficial to the faculty council who is responsible for final selection of candidates.
- The student activity information form and those comments made by the faculty, staff, and administration are then reviewed by the faculty council. Candidates receiving a majority vote of the faculty council are inducted into the Marian Chapter upon approval by the Principal.

Senior of the Month: Each month, Marian High School chooses one female and one male in the senior class to recognize during the all school Mass. Traditionally, students were selected under the premise that they "always did the right thing" and "flew under the radar." Typically, seniors honored in this fashion were not receiving other accolades for athletics, academics, etc. The following are more specific guidelines for selecting who should be honored as seniors of the month. The criteria should be considered in numerical order of importance in selection:

1. The student treats others as they would be treated. They should display Gospel values and attitudes in their daily school life. The student should "strive to live the example of Jesus Christ as teacher and servant."

2. The student should be a good representative / ambassador of Marian High School, as their photo will appear on social media and they will receive public recognition at the school in front of the entire faculty, staff, and student body.
3. The students would otherwise not be publicly recognized.
4. The student should add to the rich campus life at Marian and contribute to the positive culture at the school.
5. The student should have a relatively clean disciplinary record or demonstrate a significant improvement and growth in conduct, behavior, or attitude.
6. The student must be officially nominated by a faculty or staff member of Marian High School.

International Travel

On occasion, Marian High School will partner with national organizations, such as Educational Tours (EF Tours), to provide Marian students an opportunity to travel outside of the United States. Students must be in good academic and disciplinary standing with the school in order to be eligible for these travel opportunities. All students who wish to travel must be pre-approved by the school administration. During the time of travel, students are expected to abide by the policies set forth in the Marian Parent and Student Handbook. This includes, but is not limited to, listening to the direction of the school chaperones and abstaining from alcohol or drugs at all times.

Failure to abide by the rules set forth in the Marian Parent and Student Handbook may result in disciplinary consequences, including being sent home from the trip at the cost of the parents.

Fundraising Policy

The fundraising policy was created to promote equitable fundraising for co-curricular and extracurricular activities. Each co-curricular/extra-curricular group may be allowed one fundraiser during the school year. This applies to teams and clubs that have been in existence for more than 2 years and have a paid moderator.

To schedule a fundraiser the following procedure must be followed:

- Complete a Fundraising Request Form (available in the Development office) and submit it to the Development Director. Items such as fundraiser type, purpose, and duration will be required on the form.
- Secure the approval of the Administration Team. The Development Director will seek approval for your fundraiser at the Administration meetings held each Monday. DO NOT proceed without written confirmation that your request was approved.
- Provide a copy of all handouts for fundraising to the Development Director.
- After the Fundraiser is completed, provide the Development Director a Fundraising Financial Report (available in the Development Office) including full disclosure of costs, profits, and any other information that is required for audit purposes. The report is due within ten (10) days of the completion of the event and all receipts should be included.

Any Extra/Co-Curricular club may lose fundraising privileges for failure to abide by this Policy.

8. Health and Safety Policies

Medication

Students who must take any form of medication during school hours must do so under the following conditions:

- Students who need prescription or over-the-counter medications administered at school must bring the medication directly to the Attendance Office.
- All medications **must** be in the original container. Prescription medication must have a pharmacy label indicating the student's name, type of medication, dosage, and times to administer. Over the counter medication. (i.e. Advil, Tylenol, or Aleve) must be in the original container and labeled with the student's name.
- A permission form signed by both the prescribing physician and a parent/guardian is **required for prescription medications**.
- A permission form must be completed and signed by parent/guardian for administering over the counter medications.
- Students should keep inhalers on their person so they are accessible when medically indicated. **Inhaler Self Administration form** needs to be completed by the prescribing physician, as well as signed by the parent/guardian and student and submitted to the nurse.
- Medication will be administered under the direct supervision of the School Nurse, Principal, Assistant Principal, Dean of Students, Main Office Secretary, Attendance Office Secretary, or Athletic Trainer.
- No student, under any circumstance, is allowed to consume or administer medication in school without the direct supervision of the School Nurse, Principal, Assistant Principal, Dean of Students, Main Office Secretary, Attendance Office Secretary, or Athletic Trainer.
- Students must obtain a pass/admit to or from class before or after receiving medication.

Student Insurance

A portion of each student's course fees is for student/athlete insurance coverage. Students have coverage for injuries and accidents that happen during the school day at Marian High School or during school-sponsored activities. This coverage is a secondary policy and eligible covered expenses will be paid which are in excess of other valid and collectable insurance. Claims should be submitted to the parent's insurance first.

Student Injury

If an injury occurs at school or at a school related activity, seek medical care through your usual providers, and report injury to school personnel as soon as possible. Then contact the business manager, who will obtain information required to complete the school's portion of the claim form. The claim form will be sent to the parents, who must complete their portion. Then the parents mail the completed form along with an Explanation of Benefits and corresponding itemized bills, to the plan administrator's address shown on the form. All correspondence after this point should be between the plan administrator and the parents. Completed claim forms must be submitted within 90 days of the date of the injury.

If a student sustains a concussion at school or at a school related activity, it must be diagnosed by a physician or the Marian school nurse or athletic trainer. In the event that the concussion sustained requires academic accommodations until the symptoms subside, the "Academic Relief after Concussion" form must be completed by the party responsible for diagnosis.

Need for Supplemental Policies

Should the school need to develop alternative policies on account of public health concerns, for situations involving quarantine for infectious disease, contract tracing, etc., those will be communicated via a supplemental policy handbook.

9. General Policies and Procedures

Main Office Hours

During the school year, the school office is open from 7:30 a.m. until 4:00 p.m. on Mondays through Thursdays and from 7:30 a.m. until 3:30 p.m. on Fridays.

During the summer months, the office is open on Mondays through Thursdays from 8:00 a.m. until 1:00 p.m. and closed on Fridays.

Early Morning/After School

Students are not permitted to leave the school grounds after their arrival at school, unless the Early Dismissal procedure has been followed. Students are not permitted in the academic areas of the school building before 7:45 am or after 3:45 pm. Students who arrive before 7:45 am are to enter the north doors and report to the school cafeteria. Students still in the building after 3:45 pm must report either to the cafeteria or to the Loesch Family Library (LFL), where they will be under the direct supervision of Marian staff. Both the LFL and cafeteria close at 5:00 pm, and all students should be prepared to leave the building at that time. Students are never permitted in the building during the evening or on weekends unless they are under the direct supervision of a faculty or staff member.

Visitors

Visitors need to come to the main entrance, ring the bell, and identify themselves to enter the building during office hours. Visitors need to sign in at the Attendance Office and wear a visitor's badge.

Unauthorized persons are not permitted in the school building or on school grounds. Students should never open doors to let unauthorized people in the building, and should report unauthorized persons to an administrator or faculty member.

Any student of Junior High and High School age who is interested in attending or transferring to Marian High School may be a guest of a Marian student by obtaining a pass from the Admissions Office. All other guests must be cleared through the Admissions or Dean's office. Guest passes may be issued through those offices.

As a good host, the student is expected to acquaint the guest with the dress and grooming codes of the school prior to the guest's visit.

Emergency Drills

Information regarding all emergency procedures are posted in each classroom, and students are responsible for knowing what to do in each situation.

Drills for practicing emergency procedures are held regularly during the school year. These drills are for protective purposes. Teachers will acquaint students with specific procedures.

Student I.D. Cards and School-Issued Lanyards

To improve school climate and safety, Marian began requiring all staff to wear ID badges in the fall of 2018, with the plan to expand the requirement to students, taking its time to research best practices and secure funding so that ID badges and lanyards would not become a financial burden to families. In addition to student and school safety, the wearing of ID Badges provides a professional setting and promotes College and Career Readiness for all students. The following policy will guide student wearing of school-issued ID badges on school-issued lanyards.

- All students will be issued one lanyard that connects to the student identification card.
- All students will be issued a (new) picture student identification card during the first month of school. Until those are made, students will either attach an old ID card (returning students) or be issued a temporary badge on orientation day, which they will wear until the (new) picture IDs are made.
- The badge is to be worn clearly visible at all times around the neck and on a school-issued lanyard only. These lanyards are to be unaltered (no pins, buttons, writing, etc).
- The front and back of the ID Card must remain plain and free of stickers, markings, other photos, etc.
- The benefits and reasons all students must wear their current year ID cards:
 1. To be in class
 2. To move between classes and to the restroom
 3. To buy lunch
 - Students without either their school-issued ID or a temporary ID will not be permitted to purchase any "extras" from the cafeteria (snack shack, etc)
 4. To borrow library books
 5. To obtain early dismissal/ off-campus passes
 6. To participate in campus life activities, field trips, assemblies, sporting events, dances, etc.
 7. To be on campus before or after school
- All students are required to be visibly wearing their identification cards in order to enter the school campus.
- Students who do not have their lanyards/identification cards with them are required to report to the attendance office and obtain a temporary badge/sticker for the day.
- The school has developed a process for tracking and assigning discipline to students who have repeatedly violated this policy in an effort to have parents insure students wear their

identification cards and/or to collect the money attached to the student charges. In addition, dress code sweeps will be conducted and students will receive disciplinary action for not complying with this policy.

- In event a student does not have his or her lanyard on a given school day, Temporary ID stickers must be obtained prior to going to class. These are available in the attendance office.
- 1st period teachers will refer any students that do not have his/her identification card or temporary sticker to the attendance office.
- Students are required to wear the identification card throughout the entire school day and through the duration of school activities.
- Students may be excused from wearing IDs only by a teacher, during classes where they may present a hazard to student safety. They should be properly secured during this time, and put back on before the next class.
- Regular dress code sweeps will be conducted and students not wearing their ID cards will be assigned the consequences below.
- Consequences for failing to wear school-issued lanyard with student identification card attached (cumulative per semester)
 1. Obtain temporary sticker/Warning
 2. Obtain temporary sticker/Detention
 3. Obtain temporary sticker/Detention/ possible Saturday detention depending on overall student discipline.
 4. Continued offenses will be considered defiance of Marian rules and expectations; students will be assigned additional discipline for defiance, being a lousy neighbor.
 - In-School Suspension
 5. Student will be referred to the Assistant Principal for Student Formation and a conference will be set with the student's parent(s). A \$7.00 charge may be placed on the student account and the student will receive a replacement identification card and lanyard.
 6. Participation in extracurricular activities may also be prohibited for students who continue to not follow this policy.
- Lost, stolen, altered, damaged, or defaced lanyards and/or ID cards must be replaced IMMEDIATELY.
 1. Replacement badges and lanyards can be ordered through the Attendance Office.
 2. Fee for replacement identification cards can be purchased for \$5.00. Replacement lanyards can be purchased for \$2.00.

