

MARIAN HIGH SCHOOL

MISSION STATEMENT

Marian High School is a Catholic college preparatory high school for young women sponsored by the Sisters, Servants of the Immaculate Heart of Mary.

The mission of Marian High School is to ensure, within a Christian environment, an excellent education built on a strong academic curriculum, which will enable young women to value human diversity and live responsible lives of leadership and action based on gospel values.

Adopted September 1992

**7225 LAHSER ROAD
BLOOMFIELD HILLS, MICHIGAN 48301**

**Marian High School
Telephone Directory**

Marian High School.....(248) 644-1750
.....(248) 644-1751
Fax.....(248) 644-6107
Athletic Office(248) 644-1954
Guidance Office.....(248) 644-3070
Fax(248) 646-6566
Attendance Office.....(248) 644-0041
Development/Alumnae Office.....(248) 644-1946
Business Office(248) 644-2030
Moms' and Dads' Hotline(248) 645-5610



Welcome to Marian

High School School!

We are delighted to have you as a part of our Marian High School family. The spirit of Marian draws its strength from the community of students, parents, faculty and staff who work together to create an environment and an experience that enhances the development of each student as a person who is fully alive and fully human.

In order that you might have a better understanding of our community, we have developed this handbook to familiarize parents and students with many aspects of Marian High School. As in all communities, there must be a clear understanding among the members concerning their respective responsibilities and rights. This handbook is designed to outline the obligations of students, parents, faculty, and staff. Since it is neither possible nor desirable to anticipate every circumstance that may arise, we rely upon the good judgment of students, parents, faculty, and staff to respond to situations that cannot be predicted in a reasonable and responsible manner. In situations where disagreements as to action or procedure exist, the president and the principal, as the legal authority, will make the final decision.

We expect each member of our Marian community to live and act in a way which reflects integrity, as well as responsibility. Above all, one's actions should show concern for the needs and feelings of others, thus assuring everyone the right to a positive learning environment.

We encourage you to read this handbook and to keep it in a place where you may refer to it as needed.

Sister Kathleen Budesky, IHM
Principal

INTRODUCTION

PHILOSOPHY

- To be a quality, value-oriented, Catholic High School committed to Christian ideals and academic excellence.
- To provide young women the opportunity to develop intellectually within a Christian faith community.
- To recognize and encourage the natural role of parents as the primary religious educators of their children as we strive to maintain a caring as well as challenging environment.
- To encourage the development of mature, competent, and caring Christian women prepared to assume responsibility in our society.
- To educate young women who will respond to the call to be women of vision, women willing to accept Christ's challenge to seek justice in their lives and the world.

Marian operates on the premise that Christian values are essential to a quality education. Based on this belief:

- ... Students should develop an openness with peers and faculty members.
- ... Students should explore and adopt the values of Christian womanhood.
- ... Students should develop leadership skills so they may make contributions to society consistent with their Christian values.
- ... The faculty strives to meet the needs of each student.
- ... The curriculum is designed to help each student develop the ability to think critically, to solve problems, to reason independently, and to accept responsibility.

GENERAL INFORMATION

COMMUNITY EXPECTATIONS

Marian High School prides itself on the community spirit generated by its faculty, parents and students. This spirit is what gives life to the school community. Recognizing that a community is only as strong as its weakest participant, we strongly encourage all families of Marian to take full advantage of those activities that support the standards that we hold to be a positive influence on a healthy and supportive school environment.

Therefore, we do expect...

- our students to attend all school liturgies, assemblies, school and class activities, i.e., Field Day, Walk-a-thon, talent shows, etc.
- our students to be involved in at least one extra curricular activity and to maintain grades which will allow them to be eligible to participate. (see p. 8)
- our parents to complete and turn in the Marian Emergency Form and the Marian Student Communications Release Form.
- our parents to sign the “safe homes” pledge offering a safe, healthy, responsible adult-chaperoned atmosphere for parties without allowing the use of drugs or alcohol.
- our parents to communicate with the school if there is a change in the needs of their daughter so that we might intervene before a crisis.
- our parents to attend parent meetings; i.e., Moms’ & Dads’ Club Meetings, Guidance Parent Meetings, Parent Networking opportunities, etc.
- our families to plan on giving at least 3 to 5 hours of volunteer service to Calico.
- our families to take full advantage of all the opportunities available to them to be truly an “active” member of our school community.

ATMOSPHERE

The atmosphere at Marian is that of a Christian faith community. This means:

- ... The Gospel values of Jesus are taught in a reflective, meaningful and systematic manner.
- ... An environment of shared faith and love is created by students, faculty, parents, and staff working together.
- ... The atmosphere is pleasant, safe, healthy, comfortable, and free from intimidation, hostility or other offenses that might interfere with school performance.
- ... Opportunities are provided for worship and social action.

There may come a time when a student or parent feels a need to resolve an issue of concern. Because Marian High School is a College Preparatory school, it is important for students to learn to become advocates for themselves. Therefore, it is *most appropriate* for students themselves to raise the concern with the person who is most directly responsible. (For example, classroom concerns should be brought to the teacher, athletic problems should be brought to the coach, or extracurricular issues to the moderator.) Some students may find the assistance of a guidance counselor helpful in this matter. If the student has addressed the issue with the teacher and does not feel that the problem has been resolved, it would *then* be appropriate for the parent to speak to the teacher, coach, or moderator. Only after these avenues of address have been employed, should the student or parent bring the concern to the appropriate supervisors:

- a. Academic Concerns: Teacher>Department Chair>Principal
- b. Athletic Concerns: Coach>Athletic Director>Assistant Principal
- c. Disciplinary Concerns: Teacher/Staff Person>Dean of Students
- d. Extracurricular Concerns: Moderator>Assistant Principal



ADMISSIONS

Marian High School does not discriminate on the basis of race, creed or ethnic origin in the administration of its admissions, educational and athletic policies nor in any school-administered programs.

ALUMNAE

All graduates are members of the Alumnae Association and are encouraged to participate in various functions. A “Distinguished Alumna” is recognized annually for outstanding service to her community and Marian High School.

CHANGE OF ADDRESS/PHONE

Change of residence, mailing address, home/business telephone numbers, etc., should immediately be reported to the General Office so that all records may be properly updated.

EMERGENCY CLOSING

A general policy: Marian will close if Birmingham Public Schools are closed due to inclement weather.

If due to an independent cause, closing for Marian will be announced separately from the Birmingham Schools, e.g., boiler, water, power. School closings will be announced on all major radio stations and television channels.

Students and parents are requested not to call the school or convent; rather, listen/watch public communication systems.

FIRE DRILLS AND TORNADO DRILLS

State and local law requires that fire and tornado drills be held periodically during the school year. Students are to follow posted evacuation procedures quickly and quietly.

GUESTS

When visiting the school, all guests, volunteers, parents, siblings, alumnae, etc. must first sign in at the front office. After a guest signs in, they will be given a Visitor/Volunteer Pass to wear while they are in the building. When a guest has finished their business at Marian, they are asked to return to the Front Office, sign out and return their Visitor/Volunteer Pass.

During the school day only two doors will be open for entrance into the school building – the Main Front Entrance and the Main

Rear Entrance by the back parking lot. All visitors should park in the designated visitor parking area in the Front Parking Lot and enter school through the Main Front Entrance. The rear and side parking lots are for students, faculty, and staff only during the school day.

Permission for a student guest must be obtained two days prior to the visit. A permission pass is obtained from the Admissions Coordinator with approval of the involved teachers. A limited number of student visitors will be permitted on any given day. The student hostess escorts the student guest throughout the day. The Marian hostess is responsible for her guest.

SECURITY/SAFETY

The security of the students extends to the time they leave the school property. To this end students not with a chaperone or extra-curricular activity are required to be in the back lounge area at 3:30 p.m. daily until departure time. A faculty/staff member will be in attendance in this area until 5:00 p.m. **After 3:30 p.m. parents are expected to pick up students at the side entrance (by tennis courts) to the school.** Parents should make arrangements to have their daughter **picked up before 5:00 p.m.** The Administration of Marian High School feels it is unacceptable to leave students unsupervised inside or outside the school building – this is not an option for any student. If a student has an activity scheduled on a school evening, she is expected to leave school and return for the evening activity at the scheduled time.

All activities in the building or on school property must be supervised appropriately. This pertains to activities held before and after school as well as those events not sponsored by Marian High School.

TELEPHONE

Normally students may not use any office phones. When necessary, students use the pay phones in the lounge area and are asked to limit their time in consideration of others. Phone

messages are not given to students except in extreme emergency.

TRANSPORTATION

Public school bus transportation is provided to students who live within the public school districts of Birmingham and Bloomfield Hills. Contact the appropriate School District's Transportation Office for specific information: Birmingham - (248) 203-3940 or Bloomfield Hills (248) 341-6290. Limited bus/van service to

ACADEMICS

outlying areas is available through Brother Rice High School. For further information on this service call Brother Rice at (248) 647-2526.

DIPLOMA REQUIREMENTS

A minimum of 24.50 credits is required.

	<u>Classes of '06</u>	<u>Class of '07-</u>
<u>'09</u>		
Theology	3½ credits	
English	4 credits	4 credits
Mathematics	3 credits	3 credits
Science	3 credits	3 credits
1 credit in Biology		
1 credit in Physical Science		
Social Studies	3 credits	3 credits
1 credit in World History		
1 credit in U.S. History		
½ credit in Government		
Modern Language (same language)	2 credits	2 credits
Physical Education	½ credit	½ credit
Health Education	½ credit	½ credit
Fine and Performing Arts (Art, Drama or Music)	1 credit	1 credit
Computer Applications or Programming	1 credit	1 credit
MACS (Marian Acts in Christian Service)	½ credit	(40 hrs.) ½ credit

VALEDICTORIAN/SALUTATORIAN

The following criteria will be used to determine the Valedictorian/Salutatorian:

- grade point average up to and including the first semester of senior year
- honors curriculum track
- number of courses taken and their level of difficulty
- membership in the National Honor Society both junior and senior years
- enrollment in Marian High School for all four years
- no major infractions of school policy

GRADE REPORTS/PARENT TEACHER CONFERENCES

Report cards are mailed home at the conclusion of each of the four quarters of the academic year, provided that all financial obligations are up-to-date. Deficiency notices indicating that the student is achieving unsatisfactory/failing progress are mailed home each mid-quarter. Parent/Teacher Conferences are scheduled for the 1st and 3rd quarters soon after deficiency notices have been issued. Conference sessions are available to all parents who wish to meet with their daughter's teachers. Additionally, parents are encouraged to contact teachers whenever they become aware their daughter is experiencing difficulty with the course requirements.

DEFICIENCY NOTICES

Deficiency notices will be mailed to parents of students whose present average is a D or F in a class and to other students according to the discretion of the teacher. Deficiency notices will not be sent for a C grade in an Honors or A.P. class unless the parent has contacted the teacher to request it or at the discretion of the teacher.

All deficiency notices must be signed by the appropriate parent(s) and returned to the instructor within one week of the notice date.

ACADEMIC PROBATION

If a student fails to earn at least a 1.8 semester grade point average, she will be placed on academic probation for the following semester. If she does not earn at least a 2.0 semester grade point average with no failing grades for the next semester, an academic review will be held to determine if she will be permitted to continue her education at Marian.

Seniors on academic probation will be assigned to a study hall in place of a free period.

ACTIVITY AND ATHLETIC ELIGIBILITY

In order for a student to participate in extracurricular/athletic activities at Marian, she must have a sound academic record. Student progress will be evaluated each marking period. The academic requirements are:

- At least a quarterly 2.0 GPA with no failure.
- At least a semester 2.0 GPA with no failure.

The privilege of athletic/extracurricular eligibility may be revoked at the discretion of the Athletic Director and Dean of Students for any student who does not meet the above academic requirements. (2nd quarter and 1st semester marks affect 2nd semester eligibility, 4th quarter and 2nd semester marks affect 1st quarter eligibility of the next school year).

All students must be in attendance in school at least four (4) full class periods in order to participate in extracurricular activities and/or athletics for that day. In the event of a noon dismissal, students are required to attend **ALL** classes, etc. in order to participate in any after-school function.