Lockers, Locks, and Book Bags

All locks and lockers are the property of Marian High School and not of any individual student. Each student is assigned a school locker and all P.E. students are assigned a Physical Education locker by their Physical Education instructor. Any malfunction of a lock or locker should be reported to the Main Office or the Physical Education instructor. Students are responsible for their own lockers, which should be kept locked at all times. Students are to use only the locker assigned to them. Only school-issued locks may be placed on any locker.

Lockers may not be "decorated" on the outside without appropriate permission. Lockers may be decorated on the inside with the following limitations:

- Pictures or decorations must be attached with masking tape or magnets;
- All materials must be removed from the locker after its use;
- Pictures or decorations must be of an appropriate nature. Inappropriate items include but are not limited to: any picture, poster, item or saying that is sexually suggestive, that relates to the use of alcohol, tobacco, or illegal substances, or is discriminatory or threatening in nature. The administration has the final say in determining whether a locker decoration is appropriate.
- Stickers and writing of any type are not permitted either inside or outside the locker.
- Students are responsible for the condition of their own locker and will be assessed a fine for any damage occurring to their locker during the course of the school year.

Students are not permitted to use backpacks or other book bags to transport books between classes without permission from school administration.

Student Car Use and Parking

Parking a vehicle on campus is a privilege, not a right. Because of the school's location on a busy thoroughfare, extreme caution should be exercised when entering or leaving the school parking lots. The following should be observed:

- Vehicles are to be parked in designated spaces in the parking lots.
- Spaces in the east parking lot in front of the school are reserved for faculty, staff, and visitors only. Vehicles that are improperly parked or parked in any "No Parking" area are subject to being fined and/or towed.
- Speeding and/or reckless driving on school property will result in the temporary or permanent withdrawal of on-campus driving/parking privileges.
- Students are not to loiter in, on, or near parked vehicles. Playing loud music is prohibited.

Student Locker and Vehicle Searches

The school reserves the right to search anything that is brought on to school property. All students who enroll at Marian High School (or any diocesan school) must consent to the search of their person and personal belongings, lockers, school desks, vehicles, etc., at any time and for any reason consistent with Diocesan policy.

- **Persons and Personal Belongings:** The school reserves the right to examine the contents of the student's pockets, purses, backpacks, book bags, or other personal belongings when an administrator has reason to suspect they may contain inappropriate or illegal materials or items. This right of inspection is effective at all times while the student is on school premises or at a school-sponsored event.
- **Student Storage areas:** All lockers, school desks, etc., made available for student use on the school premises, including but not limited to, lockers located in the hallways, physical education and athletic dressing rooms, and art classrooms, are the property of the school. These lockers are made available for student use in storing personal effects such as clothing, coats, etc., school supplies, and personal items necessary for use at school, but the lockers are not to be used to store items which cause or could cause an injury, an interference with school purposes or with an educational function, or which are inappropriate or forbidden by federal or state law or Diocesan or school policy or rules. The student's use of the locker does not diminish the school's ownership or control of the locker. A student may not expect to have privacy in a locker or its contents. The school retains the right to inspect the locker

and its contents to ensure that the locker is being used solely in accordance with its intended purposes.

- Vehicles: Parking facilities may be made available to students upon approval of the school administrators. The school, however, reserves the right to establish rules for the use of such parking facilities including the right to examine the contents of any vehicle while parked on school premises when an administrator has reason to suspect that the contents of such vehicle may include items or elements which are in violation of school or Diocesan policy, are inappropriate, illegal to possess, have been stolen or lost, or present a threat to the health, safety, or welfare of students or staff.
- Police Dog Searches: Marian High School reserves the right to use police dogs to conduct searches of lockers, vehicles, or any item on school property. Dog searches may be scheduled at any time, both random and routine, in an effort to maintain a safe and drug-free environment in the school.
- Searches will be conducted by an administrator or administrator's adult designee in the presence of a witness or by the local authorities.

Food and Drink in the Academic Area

The school permits students to have plain drinking water in the academic area, including classrooms, provided the classroom teacher allows it. Bottles must have a functioning lid.

Beverages other than water, such as coffee, tea, sports drinks, energy drinks, and any non-water beverages purchased at lunch, are not permitted in the academic area while classes are in session (typically 8 am – 3 pm). In the event a student continually violates this policy, the school reserves the right to confiscate these drinks or remove the student privilege to have them altogether.

The student is expected to follow the classroom policies of each teacher regarding food and water in class. It is reasonable to assume that water bottles, food, or gum will not be permitted in computer classrooms and labs, art rooms, and science classrooms and labs.

Lunch and Cafeteria

- Students are expected to be in the cafeteria during their assigned lunch period.
- For students purchasing food from the cafeteria, accounts must maintain a positive balance.
 - Reports run weekly to determine anyone with a negative balance
 - Communication between school and home
 - Students will call parents directly upon notification (verbal and written documentation given to students) they have a negative balance.
 - Family is messaged through the school Blackboard system regarding the status of the account, and written print out of the account activity is either attached or mailed home.
 - Students who routinely carry a negative balance are referred to the administration for additional notification and support.
 - Students with a negative balance at the end of the school year are referred to the business office for debt collection.
- Students are also expected to be courteous to the cafeteria staff and clean their areas before leaving the cafeteria.

- Food and drinks must not be taken out of the cafeteria/patio area, nor may food be eaten outside of the cafeteria/patio.
- Students are allowed to eat on the outside patio, weather permitting. Administration reserves the right to determine appropriate weather. To retain this privilege, the patio area must be kept clean.
- The taking of food without paying for it will be treated as theft and will be considered a Level 3 infraction.
- Students are to remain in the cafeteria/patio for the entire lunch period unless they are using the restroom or have permission to leave with a valid pass from a staff member or permission from an administrator.

Loesch Family Library

The Loesch Family Library contains a variety of print and digital resources to aid students in becoming effective users of ideas and information. In order to maintain an atmosphere conducive to research, quiet study, browsing and pleasure reading, the librarian reserves the right to ask students not involved in productive activities to leave. The library is open from 7:30 a.m. - 5:00 p.m. during school days. Students are welcome to use the library before and after school, and during the school day with their classes or individually with a pass from their teacher or the librarian. Materials are checked out for three weeks and may be renewed once for an additional three weeks. Students are responsible for all material borrowed in their name; fines are not charged for overdue materials, but students are responsible for lost items. Failure to return items on time, or to pay fines or replace lost items may result in disciplinary action.

Students who abuse library materials may have their library privileges suspended. Any items checked out at the time a student withdraws from school must be returned before their account is cleared.

Hall Passes

Students should never be in the hallways of the academic wing without a valid blue block/ or signed goldenrod paper hall pass (this does not count passing periods). If, during a study hall, lunch, or homeroom period, a student wishes to see a teacher during his/her planning or lunch period, the student is responsible to receive a goldenrod paper pass from the teacher they desire to see prior to the study hall, lunch, or homeroom period.

Messages to Students

It is not practical or educationally sound to disrupt classes for the numerous requests received for messages to students. Individual emergency messages must be cleared through the Dean's Office and will be delivered to students. Students texting with their parents throughout the day may be a violation of the school's cell phone policy for students, and they may be liable to disciplinary consequences. Brief messages that are important for all will be given daily over the public address system. These will be read during the announcement period.

Displaying Student Information

Bulletin boards, hallway and common area walls, and display cases are available for student announcements and for use by student organizations. No announcements should be displayed in

school restrooms. In any instance, the material must have the approval of the Dean of Student Formation or, in the case of an organization, the approval of the group moderator. The materials should be removed as soon as the event being advertised is finished.

Student Artwork: The subject matter of artwork or music to be created, or performed, during class time should be consistent with Marian's Catholic Identity. Any music or subject matter/theme chosen should be school appropriate and should also protect and promote the dignity and rights of all people.

Artwork or music that is not consistent with this policy will not be displayed, submitted to competitions with the Marian's endorsement, or performed in the school or at school related functions. If you are not sure if a subject matter or music choice is appropriate, please see your teacher for guidance.

Lost and Found

A lost and found service is provided in the main office. All found items should be turned in at the main office. Items unclaimed at the end of the year will be discarded or given to charity.

Assemblies

Throughout the year, assemblies, liturgies, and meetings of various kinds may be held. Students will be required to attend all assemblies that are held when they would otherwise be in class. Although the purpose of the assembly may vary, student conduct is always to reflect a concern and respect for those conducting the assembly and for fellow students, faculty, and guests. Removal from any assembly – particularly liturgies and celebrations of our Christian faith – will be considered a serious disciplinary violation.

School Publications Media Release

At Marian High School, we strive to recognize the academic, co-curricular, extra-curricular and service accomplishments of our students. For this purpose, we have established a newspaper, newsletter, web site, Facebook and Twitter pages, and a yearbook. By sending your child to Marian, you grant permission to Marian High School to acknowledge your son or daughter in media releases (including photos and/or videos), including, but not limited to, those outlets listed above, in order to recognize his or her achievements and involvement in school activities. If you do not want to grant such permission, parents must request this from the school in writing.

Surveys, Analyses, Examinations

Parents/guardians of diocesan students have the right, upon request, to inspect a survey created by a third party before the survey is administered or distributed to students. Requests to inspect a third party survey should be made in writing to the school principal.

Bus Service

Marian High School offers bus transportation to students along selected bus routes. Fees for bus service are announced by the Business Office. The bus ride to and from school is considered an extension of the school day. As such, all school rules and regulations are in effect. Any form of

disrespect to the bus driver, other motorists, pedestrians or fellow students is inappropriate.

Further, because disruptive behavior poses a potential safety hazard when it occurs in the school bus, such behavior will be dealt with severely. Depending on the circumstances, consequences may include detention, loss of bus privileges, suspension, or dismissal from school.

Dances

- A **closed** dance is one that only Marian students may attend. An **open** dance is one to which Marian students may invite a guest from another high school. Students will be told the status of each dance, e.g., either open or closed.
- Marian High School defines a couple/date as one female and one male. All tickets are sold as individual tickets, and students may attend dances individually. No non-Marian persons may attend as individuals.
- Beginning and ending times for all dances will be announced, as will the earliest time students will be permitted to leave the dance.
- Students normally may not enter the dance after a specified time without permission of school administration.
- Students leaving the dance for any reason may not re-enter.
- Any student who either brings or attempts to bring alcoholic beverages or illegal drugs onto school property, or who shows evidence of having used them, will be subject to alcohol/drug testing and disciplinary action.
- Dancing should show respect and concern for oneself and others. No dancing that is sexually suggestive in nature will be permitted.
- School Dress Code is in force regarding modesty (e.g. no crop tops, no tube tops, no halter-tops), cleanliness, neatness, and appropriateness of clothing.
- Dances are privileges for students. Misbehavior at dances or other school functions could cause students to be excluded from future school dances and functions.

The following procedures apply to the annual **Junior/Senior Prom**:

- The Prom ticket includes both a dinner and the dance. Students must attend both activities. If prom is scheduled on a school day, students must attend school that day with no early dismissals or appointments throughout the day.
- Attendance is limited to members of the Junior and Senior classes and their guests. Sophomore guests may attend only with parental permission, and must be in good standing with the school. Freshmen may not attend as guests. Guests from other high schools must be at least a Sophomore and must submit the signature of a school official indicating that they are a student in good standing at their school. No guests over the age of 21 will be permitted.
- Any student who brings or attempts to bring alcoholic beverages or other illegal substances to the Prom, or who shows evidence of having used them, will be subject to removal from the Prom and suspension and/or expulsion from school. Violators who are guests from other schools will be asked to leave the Prom.
- The conduct of students once they leave the Prom is the responsibility of their parents.
- In the event that Marian High School sponsors a post-Prom gathering or next day activity, parents will be notified well in advance. Parents should not assume such activities.

Gambling

Gambling is never permitted on or near school grounds, or at a school- sponsored activity. Violations will minimally result in a detention. Card playing, board games, and video games may be permitted during study halls or in classrooms, provided they are authorized by the classroom teacher or supervisor and serve an educational purpose.

Substance Abuse

The school shall assist students experiencing substance abuse problems in accordance with Diocesan policy. The Diocese of Fort Wayne-South Bend recognizes that substance abuse (drugs and alcohol) is a disease and not a manifestation of character weakness. Persons afflicted with this disease are entitled to the same compassion and treatment as anyone afflicted with any other disease.

If the school becomes aware of facts or circumstances which give reason to believe that a student is experiencing a substance abuse problem, the Principal, Assistant Principal for Student Formation, or school's counselor shall meet with the student and arrange a conference with the student's custodial parent(s) or legal guardian(s) at which time the underlying problem and treatment options will be explored and appropriate action taken. The school reserves the right to require that a student submit to a drug-testing program, see a substance abuse counselor for an evaluation, and implement the recommendations for treatment as a condition for the student's continued enrollment in the school. Should the student or the student's custodial parent(s) or legal guardian(s) refuse to cooperate, the Principal may require the student to withdraw from school.

Notwithstanding the foregoing, the use of illegal drugs by our students is clearly inappropriate and potentially destructive to themselves, their families, and Marian High School. The school reserves the right to discipline a student, up to and including expulsion, for any violation of the school's policies or rules and regulations of student behavior, regardless of whether the violation involved was related to the student's substance abuse problem. Any student who gives evidence of using any illegal substance or who is in possession of such, or any paraphernalia pertaining to such, while enrolled at Marian High School, will be suspended for up to five (5) days, required to be drug tested, and subject to a disciplinary hearing. The student will be drug tested at a school-designated facility at a cost to the family.

Any student who gives evidence of having been drinking an alcoholic beverage, or who is in possession of such while enrolled at Marian High School, may be required to submit to an alcohol detection device, will be suspended for up to five (5) days, and subject to a disciplinary hearing. Marian High School reserves the right to confiscate any type of beverage brought into the school or on the grounds of Marian. No outside beverage containers of any kind will be allowed at Marian events.

Catholic Teaching on Human Sexuality

The Catholic school upholds and supports God's plan for sexual relations by promoting chastity and a respect for human life. Sexual union is intended by God to express the complete gift of self that a man and a woman make to one another in marriage, a mutual gift that opens them to the gift of a child. Therefore, all students are expected to live a chaste lifestyle and to abstain from sexual relations.

In conformity with pastoral guidelines from the Holy See on human love and sexuality, the moral and spiritual aspects of human love and sexuality will be presented to students within the school's curriculum. Parents, as the primary educators of their children, are normally expected to address the more intimate details of human love and sexuality at home with their child. However, if parents need assistance in this area, they may delegate this personalized dialogue with their child to a teacher, counselor, or some other trustworthy person. The Diocesan Office of Family Life, in conjunction with the parishes and schools, will assist parents of elementary students in carrying out this responsibility of family life education.

The teachings and traditions of the Catholic Church are the guiding principles of behavior for all students while enrolled in a Diocesan school. This policy provides guidelines for dealing with teenage pregnancy, abortion, and invalid marriage of students.

Pregnancy: Every human being is created in the image and likeness of God and his or her life must be respected and protected from the moment of conception until natural death. When a student(s) becomes involved in a pregnancy, the Catholic school must act to provide assistance and support for the student and his or her family.

If it has been discovered that a student enrolled in a Diocesan high school is pregnant or is the putative father of an unborn or already-born child, the Principal will conduct an initial, confidential meeting(s) inviting the student, the parents/guardians of the student(s), the priest(s) assigned to the high school.

The purpose of the meeting is to investigate and, if necessary, to assure the parties involved that the student(s) will be provided the opportunity to complete his/her education in the Catholic school without interruption and also to emphasize the Church's teaching on the sanctity of human life. In order to continue his/her education at a Diocesan high school, a pregnant student and/or a putative father and the respective parents/guardians must agree to:

- Secure continued professional parental/childrearing care and/or adoption alternatives
- Receive pastoral and psychological counseling to assist in coping with the circumstances and to be helped to make the right decisions in keeping with Church teachings. (All such professional assistance must be approved by the school's pastor/designated priest.)

The school's administration, after consultation with the school's pastor/designated priest, will decide whether any sanctions are to be imposed on the students. Because of the public nature of the situation and the Catholic identity of the school, the Principal, in consultation with the priest(s) assigned to the high school, reserves the right to undertake whatever additional actions seem appropriate for the well-being of the student(s) involved and the school as a whole.

Abortion: Every human being is created in the image and likeness of God, and his or her life must be respected and protected from the moment of conception until natural death. The Church views abortion as a grave violation of this principle and the Catholic school must convey the seriousness of this act by its inclusion of this issue in its teaching at appropriate grade levels and in its policies.

Therefore, a student enrolled in a Diocesan school who obtains a completed and verified abortion or who aids or induces another person in any manner whatsoever in procuring such an abortion shall be suspended immediately and may be denied the privilege of continuing his or her education in a Diocesan school, as determined by the Bishop.

A confidential meeting shall be held with the student(s) and parent(s) involved, the pastor, the school Principal, and person(s) designated by the Bishop, if so desired. The purpose of this meeting will be to ascertain the facts relevant to the commission of the abortion, to provide appropriate pastoral assistance, and to make a recommendation to the Bishop regarding the student's disciplinary consequences.

Gender Incongruence: The Diocese of Fort Wayne South Bend has released the following guidance to schools and parishes to aid in their response to students experiencing gender incongruence and their families. Below is a series of policy statements. You can view Bishop Rhoades' Pastoral Letter in full [here](#).

Given the cultural challenges we face, it is necessary that we have clear policies for our parishes and schools regarding conduct related to sexual identity and sexuality. It is important that our Catholic school educators, parish staffs, catechists, youth ministers, and parents who enroll their children and young people in our Catholic schools, religious education programs, and parish youth ministries are knowledgeable of these policies based on the anthropological teachings of the Catholic Church summarized above in this document. These policies are established as binding for diocesan institutions, including all diocesan offices, parishes, and schools in the Diocese of Fort Wayne-South Bend.

1. **Designations and Pronouns:** Any parochial, organizational, or institutional documentation that requires the designation of a person's sex is to reflect that person's God-given sexual identity, that is, his or her biological sex. No persons may designate a "preferred pronoun" in speech or in writing when related to ministry activities of any kind; nor are diocesan institutions to permit such a designation. Only pronouns that accurately reflect a person's God-given sexual identity shall be used when addressing or referring to that person.
2. **Bathrooms and Locker Rooms:** All persons must use the bathroom or locker room that matches their sexual identity, that is, his or her biological sex. Individual-use bathrooms are permitted in diocesan institutions and are to be available to all members of the respective communities.
3. **Attire:** Appropriate modesty in dress is expected in a manner consistent with the cultivation of the virtue of chastity. Where a dress code or school uniform exists, all persons are to follow the dress code or uniform that accords with their God-given sexual identity.
4. **Single-Sex Programs and Activities:** Participation in institutional programs and activities (whether curricular or extracurricular, athletics, camps, retreats, etc.) that are designated as single-sex must be consistent with the person's God-given sexual identity. Some programs and activities may be open to participation by persons of both sexes.
5. **Single-sex Accommodations:** Participants in overnight events or programs sponsored or approved by diocesan institutions may only reside in single-sex rooms or accommodations

consistent with their God-given sexual identity. The only exception is, of course, accommodations used by persons whom the Church considers validly married and family members.

6. **Conduct:** Chaste conduct is expected and required in our diocesan institutions and at all events and programs sponsored by our diocesan institutions, including at parish or school dances and social activities. Public advocacy for, or celebration of, sexual behavior or ideologies contrary to the teachings of the Catholic Church are prohibited. Active, hostile, and public defiance of these teachings is prohibited since it is harmful to the institution's Catholic identity and mission.
7. **Treatments for Gender Incongruence:** Compassion and sensitivity is expected and required in our diocesan institutions towards those who struggle with gender incongruence or dysphoria. Just as "Catholic health care services must not perform interventions, whether surgical or chemical, that aim to transform the characteristics of a human body into those of the opposite sex or take part in the development of such procedures," so our diocesan institutions are not permitted to cooperate in such interventions, including the taking of puberty blockers, on diocesan property. While we strongly support efforts to alleviate the suffering of those who struggle with their sexual identity, we cannot support interventions which, we believe, ultimately harm them. We support pastoral and counseling services to alleviate their suffering and assist them in accepting the God-given gift of their sexual identity.
8. **Protecting the Vulnerable:** All who teach, serve, and minister to young people in our diocese are expected to uphold the teachings of the Church regarding sexual identity, sexuality, and marriage, to affirm their God-given dignity and worth, and to treat them with the love and compassion of Christ. Ministers have a special responsibility to assist those who are hurting or struggling, including those dealing with confusion about their sexual identity or with same-sex attraction. Ministers must not tolerate any ridiculing, bullying, or hostile speech or behavior directed against them.