HONOR ROLL

To achieve first honors, a student must have only "A" and "B" grades, achieving a GPA of 3.5 or higher. To achieve second honors, a student must have "A," "B," and "C" grades, achieving a GPA no lower than 3.1 (not rounded). A "D" grade disqualifies the student. Generally, any student earning a "P" for academic



and elective classes or "Audit" for a grade will not be considered for 1st or 2nd Honors. Ninth, tenth and eleventh graders must be enrolled in a minimum of 6 classes and Seniors a minimum of 5 classes to be considered for any honor roll status. At least three of these grades must be from the following disciplines:

English	Modern Language	Social
Studies		
Mathematics	Science	Theology

GRADUATION HONOR CORDS

Graduation honor cords are earned based on the cumulative grade point average at the end of the first semester of senior year. (Grade points are not rounded.)

- Gold Cord = 1st honors 3.50 G.P.A. or above.
- Blue Cord = 2nd honors 3.10 – 3.49 G.P.A.

HONOR AWARDS

The following awards are available to Marian High School students. Some awards have special requirements, which are noted below. Students receiving awards are recognized at an Awards Ceremony in the Spring or at the final class meeting of the year. All Senior honors are based on seven semesters of achievement. Honors Awards include:

Department Awards

These awards are presented at the Honors Convocation in the Spring. Certificates and medals are given to select students who have performed beyond the expectations of course requirements.

SCHOLARSHIPS

Each Marian scholarship has various criteria that each recipient is required to meet. Scholarships are awarded based on review of nominations and/or applications, responses to essay questions, and, in some cases, personal interviews. Scholarship amounts are applied to tuition.

Elizabeth O'Donnell Baer '89 Memorial Scholarship

The Baer family established this scholarship in memory of their daughter Elizabeth, Marian Class of 1988, who died in a bicycling accident following her freshman year of college. The scholarship provides one non-renewable award to a student entering sophomore, junior, or senior year at Marian High School. Faculty members nominate and select the recipient. The recipient must demonstrate the unique ability to make people of all ages feel good about themselves through her sincere, cheerful interest in and concern for them. The recipient must apply herself to her academic and athletic pursuits with a strong sense of tenacity and demonstrated hard work. The

minimum academic criterion for selection is a cumulative GPA of 3.0 in college preparatory classes. The award is announced at the final class meeting of the year.

Caritas Scholarship

The Caritas Scholarship, established in 2005 by friends of Marian High School, is named after the seven-foot bronze statue, which stands at the school's entrance and has come to be a representation of Marian students. The scholarship recognizes a student who demonstrates the qualities of prayer, work, study, and play portrayed by the statue. The Caritas scholarship is awarded to a student entering her junior year at Marian High School based on a cumulative GPA of 2.5 or higher as well as school/community outreach, co-curricular and/or athletic activities, and financial need. The award is announced at the final class meeting of the year.

Dolores Chapman Memorial Scholarship

The Marian High School Alumnae Association established this scholarship to honor Mrs. Dolores Chapman, who was the Alumnae Relations Director at Marian from 1979 until her death in 1989. Through Mrs. Chapman's efforts, the Alumnae Association and *The Marian Monitor* were established. This scholarship is awarded to a student entering her sophomore year at Marian High School based on criteria including a minimum GPA of 3.0, community service, and financial need. This award is announced at the final class meeting of the year.

Saint Marguerite d'Youville Scholarship

In 1994, Marian High School parents, faculty, and friends established this scholarship to honor Sister Mary Margaret O'Hara, GNSH, and Saint Marguerite d'Youville, founder of the Grey Nuns of the Sacred Heart order. Sister Mary Margaret O'Hara served as Marian's principal from 1988 to 1994. This scholarship is awarded annually to a student entering her senior year at Marian High School based on the criteria of a GPA of 3.0 or higher, community service, co-curricular involvement (exclusive of athletics), and financial need. This award is announced at the final class meeting of the year.

Sr. Elizabeth Girardot, IHM Memorial Scholarship

Marian High School established this scholarship fund in memory of Sr. Elizabeth Girardot, IHM, who served as chair of the Social Studies Department and moderator of the Model United Nations from 1971 until her death in 1981. This scholarship is awarded to a student entering her junior year at Marian High School who most exemplifies Sr. Elizabeth's spirit and who has demonstrated excellence outside of the classroom in the areas of local politics and international relations. Marian High School's Social Studies Department nominates candidates and selects the recipient. The award is announced at the Honors Convocation each spring.

Courtney Elizabeth Johns '96 Memorial Scholarship


In 1996, the Johns family established this scholarship in memory of their daughter Courtney, Marian Class of 1996, who died in the crash of TWA Flight 800 in July 1996. This renewable scholarship is awarded annually to an incoming freshman student at Marian High School. The scholarship is based on a minimum GPA of 3.25, sustained leadership, athletic accomplishment, community involvement, and financial need. The recipients must continue to meet the above criteria to be eligible for renewal. This award is announced at the final class meeting of the year.

Raymond J. Nagle Memorial Scholarship

The Nagle Charitable Trust established this scholarship in 1996 in memory of Raymond J. Nagle. This award provides a renewable scholarship to an incoming freshman student at Marian High School from Our Lady, Queen of Martyrs Elementary School based on academic achievement, co-curricular activities, community involvement/service, awards and honors, and financial need. For renewal, the recipient must maintain a cumulative GPA of 2.8, and her first quarter GPA each year must be 3.0 or higher. The renewal is awarded each year, beginning with the recipient's sophomore year, after the first quarter report card.

Sr. Evangeline Nestor, IHM Scholarship

The Spartan Foundation established this scholarship in 2005 in honor of Sr. Evangeline Nestor, IHM, who spent 37 years of service at Marian High School, much of it teaching mathematics.



This scholarship provides a renewable award to a student in the Marian High School Class of 2009 based on excellence in both the mathematics and science disciplines and financial need. The recipient must maintain a GPA of 3.0 or higher in both honors mathematics and honors science as well as a minimum cumulative GPA of 3.0 for renewal. The renewal is announced at the final class meeting of the year.

Taunt Family Scholarship

The Taunt family established this endowed scholarship fund in memory of their parents, Elsie B. Omans Taunt and Joseph L. Taunt, Sr. and their brother, Bruce J. Taunt. This renewable scholarship is awarded to a student entering her sophomore year at Marian High School. The scholarship is based on a minimum 3.0 cumulative GPA, school and community service, a demonstrated effort on the recipient's part to contribute to the cost of her education through her own earnings, and financial need. The recipients must continue to meet the above criteria to be eligible for renewal. This award is announced at the final class meeting of the year.

In addition, each year Marian awards six scholarships to incoming freshmen: two academic scholarships, one art scholarship, two general scholarships, and the Margaret T. McMahon English Scholarship.

SENIORS ONLY:

(All Senior Honors are based seven semesters of grades)

National Merit Scholar: Based on Selection Index score provided from the results of the PSAT/NMSQT.

Michigan Competitive Scholar: Combined score of 90 on the subtests of the A.C.T.

George DuFour Scholar: Awarded to a Senior with high scholastic standards and usually involved in more than one sport. This athlete also manifests a true spirit of sportsmanship both on and off the playing field. A monetary award is granted to be used toward college expenses.

Phi Beta Kappa Honoree: 3.75 GPA in English, Math, Social Studies, Science and Modern Language inclusive of 10th, 11th and 1st semester 12th grade courses.

Presidential Academic Excellence Award: A 3.5 in the 5 academic areas: English, Math, Modern Language, Science, and Social Studies. 85th percentile in Reading and English on the College Board tests.

Herman “Spirit” Award: Nominated by classmates. The Senior who has possessed a spirit of enthusiasm, positive attitude, and a sense of pride in her class and school.

Woodburn “Distinguished Senior” Award: Nominated by classmates. The Senior who has possessed the quality of character that manifests integrity, purpose, principle and faith.

Theresa Maxis Duchemin, IHM Award: Awarded to a Senior who has mirrored the dedication and commitment to respond to the needy and oppressed as did Sr. Theresa Maxis Duchemin. A monetary award is granted to be used toward college expenses. This award is given by the I.H.M. Congregation.

SOPHOMORES ONLY



MYLEAD Youth Leadership Nominee: Awarded to one sophomore who represents Marian at a weekend conference; based on application, involvement and interview.

A variety of broader community awards are also available to Marian students. For more information, students should contact a Guidance Counselor.

2005-2006 EXAM SCHEDULE

Students are required to take their exams during their regularly scheduled day and periods. Any request to reschedule an exam due to extenuating circumstances is subject to the approval of the Principal and must be presented in writing to the Principal at least two (2) weeks prior to the exam(s).

1ST SEMESTER

MONDAY, JANUARY 9, 2006

1 st Period	8:15 a.m.	-	9:45 a.m.
2 nd Period	10:00 a.m.	-	11:30 a.m.

TUESDAY, JANUARY 10, 2006

3 rd Period	8:15 a.m.	-	9:45 a.m.
4 th Period	10:00 a.m.	-	11:30 a.m.

WEDNESDAY, JANUARY 11, 2006

5 th Period	8:15 a.m.	-	9:45 a.m.
6 th Period	10:00 a.m.	-	11:30 a.m.

THURSDAY, JANUARY 12, 2006

7 th Period	8:15 a.m.	-	9:45 a.m.
------------------------	-----------	---	-----------

EXAMS: SNOW DAY/BUILDING PROBLEMS

Tuesday, January 17, 2006 will be an Exam Day in the event that the January 9th, 10th, 11th, or 12th exam sessions are canceled due to snow, inclement weather or building problems. All exams will be moved forward; e.g., if Tuesday is a snow day, Monday's exams will be moved to Tuesday and so on.

2ND SEMESTER

TUESDAY, JUNE 6, 2006

1 st Period	8:15 a.m.	-	9:45 a.m.
2 nd Period	10:00 a.m.	-	11:30 a.m.

WEDNESDAY, JUNE 7, 2006

3 rd Period	8:15 a.m.	-	9:45 a.m.
4 th Period	10:00 a.m.	-	11:30 a.m.

THURSDAY, JUNE 8, 2006

5 th Period	8:15 a.m.	-	9:45 a.m.
6 th Period	10:00 a.m.	-	11:30 a.m.

FRIDAY, JUNE 9, 2006

7 th Period	8:15 a.m.	-	9:45 a.m.
------------------------	-----------	---	-----------

EXAMS: BUILDING PROBLEMS

Monday, June 12, 2006 will be an Exam Day in the event that the June 6th, 7th, 8th or 9th exam sessions are canceled due to a school closing. All exams will be moved forward; e.g., if the school is closed Monday, exams will be moved to Tuesday and so on.

*SENIOR ACADEMIC POLICY - Final exams will be waived only second semester for Seniors maintaining a **93%** or better in a class. For Senior Exam dates, see School Calendar.

END-OF-SEMESTER OBLIGATIONS

Before exams may be taken, all obligations should be fulfilled, i.e., library materials and athletic uniforms returned, all detentions served, and finances cleared. Any student not fulfilling her obligations may be subject to exclusion from exams.

ADVANCED PLACEMENT EXAMS

Students may take the Advance Placement exam if they are enrolled in an Advance Placement class or they have the approval of the Department Chairperson in the subject area.

GRADING SCALE

Marian High School employs the following grading scale beginning with the 2002-03 school year:

Grading Scale	Percentage	GPA	
Honors/AP GPA			
A	100-93	4.0	4.5
A-	92-90	3.7	4.2
B+	89-87	3.3	3.8
B	86-83	3.0	3.5
B-	82-80	2.7	3.2
C+	79-77	2.3	2.8
C	76-73	2.0	2.5
C-	72-70	1.7	2.2
D+	69-67	1.3	1.3
D	66-63	1.0	1.0
D-	62-60	0.7	0.7
F	59	0.0	0.0

The following equation is the school policy for calculating the semester grade of a student:

$$\frac{2}{5} \text{ quarter grade} + \frac{2}{5} \text{ quarter grade} + \frac{1}{5} \text{ semester exam} =$$

semester grade.

DAILY SCHEDULE

(Includes Homeroom and Announcements)

Period	Time	Minutes
1	8:00 - 8:45	45
2	8:49 - 9:34	45
3	9:38 - 10:23	45
Announcements	10:23 - 10:28	05
4	10:32 - 11:17	45
Homeroom	11:21 - 11:31	10
A Lunch	11:35 - 12:00	25
5 (if A Lunch)	12:04 - 12:49	45
5 (if B Lunch)	11:35 - 12:20	45
B Lunch	12:24 - 12:49	25
6	12:53 - 1:38	45
7 (includes end of the day announcements)	1:42 - 2:29	47

DISMISSAL 2:29 PM

LUNCH

During Period 5:

A Lunch 2nd Corridor, 3rd Corridor & Pottery
B Lunch 1st Corridor, A-Wing, PA Room & Gym

During Period 6:

A Lunch 1st Corridor, A Wing & PA Room
B Lunch 2nd Corridor, 3rd Corridor, Pottery & Gym

During Period 7:

A Lunch 1st Corridor and A Wing
B Lunch 2nd Corridor, 3rd Corridor, Pottery, PA
Room and Gym

PERIODS

Rotation: Day 1 5 6 7
Day 2 6 7 5



Day 3 7 5 6

WEDNESDAY SCHEDULE - DISMISSAL AT 1:17 PM

Period	Time	Minutes
1	8:00 - 8:35	35
2	8:39 - 9:14	35
3	9:18 - 9:53	35
4	9:57 - 10:32	35
Announcements	10:32 - 10:37	05
Homeroom	10:41 - 10:51	10
5	10:55 - 11:30	35
A Lunch	11:34 - 11:57	23
6 (if A Lunch)	12:01 - 12:36	35
6 (if B Lunch)	11:34 - 12:09	35
B Lunch	12:13 - 12:36	23
7 (includes end of the day announcements)	12:40 - 1:17	37

DISMISSAL 1:17 PM

SHORTENED SCHEDULE - DISMISSAL AT 12:00 NOON

Period	Time	Minutes
1	8:00 - 8:30	30
2	8:34 - 9:04	30
3	9:08 - 9:38	30
4	9:42 - 10:12	30
5	10:16 - 10:46	30
6	10:50 - 11:20	30
7	11:24 - 11:54	30
Announcements	11:54	

DISMISSAL AT 12:00 NOON

GUIDANCE DEPARTMENT

The Guidance Department serves students on an individual basis. Students have access to personal, vocational and academic counseling. Counselors interview each student annually.

STUDENT SCHEDULES

A full course load is inclusive of 6 classes and a study hall per semester. A student may opt for a 7th class if the Master Schedule can accommodate such a request.

The Master Schedule is created from student requests made at the time of registration. The number of courses offered is based on the number of students requesting each course. Therefore, it is imperative students not sign up for classes on a “try out” basis.

SCHEDULE CHANGES

It is the policy of Marian High School that each student will remain in the classes on her schedule. Circumstances listed below are the only considerations given to a schedule being altered. Any change of a schedule for the reasons named below will be thoroughly reviewed by the appropriate counselor before being considered for approval/non-approval. Students will be held accountable for decisions made at the time of their registration.

Schedule changes will be considered for the following reasons:

- The class size needs to be adjusted or a class is canceled.
- The level of the course needs to be adjusted. A change due to this circumstance may be discussed up to and including 5 weeks of the semester. The teacher and counselor must be in agreement that such a change is in the best interest of the student.

-
- A class is in an improper sequence (e.g. Computer II is scheduled before Computer I.)
 - A course is added to fill a void in a schedule, i.e., adding a 6th or 7th class. Such a request will only be honored the 1st full week of school if there is room in the class and this addition does not affect other scheduled classes.

If a student withdraws from a class after the first full-day of that course, a “W” will appear on the student’s transcript.

Seniors who withdraw from any class after it has been recorded on a College Application will be required to write a letter* informing the college(s) where application has been made of their altered schedule.

In addition, Seniors earning lower than a “C” for a semester grade in any course are strongly encouraged to write a letter* to the College(s) where they have applied explaining the reason for earning this grade.

**all letters must be approved and signed by the student’s Guidance Counselor.*

STUDENT RECORDS

In accordance with Federal Legislation, Public Act 93-380, Section 438, entitled “Privacy Rights of Parents and Students,” Marian High School files:

1. Educational records directly related to a current student containing information such as academic grades, test scores, health records, address, phone, etc. Such records are maintained in the Guidance Department and in the general office and are accessible to the faculty and administration.
2. Alumnae records containing the permanent academic record of Marian graduates. Such records are maintained in the office of the Guidance Department.

Parents or students who are at least 18 years of age or attending a post- secondary institution have a right to inspect and review these records.

A parent or eligible student may challenge the contents of these records, should she/he believe the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the individual.

CRISIS INTERVENTION

Marian High School has a crisis intervention team composed of trained staff members. This team will intervene in situations that pose a threat to the personal well-being of any students.

SUMMER SCHOOL/NIGHT SCHOOL

Courses required for graduation, including elective courses, must be taken at Marian during the regular school year. Students may not take a required course in a summer school program unless it was first taken at Marian and the student earned a failing grade. Courses failed during the regular school year should be taken in summer school. If a student does not make up a failed course in summer school, there is no guarantee that the specific course will be rescheduled during the academic school year.

If a student takes a supplementary course in a summer school program, the course title, credit and grade will be recorded on her transcript if she wishes. However, a supplemental course will not be included in her GPA or cumulative credits.

All classes taken in summer school or night school for credit must first be **approved by the Guidance Department**.

STUDY ABROAD

Marian High School recommends that any consideration of foreign study during high school be scheduled during the

summer months. Interrupting the academic sequence of a high school student's course work could be detrimental to continued success. However, any request for foreign study during a school year must be made one year prior to the semester the student wishes to study abroad and must be approved by the Administration. All course work to be given transfer credit must be approved by the Guidance Counselor, the Academic Department Chairpersons and the Administration. Approval for foreign study requests will be handled on an individual basis.

TESTING PROGRAM

9th Grade - All ninth graders are expected to have taken the High School Placement Test before arrival at Marian, and will take the NEDT (National Education Development Test) in the fall.

10th Grade - The PLAN/PACT will be taken in the fall.


11th Grade - The PSAT/NMSQT will be taken in the fall. The SAT and/or ACT should be taken this year.

12th Grade - The ACT, SAT, and SATII may be taken.

Advanced Placement - Students enrolled in advanced placement classes or students who have the approval of the Department Chairperson in the subject area may elect to take the Advanced Placement Exams in May. Over 90% of colleges give advanced placement credit to a student whose AP Examination score is acceptable.

WITHDRAWAL POLICY

Families wishing to withdraw from Marian High School must contact the student's counselor and the Business Office. Parents must also sign a "Release of Records" form at the school to which the student will transfer. All financial obligations with Marian High School must be met before records will be forwarded.



If a family withdraws during the school year, the student (with the parent, if desired) must meet with her counselor before her last day of school to:

- turn in her Marian High School I.D. Card.
- turn in her Marian High School Parking Pass (if applicable).
- clean out her locker.

STUDENT ACTIVITIES

ASSEMBLIES AND LITURGIES

Students are required to be at all school assemblies and liturgies. Attendance is taken at all school liturgies and assemblies. Behavior should be refined and courteous at all times. Unacceptable conduct includes whistling, boisterousness, talking, or any distracting behavior during the program. Neither food nor drink is allowed in the gymnasium or at mass.

ATHLETICS

1. Interscholastic athletics consist of the following sports:

Fall:	Basketball	Field	Hockey
	Tennis	Cross	Country
	Swimming		

Winter:	Bowling	Dance
		Skiing Volleyball

Spring:	Golf	Soccer
	Track	Lacrosse
	Softball	

Athletic Participation: Team members must have a physical exam, parent's consent, transportation form, paid athletic fee, and maintain academic standards as set by the school. (For eligibility requirements see p. 8.) Team members must be willing to follow the guidelines, rules, and regulations as outlined by their coach and the Marian Athletic Handbook.

In the event an athletic contest necessitates an absence, early dismissal or tardy, provisions will be made by the Athletic Director.



Certificates of participation, athletic “letters” and/or special awards are presented to team members at the conclusion of the season for each sport.

Student athletes who achieve first or second honors during the season in which they participate in a sport will receive the Marian High School Scholar Athlete Award. The award is a scholar athlete T-shirt and is given each spring for the previous year’s achievements.

CLUBS

Students may participate in the following organizations:

(For eligibility requirements see p. 8)

AMNESTY INTERNATIONAL offers students opportunities to raise their awareness of the injustices in the world. Members meet monthly with the Brother Rice Chapter.

ARTS AND HUMANITIES APPRECIATION CLUB offers students opportunities to cultivate a love and understanding of the arts. Members will participate in discussion at monthly meetings and help to select and plan field trips to metro area cultural venues. Membership is open to all students.

ENGLISH LITERARY SOCIETY encourages the reading of a variety of literature. Members meet to share selections, insight and interpretation.

F.R.E.E. (Friends Reviving Earth's Environment) is an environmental group founded at Marian High School to increase the awareness in the school and community of environmental problems and to give students the opportunity to take an active role in restoring and preserving the environment. All Marian High School students are eligible for membership.

L.I.F.E. (Life Is For Everyone) is an organization committed to understanding, living, and promoting a consistent ethic of life. There are many areas of this ethic including abortion, the arms race, capital punishment, euthanasia, poverty, and all violence including war. Members will discuss and learn about opportunities and actions to promote and protect all human life. Membership is open to all students.

LIFE SKILLS CLUB is a group of students interested in learning the basics of sewing, cooking, budgeting, and etiquette. These valuable skills are beneficial for life in college and beyond. Membership is open to all students, and the group meets once a month.

THE LYCEUM is named after the place where Aristotle, the 5th century BCE Greek philosopher, lectured to the youth of Athens. The Lyceum is a philosophical society open to the students of Marian High School and their guests which promotes an understanding of philosophy through the reading and discussion of various philosophers and philosophical trends from ancient to modern times.

MARIAN MELODIES is an advanced choral ensemble for grades 10-12 which performs in school concerts, liturgies, and in off campus performances as well. Entrance into this group is by audition only.

MARIAN RICE PLAYERS promotes an interest in theater for both spectator and actor. Activities include field trips and workshops. Membership is open to Marian and Brother Rice students.

MODEL UNITED NATIONS (M.U.N.) at Marian is an authentic simulation of the United Nations in New York, and serves to introduce club members into the field of diplomacy and negotiation. In the simulation, students assume the role of delegate representatives of the United Nations member states to debate issues on the United Nations global agenda. The delegates draft resolutions, plot strategy, negotiate with supporter nations and adversaries, and resolve conflicts toward the goal of mobilizing international cooperation to find solutions to problems affecting every nation on the earth. Membership is open to grades 9-12.

MODERN LANGUAGE HONOR SOCIETIES

French, German, and Spanish Honor Societies offer membership to students who have attained a certain grade point average for at least three semesters in the study of the language, are enrolled in the language class associated with

the Honor Society, and also a certain grade point average for all subjects. The averages for each Honor Society are as follows:

French Honor Society: 3.6 GPA in the language, 3.3 GPA overall

German Honor Society: 3.6 GPA in the language, 3.0 GPA overall


Spanish Honor Society: 3.6 GPA in the language, 3.3 GPA overall

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is an honor bestowed upon a select group of students who have demonstrated outstanding qualities of scholarship, leadership, service, and character. Membership in the National Honor Society may be open to qualified Juniors or Seniors, who have, by the end of the second semester as Sophomores acquired a minimum cumulative grade point average of 3.5 (not rounded off). The selection of each member shall be made by a majority vote of the faculty council.

Peace X Peace is a global organization devoted to creating a better understanding of issues facing women and children in various parts of the world, as well as local issues of concerns. Our Marian circle connects with other circles worldwide, using technology to create a web of communication. The group is student-led, and meets monthly.

S.A.D.D. (Students Against Destructive Decisions) offers students opportunities to raise awareness of the hazards of unhealthy choices with regard to alcohol and drugs.



Educational programs and peer-resistance techniques are presented. The chapter meets monthly and all are eligible.

SCIENCE OLYMPIAD is open to any Marian student with a desire to study specific areas of science in depth and try some engineering skills. This group competes in numerous contests with an emphasis on critical thinking skills and experimental design. Meetings begin in September for competitions in February and March.

DANCES

Arrangements for dances held at Marian High School are made with the Assistant Principal. A chaperone list must be given to the Assistant Principal at least one week prior to the dance for approval. Each sponsoring group bears total responsibility for the dance.