Weapons, Firearms, Fireworks

- Possession and/or use of weapons – including knives of any kind, clubs, chains, or any device considered a weapon by the Marian Administration, firearms or fireworks is prohibited. Violation will result in immediate out-of-school suspension and a hearing with the discipline committee.
- **Gun-Free Schools:** Students are prohibited from bringing a "firearm, destructive device or deadly weapon to school or school functions. Further, students are prohibited from possessing a firearm, destructive device or deadly weapon en route to or from school or school activities, or on school property or at school activities. A violation of this policy carries an automatic expulsion from school." This penalty supersedes any penalty which may be attributed by a local school discipline policy.

Principals will provide information to the Catholic Schools Office-FW annually concerning the following:

- A description of circumstances surrounding any expulsions imposed under the policy;
- The number of students expelled from the school under the policy; and
- The types of firearms concerned.

- For purposes of this policy the term “firearm” means:
 - Any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; or
 - The frame or receiver of any firearm; or
 - Any firearm muffler or firearm silencer.
- Any destructive device. The term “destructive device” means:
 - Any explosive, incendiary, or poison gas;
 - Bomb;
 - Grenade;
 - Rocket having a propellant charge of more than four ounces;
 - Missile having an explosive or incendiary charge of more than one-quarter ounce;
 - Device similar to any of the devices described in the preceding clauses;
 - Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter; and
 - Any combination of parts either designed or intended for use in converting any device into any destructive device and from which a destructive device may be readily assembled.

For purpose of this policy, the term “deadly weapon” means any firearm, destructive weapon, taser, electronic stun, weapon, equipment, chemical substance, or other item or material that in the manner it is used or could be used, or is intended to be used, is readily capable of causing serious bodily injury.

10. Mission-Based Student Formation

Philosophy

One of our foundational beliefs as Christians is that we are made in the image and likeness of God. In baptism, we are each claimed for Christ, our Savior, by the sign of His cross. Because of this, each human person is beloved by God and worthy of human dignity and respect. The teachings and traditions of the Catholic Church, which flow from this truth, are the guiding principles of behavior for all students while enrolled in a diocesan school. Grounded in these beliefs, we implement a mission-based system of discipline that always has as its end the holistic human formation of the student.

Marian believes that learning requires a disciplined atmosphere that fosters both personal freedom and responsibility for one's decisions. At Marian, good discipline creates the favorable conditions necessary for full human formation: for study and student learning, for responsible social interaction, for moral, spiritual, and physical growth, and for orderly school life. *Taken together, discipline at Marian High School invites students to intentionally live out the school's motto: Learn. Serve. Lead.*

When entering Marian, students and parents must be willing to comply with all of the rules and regulations of the school. These rules are intended for both the individual and for the common good. Students occasionally make choices, however, that are contrary to the school's philosophy or guidelines. At such times it is the responsibility of the school to try to help these students understand why their behavior is inappropriate and to help them effect the desired behavior change through a restorative process. Any disciplinary consequences must have these learning goals in mind.

Mission-based Detention Program

Not all student behavior requires the intervention of the Assistant Principal for Student Formation or the Principal. Classroom teachers, indeed all staff members, have the authority to correct student behavior. Detentions or other disciplinary consequences may be given for any infraction considered sufficient by the faculty, staff, or administration. Faculty and staff members have the option of detaining students for teacher/staff-led detentions at their discretion.

The following disciplinary sanctions may be invoked by the school: verbal warning, counsel and release, detentions, service hours, parent conference, probation, suspensions, and expulsions.

Below is a list of different types of infractions and the ordinary consequence they carry:

Level 1 Infractions
Including, but not limited to: • Dress and grooming code violations, including but not limited to: ◦ Improper and unauthorized wearing of non-uniform/non-Marian clothing; ◦ Facial hair; ◦ Violation of Lanyard/ Student ID policy; ◦ Clothing deemed tight-fitting, immodest, or not worn properly; ◦ Unauthorized piercings/ tattoos • Unauthorized food or drink in academic area • Inappropriate public displays of affection • Unexcused tardies to class • Horseplay or disruption in the hallways or parking lots • Profanity • Argumentative behavior • Being in an unsupervised location without permission
Ordinary Consequence: Before/ After school detention(s)
After a student accumulates three (3) Level 1 infractions in a semester, subsequent offenses will warrant a Level 2 consequence. Once a student accumulates five (5) total infractions in a semester, a subsequent offense will warrant a disciplinary conference with a parent present. The student will be excluded from extracurricular activities until that meeting takes place.

Level 2 Infractions
Including, but not limited to: • Repeated Level 1 infractions • Inappropriate behavior at Mass or at an assembly • Disrespectful, defiant, or insubordinate behavior • Cell phone/ smart watch/ airpods/ personal electronic device violation ◦ Improper or unauthorized use of electronic devices • General Dishonesty • Forgery • Skipping Class/ Truancy

• Other behavior deemed highly inappropriate
Ordinary Consequence: Saturday detention
Once a student accumulates two (2) level 2 infractions in a semester, a subsequent offense will warrant a disciplinary conference with a parent present. The student will be excluded from extracurricular activities until that meeting takes place.

Level 3 Infractions
Including, but not limited to: • Exceeding 5 total infractions in a semester, or 3 Level 2 infractions • Academic dishonesty • Theft • Vandalism • Language or behavior deemed discriminatory • Disrespectful, defiant, or insubordinate behavior • Bullying or hazing • Fighting, or violent behavior • Incidents related to drug and alcohol use/abuse • Possession of drug paraphernalia • Possession of weapons or firearms • Any other offense deemed severe by school administration
Ordinary Consequence: Suspension(s) and appearance before the Discipline Committee

School Detention

School Detention is held three occasions per week, once in the morning and twice in the afternoon. The specific days will be determined and communicated at the beginning of each semester. Students are given a specific deadline by which they are required to serve. Students who arrive late to detention may not be permitted to sit for detention that day.

- Afternoon detentions run from 3:15 - 3:55.
- Detentions are silent, and students will be required to complete a formative curriculum of study and written reflection.
- Parents will be notified of student detentions via Marian's *Blackboard Connect* system.

Disciplinary detentions take precedence over all athletic practices, games, co-curricular activities, or other scheduled events. Students who miss detention by their assigned deadline will not be eligible for any school extracurricular activities, including athletics, until that detention is served.

Toward the end of each quarter, students with unserved detention hours will be assigned in-school suspension, will receive academic penalties consistent with those for an unexcused absence, and will have to appear before the Discipline Committee.

Saturday Detention

Saturday Detention is a service-based detention that typically runs weekly. Saturday Detentions take precedence over all athletic practices, games, co-curricular activities, or other scheduled events. Students who miss a Saturday Detention by their assigned deadline will not be eligible for any school extracurricular activities, including athletics.

At the end of each quarter, students with unserved Saturday Detention hours will be assigned in-school suspension, will receive academic penalties consistent with those for an unexcused absence, and will have to appear before the Discipline Committee.

The student is to report to Marian High School or to a specified location in the community at a time arranged by the Assistant Principal for Student Formation – running typically from 8:00 a.m. until 10:00 a.m. When meeting at Marian, students are to enter at the Main (East) doors and report to the Library. Students will be completing service and work detail and should come appropriately dressed.

Students in Saturday Detention will be required to complete a reflection form and possibly to write out a restoration plan, in which they consider the full effect of their actions in light of the school's mission and the student's invitation to holistic formation. The form and plan is due to the Assistant Principal for Student Formation on the date of the student's Saturday Detention.

Suspension or Expulsion

The grounds for suspension or expulsion below apply to student conduct that occurs:

- On school grounds.
- Off school grounds at a school activity, function, or event.
- Traveling to or from school or a school activity, function, or event.
- At any other time when the Administration determines that the student's conduct either causes harm or could potentially cause harm to the other students, school employees or property, or the reputation of the School or the Diocese.

The following types of student conduct constitute a non-exclusive listing of grounds for suspension or expulsion subject to the school's provisions for disciplinary review contained in Diocesan Policy 4530:

- Any conduct which, in the opinion of school officials, is contrary to the principles and teachings of the Catholic Church.
- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.
- Causing or attempting to cause damage to property belonging to any other person, student, school employee, or school, stealing or attempting to steal property belonging to any other person, student, school employee, or school.

- Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way that, in the opinion of the school officials, could cause physical injury to any person.
- Threatening or intimidating any individual for whatever purpose.
- Violation of the Diocese's Gun Free School Policy.
- Possessing, using, transmitting, or being under the influence of any controlled substance or intoxicant of any kind. The prescribed use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
- Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes and/or educational function.
- Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision.
- Engaging in any activity forbidden by the laws of the State of Indiana that interferes with school purposes or educational function.
- Violating or repeatedly violating any rules that are, in the opinion of school officials, necessary in carrying out school purposes and/or educational function.
- Using on school grounds during school hours an electronic paging device, mp3 player or similar device, cell phone, or other mobile message conveyance device in a situation not related to a school purpose or educational function.
- Engaging in any unlawful activity such as fireworks on or off school grounds if the unlawful activity is considered by school officials to be an interference with school purposes or an educational function.

Several kinds of suspension may occur:

- Suspension from class: A student will not be permitted to attend a specific class for a specified period of time, rather serving that period with the Assistant Principal for Student Formation. A student can be dismissed from class for a single, serious infraction. In certain circumstances, a student may be dismissed from class for repeated, documented behaviors, and despite effective teacher and school interventions the student has not changed his or her behavior. At the second dismissal from class, the student will be suspended and will appear before the Discipline Committee.
 - Teacher interventions include:
 - Verbal redirection or warning
 - Student conversation before or after class
 - Detention with the teacher
 - Parent contact/ conference
 - Suspension from class
 - If a student is dismissed from a classroom for a disciplinary reason, a meeting must take place with the student, a parent, the teacher, and the Assistant Principal for Student Formation. The student is excluded from extracurricular activities until that meeting takes place.