1. Students are required to wear appropriate attire. **Attire must conform to the standards of decency and good taste, as determined by Marian High School personnel.** Persons in charge have the right to refuse admittance or to require persons to leave who are not properly attired.
2. A current high school I.D. must be presented by each attendee before entrance to the dance will be allowed.
3. All students must arrive at the dance within one hour of the stated starting time/door opening time. Doors close at 8:30 p.m. or when at capacity.
4. No student will be readmitted after leaving the building.
5. Students are not allowed to loiter in the parking lot or sit in parked cars. They must either enter the building or leave the premises.
6. At school, refreshments are confined to the cafeteria and lounge areas and are not permitted in the gym.
7. Students may not participate in any type of dancing that may be considered lewd, objectionable, or in poor taste. This includes, but is not limited to, "Freaking," "Slam Dancing," etc. Any student participating in objectionable dancing will be required to leave the dance floor and may be required to leave the premises.
8. School rules regarding alcohol and drugs are in effect.
9. Smoking is not allowed.
10. The stage is off limits.
11. No refunds will be given if a student is not allowed into the dance or asked to leave the dance. Other refund situations will be determined individually by the Administration and teacher in charge of the dance.

Any Marian student attending the Prom or Christmas dance MUST have a signed contract, regardless if the student is attending the dance with another Marian student.



Re-selling of a Prom or Christmas dance ticket to another student must be approved by the Assistant Principal so appropriate provisions can be made.

The Christmas Dance and Junior/Senior Prom also include additional guidelines as indicated by each respective contract.

FIELD TRIPS

Field trips are organized and sponsored by the school. Students participating must abide by all Marian High School regulations. Teachers may deny attendance to students who have excessive absences or are performing unsatisfactorily in class. A permission form must be properly completed and submitted prior to the date of the scheduled field trip. (See Attendance p. 47) Field trip attire is determined by the field trip moderator with the approval of the Administration while following the handbook dress code. (See pp. 44-46)

HOMEROOM

Students meet daily in their Homerooms to discuss class/school activities for the school year pertinent to their grade level. Attendance is taken.

LIBRARY MEDIA CENTER

Students are welcome to use the library media center for study, research, leisure reading and searching the Internet from 7:30 a.m. to 3:30 p.m. on most school days. Instructional materials include books, magazines, pamphlets, newspapers, videos, filmstrip kits, recordings, CD-ROM's, and the Internet. Several research databases are available on-line. Any and all disks must be scanned to check for viruses before use in computers in the library. Printing is restricted to material related to school business. A copier is available at the cost of 10 cents per copy.

Students must present their current Marian High School I.D. to check out any materials from the Library. Most books circulate for two weeks. Magazines, pamphlets, SIRS, and vertical file materials circulate for one week. Current magazines and reference materials do *not* circulate. Fines may be charged for materials that are overdue and report cards may be held until all library obligations are satisfied. Students are *not* permitted to eat or drink while in the Library Media Center.

Marian's connection to the Internet is a service provided for students in agreement with the school's Mission Statement. Students have the responsibility to respect and protect the rights of every user in our Marian community, acting responsibly, ethically and with the highest integrity while on-line. Students will be held accountable for their actions and activities. Unacceptable use of network privileges will result in appropriate disciplinary action. Detailed Internet guidelines are posted in the Library Media Center. An Internet permission form must be completed and on file in the Technology Lab before a student will be allowed access to the Internet.

MARIAN HIGH SCHOOL STATEMENT ON INTERNET ETHICS AND USE

Introduction

Marian High school strongly believes in the educational value of the Internet and recognizes the potential of such to support the curriculum and both student and faculty/staff learning. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication through global access to information. Marian High School will make every effort to protect student and faculty/staff from any misuse or abuse; however, all users must continuously be on guard to avoid inappropriate and illegal use.

Internet – Terms and Conditions

Acceptable Use

The use of the Internet at Marian High School will be in support of education and research and consistent with our educational objectives and Mission Statement. To that end, there is to be NO chatting or use of "instant messages" while using the Internet. Transmission of material in violation of any United States or State regulation is prohibited. This includes (but is not limited to) copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities,

product advertisement, or political lobbying is generally not acceptable.

Privileges

The use of the Internet is a privilege. Marian High School expects students, faculty and staff to respect and protect the rights of every user, and to act responsibly, ethically, and with the highest degree of integrity while using this information service. MHS expects you to have consideration for the personal and material rights of others and to be honest with others in what you do and say. Remember, information is a form of property; bulletin boards, E-mails, news groups, blogs, and Usenet are a form of speech. In this light, it should be clear that any form of bullying, destroying property, stealing information from others, or harassment is totally unacceptable and will result in a cancellation of Internet privileges. Sharing your password is forbidden. Using another person's password or giving your password to another would constitute unacceptable behavior and could warrant all computer privileges being taken away. MHS will decide what is appropriate based upon these guidelines and the Marian Mission Statement. This decision is final. Any member of the faculty/staff, with just cause, may request the cancellation of your privileges.

Etiquette & Safety Issues

All members of the Marian community are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

Be polite. Do not get abusive in your messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Inappropriate and illegal activities are strictly forbidden.

Do not reveal your personal address or phone number or that of other students or colleagues.

Note that any form of electronic mail is not guaranteed to be private. Although Marian High School firmly believes in the right to privacy and considers electronic communications to be analogous to paper mail, we reserve the right to access, view, and delete all communications that are not in keeping with the contract. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the Internet in such a way that you would disrupt the use of the network by other users.


Limitations and Information from the Internet

Marian High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. We will not be responsible for any damages or loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services; however, we will work with students and faculty/staff to ensure their ability to evaluate on-line information.

While Marian High School cannot effectively restrict the content of information via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a form of dishonesty. Further, making public or passing on material that is pornographic, violent, or otherwise hurtful will be considered a sign of disrespect and a form of bullying and will be treated accordingly. Disseminating the Internet address of sites containing such material can also be cause for canceling Internet privileges. If you are in doubt as to whether something you wish to do fits the meaning of "making public," "pornographic," "violent," or "hurtful," please consult with a member of the faculty/staff before taking such action.

Security/Vandalism



Security and vandalism on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, or witness any malicious attempt to harm or destroy user data, or the Internet itself, contact a member of the faculty/staff immediately. Security/vandalism problems include (but are not limited to) attempting to logon the network system as another person or as the system administrator, or uploading or creating computer viruses. There is to be NO downloading from the Internet to our Network without full authorization from a computer instructor. There are to be NO floppy disks inserted into any computer in the building without first being scanned for viruses by a computer instructor. Any Marian user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

LIBRARY MEDIA CENTER GIFT BOOK PROGRAM


This program provides an opportunity for parents, students, faculty, and friends to donate books, magazine subscriptions, videos, CD-ROM's, and software programs to enhance the collection. Items may be purchased as a gift in honor of a birthday, graduation, or a teacher at holiday time. A personalized plate is placed in each gift and it becomes part of the collection. Letters of appreciation are sent to all donors.

Gifts are available for purchase throughout the school year with selections on display in September during "Meet the Faculty Night." Assistance in selection is always available.

M.A.C.S. - MARIAN ACTS IN CHRISTIAN SERVICE

The M.A.C.S. program aims to involve students in service projects throughout the Detroit Metro Area.

The M.A.C.S. experience seeks to provide the Marian student with the opportunity for actively living out her faith and beliefs by being of service to people in need. The spiritual and corporal



works of mercy must be used as a guide for selecting a service project. Students may elect 40 hours of service for ½ credit or 80 hours for one full credit. Service must be fulfilled outside the school day and off the school site.

Forty hours of Christian Service work are required for graduation. Students must complete their M.A.C.S. requirement prior to August 1st of their Senior year. Students will not be awarded Senior status until all M.A.C.S. requirements are fulfilled. The M.A.C.S. requirement is fulfilled when all hours have been worked and all the required paperwork and documentation have been read and approved by the Campus Minister.

RETREAT PROGRAM

Retreats are a time for students to step back from their busy schedules and reflect on God and self. Prayer time, group activities, discussions, and personal meditation time are included in all retreats. All students are expected to participate in the retreat program. Retreat days are considered days of regular attendance.

The Marian Campus Ministry Office has information and resources available for students who are looking for additional spiritual growth opportunities and experiences.

STUDENT GOVERNMENT

A student can hold a maximum of two (2) offices, only one as president. (Includes A.S.B., Class Officers, Clubs, etc.)

The All School Board consists of co-Presidents, 1st Vice President, Secretary, Treasurer, P.R. Historian, 12 class representatives (3 per grade), a representative from each club, and a faculty moderator. Any student meeting the academic and eligibility requirements may run for a representative position on ASB. Only those students who have been a member of ASB for at least one year may run for an officer position on the All School Board.

The All School Board (A.S.B.) has four functions:

1. To initiate, coordinate, and promote activities for the entire student body. These activities are social, ecclesiastical, scholastic and communicative in nature.
2. To initiate, coordinate, and promote activities which develop the spirit of the student body and motivate students to assume responsibility.
3. To investigate and make recommendations concerning aspects of school life which affect the student body.
4. To support the continued growth and improvement of Marian High School.

CLASS OFFICERS & CLASS BOARD REPRESENTATIVES


Each class has a President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, P.R. Historian and Class Board Representatives. Each officer and class board representative has four interrelated responsibilities:

1. Officers and class board representatives must attend all required meetings unless excused from school.

-
2. Officers and class board representatives must support all school activities.
 3. Officers and class board representatives must initiate and coordinate the activities of the class.
 4. Officers and class board representatives must exercise general supervision over all class projects.

To be eligible for office:

1. Grade point average
 - A student must have a 2.5 GPA to run for a class or A.S.B. officer position.
 - A student must have a 2.0 GPA to run for a class board representative position.
2. Experience
 - Candidates for class and A.S.B. offices should have actively participated in several class or school-wide activities.
 - Candidates for A.S.B. officer positions must have been a member of A.S.B. for at least one year.
 - Candidates for Junior or Senior class officer positions must have been a member of class boards for at least one year.
3. Character
 - The character of candidates should reflect the values taught at Marian High School.
4. Attendance
 - Candidates must meet attendance responsibilities explained on the application.
 - Class Board members who miss two (2) meetings are put on probation and may be replaced if additional meetings are missed.



If a student's quarterly or semester GPA falls below a 2.0 or she receives an "F", she will not be eligible to participate in Student Government for the following quarter. If no improvement is made, she will be removed from office and may not run for office the following year.

Failure to fulfill responsibilities, as well as failure to meet the character and attendance criteria, will also result in removal.

STUDENT LIFE

SENIOR PRIVILEGES

Seniors have the privilege of arriving at the time of their first scheduled class and leaving following their last scheduled class. Seniors without a scheduled class period 1 or 2 must be on time for their first scheduled class of the day (see Attendance p. 48). Leaving the building at other times without authorization is NOT a privilege. Once Seniors arrive on school grounds, they are expected to remain on campus for the remainder of the school day. Seniors are required to attend all school liturgies and assemblies.

Parking: Seniors have a designated parking area.

Exams: Final exams will be waived only second semester for Seniors maintaining a 93% average or better in any class.

Senior Lounge: The Senior Lounge is open only to Seniors. It is the responsibility of Seniors to care for this area. Seniors may use the Senior Lounge only during unscheduled class time.

In order to have Senior status, a student must have earned 17 credits and completed all requirements for M.A.C.S. (see p. 6)

UNDERCLASSWOMEN

Students in grades 9, 10, and 11 will remain in the school building from the beginning of their first period class through the last scheduled class of the day.

Student Lounge: The Student Lounge area is open to all Marian students. It is the responsibility of all students to care for this area.

ALL STUDENTS

Marian and Brother Rice students are permitted to use each other's cafeteria prior to the 7:50 a.m. bell. At that time, all students are required to return to their respective schools.



Students are permitted on the sidewalk between Marian and Brother Rice only during exchange of classes, periods 1- 4.

Students are not to go to St. Regis before, during, or after the school day without permission from the Attendance Office and officials of the school to be visited.

SPIRIT STORE

The Spirit Store, which is managed by the Mothers' Club, is usually open during lunch periods. Additional hours are posted.

DRIVING AND PARKING REGULATIONS

The school parking lot is reserved for use by faculty, students and visitors. Parking at St. Regis, Brother Rice, and the neighboring subdivisions is strictly prohibited unless prior permission is given by St. Regis or Brother Rice.