- In-School Suspensions: A student will not be permitted to attend his or her classes, but it is deemed more advantageous that the student still be present in the building. In such a case, students may do independent coursework or perform school work projects.
- Out-of-School Suspensions: In extreme cases, a student will not be permitted to attend school, participate in any school activities, nor be allowed on school property or at a school function or event during the period of suspension.

Expulsion is the permanent removal of a student from Marian High School. It is an extreme disciplinary censure. This decision is made by the Assistant Principal of Student Formation at the recommendation of the Disciplinary Committee. Such a decision can be appealed to the Principal, whose say is final in all disciplinary matters.

Discipline Committee

Any student accused of wrongdoing in violation of school or diocesan policy that could result in the student's suspension or expulsion from the school will be given:

- An explanation of what the student is accused of doing that is wrong; and
- An opportunity for the student, in the presence of the student's parents, to respond to the accusations before either the Principal, the Assistant Principal for Student Formation, or the Discipline Committee (an impartial tribunal established by the administration for the purpose of making a recommendation on the matter to the Assistant Principal for Student Formation).
- *Note: these meetings may or may not be held after a student has served his or her full suspension.*

The Discipline Committee is composed of faculty members and serves as an advisory committee to the Assistant Principal for Student Formation in cases involving serious concerns over student behavior, violations of school rules, and discussions of disciplinary policy. The Discipline Committee reviews the student's restoration plan and works with the student to provide a structure of support for the student upon his or her return to school. They are also instrumental in implementing the terms of a student's Disciplinary Probation contract.

Possible sanctions that could emerge from Discipline Committee meetings: suspension(s), behavioral contracts, athletic code violations, probation, community service, withdrawal, and expulsion.

If a violation of the State's Criminal Code occurs in or on school property, near a school activity, or away from school and may affect the school's reputation and/or climate, the School may turn the investigation over to the local police authority.

In situations where the family is appealing sanctions, the committee will make a recommendation to the Assistant Principal for Student Formation or Principal regarding the appeal. The Principal's decision is final for any appeal.

Role of Parents/Guardians in Disciplinary Proceedings

Parents are the first educators of their children. The failure or refusal of parents/ guardians/ custodians to participate in Diocesan or school discipline proceedings concerning their child's improper behavior may be considered educational neglect and the child may be considered a "child

in need of services” in accordance with I. C. 31-6-4-3-(a) (7), and, in that case, the matter shall be referred to Child Protective Services.

Disciplinary Probation

Disciplinary probation occurs on the recommendation of the Discipline Committee and/or Assistant Principal for Student Formation. When being placed on probation, a contract between the student and the school will be drafted, which details expected behaviors as well as privileges lost during the probationary period. A student on probation is expected to make a serious effort to change his/her behavior. While on probation, any additional infractions or violations of the terms of the probationary contract may lead to a hearing with the Discipline Committee where the individual status of the Marian student will be reviewed.

The Assistant Principal for Student Formation will make the decision as to whether a student on Disciplinary Probation will be able to participate in field trips during the probationary period.

Student Intervention Team

The Student Intervention Team (SIT) consists of members of the school’s administration, counseling staff, faculty, athletic department staff, and the pastoral minister. Their aim is to empower students to reach their God-given potential by removing barriers to their spiritual, academic, social, and emotional growth. The Marian community collaborates with families to provide a network of support for all students.

Any member of the Marian community may refer a student to the SIT for any reason.

Bullying

Marian High School encourages a deeper understanding and acceptance of one another’s individual gifts and unique differences. We will also work to eliminate all forms of bullying and disrespect in order to provide a truly Christ-like atmosphere in our school. Bullying, harassment, or cyberbullying (using technology to harass, humiliate, threaten, or bully another person) could result in an appearance before the Marian Discipline Committee and in the perpetrator being suspended, asked to withdraw, or expelled.

Indiana law defines bullying as overt (intentional) unwanted, repeated acts or gestures including:

- Verbal or written communication, or images transmitted in any manner (including digitally or electronically)
- Physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to
 - Harass, ridicule, humiliate, intimidate, or harm the targeted student and
 - Create for the targeted student an objectively hostile school environment

It can be targeting one victim repeatedly or it can be targeting a series of victims. According to HEA 1423, bullying is repeated behavior with the intention to cause harm or to create an “objectively hostile learning environment.” There is an imbalance of power between the bully and his or her target. Power can be either physical, as in bigger and stronger, or power can be social, such as being perceived to have higher social standing or to be more popular. Bullying behavior takes many

forms. It can be physical, verbal, and/or psychological (i.e. such as spreading rumors or shunning the target). It can be nonverbal such as using gestures or social exclusion body language such as turning away or acting as if the target is invisible.

Marian students are challenged to help their fellow Knights by taking a stand against bullying. Those who witness bullying are called to

- Calmly and firmly tell the bully to stop.
- Report the bully to an adult.

It is the responsibility of all faculty and staff – the adults on our campus – to be ready to intervene and stop bullying behavior whenever they see it or it is reported to them. By the end of the day on which bullying is witnessed or reported, faculty and staff must notify an administrator. All students and staff should know and follow these four rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school and an adult at home.

In an effort to stop all types of bullying at Marian, all faculty and staff members will take a strong stance and issue disciplinary consequences for bullying.

Harassment Policy

It is the policy of the Catholic schools of the Diocese of Fort Wayne-South Bend to maintain a learning and working environment that is free from harassment based on sex, race, national origin, color, age, disability, or any other impermissible factor that is prohibited by law and/or the teachings of the Catholic Church.

It shall be a violation of this policy for any employee of the Catholic schools to harass a student through conduct or communications of a sexual nature as defined in Section I (below) of the Procedure to this policy or on any other impermissible grounds described in Section II of the Procedure to this policy. It shall also be a violation of this policy for any student to harass another student or employee, through conduct or communication of a sexual nature as defined in Section I of the Procedure and on any other impermissible grounds as described in Section II of the Procedure. The use of the term “employee” in this policy and procedure also includes non-employees and volunteers who work subject to the control of school authorities.

Section I: Sexual Harassment

- Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any employee to a student, or made by any student to another student.
- Conduct of a sexual nature may include verbal or physical sexual advances, looks, leers, gestures, comments, jokes, or other inappropriate conduct based on the victim’s sex.
- The Diocese forbids sexual harassment and retains the right to address sexual harassment or inappropriate conduct of a sexual nature in the schools through whatever means it determines are reasonable and appropriate.

Section II: Other Forms of Harassment

- Harassment may be based on any protected characteristic, including race, color, religion, national origin, age, disability, or other protected characteristics. Harassment may be based on any other personal trait or characteristic, whether or not obvious or readily discernible. Harassment may consist of unwelcome, derogatory, and/or inappropriate comments or physical conduct. Comments and conduct of harassing nature may include but are not limited to verbal or written comments, insults or jokes, regardless of whether the targeted person is present, physical gestures or inappropriate touching.
- Hazing
- Harassment prohibited by this Policy concerns behavior by an employee or volunteer toward a student or by a student toward another student or employee or volunteer.
- The Diocese prohibits harassment and retains the right to address harassing behavior through whatever means it determines are reasonable and appropriate.

Complaint Procedures for Students

- Students and/or their parents/guardians may bring a harassment complaint by notifying the Principal, Assistant Principal, Assistant Principal for Student Formation, or other person specifically designated by the school, of the alleged harassment. School officials who receive complaints must ensure that the complaint procedure explained below in Section III, C is followed.
- The right of confidentiality, both of the complainant and of the accused, will be respected consistent with the school's legal obligations and the necessity to investigate allegations of misconduct and to take reasonable and appropriate action if warranted.
- All complaints of harassment shall be handled in the following manner:
 - Complaints must be made by the student, and parent/guardian if under age 18, in writing on forms supplied by the school.
 - The Principal should determine if the allegations in the report and the information readily available appears to meet the definition of harassment as given under Section I or II, respectively.
 - If the information received or discovered, at any stage of the investigation, gives the recipient reason to believe that an alleged victim is a victim of child abuse or neglect as defined by law, the matter must also be handled according to the Child Abuse Reporting Policy (3610).
 - It is the policy of the Diocese of Fort Wayne-South Bend that all diocesan priests, deacons and other personnel, lay and religious, paid and volunteer, must adhere to the diocese's various policies, procedures and guidelines designed to provide a safe environment for children and young persons. All must report any suspected incident of the physical, mental, or sexual abuse or neglect of a child or young person to appropriate civil and diocesan authorities consistent with the Diocesan Guidelines on Reporting Incidents of Child Abuse or Neglect. All priests, deacons and other personnel, employee and volunteer, are subject to and obligated by this policy.

- If the allegations and information initially appear to constitute harassment, the Principal shall take the following steps:
 - Complete the *Investigative Report of Alleged Harassment*
 - Conduct any necessary follow-up, gather additional information, conduct interviews with any students or staff having information, and gather witnesses who have knowledge of the situation
 - Contact the parents of all students known to be involved
 - The Principal who receives a written report of harassment shall immediately review the report and information readily available and should consult with the superintendent;
 - The Principal is responsible for the decision in the matter but may establish a Discipline Board to assist. The report and results of the investigation will be utilized by the school to:
 - determine appropriate disciplinary action
 - determine need for counseling referral and
 - determine who will be responsible for continued monitoring and appropriate follow-up of the situation
- Sanctions for Misconduct: A substantiated charge against an employee or student in the school shall subject that employee or student to such disciplinary action that the Principal determines necessary consistent with Diocesan Policy and/or the school disciplinary policy.
- False Reporting: Any person who knowingly files charges of harassment against an employee or a student in an attempt to demean, harass, abuse, bully, or embarrass that individual may be subject to appropriate disciplinary action.