At the beginning of the school year, passes will be sold first to members of the Senior class. Once Senior sales are completed Juniors may submit a parking permit application. Passes will be assigned to Juniors based on distance to and from school, carpool, and/or other special considerations. *Special considerations must be presented in writing to the Assistant Principal for review.* (Any special considerations should be attached to the parking permit application at the time the application is made.) **Sophomores should not plan on driving to school.** Parking Passes are normally only issued at the beginning of the school year.

All students applying for a Marian High School Parking pass must be licensed at the time of application, and covered by insurance. Students must register their vehicle with the Assistant Principal in order to park in the school lot. Student registration includes: (1) payment of a \$100.00 parking fee; and (2) filling out the proper registration form. Students are expected to display the parking pass in the front window of the vehicle.

Lot spaces are numbered and spaces are reserved for faculty, visitors, Seniors, and underclasswomen. Parking is not allowed in posted fire lanes. Parking in handicapped areas is restricted to vehicles with a handicapped sticker.

The school is not responsible for anyone's automobile or its contents.

No loitering is permitted in the parking lot at any time.

Careful driving on school grounds is expected. Students must keep to the speed limit of 15 m.p.h. Any speeding, not following traffic signage, abuse of driving privileges, or improper parking will result in a detention being issued.

Students will have their parking privileges rescinded after any three (3) violations. Any reckless driving could result in parking privileges being immediately suspended or rescinded.

ANNOUNCEMENTS/POSTERS

An informational bulletin is read aloud daily during a scheduled announcement period. Notices by students on behalf of the organization they represent must be written on forms provided, signed by the moderator/teacher and submitted to the Main Office by 8:30 a.m. on the day the announcement is to be read. Copies of the announcements are posted outside the Attendance Office, the cafeteria serving line and rear entrance of the building. Students are expected to listen to announcements and will be held responsible for all information. Students are to remain in the classroom until announcements are completed.

All posters, flyers, etc., must be approved by the Assistant Principal before being posted.

AREAS OF QUIET

The corridors are places where a quiet atmosphere is necessary for learning. Therefore, students may not be in the corridors or at their lockers except at class exchange. During lunch, students must not be in the corridors where classes are being held.

The front foyer is also a place of quiet. For this reason, students are encouraged to congregate in areas more conducive to conversation and relaxation.

CAFETERIA/STUDENT LOUNGE/COURTYARD



Cleanliness in our school is everyone's responsibility. Specifically within the cafeteria and student lounge areas the following is expected:

- A high standard of conduct is expected at all times.
- All empty bags, cartons, etc., are to be disposed of properly in the rubbish containers.
- The cafeteria, student lounge, courtyard or classrooms (with the permission of the teacher) are the only areas where eating and drinking are permitted.
- No open food or beverages are allowed in the hallways.

HALLWAYS

Hallways should be kept clean and free of debris at all times. Students may not leave any books, coats, athletic bags, book bags, or sports equipment in the hallways.

Students must not roughhouse, run or shove each other in the halls. Students are responsible for any financial restitution that results from harm to others or damage to the building when they are involved in this kind of behavior.

Students are not to be in the instructional halls except during class exchange, or with a hall pass.

LOCKERS

Each student is provided a locker for personal use. Items permitted in the locker are books, clothes and shoes. Items prohibited are drugs, alcohol, and any item which may pose a danger to the health and safety of all. Students must keep their lockers clean. Only a flexible magnet may be used to affix items to a locker (inside or out).

Any locker location change must be approved by the Administration. Tampering with another student's locker or lock is forbidden and will result in serious disciplinary action which may include suspension.

Marian High School will conduct occasional locker inspections. These inspections will be to ensure the health and safety of all. Marian also reserves the right to search any individual's locker and possessions if there is reasonable suspicion that there may be possession of a substance or article that could be of danger to that individual or other members of the student body.

BACKPACKS/BOOKS



Backpacks, books and personal items (i.e., balloons, flowers) should not be a distraction or safety issue in the classroom, halls, cafeteria, student lounge or during assemblies and liturgies. Students are assigned lockers and encouraged to use them throughout the day to lighten their load.

STUDY HALL

1. All students must be in the room when the bell rings or they will be listed as tardy.
2. Students will have assigned seats.
3. No more than three students will be allowed out of the study hall at a time. Exceptions are library visitation, computer lab, and pre-arranged appointments.
4. A pass must accompany any student leaving a study hall. Time Left Study, Time Arrived At Destination and Time Entered Study must be completed by a teacher or staff member.
5. Students visiting the library must return before the bell rings.
6. Any student with more than 10 absences in a study hall will be issued a detention for the 11th absence and for every absence following the 10th absence.

DISCIPLINE

Discipline is used to protect the quality of life, health, safety and well-being of all at Marian and is also used to prevent the destruction of things that people care about. Our primary goals for students are to develop self-discipline and to accept responsibility for their own lives.

The rules at Marian are not difficult to follow and not meant to be oppressive. Simply put, they are: Live as a Christian woman; be in school; be on time; be dressed in compliance with the dress code; and be drug-free.

Marian High School provides a school environment that is pleasant, safe, healthy, comfortable, and free from intimidation, hostility or other offenses which might interfere with school performance. Harassment of any sort – verbal, physical, visual – will not be tolerated.

The school reserves the right to take disciplinary action, up to and including expulsion, for any conduct directed at, but not limited to, members of Marian's administration, faculty, parents,



and student body whether on or off school premises, which is unbecoming or inappropriate for a Marian student or reflects negatively on the proper image of Marian.

DETENTION

Detention is a 45-minute period of silence, manual work, or assigned alternative activity. It is not to be used as a time to do homework or individual schoolwork. Detention is the result of a violation of school rules or a breach of common courtesy. Detention is normally served the next day that detentions are held following the violation of school rules and continued thereafter until completed. The student has the option to serve the detention on the date of issue if detention is being held that day. *Exceptions can only be made in extenuating circumstances with a parental phone call to the Dean of Students. Work, carpools, ride the bus, club activities, sports or other activities are not an excuse to reschedule a detention.*

Failure to report for an assigned detention may, in the first instance, result in double the detention time, and in the second instance, in suspension.

The infractions listed below are a partial listing of the types of offenses which may result in one detention.

- improper dress or appearance
- lack of cooperation
- inappropriate language
- unacceptable conduct at Assemblies or Liturgies (see Assemblies & Liturgies)
- unauthorized presence in the hallways
- food or drink outside cafeteria or lounge area without teacher approval
- cafeteria problems
- use of radios, walkman, electronic devices, etc. during school hours
- illegal parking
- parking without a current Marian sticker
- not following attendance procedure (see Attendance)
- not following tardy policy (see Attendance)
- more than 10 absences in a study hall (see Study Hall)
- not following library policy (see Library Media Center)



- no I.D. card

The major infractions listed below are the types of infractions, which will result in multiple periods of detention, suspension, and/or expulsion. The number of detentions issued depend on the severity of the offence:

- leaving the school building without permission (2-4)
- skipping a class, homeroom, assembly, liturgy (2)
(Students who skip a class will receive a zero for any work done or due on that day.)
- possession of a beeper or cellular phone between 8:00am and dismissal in the classroom, hallways, cafeteria, gym, student lounge, etc. (2-6)
(Cell phones may be kept in the student's locker or vehicle during the school day and may be used in the school building before 8:00am and after dismissal.)
- possession of laser pointers in the school building (2-6)
- lying (4)
- smoking (see p. 43) (4)
- plagiarizing (see p. 43) (4-6)
- cheating (see p. 43) (4-6)
- forgery (4-6)
- continued disregard for attendance policy (4-6)
- fighting (4-12)
- destruction of property (4-12)
- stealing (4-36)
- gang activity (perceived or actual) (4-36)
- disrespect to individuals and/or authority (4-36)
- disregard for the Marian Mission Statement and Philosophy (4-36)
- leaving school grounds without proper authorization (6-24)
- fire alarm tampering (12-36)
- bomb threat (12-36)
- weapons (12-36)
- fireworks (12-36)
- drugs/alcohol (see pg. 41-42) (12-36)

When a student accumulates six (6) detentions, the student's parent/guardian will be contacted for a conference. The

conference participants will include the student, parent/guardian, the student's counselor and administration. The parent/guardian will be notified in writing when a student accumulates nine (9) detentions.

DISCIPLINARY PROBATION

An accumulation of excessive periods of detention results in disciplinary probation. The terms of the probation are:

Nine Week Probation - accumulation of 12 periods of
(45 days of school) detention per school year.

Semester Probation - accumulation of 24 periods of
(90 days of school) detention per school year.

Year Probation - accumulation of 28 periods of
(180 days of school) detention per school year.

Probation includes the following:

1. The student will be restricted during all class periods including study hall and homeroom, i.e., no lavatory, library, computer lab, or special privileges. Seniors will be assigned a study hall.
2. The student may not participate in any extra-curricular activities, i.e., athletics, clubs, plays, field trips, class activities, A.S.B. activities.
3. The student's probationary status will be reviewed at the end of the designated probationary period to determine if any further course of action needs to be taken.

The completion of a student's probationary period will extend into the next academic year.

DISCIPLINE BOARD

Any student who has accumulated 24 periods of detention, has been suspended more than once, or has committed a serious infraction of the rules may be recommended by the Dean to the Discipline Board.

The Discipline Board is a decision-making body consisting of four faculty members appointed by the Principal. The Dean of Students along with the student's counselor will be present as non-voting members.

The board will meet with the student and her parents. At this time the situation will be presented and reviewed. After all have been heard, the board will discuss the case privately and make a decision.

SUSPENSION

Suspension is the denial of the privilege to attend school for a specified period of time (1-5 days).

Suspended students forfeit the opportunity to earn grades or credit for work missed during the term of their suspension. This is meant to include scores or credit which might have been earned on such exercises as quizzes, chapter tests, oral presentations, etc. This is not meant to include long term projects, papers, final exams, etc. which are scheduled to have due dates which coincide with the dates of suspension. These projects, papers, etc., will be expected on the original due dates. The student remains accountable for all material covered while suspended. Teachers are neither required nor expected to provide tutoring for such purposes.

Students may be suspended from school for any major infraction of a school regulation (see p. 38), for example; disrespect, vandalism, fighting, theft, forgery, skipping classes, use or possession of illegal drugs and/or alcohol, weapons, or fireworks, or any conduct inside or outside of school which brings dishonor to the reputation of Marian High School.

Students may also be suspended for repeated infractions of minor school rules. Students and parents will be notified of the suspension. Each suspension accrues six periods of detention; these detentions count toward disciplinary probation and are not served. (See Disciplinary Probation p. 39)

EXPULSION

Expulsion is the dismissal of a student from Marian High School. A student may be expelled from Marian for any of the following reasons:

1. Repeated violation of school rules and policies which displays a blatant disregard for the standards of behavior expected at Marian High School.
2. Any major offense which seriously damages the welfare of the school, its reputation, or its occupants.
3. Accumulation of 36 periods of detention during any one academic school year.
4. Three suspensions in any one school year.

Students expelled for disciplinary reasons may not reapply to Marian High School until two full semesters have elapsed.

ALCOHOL/DRUGS

Marian High School is a smoke-free and drug free environment.

The abuse of alcohol and drugs is counter-productive to the Christian, social, and academic climate of Marian High School. The use and/or sale of chemical substances by a student shall be dealt with seriously. If reasonable cause exists to believe that a student may possess, use, or is under the influence of narcotics, marijuana or other related substances, hallucinogenic drugs, intoxicants such as alcohol or toxic vapors, non-prescription drugs or medication, or paraphernalia for any of the foregoing, on school premises or at school related activities, on the school bus or at a bus stop, or in transit to and from school, the following course of action may be taken:

1. The student shall immediately be removed from the class, activity, or event.

-
2. The student will be questioned and observed by the person(s) responsible.
 3. The Dean of Students shall be notified as soon as possible.
 4. If, in the opinion of the designated member(s) of the school staff, a student is deemed to be under the influence and/or in possession of a chemical substance, the school reserves the right to view the contents of items in the student's possession, locker, and vehicle. The student may be requested to take a breathalyzer test and/or be requested to go have a drug test. The parent or guardian will be contacted and is responsible for removing the student from the premises.
 5. The school will contact law enforcement agencies when deemed appropriate.
 6. The students will be suspended for 1-5 days.
 7. A required assessment to determine possible chemical dependency must be done at Oakland Family Services (at the family's expense). Parents will be required to complete a release of information form in order that information regarding the assessment and treatment results be forwarded to the school counselor. The student will be required to attend the Pause Program at Oakland Family Services in addition to any other recommendations made in the assessment report.
 8. A meeting will be scheduled with the parent/guardian, the student, the student's counselor, and the Dean of Students to discuss and review the offense. The student will not be allowed to attend classes (see Suspension) until the meeting has been completed. After all have been heard, the Dean of Students and the student's counselor will discuss the case in private and make a decision regarding further action.