Pornography Policy

1. Knowingly or intentionally sending, displaying, possessing, accessing, uploading, downloading or distributing immoral, pornographic, obscene or sexually explicit materials, messages or pictures of individuals under the age of 18 through the use of written material, the internet, digital or "PDA" device, cellular telephone or through the use of an artificial intelligence medium will be deemed a violation of the Diocesan Educational Policies.
2. A violation in #1 above shall be deemed to occur whether the impermissible conduct occurs on school grounds or is found to have occurred off campus.
3. A principal having belief that a violation of #1 has occurred shall immediately report such violation to the Indiana Department of Childhood Services and/or local law enforcement.
4. A principal having belief that a violation of #1 has occurred shall immediately report such violation, together with any findings, to the Superintendent of Schools who, in turn, shall report such incident to the Vicar General who will relay the information to the Bishop.
5. The Bishop may then choose to seek the advice of the Diocesan Review Board, a consultative board which assists the Bishop regarding claims of sexual abuse. If a determination and finding is made that a knowing or intentional violation of #1 has occurred, the student shall be expelled from school with no right of re-entry. If a determination is made that the facts do not support a knowing or intentional violation of #1, the Bishop, in consultation with the school principal and pastor (as applicable), shall determine the consequence, if any, as provided in the Diocesan Education Policies.

6. The determination of expulsion or other discipline pursuant to #5 above shall be final and not subject to any appeal.

Cell Phones and Electronic Devices

Cell phones, smartwatches, headphones/earbuds, and other electronic devices must be turned off and in school lockers during the school day. **They are not to be on the student's person during the school without express permission.** Personal electronic devices are only allowed with teacher or administration permission and must be used for academic purposes only. Such devices include, but are not limited to, tablets, personal computers, Chromebooks, and e-readers. School personnel may confiscate these devices and submit them to the school office. Students can be cited for a cell phone violation if the school discerns a cell phone has been used to contact a parent or some other party during the school day (i.e. he or she is sick and wants to go home).

- 1st Offense: cell phone will be turned in to , Assistant Principal for Student Formation can pick up at end of day, and the student will serve Saturday detention (Level 2 infraction).
- 2nd Offense: cell phone is turned in to , Assistant Principal for Student Formation students will be called to come and pick up the cell phone after school and the student will receive Saturday detention (Level 2 infraction, may have a greater consequence depending on student discipline record).
- 3rd Offense: cell phone is turned in to the Assistant Principal for Student Formation, the parents will be called to come and pick up the cell phone after school and the student will no longer be permitted to bring a phone to school. The student will receive Saturday detention (Level 2 infraction, may have a greater consequence depending on the student's discipline record).
- Any possession and/or improper use of a cell phone after having privilege taken away is grounds for suspension and disciplinary review.

Vandalism

Vandalism is considered a Level 3 infraction. Defacing school property is a serious offense and the damage must be paid by the responsible party. Vandals will pay for all necessary repairs and may receive other disciplinary consequences.

Smoking, Vaping, and Tobacco

All facilities (buildings which are enclosed) where pre-school, kindergarten, elementary, and/or secondary education or library services are being provided to children shall be smoke free. No one, whether an administrator, an employee, a student, or a visitor is allowed to smoke or vape in these buildings. Possession and/or use of vaping devices, smoking paraphernalia, or chewing tobacco are not permitted at school, at school functions, or on school property, including student lockers.

The consequence for the first use of vaping, smoking, or chewing tobacco is a suspension from school and an appearance before the Discipline Committee.

Student Accused of a Non-School Related Criminal Act

When a student is accused of a non-school related criminal act, the school shall follow Diocesan policy. A student accused of a non-school related criminal act which does not subject the student to suspension or expulsion pursuant to Policy 4520 is presumed innocent and no academic or

disciplinary penalties will necessarily be imposed regarding that alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as a need to protect the safety and/or privacy of the student or others, may necessitate such student's removal from the normal academic setting pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents/legal guardians will be considered, but the final decision regarding removal is the Principal's, after consultation with the Superintendent of Schools. Should such a removal be deemed necessary, a program of home study will be developed and implemented for the student.

11. Dress Code

Rationale

Marian High School has established a dress code in order to foster a sense of discipline, self-respect, neatness, and professionalism among its students, and to promote school spirit. The dress code is a direct reflection of the school's overall mission as a Catholic Christian educational institution dedicated to the development of the whole person. A student's dress and grooming must display modesty, respect and concern for oneself and for others, and be conducive to student learning. Upon admission to Marian, students and their parents accept this ideal and agree to abide by the dress code in its entirety. Failure to conform to the dress code, as set forth below and interpreted by the Marian administration, will result in disciplinary consequences.

Boys Dress Code

- **Shirts:** Only polo or oxford shirts sold through Marian's designated companies are to be worn. A uniform shirt must be worn at all times. Only solid color undershirts may be worn under the uniform shirt. **The only shirts that will be sold are Marian Blue, Black, Gray, and White. Other colors are currently permitted but will cease to be acceptable as of August 2026.**
- **Outerwear:** Approved Marian fleeces, ¼ zips, crew neck sweatshirts, or sweaters (crew neck, v-neck) purchased from the designated company may be worn over a uniform collared shirt. No hoodies may be worn unless it is a spirit day. **Uniform fleeces will be phased out and will no longer be uniform items in August 2026.**
- **Pants:** Only solid tan/ khaki dress pants may be worn. Pants must be worn at the waist, and must be free of holes, tears, or frays (this includes clothing with patches). **Cargo pants are not permitted.** Denim, yoga, or tight styles are not permitted.
- **Shoes:** Only dress or athletic shoes may be worn. Shoes must have toes and heels covered. Sandals, moccasins, Crocs, and slippers are not permitted.
- **Hair:** Hair shall be clean, neat, and professional, and cannot be a distraction to the learning environment of the school. Hair dyed or highlighted an unnatural color is not allowed.
- **Facial Hair:** Male students who are juniors or seniors may wear neatly trimmed mustaches, goatees, or beards. Male students who are freshmen or sophomores must be clean-shaven. For freshmen and sophomores sideburns below the bottom of the earlobe are not allowed. Any student in violation of these expectations will be issued detention and required to shave.

- **Gym Uniform:** All students must wear a Marian gym uniform for P.E. classes, which must be purchased through the Marian Bookstore.
- **Miscellaneous Items:**
 - Hats, sunglasses, and other accessories are not to be worn inside the school. Those who wear such items in school may have them taken away.
 - Males cannot wear earrings or other facial piercings at any time during the school day.
 - No exposed tattoos.
 - Males cannot wear cosmetic make-up at school.

Girls Dress Code

- **Shirts:** Only polo or oxford shirts sold through Marian's designated companies are to be worn. A uniform shirt must be worn at all times. Only solid color undershirts may be worn under the uniform shirt. **The only shirts that will be sold are Marian Blue, Black, Gray, and White. Other colors are currently permitted but will cease to be acceptable as of August 2026.**
- **Outerwear:** Approved Marian fleece, ¼ zips, crew neck sweatshirts, or sweaters (crew neck, v-neck) purchased from the designated company may be worn over a uniform collared shirt. No hoodies may be worn unless it is a spirit day. **Uniform fleeces will be phased out and will no longer be uniform items in August 2026.**
- **Pants:** Only solid tan/ khaki dress pants may be worn. Pants must be worn at the waist, and must be free of holes, tears, or frays (this includes clothing with patches). **Cargo pants and capri pants are not permitted.** Denim, yoga, or tight styles are not permitted. Pants are not to be cuffed at the bottom.
- **Skirts:** Must be solid tan khaki or navy blue, to the knee, and purchased from the designated companies. **Solid black or white leggings or tights may be worn beneath a skirt.**
- **Shoes:** Only dress shoes, dress boots, or athletic shoes may be worn. Shoes must have toes and heels covered. Heel height may be no more than two inches (2"). Sandals, moccasins, Crocs, and slippers are not permitted.
- **Hair:** Hair shall be clean, neat, and professional, and cannot be a distraction to the learning environment of the school. Hair dyed or highlighted an unnatural color is not allowed. **The same rules apply to any hair extensions.**
- **Gym Uniform:** All students must wear a Marian gym uniform for P.E. classes, which must be purchased through the Marian Bookstore.
- **Miscellaneous Items:**
 - Cosmetic make-up may be worn, but cannot be extreme or distracting to the learning environment.
 - Hats and sunglasses are not to be worn inside the school. Those who wear such items in school may have them taken away. Appropriate scarves and headbands are permitted.
 - Females may wear earrings. Gauge earrings or other facial piercing are not permitted during the school day.
 - No exposed tattoos.

Special Dress Days

- **All- School Mass:** Students are invited to wear their “Sunday Best”. As always students are expected to be in the dress code if they choose not to dress up.
 - Jeans are not permitted on Mass Days.
 - No shorts, sweats, cargo, capri, yoga, or tight styles. The rest of the dress code still applies.
 - **Gentlemen:** can wear an “oxford” button down shirt, with or without a tie. They can also wear a blazer, sport coat or sweater. Students may not wear a dri-fit golf polo to Mass. Rather, just wear your normal uniform shirt.
 - **Ladies:** may wear normal dress uniforms or choose to dress up as well.
 - High heels may be worn. Heels should not be higher than 2 inches.
 - Sweaters and blazers are also allowed. Spaghetti strap/halter tops are not permitted and shoulders should be covered at all times.
 - **Skirts:** Skirts or dresses should be modest and no shorter than 2 inches above the knee. Solid colored tights may be worn underneath a skirt.
 - **Shoes:** Only dress shoes, dress boots, or athletic shoes may be worn. Shoes must have toes and heels covered. Heel height may be no more than two inches (2”). Sandals, moccasins, Crocs, and slippers are not permitted.
- **Overall, clothing should be modest, clean, neat, and appropriate!**
 - All School Mass dress is subject to change.
 - Students who do not meet the dress requirements will be sent home to change and the time that they missed would be considered unexcused.
- **Spirit Wear defined:** “Spirit wear” consists of Marian-issued or approved outerwear including shirts by a Marian sports team, club, department, or school-sponsored activity that has been officially reviewed and approved by the administration. These shirts must be undamaged and unaltered and worn properly (for example, hoods must be worn down during the school day).
- **Spirit Fridays:** On Fridays, students may wear any Marian spirit wear from the waist up with Marian uniform pants.
- **Spirit Jeans and Spirit Dress Days:** On regular ‘*Spirit Jeans Days,*’ students are permitted to wear jeans and a Marian spirit wear top. Jeans and spirit wear tops must be worn properly and must be free from tears, cuts, or holes. Jeans must be denim. No shorts, sweats, cargo, capri, yoga, or tight styles. The rest of the dress code still applies.
 - On certain ‘*Spirit Dress Days,*’ students will be permitted to wear jeans, sweats, or joggers with a spirit wear top. All clothes must be worn properly and must be free from tears, cuts, or holes. Unless otherwise specified, Shorts, overly baggy pants, yoga, leggings, or tight styles are **not** permitted. The rest of the dress code still applies.
- **Extracurricular Events and Informal School Dances:** Clothing should be modest, clean, neat, and appropriate.