If a student is allowed to remain at Marian High School, a contract will be initiated which defines the terms of the student's continuance in the school. Some conditions of the contract may include:

- a minimum of twelve detentions will be served.
- continued consultation between the staff and student's parent(s)/guardian(s).

-
- counseling by qualified school personnel.
 - required participation in a student support group for a specified period of time.
 - referral to law enforcement or probation agencies if appropriate.
 - required participation in an alcohol or drug program outside of school. (This will be determined based on the results of the Alcohol/Drug Assessment and/or the recommendation of the student's guidance counselor.)
 - if a student is on probation for Alcohol or Drugs, the school may require random drug testing at the expense of the family.
 - further disciplinary action such as issuing of detentions, continued suspension, or expulsion (see Discipline).

Any breach of the contract, either on the part of the student or parent, will result in automatic expulsion.

A student who sells, transfers, or attempts to sell or transfer, or encourages in any way the selling or transferring of any illegal substance shall mandatorily be recommended for expulsion. Cooperation with law enforcement officials in the matter of illegal sale or transfer, or attempt to sell or transfer, of drugs or intoxicants shall be in compliance with the State of Michigan.

ACADEMIC INTEGRITY

As a community of learners, we are all faced with difficult educational tasks. Often times, these academic challenges seem insurmountable. Despite the rigor of the Marian High School curriculum, all students are expected to produce their own work. Therefore, academic integrity becomes the sole responsibility of each student. Sharing homework with peers, or passing another's thoughts, ideas and comments off as one's own is not acceptable. The Marian High School faculty expects all student work to be original. If secondary sources are consulted, proper citation (see *Little Brown Compact Handbook*) must be included in order to avoid the false assumption of authorship. (See Cheating and Plagiarism)

PLAGIARISM

Plagiarism is the act (intentional or unintentional) of using another person's words, ideas or expressions in your work without acknowledging the source. It is a serious offense, punishable by law. Academic plagiarism may carry a punishment of a failing grade, failure of a course, 4-6 detentions issued, suspension/expulsion from school, or a combination of listed consequences (see Cheating).

Before submitting work in any class, students should be sure that proper documentation has been used for citing all borrowed material. Should there be a question of misrepresentation it will be the responsibility of the student to provide the appropriate documentation. The final determination regarding plagiarism rests with the teacher and administration.

Refer to the *Little Brown Compact Handbook* for guidelines.

CHEATING

Cheating in any form is a direct contradiction of the Marian philosophy. Therefore, the following steps will be taken as consequences for cheating:

- a. First Offense - A zero on the assignment or test and a phone call by the teacher to the home. Detentions issued. (4-6)
- b. Second Offense - A zero on the assignment or test, call by the teacher to the home, detentions (4-6), and conference with parents, teacher, counselor and student.
- c. Third Offense - A zero on the assignment, phone call to the parent by the teacher, 4-6 detentions, and a mandatory meeting will be held with the Assistant Principal, the student's counselor, parent/guardian, and the student to determine the student's status at Marian High School.

SMOKING

Students are not allowed to smoke or have any tobacco products in the school building, on the immediate grounds, or at any

school function. A violation will result in four detentions and a \$10.00 progressive fine.

I.D. CARDS

All students will be issued picture identification cards in September and are expected to have their card with them at all times. Students must produce their I.D. card whenever requested by faculty and staff members.

UNIFORM REGULATIONS

The philosophy of Marian High School emphasizes the importance of students developing self-respect in the area of dress and personal grooming – appropriateness is up to the discretion of the Administration. Students are expected to adhere to the following uniform regulations.

The students must wear the uniform skirt, blouse, and navy/forest green Marian logo V-neck vest, V-neck sweater or crew sweater purchased from the Casson Schoolbelles Company. Blazers (navy) are available and optional.

Casson Schoolbelles Company

25197 Hoover Road

Warren, MI 48089

(586) 759-6858 or (888) 637-3037

(www.schoolbelles.com)

It is the expectation that students wear their uniform appropriately at all times. **Students must be in full uniform by 8:00 a.m.**

Please note the following:

Skirt:

- Marian High School plaid skirt purchased from the uniform company.
- The uniform skirt should be properly hemmed to a length **that, when kneeling, the bottom edge of the skirt will touch the top of a 12 oz. pop can which has been placed on the floor.**
- Skirts must be completely zipped and buttoned at all times.
- Skirts that are cut or fringed may not be worn.

- Skirt must be maintained in good condition.

Blouse/Shirt:

- Students must wear a uniform oxford shirt (short or long-sleeved) or a white monogrammed polo (short or long-sleeved). The white monogrammed polo does not have to be tucked in and is available only at the Marian bookstore. The uniform oxford shirt must always be tucked in completely.
- The blouse must be solid white, blue or yellow oxford, (purchased from the uniform company or identical style), button-down collar, **no logo**.
- A “plain white” T-shirt with sleeves no longer than the blouse may be worn under the blouse.

Sweater/Blazer:

- Students **may** wear one sweater, sweater vest or navy blazer.
- The sweater or sweater vest must be dark green or navy with the Marian High School logo purchased from the uniform company.
- The uniform oxford shirt or monogrammed polo worn under the sweater or sweater vest must be tucked in completely.

Hosiery/Socks:

- Students **must** wear socks or tights/hosiery that extend above the ankle.
- The socks or tights must be solid navy, dark green, white, gray or black (no stripes, logos or patterns).
- The hosiery must be flesh-toned.

Shoes:

- Proper footwear includes only closed (front and sides) leather or leather-like **solid brown, black, navy or tan** shoes or clogs, which cover the front and sides of the foot and extend no higher than the ankle. The heel of the shoe must not exceed 2 inches.
- Boots, hiking shoes, sandals (including Birkenstock sandals), tennis/canvas shoes, etc. are not acceptable footwear.

Optional Pant (a year round option)

- Students may wear the optional uniform khaki pant purchased only from Dennis Uniform Company. This is the

only pant that students may wear in lieu of the uniform skirt. Information and order forms are available in the Marian bookstore.

Accessories:

- Accessories are not permitted with the uniform. This includes sweatshirts, colored or printed T-shirts, hats, bandannas, belts, ties, long johns, pajama bottoms, or excessive jewelry (which includes but is not limited to nose, lip, or eyebrow piercings.)

Jackets/Coats/Outdoor wear:

- Since each student has a locker, she will neither bring to, nor wear a coat, a jacket, or outdoor vest in class whether it is a uniform or non-uniform day. (Navy blue authorized blazer is permitted.)

When students are representing Marian High School at any special event (i.e., funeral, etc.) they must be in full school uniform which includes a Marian sweater or sweater vest.

Spirit Day Dress:

- Every Friday is Spirit Day.
- Students may wear the school uniform or an imprinted Marian shirt, fleece or sweatshirt, and tennis shoes, with the uniform socks and skirt.
- The Marian Spirit shirt, fleece, or sweatshirt must be visible and worn as the outer garment.
- **All** clothing worn on Spirit Days must be Marian attire.
- The Uniform sweater is not considered to be a Spirit shirt.

Non-Uniform Day (determined at the discretion of the Administration):

- When the uniform regulation is not in effect, students are expected to be in school in appropriate attire – dresses, skirts, slacks, or jeans in good condition are acceptable.
- Students may wear skirts or shorts, which are modest (modesty is determined by the Marian faculty/staff). Halter tops, bare midriiffs, (waist skin should not be visible at any time – stretching, bending or

walking), low-cut necklines, sleeveless tops, spaghetti straps, or anything that could be considered immodest or not in keeping with school attire may not be worn.

- Boots, hiking shoes, sandals (including Birkenstock sandals) or tennis/canvas shoes. may be worn on non-uniform days. **Flip-flops may not be worn. (Flip-flops are defined as footwear fastened to the foot by a thong strap between the toes and no back strap.)**

If in doubt about any particular style or piece of clothing, the rule of thumb is: “**DO NOT WEAR IT.**”

If, for some extraordinary reason, a student cannot wear the uniform skirt, the student is expected to wear a skirt of any dark solid color and abide by the uniform regulations in all other items such as sweater, blouse, socks, and colors.

To be admitted to class without a uniform or with an improper uniform, the student must obtain a uniform pass from the Dean of Students. This should be done before the student's school day begins. Uniform passes are given at the discretion of the Dean of Students.

Failure to comply with uniform regulations will result in a detention and the student's parents may be called to come pick up the student from school if the uniform violation is not “correctable.” Examples of non-correctable uniform violations are: improper skirt length, improper shoes, improper socks, non-compliance with the non-uniform day dress code, etc. The student will not be allowed to return to school until she has met the uniform guidelines. Any questionable attire decisions will be left to the discretion of the Dean of Students.

ATTENDANCE

Regular class attendance is essential to academic excellence. Marian activities are essential to the implementation of our mission. Therefore, a student is **required to attend all classes, assemblies, liturgies and special programs.** Student attendance becomes a permanent part of her school record. Each teacher reports class attendance to the Attendance Coordinator at the beginning of each class and homeroom period. Students leaving the building during the school day without authorization will be subject to disciplinary action (See Discipline).

Parents are asked to be very concerned about this record. Please, do not call to excuse your daughter unless a valid reason exists.

ABSENCE

EXCUSED:

When a student is absent from school, two things are required: **1) a telephone call by 9:00 a.m. and 2) a parental note given to the Attendance Office upon the student's return to school. (Also see Parent/Guardian Substitution)**

Parents are asked to call the Attendance Office (248-644-0041) on the day of the absence. The call must be received before 9:00 a.m. on that day in order to excuse the absence. For convenience sake, an answering machine is available.

If a student misses more than 15 minutes of a class period, it will be recorded as an absence.

An absence does not excuse a student from the obligation of making up assignments. The responsibility for work missed during absences rests solely with the student. On the student's initiative, arrangements should be made for the completion of missed assignments and tests.



Upon returning to school from an absence, students must check in at the Attendance Office before their first class of the day with a note from the parent or guardian. Failure to submit a note may result in one detention (see Discipline).

ILLNESS DURING THE DAY: A student who becomes ill during the school day should report to the Attendance Office immediately. The person in the Attendance Office will call home and/or provide the student with a rest area. A student who misses a class because of illness and does not report to the Attendance Office is considered skipping.

UNEXCUSED:

FULL-DAY ABSENCE: Failure to notify the Attendance Office by 9:00 a.m. on the DAY of the absence will be recorded as an Unexcused Absence for the entire day. The student will receive a detention (see Discipline). Responsibility for the phone call rests with the student as well as the parent. Subsequent disregard for this policy will result in a "0" for the day and 4-6 detentions (see Discipline).

TARDIES

Students are to arrive on time for all classes. **"ON TIME"** means a student will be seated in the room, in uniform, with materials ready to begin class when the bell rings. Any tardy student must report to the Attendance Office to be checked in. We realize there are circumstances beyond a student's control that may cause a tardy for the first period class. Therefore, a first hour tardy may be excused at the discretion of the Attendance Officer and/or Dean of Students. A student will have no more than 5 first period tardies excused during a semester. (Seniors with no scheduled classes periods 1 and/or 2 will be issued a detention for any tardies to their first scheduled class.) On the sixth tardy and every one thereafter, a detention will be issued by the Attendance Officer regardless of the reason for tardiness.

Parents will be notified on the fifth tardy.

Students who are tardy to class during the school day (periods 2-7) must report to the Attendance Office and a detention will be issued. This detention pass must be shown to the teacher in order to be admitted to class.

EARLY DISMISSAL

The Attendance Office must receive a parental phone call by 9:00 am on the day of the requested early dismissal. Students need to check out with the Attendance Office prior to leaving school and check back in if returning before the end of the school day. Parents (or those designated by parents) picking up students during the school day must come into the building and sign their daughter out at the Attendance Office. If the request involves released time for professional services, the appointment card should accompany the note. Seniors with Free Periods during the school day may not be excused on a daily basis to leave school grounds.

ATTENDANCE AT AFTER-SCHOOL FUNCTIONS

Students must be in attendance in school at least four (4) full class periods in order to participate in any after-school functions, i.e., athletics, clubs, dances, drama. In the event of a noon dismissal, students are required to attend all classes, etc., in order to participate in any after school functions.

PRE-ARRANGED ABSENCE

Parents are asked to schedule vacations during the time provided by the school calendar. If additional time is unavoidable, the Attendance Office must be informed in writing at least one week prior to the intended absence. The student will be given a Pre-Arranged Absence Form which must be signed by all teachers and counselor concerned and returned to the Attendance Office. Teachers will not be expected to provide assignments prior to the absence or offer additional help to the student due to the absence.

Failure to follow this procedure may result in reduced credit for assignments and/or forfeiture of test make-up privileges. Individual teachers will designate time limits for make-up work. Deadlines on long-range assignments will **not** be extended.

SEMESTER-EXAM DAY ABSENCE

Make-up examinations are permitted only if an excused absence for the regular period is verified by the parent through regular student handbook attendance procedures. (Also see Exam Schedule.)

Students who are tardy for exams will be allowed into class at the discretion of the individual teacher with no extension of the scheduled exam period.

EXCESSIVE ABSENCES

During the course of a semester, a student may have ten (10) absences per class. For absences beyond the tenth absence, any work completed or due on the day of the absence (i.e., a quiz, test, or homework) will not be counted and a “zero” will be issued. Special consideration will be made by parental request to the Review Board; this Board will include the Dean of Students, the Attendance Coordinator, the student’s Counselor, and two of the student’s teachers. (It is left to the discretion of the Administration if a Review Board is necessary.) Any student with more than 10 absences in a study hall will be issued a detention for the 11th absence and for every absence following the 10th absence.

EASTER VACATION

Marian High School does not condone any Easter vacation that is unchaperoned. It is the feeling of the Administration, Faculty and Staff that the dangers and promiscuity that are frequently evident on such trips do not befit the character and/or moral values of our young women. To place a young person in such a compromising situation seems inappropriate and unnecessary. We, therefore, encourage all students and parents to consider their plans for Easter vacation in keeping with high moral standards and values.

STUDENT HEALTH

CHILD ABUSE

All cases of suspected child abuse and/or neglect shall be reported to the appropriate state or county officials as mandated by Michigan State Law.

COMMUNICABLE DISEASE

In the event that a student of Marian High School is identified as infected with a communicable disease, the Administration will notify and, when necessary, work with county health officials, parents and physicians in developing a logical course of action in accordance with Michigan law.

HEALTH FORMS

Marian High School, in compliance with the State of Michigan, County of Oakland, and School Office of the Archdiocese of Detroit, must observe the policy regarding immunization of students which states: "Since the physical health of students plays a major role in learning, and outbreaks of vaccine-preventable diseases in schools are damaging to children, disruptive, and unnecessary, the strict enforcement of the state immunization law can be effective in reducing and/or eliminating disease outbreaks. Therefore, the school will exclude non-exempt students in any grade for failure to complete the minimum State of Michigan and Oakland County Immunization Schedules, prior to admission to school." All students new to Marian (grades 9-12) must, at the time of entering, present a current physical (within the previous 12 months) to the Front Office.

PARENTAL/GUARDIAN SUBSTITUTION

Absence/tardiness notifications are accepted only from parents. If a parent will not be available to make such contacts, the Attendance Office should be notified (in advance) and supplied with



the name of the person authorized to make contact and the dates covered by this substitution.



MEDICAL NEED AND MEDICATION

It is the responsibility of the parent(s) or guardians(s) to inform the Attendance Office and appropriate teachers if a student is subject to any medical need that may merit regular or periodic attention while at school. **Parents/Guardians are asked to notify the Attendance Officer if their daughter is taking medication or there is a change in her medication.** Non-prescriptive medication, i.e., aspirin, Tylenol, may not be dispensed to students by school personnel.

PREGNANCY

Administration will work with the Counseling Department, parents and the young woman on an individual basis in the event of a pregnancy. Mindful of the sensitivity of the situation and respect for life - every effort will be made to support the student in her continued education.

FINANCIAL INFORMATION

2005-2006 TUITION AND FEES

Tuition:	\$8,330.00
Registration Fee:	175.00
General Fee	200.00
	<hr/>
	\$8, 705.00

Seniors pay an additional \$100.00 Graduation Fee. The General Fee covers the cost of the yearbook, newspaper, guidance materials, library, and annual membership to the Mothers' and Dads' Clubs.

At the time of registration, a **\$450.00 non-refundable deposit** is due. The Tuition Agreement Forms allow the selection of one of Marian's two payment plans. The Regular Payment Plan has payments due in May, August, October, and December. The Monthly Payment Plan has payments due May through April. There is a \$100.00 fee for the selection of the Monthly Plan. Note: A client on the Regular Payment Plan who does not pay tuition in full by the end of December will automatically be assessed a \$100.00 fee on January 1st. All plans become void at the end of the tuition year.

All tuition and fees must be paid in full **by April** (the end of the tuition year) for ALL classes. A student must be paid in full for the previous school year, have paid the non-refundable deposit, and have a tuition balance which is current through the August payment in order to begin school in August.

A fee of \$20.00 will be assessed for an NSF check. Two consecutive NSF checks require a cashier's check or money order for acceptance.

Parents/guardians unable to make tuition payments on schedule are required to contact the Business Office immediately. Any student with a delinquent balance may be subject to exclusion from exams, classes, school activities (graduation, trips, dances, prom, etc.). No class credit, report card, diploma, or transcript will be given or transferred until the account is made current. In



addition, a 90-day and over-delinquent balance is grounds for suspension.

REFUND POLICY

The \$450.00 deposit is non-refundable. A student is considered enrolled for the school year when both her registration is complete and the tuition year has begun (May 1st). From the student's enrollment to the fourth week of the first semester, the amount paid which exceeds fifty percent of the tuition for the first semester is refundable. No refund of tuition for the school year will be made after the fourth week of the first semester.

TUITION ASSISTANCE

The primary purpose of the tuition assistance program is to help students from moderate and low-income families and/or to help families experiencing financial hardship with tuition costs so that they may attend Marian High School. This program is funded primarily by Marian High School itself, meaning a direct expense for the school.

If granted tuition assistance, the parent/guardian of the student receiving assistance is expected to donate one hour of time for every one hundred dollars in financial assistance. Time may be donated towards Calico, Open House, mailings from the school, etc. After tuition assistance is granted, a parent/guardian may be asked to meet with the Tuition Assistance Committee to discuss any changes in their circumstances or financial status. Should any impropriety or abuse of the relief granted through tuition assistance be determined, the parent/guardian of the student receiving assistance will be required to pay all tuition and fees.

Tuition Assistance Applications are available in the Business Office beginning February 1st of each school year for tuition assistance grants for the following year. The application and supporting documentation (for the most recent two years tax returns) are held in the strictest of confidence. As funds are limited, early submission of the application is encouraged.

The Tuition Assistance Committee will attempt to make assistance decisions by June 1st for the subsequent school year.



Assistance will be applied evenly to the remaining tuition payments beginning in July.

STUDENT WORK PROGRAM

The fundamental goal of the Student Work Program is to provide financial assistance to students and help families meet the cost of their daughter's education. Other goals include providing opportunities for basic skill acquisition and increased responsibility. Preference in job assignments will be given to those students whose families have applied for financial aid or to those who have indicated that they anticipate difficulty in making payment.

Currently students earn \$5.15 per hour. Students may earn up to \$700 of tuition and fees (including any carry-over monies from the previous year) per school year. Monies earned are credited directly to the student's tuition; **cash is never paid for hours worked.**

Application for the Student Work Program should be submitted to the Assistant Principal in August and September. Application forms are available from the Assistant Principal's Office.

Changes may be made to this Student/Parent Handbook during the school year by the Administration if, in its opinion, conditions or circumstances warrant such change. All final decisions related to the policies contained within will be made by the Administration.

AUGUST	15	Fall Sports begin Athletic Club Meeting, 7:00pm (Maxis Room)
	22	New Faculty/Staff Orientation, 9:00am
	23	Faculty & Staff Retreat and Orientation, 8:30am – 3:00pm, (Solanus Casey Center)
	24	Freshman Retreat, 8:00am – 11:30am Transfer Student Orientation, 9:00 – 11:00am
	25	Student Orientation (including 9th Grade) - ID'S and Class Meetings Fall Sports Parent Meeting, 7:00pm (Cafeteria)
uniforms	26	1/2 day of classes - Noon dismissal, first day with A.S.B. and Class Officer Meetings, 12:15pm
service begins	29	Full day of classes – 2:29pm dismissal, cafeteria Senior Meeting w/Guidance (45-minutes)
	30	Senior Parent Meeting with Guidance Department, 7:00pm. (Cafeteria)
Lounge)	31	New Parent Party, 6:30-9:00pm (Cafeteria & Student
SEPTEMBER	2	No School
	5	Labor Day – No School
	6	Classes resume – full day Mothers' Club Meeting, 7:00pm (Maxis Room)
Regis)	7	Meet the Faculty Night, 7:00pm (Gym)
(Gym)	8	Leadership Day and all-school Mass, 1:15pm (St.
	9	M.U.N. Opening School Dance, 7:30 – 10:30pm.
	14	Dads' Club Meeting, 6:30pm (Cafeteria)
field)	23	Field Day
	24	Dads' Club Pre-Football Picnic, 10:30am (Behind Marian High School) Senior Football Game, 2:30pm (Grosse Pointe North
	27	Mothers' Club Meeting, 9:30am (Maxis Room)
	29	½ day, Noon Dismissal – Calico set-up Calico Preview, 7:00 – 10:00pm
	30	No School, Calico, 9:30am-5:00pm
OCTOBER	1	Calico, 9:30am-4:00pm
appointment	5	Parent/Teacher Conferences, 4:00 – 7:00pm, by
	6	Parent/Teacher Conferences, 2:30 – 4:00pm & 6:00 – 8:00pm, by appointment

	7	No Classes
	10	Athletic Club Meeting, 7:00pm (Maxis Room)
	13	All School Testing Day, 8am - 12 noon Dads' Club Meeting, 6:30pm (Cafeteria)
	16-17	Senior Retreat
	18	Seniors who went on retreat (only), no school
	19	Junior Parent Meeting with Guidance Department, 7:00pm (Cafeteria)
	23	Father/Daughter Liturgy & Breakfast, 10:00am (Gym)
	26	National Honor Society Induction, 7:30pm (St. Regis & Library)
	28	End of 1st Quarter
NOVEMBER	1	Feast of All Saints, all-school Mass, 1:15pm, (St. Regis)
	2	8 th Grade Scholastic Olympics, 3:00pm
	4	A.S.B. Dance, 7:30 – 10:30pm (Gym)
	6	8 th Grade Open House 1:00 – 4:00pm
	8	Mothers' Club Meeting, 7:00pm (Maxis Room)
	9	Dads' Club Meeting, 6:30pm (Cafeteria)
	10	IHM Founders Day
	14	Athletic Club Meeting, 7:00pm (Maxis Room)
	16	"First Timers' " Meeting, 7:00pm (Cafeteria)
	17-19	Fall Play, 7:30pm (Gym)
	19	8th Grade High School Placement Test, 8:00am
	20	Fall Play, 2:00pm (Gym)
	22	Thanksgiving all-school Mass, 1:15pm (St. Regis Church)
	24-25	Thanksgiving—No School
DECEMBER	1	Winter Sports Parents' Meeting, 7:00pm (Cafeteria)
	3	8th Grade High School Placement Test, 8:00am
	6	Mothers' Club Meeting, 9:30am (Maxis Room)
	7	Marian-Rice Christmas Choral Concert, 7:00pm (Gym)
	8	Feast of the Immaculate Conception, all-school Mass, 1:15pm (St. Regis Church)
	9	<i>Noon Dismissal:</i> Christmas Dance (Grades 9,10,11,12), 6:30-11:00pm at San Marino Club
	12	Athletic Club Meeting, 7:00pm (Maxis Room)
	14	Father/Daughter Christmas Party, 6:30pm
	21	Christmas Prayer Service, 1:15pm (Gym) Christmas Vacation begins at dismissal
JANUARY	3	Classes Resume – full day
		Mothers' Club Meeting, 7:00pm (Maxis Room)
	6	End of the 2nd Quarter
	9	Athletic Club Meeting, 7:00pm (Maxis Room)
	9-12	FINAL EXAMS/ End of the 1st Semester