Wearing of Masks/ Face Coverings

While masks are no longer required, students may opt to wear masks to prevent the spread of disease. Students wearing masks must adhere to the following guidelines:

- Masks must be worn properly at all times, over one's nose and mouth.
- Masks may not be altered in any way with writing, obscene markings, buttons, pins, etc.
- Stained or dirty masks are not acceptable.
- Masks with advertisements or messages of alcoholic beverages, drugs, tobacco, vaping, indecency, vulgarity, profanity, violence, cult or gang membership, political messaging, or any other message that is deemed to be disruptive to the learning environment of the school will not be acceptable. If there are two meanings, the worst will be recognized.
- Bandanas and/ or neck gaiters are not permitted to be worn as masks.
- Students must continue to abide by the dress and grooming standards regarding facial piercings and facial hair even if wearing a mask.

12. Parents and School Life

Parent/Legal Guardian Concerns Procedure

To facilitate and promote the orderly and efficient resolution of concerns, parents/legal guardians wishing to address and/or question an academic area or situation regarding a specific teacher or classroom procedure must follow the grievance procedure below:

- Address the issues with the classroom teacher (or person with whom he or she has the problem) in a formal manner (face-to-face or in writing).
- Address the issue with the Principal.
- If the issue is not satisfactorily resolved, then the parent/guardian should place his/her concerns in writing to the person(s) involved and his/her supervisors.
- Contact the Catholic Schools Office

Parents/legal guardians should follow the steps set forth in this policy, except where a situation is specifically covered under another school or Diocesan policy, which provides for a different reporting procedure (e.g. harassment).

13. Seclusion and Restraint

State Law and Diocesan Policy

As of July 1, 2014, each school must adopt a seclusion and restraint plan that contains, at a minimum, the elements listed in IC § 20-20- 40-13 (a) (2). Parents can access a full copy of our school's plan by request in the school office or by visiting the school's website [here](#).

Policy

Marian High School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our

school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Neither seclusion nor restraint shall be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

14. Computer & Technology Acceptable Use

Access to Electronic Information

The school shall follow the Diocesan Internet Policy. A copy of the policy is available in the school office during business hours. In order to support and supplement Diocesan Policy relating to technology implementation and use:

- All digital and analog communications received from; transmitted by, or stored in *Marian High School's* systems are the property of *Marian High School*, which is part of the Diocese.
- All equipment and software must be used for educational purposes in the support of *Marian High School's* Mission Statement. (Use of equipment and systems for personal or non-job/non-school related reasons must be pre approved by school administration.)
- All communication and information resources including all forms of storage media may be subject to review by the Principal, Assistant Principal, Director of Technology or Diocesan Administrator. (Users should not expect that files stored on school-owned computers would be private).
- Access to the Internet and local area network is at the discretion of school administration. Access is a privilege, not a right. Access entails responsibility.
- Any deliberate tampering or misuse of *Marian High School's* network services or equipment will be considered vandalism and will be handled as such.
- To the extent that any revisions of the policy conflict with Diocesan policy, Diocesan policy shall control.
- *Marian High School* reserves the right to modify, suspend, or terminate this policy at any time with or without notice.
- *Marian High School* makes no guarantees of any kind, neither expressed nor implied, for the Internet access it provides. *Marian High School* will not be responsible for any damage users suffer or for unauthorized financial obligations resulting from Internet access.

Acceptable Use

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of the Catholic schools. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistent with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private.

Unacceptable Use

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of that privilege. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. Prohibited activities include but are not limited to:

- Access, upload, download, or distribution of pornographic, obscene, discriminatory, defamatory, sexually explicit, offensive, or otherwise inappropriate material.
- Transmission of abusive, obscene, discriminatory defamatory, sexually explicit, or offensive language.
- Use of software or hardware utilities on *Marian High School's* network that may compromise security or tax network resources (except for approved support personnel).
- Upload, download, or install software on school computers that is not licensed for *Marian High School* and approved by the Director of Technology. Example: Using programs like UltraSurf to intentionally bypass the school's internet filters
- Upload, download, or installation of copyrighted materials.
- Use of violent, abusive, obscene, or sexually explicit language.
- Harassment, insulting, or attacking others.
- Damage to computers, computer systems, or computer networks, or attempting to harm or destroy data of another user.
- Unauthorized use of another's password.
- Unauthorized access in others' folders, work, or files.
- Employ the network for commercial purposes.
- Commitment of academic dishonesty.
- Violation of any Diocesan policy, or any local, state, or federal law, statute, rule or regulation.

Any violation to this policy may result in loss of access to the Internet, network and/or technological equipment. Additional disciplinary action may be taken as determined appropriate by the administration or Diocese. A violation of this policy by an employee may result in

termination of employment. When and where applicable, law enforcement agencies may be notified of any violations of this policy.

Consequences for Violations of the Privileges

The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

Parents'/Guardians' Responsibility

During school, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance, as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the family's right to decide whether to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that is not specifically previously approved and included as part of the school's budget.

Teachers may require students to access electronic material via the internet for classroom or homework assignments. Parents/guardians have the option to request alternative activities not requiring Internet access.

School Professionals' Responsibility

Student activity on the Marian High School network will be traced, monitored, and archived. It is expected that students act and behave appropriately at all times while using the network. Students will also receive periodic training on digital citizenship and appropriate use of digital technology.

Marian High School utilizes internet content filtering to ensure that access to non-educational sites is kept to a minimum. Students will not be able to access every site on the internet while they are using the Marian network. Marian staff will update the content filtering regularly to ensure the safety of students, faculty, and staff while using the internet.

The Marian Administration is responsible for determining and uncovering incorrect usage of the Internet and for informing school authorities and the student in question. Administration reserves the right to inspect accounts when there is a suspicion of misuse. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

Online Behavior

Postings on social media platforms or websites inside or outside of school may result in disruption to normal school operations and/or detrimentally affect a fellow student, faculty, or staff member, the school, and the school's reputation. The school administration reserves the right to discipline students and pursue legal or civil avenues for on-campus or off-campus Internet use that disrupts the learning environment or is contrary to the principles and teaching of the Catholic Church.

The school does not intend to police web sites, blogs, or social networking sites outside of school. However, if students, parents, or other individuals bring sites to the school's attention, Marian reserves the right to address the behavior in line with Diocesan and school policies as well as civil law.

A list of prohibited Internet behaviors includes but is not limited to threats, conspiring to commit violence, intimidation, humiliation, bullying and harassment, impersonation, mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information.

Google Workspace for Education

Marian High School provides students with Google Workspace for Education (Google Accounts). Google includes free, web-based programs that include email, office-type creation tools, shared calendars, and communication and collaboration tools. This service is available through an agreement between Google and Marian High School.

Google accounts run on an Internet domain name purchased and owned by Marian and is intended for educational use. Teachers at Marian may be using Google accounts for lessons, assignments, and communication.

Google accounts are also available at home, the library, or anywhere the student has Internet access. School staff will monitor student use of applications when students are at school. Parents are responsible for monitoring their child's use of Apps when accessing programs from home. Students are responsible for their own behavior at all times.

While students are logged into their Marian Google Workplace for Education accounts, they will have access to apps, extensions, and services provided by Google or other third-party vendors. Some of these programs, such as YouTube, Hallow, and PowerSchool, require parental permission for students to utilize if students are under the age of 18. On the behalf of parents and guardians, the Marian High School Technology Department will review and monitor all available apps, extensions, and services for Marian students and will only approve and allow those that are intended for an educational purpose. *Acknowledgement of this Handbook constitutes parental approval for their student to use such apps for the intended educational purposes.* Parents may direct any questions regarding the use of a service or app to MarianTech@marianhs.org.

Student safety is our highest priority.

Acceptable Use (Privacy and Safety)

Google accounts are primarily for educational use. Students may use Apps for personal use subject to the restrictions below and to any additional school rules and policies that may apply.

- **Privacy** – School faculty, staff, administration, and parents all have access to student accounts for monitoring purposes. Students have no expectation of privacy on the Apps system.
- **Limited personal use** - Students may use Apps tools for personal projects but may not use them for:
 - Unlawful activities
 - Commercial purposes (running a business or trying to make money)
 - Personal financial gain (running a web site to sell things)
 - Inappropriate sexual or other offensive content
 - Threatening another person
 - Misrepresentation of Marian High School, staff, or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where students are expected to be respectful and abide by school and Diocesan policies.
- **Safety**
 - Students may not post personal contact information about themselves or other people.
 - Students will tell their teacher or other school employee about any message they receive that is inappropriate.
 - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from accessing their account. Under no conditions should a user provide his or her password to another person.
- **Access Restriction**
 - Access to Google Accounts is considered a privilege accorded at the discretion of Marian High School. Marian maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school/Diocesan policies have occurred. In such cases, the alleged violation will be referred to the Dean of Student Formation or Principal for further investigation and account restoration, suspension, or termination.
- **Digital Citizenship**
 - **Each human being has dignity because we are created in the image and likeness of God.** Therefore, all students must treat one-another with dignity and respect through personal interactions, communication, posts, etc. while using Google Accounts.
 - **Utilize Google accounts for personal learning and growth.** Students are expected to use Google accounts to pursue their own intellectual and moral growth in a socially mature manner. In this way, students are encouraged to responsibly research, explore, and discuss academic subjects, differing perspectives and points of view, and current events. Students should not view this as an opportunity to forcefully promote a personal agenda or ideology, especially those that are contrary to the teachings of the Catholic Church.

- **Respect the rights of copyright owners.** Copyright infringement occurs when an individual reproduces a work without permission that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether he or she can use a work, that person should request permission from the copyright owner.

Child Internet Protection Act (CIPA)

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. This means that student email is filtered. Mail containing harmful content from inappropriate sites will be blocked. Thus, it is imperative that students use their Marian-issued student email account for engaging course content and contacting teachers and school personnel.

Children’s Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Google accounts users. No personal student information is collected for commercial purposes. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school’s use of student information is solely for education purposes.

Student “Bring Your Own Device” Policy

Students may bring (but are not required) laptops, tablets, eReaders, notebooks, and netbooks to school for the sole purpose of enhancing their educational experiences. Students who wish to bring their own personal electronic device must agree to abide by the following:

- Marian will not be held responsible for lost, stolen, or damaged computers, hardware, peripherals, or software.
- Wireless hubs, air cards, and other Internet accessible devices are prohibited.
- Handheld computing devices are prohibited during the hours that school is in session. This includes cell phones, iPod Touch players, and any handheld device capable of accessing the Internet.
- [In spaces that are publicly shared by students, such as the Cafeteria or Library, including before and after school hours, students may use personal devices for appropriate school or personal activities. The faculty or staff supervising such areas may choose to prohibit students from using such devices relating to reasons of order or supervision. Within classrooms and during instructional periods, students must request permission, and the teacher must expressly permit the use of the device for academic purposes. Marian may choose to permit student devices to utilize a publicly available wifi network during school hours, but is not required to do so.](#)
- Students are expected to use their personal electronic devices for school-related activities only, such as word processing, creating presentations, researching, note taking, and reading eBooks.
- Administrators, teachers, and staff reserve the right to prohibit the use of personal computing devices.

- Students may not create audio or video recording of themselves, classmates, teachers, staff, or anyone while using their electronic devices at any time while on campus grounds without the explicit consent of the subjects of that video and the approval and/or supervision of an administrator, faculty, or staff member.
- Personal electronic devices are never to be taken into school locker rooms, dressing areas, or bathrooms.
- Students using personal electronic devices in an inappropriate manner may have them confiscated and held for a period of time until they are picked up by a parent. The administration reserves the right to determine what constitutes inappropriate use and will take disciplinary action when the rules of this policy or the laws of Indiana are broken.
- Students' use of personal devices on campus is subject to Marian's Acceptable Use Policy and Diocesan Policies listed in this Handbook as well as Marian's Mission Statement.

Procedure for reclaiming personal computing devices:

- 1st offense: Student pick up and Saturday detention (Level 2 infraction)
- 2nd offense: Parental notification, parental pick up, and Saturday detention (Level 2 infraction)
- 3rd offense: Parental notification, parental pick up, and loss of privilege

Electronic Communication Notification and Release

The following outlines the key components regarding parental consent for use of electronic communication with minors from the most recent Diocesan Policy on electronic communication and social media.

Marian High School uses the following forms of electronic communication and technology to communicate with your minor child regarding coursework as well as various educational or extracurricular events and activities.

- School website: www.marianhs.org
- Powerschool: <https://www.fwsbpowerschool.org/public>
- Google Workspace for Education accounts(school-wide learning management system)
- Email within the school-issued domain of @marianhs.org
- Educationally appropriate websites or applications as chosen by school personnel

Through the Marian High School online enrollment process, parents/guardians are asked to acknowledge that they have read or will read this Student-Parent Handbook. Through that acknowledgement, parents/guardians grant permission for their minor child/children to participate in the forms of electronic communication listed above, in relation to coursework and educational or extracurricular programs and activities.

In addition to the forms of electronic communication listed above, parents/guardians and/or their minor child/children may choose to "follow" or "like" Marian High School on the following social networking sites. Student participation in these sites is optional and at the discretion of each parent/guardian.

- Facebook: facebook.com/marianhsknights
- Instagram: instagram.com/marianhsknights

- X (Twitter): [x.com/marianhsknights](https://twitter.com/MarianHSKnights) (twitter.com/MarianHSKnights)

Note: Extra-curricular clubs and athletic teams may have additional school-approved social networking sites that students and parents/guardians may choose to participate in, at the discretion of each parent/guardian.

Moderators for official Marian High School clubs and coaches of athletic teams will communicate to parents what, if any, additional communication tools they will utilize with members of that club or team. Parents/guardians are to be included on all communications with an individual student, and may request to the moderator or coach to be included on all group communications for clubs or teams of which the minor child is a member.

The Diocese of FWSB has an Electronic Communication and Technology Policy. “The policy protects both the diocese and its members by defining use that is safe, responsible, civil, and, most importantly, reflects our discipleship of Jesus Christ. The diocese believes these resources are an important educational and evangelizing tool to further the mission of the Church. Therefore, use of these resources must always be consistent with the mission of the Catholic Church.”

To read the entire policy, see:

- <http://www.diocesefwsb.org/Data/Accounts/Files/1/ElectronicCommunicationandTechnologyPolicy-FINAL.pdf>.

A Spanish version is available at:

- <http://www.diocesefwsb.org/Data/Accounts/Files/1/ElectronicCommunciationandTechnologyPolicy-Spanish.pdf>

All parents and students must be aware of the policy and its contents. Enrolling your student at Marian High School indicates your acceptance of the policy and your willingness to abide by it.

Appendix A: School Spirit

School Colors

Royal, Silver, & White

School Nickname

Knights

Alma Mater

We stand together, sons and daughters.
Praise forever, Alma Mater.
Hearts are loyal, hearts will toil.
Royal silver and the blue.
Silver Knights we hail to thee.
In life's fray, bring victory.
God and country, state and school.
Sons and daughters, ever true.
'Ere the future may behold.
Marian, keep us in thy fold.
God and country, state and school.
Sons and daughters, ever true.

School Song (To the tune of "Across the Field")

Onward, Knights, to victory, We back you all the way!
Valiant teams of Marian High, Triumphant in the fray (RAH! RAH! RAH!).
Hear that cheer rise up from the crowd,
Show our teams that we're really proud; Go, Knights, with chivalry,
Blue and Silver to victory!

Student Council Officers

President: Ryan McGuire
Vice President: Michael Keefer
Secretary/ Treasurer: Frederick Williams

Spirit Knight Overall Captains

Blue Team: Ethan Abbot & Brayden Cerney
White Team: Karle Mousaw & Delaney Nitz

Class Officers

Senior Class President: Grace Nelson
Senior Class Vice President: Zyon Taylor
Senior Class Secretary: Maddie Dougherty
Senior Class Treasurer: Macey Vicsik

Junior Class President: Brynn Micinski
Junior Class Vice President: Jaxon Szymanowski
Junior Class Secretary: Charles Madden
Junior Class Treasurer: Mariale Cline

Sophomore Class President: Claire Walczak
Sophomore Class Vice President: Ally Callan
Sophomore Class Secretary: Elsa Wickes

*Freshman Class Officers are elected during the Fall Semester

Appendix B: Bell Schedules

Schedule A – Regular Schedule

1	8:00-8:50	
2	8:55-9:45	
3	9:50-10:45	
4	10:50-11:15	LUNCH
5	11:20-11:40	
6	11:45-12:10	LUNCH
7	12:15-12:35	
8	12:40-1:05	LUNCH
9	1:10-2:00	
10	2:05-3:00	

Schedule B – Delayed Start/Faculty Meeting

1	8:30-9:20	
2	9:25-10:10	
3	10:15-11:05	
4	11:10-11:35	LUNCH
5	11:40-11:55	
6	12:00-12:25	LUNCH
7	12:30-12:45	
8	12:50-1:15	LUNCH
9	1:20-2:05	
10	2:10-3:00	

Schedule C – Morning Mass/Assembly

1	8:00-8:40	
2	8:45-9:25	
MASS	9:25-10:40	
3	10:45-11:25	
4	11:30-11:55	LUNCH
5	12:00-12:10	
6	12:15-12:40	LUNCH
7	12:45-12:55	
8	1:00-1:25	LUNCH
9	1:30-2:10	
10	2:15-3:00	

Schedule D – Dept. Mtg/PM Assembly

1	8:00-8:45	
2	8:50-9:35	
3	9:40-10:30	
4	10:35-11:00	LUNCH
5	11:05-11:20	
6	11:25-11:50	LUNCH
7	11:55-12:10	
8	12:15-12:40	LUNCH
9	12:45-1:30	
10	1:35-2:25	
	2:30-3:00	Mtg/Assembly

Schedule E – Half Day

1	8:00-8:30
2	8:35-9:05
3	9:10-9:40
4, 5, 6	9:45-10:15
6, 7, 8	10:20-10:50
9	10:55-11:25
10	11:30-12:00

Schedule F – Weather Delay

1	10:00-10:34	
2	10:39-11:13	
3	11:18-11:55	
4	12:00-12:20	LUNCH
5	12:25-12:34	
6	12:39-12:59	LUNCH
7	1:04-1:13	
8	1:18-1:38	LUNCH
9	1:43-2:17	
10	2:22-3:00	

Schedule H – Homeroom Schedule

1	8:00-8:45	
H.R.	8:50-9:25	H.R.
2	9:30-10:15	
3	10:20-11:05	
4	11:10-11:35	LUNCH
5	11:40-11:55	
6	12:00-12:25	LUNCH
7	12:30-12:45	
8	12:50-1:15	LUNCH
9	1:20-2:05	
10	2:10-3:00	

Schedule P – Penance Schedule

1	8:00-8:40	
2	8:45-9:25	
3	9:30-10:10	
9	10:15-10:55	
4	11:00-11:25	LUNCH
5	11:30-11:40	
6	11:45-12:10	LUNCH
7	12:15-12:25	
8	12:30-12:55	LUNCH
10	1:00-1:55	SERVICE 1
10	2:00-3:00	SERVICE 2

Appendix C: Handbook Receipt Acknowledgement Form

The presence of your child at the school means you accept the terms and conditions of the handbook. By enrolling your child, you acknowledge you have received a copy of the Marian Student Parent Handbook and will actively support and follow the rules listed within. You understand that the handbook contains important information about the school, its administration, and about the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as part of the Catholic Diocese of Fort Wayne-South Bend.

Enrollment in Marian High School is subject to the approval of the Diocese and the Marian High School administration. In order to foster an environment that promotes the optimum educational and spiritual development of the student, every parent/guardian of each student is expected to act as a cooperative partner with the Diocese and School and comply with all policies and rules that are established by the Diocese or School. The School retains the right to rescind approval for the enrollment of any student if it determines that there is a lack of cooperation on the part of the student's parent/guardian, and, as a result, the withdrawal of the student would be in the best interest of the student, the School, other students attending the school, or the fulfillment of the School's mission.

The Student-Parent Handbook and other Diocesan School Policies are subjected to review and interpretation by school administrators and/or Diocese and are subject to change at the discretion of the administration and/or Diocese.