-
- 11 Dads' Club Meeting, 6:30pm (Cafeteria)1
 - 13 Records Day – No School
 - 16 Martin Luther King, Jr. Day--No School**
 - 17 Second Semester begins OR Exams, if snow day 1/9, 10, 11, 12
 - 22 Mother/Daughter Liturgy & Breakfast, 10:00am
 - 23 Sophomore Parent Meeting with Guidance Department, 7:00pm (Cafeteria)
 - 28 Monte Carlo Night, 7:00pm (Gym)
 - 30-Feb. 3 Catholic Schools Week
 - 30 Freshman Parent Meeting with Guidance Department, 7:00pm (Cafeteria)
-

-
- FEBRUARY** 7 Mothers' Club Meeting, 9:30am (Maxis Room))
 - 2 8th Grade Honors Convocation, 7:30pm
 - 4 8th Grade High School Placement Test, 8:00am
 - 11 Father/Daughter Dance, 8:00pm – midnight (Gym)
 - 13 Athletic Club Meeting, 7:00pm (Maxis Room)
 - 15 Dads' Club Meeting, 6:30pm (Cafeteria)
 - 20-24 Winter Vacation – No School**
 - 27 Classes Resume
-

- MARCH** 1 Ash Wednesday: all-school Mass, 12:10pm (St. Regis)
 - 2 Parent/Teacher Conferences, 6:00-9:00pm, by appointment
 - 3 No Classes--**Parent/Teacher Conferences, 9:00am – 11:30am, by appointment
 - 7 Mothers' Club Meeting, 7:00pm (Maxis Room)
 - 8 Eighth Grade Registration, 4:00pm (Library)
 - 13 Spring Sports begin
 - Athletic Club Meeting, 7:00pm (Maxis Room)
 - 15 7th and 8th Grade Marian Information Night, 7:00pm (Cafeteria)
 - 17 Raffle Kick-Off Assembly
 - 23 Spring Sports Parent Meeting, 7:00pm (Cafeteria)
 - 24 End of 3rd Quarter
 - 27 Raffle Incentive Day #1
 - 30- Apr.1 Spring Musical, 7:30pm (Gym)
-

- APRIL** 2 Spring Musical, 2:00pm (Gym)
- 3 Raffle Incentive Day #2

	4	Mothers' Club Meeting, 7:00pm (Maxis Room)
	5	Athletic Club Meeting, 7:00pm (Maxis Room)
	12	Raffle Drawing, 11:00am (Gym)
Achievement)	13	All-School Raffle Incentive Day (Pending Goal)
	13	Dads' Club Meeting, 6:30pm (Cafeteria)
	14-21	Easter Vacation – No School
	24	Classes Resume – full day
	26	New Parents' Orientation, 7:00pm (Cafeteria)
MAY	2	Mothers' Club Luncheon, 11:30am (location, TBA)
	5	Noon Dismissal for Juniors/Seniors - Junior/Senior Prom (St. John's Cultural Center)
	8 -12	Spring Art Show (Front Foyer)
	8	Athletic Club Meeting, 7:00pm (Maxis Room)
	10	Spring Choral Concert, 7:30pm (Gym)
	12	A.S.B. Walk-a-Thon
	15	Last day of classes for Seniors - Candlelight Ceremony (Juniors and Seniors)
	16-19	Senior Exams
	18	Dads' Club Final Mtg./Golf, 1:00pm
May 22	21	Senior All Night Party, 11:00pm – 5:00am, Monday,
	23	Senior/Parent Liturgy and Dinner, 6:00pm (St. Regis and San Marino Club)
Hills)	25	Graduation – Class of 2006 – 7:00pm (St. Hugo of the
MAY continued	26	½ Day, Noon dismissal—Faculty/Staff Appreciation Day
	29	Memorial Day - No School
JUNE	1	All-school Closing Mass, 1:15pm, (St. Regis)
	4	Annual Athletic Club Golf Outing, 11:30am (St. John's Golf Course)
	5	End of 4 th Quarter
	6-9	FINAL EXAMS/ End of 2 nd Semester
	12 &13	Faculty Records Days

Note: All Wednesdays (except during exams) are a 1:17pm Dismissal for Faculty/Staff and Class Board Meetings

- All information is subject to change.

- Refer to monthly calendar of dates published in the M H S Journal.



INDEX

A

ABSENCE, 49
ACADEMIC PROBATION, 8
ACTIVITY AND ATHLETIC
ELIGIBILITY, 8
ADMISSIONS, 3
ALCOHOL/DRUGS, 43
ALL STUDENTS, 34
ALUMNAE, 3
ANNOUNCEMENTS/POSTERS, 36
AREAS OF QUIET, 36
ASSEMBLIES AND LITURGIES, 22
ATHLETICS, 22
ATMOSPHERE, 2
ATTENDANCE, 49
ATTENDANCE AT AFTER-
SCHOOL FUNCTIONS, 51

C

CAFETERIA/STUDENT
LOUNGE/COURTYARD, 36
CHANGE OF
ADDRESS/PHONE, 4
CHEATING, 45
CHILD ABUSE, 53
CLASS BOARD
REPRESENTATIVES, 32
CLASS OFFICERS, 32
CLUBS, 23
COMMUNICABLE DISEASE, 53
CONFERENCES, 7
COURTYARD, 36
CRISIS INTERVENTION, 19

D

DAILY SCHEDULE, 16
DANCES, 26
DEFICIENCIES, 7
DETENTION, 39

DIPLOMA REQUIREMENTS, 6
DISCIPLINARY PROBATION, 41
DISCIPLINE, 38
DISCIPLINE BOARD, 41
DRIVING AND PARKING
REGULATIONS, 35

E

EARLY DISMISSAL, 51
EASTER VACATION, 52
EMERGENCY CLOSING, 4
END-OF-SEMESTER
OBLIGATIONS, 14
EXAMS/SNOW DAY, 13
EXCESSIVE ABSENCES, 52
EXPULSION, 42

F

FIELD TRIPS, 27
FIRE DRILLS, 4

G

GRADE REPORTS, 7
GRADING SCALE, 15
GRADUATION, 6
GUESTS, 4
GUIDANCE DEPARTMENT, 18

H

HALLWAYS, 37
HEALTH FORMS, 53
HOMEROOM, 27
HONOR CORDS, 9
HONOR ROLL, 8

I

I.D. CARDS, 45



L

LIBRARY MEDIA CENTER, 27
LIBRARY MEDIA CENTER GIFT
BOOK PROGRAM, 30
LOCKERS, 37
LUNCH, 16

M

M.A.C.S. - MARIAN ACTS IN
CHRISTIAN SERVICE, 31
MEDICAL NEED AND
MEDICATION, 54

P

PARENT TEACHER
CONFERENCES, 7
PARENTAL/GUARDIAN
SUBSTITUTION, 53
PHILOSOPHY, 1
PLAGIARISM, 45
PRE-ARRANGED ABSENCE, 51
PREGNANCY, 54

R

REFUND POLICY, 56
RETREAT PROGRAM, 31

S

SCHEDULE CHANGES, 18
SECURITY/SAFETY, 5

SEMESTER-EXAM DAY

ABSENCE, 52
SENIOR PRIVILEGES, 34
SMOKING, 45
SPIRIT STORE, 35
STUDENT GOVERNMENT, 32
STUDENT LOUNGE, 36
STUDENT RECORDS, 19
STUDENT SCHEDULES, 18
STUDENT WORK PROGRAM, 57
STUDY HALL, 38
SUMMER SCHOOL/NIGHT
SCHOOL, 20
SUSPENSION, 42

T

TARDIES, 50
TELEPHONE, 5
TESTING PROGRAM, 20
TORNADO DRILLS, 4
TRANSPORTATION, 5
TUITION AND FEES, 55
TUITION ASSISTANCE, 56

U

UNDERCLASSWOMEN, 34
UNIFORM REGULATIONS, 46

V

VALEDICTORIAN/
SALUTATORIAN, 7

W

WITHDRAWAL POLICY, 21

TABLE OF CONTENTS

INTRODUCTION	1
PHILOSOPHY	4
GENERAL INFORMATION	2
COMMUNITY EXPECTATIONS	2
ATMOSPHERE	5
ADMISSIONS	3
ALUMNAE	3
CHANGE OF ADDRESS/PHONE	4
EMERGENCY CLOSING	4
FIRE DRILLS AND TORNADO DRILLS	4
GUESTS	4
SECURITY/SAFETY	5
TELEPHONE	5
TRANSPORTATION	5
ACADEMICS	6
DIPLOMA REQUIREMENTS	6
CLASS STATUS	6
GRADUATION	6
VALEDICTORIAN/SALUTATORIAN	7
GRADE REPORTS/PARENT TEACHER CONFERENCES	7
DEFICIENCY NOTICES	7
ACADEMIC PROBATION	8
ACTIVITY AND ATHLETIC ELIGIBILITY	8
HONOR ROLL	8
GRADUATION HONOR CORDS	9
HONOR AWARDS & SCHOLARSHIPS	9
EXAMS SCHEDULE/SNOW DAY	13
END-OF-SEMESTER OBLIGATIONS	14
GRADING SCALE	15
DAILY SCHEDULE	16
LUNCH SCHEDULES	16
GUIDANCE DEPARTMENT	18
STUDENT SCHEDULES	18
SCHEDULE CHANGES	18
STUDENT RECORDS	19
CRISIS INTERVENTION	19
SUMMER SCHOOL/NIGHT SCHOOL	20
STUDY ABROAD	20
TESTING PROGRAM	20
WITHDRAWAL POLICY	21
STUDENT ACTIVITIES	22
ASSEMBLIES AND LITURGIES	32
ATHLETICS	32
CLUBS	23
DANCES	26
FIELD TRIPS	27
HOMEROOM	27
LIBRARY MEDIA CENTER	27

STATEMENT ON INTERNET ETHICS AND USE	28
LIBRARY MEDIA CENTER GIFT BOOK PROGRAM	30
M.A.C.S. - MARIAN ACTS IN CHRISTIAN SERVICE	31
RETREAT PROGRAM.....	31
STUDENT GOVERNMENT	32
CLASS OFFICERS & CLASS BOARD REPRESENTATIVES	32
STUDENT LIFE	34
SENIOR PRIVILEGES	49
UNDERCLASSWOMEN	49
ALL STUDENTS	49
SPIRIT STORE	35
DRIVING AND PARKING REGULATIONS	35
ANNOUNCEMENTS/POSTERS	36
AREAS OF QUIET	36
CAFETERIA/STUDENT LOUNGE/COURTYARD	36
HALLWAYS.....	37
LOCKERS	37
BACKPACKS/BOOKS	37
STUDY HALL	38
DISCIPLINE	38
DETENTION.....	39
DISCIPLINARY PROBATION	41
DISCIPLINE BOARD.....	41
SUSPENSION.....	42
EXPULSION.....	42
ALCOHOL/DRUGS	43
ACADEMIC INTEGRITY	44
PLAGIARISM	45
CHEATING.....	45
SMOKING	45
I.D. CARDS	45
UNIFORM REGULATIONS.....	46
ATTENDANCE.....	49
ABSENCE	49
TARDIES.....	50
EARLY DISMISSAL	51
ATTENDANCE AT AFTER-SCHOOL FUNCTIONS	51
PRE-ARRANGED ABSENCE	51
SEMESTER-EXAM DAY ABSENCE.....	52
EXCESSIVE ABSENCES	52
EASTER VACATION.....	52
STUDENT HEALTH	53
CHILD ABUSE	53
COMMUNICABLE DISEASE.....	53
HEALTH FORMS.....	53
PARENTAL/GUARDIAN SUBSTITUTION	53
MEDICAL NEED AND MEDICATION.....	54
PREGNANCY	54
FINANCIAL INFORMATION.....	55
TUITION AND FEES.....	55
REFUND POLICY	56
FINANCIAL AID	56



STUDENT WORK PROGRAM	57
CALENDAR OF EVENTS.....	58
INDEX.....	62

