

MARIA HIGH SCHOOL

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HANDBOOK CONTRACT

To: Parents/Guardians of Maria High School Students
From: Maria High School Administration, Faculty, & Staff
Date: August 2009

Part of Maria High School's mission is to foster the development of students so that they may grow into mature, responsible, young women. Students are encouraged to respect themselves and others as part of a caring Christian community. Pride and spirit run high in our school, and the appearance of the rooms, corridors, equipment and grounds attest to the students' care and respect for the school.

We believe that a wholesome and pleasant environment is conducive to better education. Therefore, we enforce a firm but fair discipline policy. We believe that this consistent structure ultimately communicates our belief in student potential and fosters a community in which each individual can thrive.

Students are evaluated yearly not only academically, but also in terms of their growth socially. Students return to Maria each year by invitation only. Thus, we ask you to read and discuss the Student Handbook with your daughter. We want to assure that you and your daughter know what is expected of her.

After reading the handbook, please sign the form below, indicating your understanding and willingness to cooperate with these policies. This form must be returned to your daughter's homeroom teacher by **Friday, August 28, 2009**. Students may not be admitted to classes after this date if the signed form is not on file.

We are looking forward to an exciting year for your daughter filled with the discovery of her true potential! Thank you for your commitment.

We certify that we have read the Student Handbook and agree to abide by and comply with the rules, regulations, policies, and procedures of Maria High School. We realize that students are invited back to Maria High School each year by invitation only and have carefully reviewed the invitation policy and the discipline policy.

Signature of Student

Homeroom

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

IMPORTANT NOTICE TO STUDENTS, PARENTS, AND GUARDIANS

MARIA HIGH SCHOOL does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admission policies, athletic or other school administered programs.

MARIA STUDENTS, upon admission to the school, will obey all written and unwritten school philosophy, policies, rules and regulations as they may be amended from time to time. At all times students are to act in accordance with the teachings and precepts of the Roman Catholic Faith.

RULES AND REGULATIONS are necessary to promote the good of the entire student body. At the beginning of each school year, students and homeroom teachers read and discuss the school's written and unwritten philosophy, policies, rules and regulations to better understand their meaning, their value, and their application. **Students must read this handbook carefully and refer to it as often as needed.** The Maria High School Board approves the school policies annually.

This handbook supersedes any previously published materials
and is subject to revision during the academic year.

I. MARIA HIGH SCHOOL BACKGROUND

HISTORY OF MARIA HIGH SCHOOL

In 1911, the Sisters of Saint Casimir began conducting high school classes in the facilities of their own Motherhouse at 2601 W. Marquette Road. This became known as Saint Casimir Academy. Each year the enrollment increased and the need to build a high school became evident. Permission to build that school was granted in November 1949. Ground breaking took place on Sunday, June 11, 1950. The once empty prairie became the scene of tremendous activity. The new school was renamed Maria High School for Mother Maria Kaupas, foundress of the Sisters of Saint Casimir, and also Mary, our Blessed Mother. Maria, retaining the high standards and reputation of the former St. Casimir Academy, opened its doors officially on September 8, 1952, when 750 girls walked across the threshold.

What had been wasteland, now embodied in this building the dreams of many people and their hopes for a truly fine Catholic education for adolescent girls.

Maria is a continuation of Saint Casimir Academy. It was renamed to honor the Virgin Mary and Mother Maria Kaupas, the foundress of the Sisters of St. Casimir.

We at Maria High School place our lives in the hands of our Blessed Mother and Patroness, Mary, and ask for her intercession to her Son Jesus Christ.

MOTHER MARIA KAUPAS
January 6, 1880 - April 17, 1940

Foundress
Sisters of St. Casimir
Chicago, Illinois

Casimira Kaupas, the future Mother Maria, would have to travel a long and involved journey before she could realize her desire to consecrate herself to God. Casimira was born in Lithuania, on January 6, 1880. From her father who was spiritual leader in the community Casimira absorbed an atmosphere of intense piety during her childhood. In 1897, she came to Scranton, Pennsylvania to be a housekeeper for her brother-priest, Anthony. It was during her four-year stay that Casimira met Sisters for the first time and was attracted to an apostolic religious life. In 1902, back in Lithuania, she resolved to become a teaching religious to help the Lithuanian Americans concerning matters of faith, since it was impossible for her to do so in her native land.

Casimira spent three years in Switzerland where the Sisters of Mercy of the Holy Cross taught and prepared her. During this time, she asked her brother, and his friend to find a priest who would assume responsibility for the congregation. In 1905, the Rev. Dr. Anthony Staniukynas agreed to accept. In God's Providence, the new Congregation received the abiding spiritual and moral support of this learned and devout priest.

Father Staniukynas succeeded in getting his bishop to sponsor the congregation. Mother M. Cyril, IHM, accepted Casimira and her two companions into the novitiate of the Sisters, Servants of the Immaculate Heart of Mary. On August 29, 1907, the congregation of the Sisters of St. Casimir was founded. Casimira received the name Sister Maria; her two companions, Sisters M. Immaculata and Concepta. Casimira expressed her sentiments this way:

Although they were setting out to found a new congregation, although they were beginning to tread unknown road on which, as all predict, they would encounter many crosses, they were not afraid. Having committed themselves to the protect of God's Providence, they felt they were His beloved; and out of love for Him they desired to suffer all that would be allotted to them. They looked joyously to the future.

Concerned in the first place with preserving and nurturing the faith life of Lithuanian immigrants, Sister Maria and her two companions began their apostolate at Mt Carmel, Pennsylvania, in 1908. In 1913, Sister Maria was elected Superior General. For twenty-seven years, she carried out these responsibilities with great humility and charity. In 1920, Mother Maria and four sisters established a foundation of Sisters of St. Casimir in Lithuania. She extended the apostolate of the Congregation to care for the sick in 1928, and to what was then considered "home missions" in Mew Mexico in 1937. She was planning to send her Sisters to Argentina but this only became a reality in 1941, after her death.

During the last years of her life, Mother Maria suffered from cancer. Despite her illness, she continued in her duties as Superior General as long as she was able--a true example of courage, patience in suffering, and acceptance of God's will. Mother Maria died on April 17, 1940, at the Motherhouse in Chicago, Illinois, surrounded by her Sisters.

THE SCHOOL SEAL

The school seal, as it appears on the building, school flag, and school ring, is a symbol of Maria's philosophy. It depicts a lily and sword within a crown set in a circle. The crown recalls our royal Christian heritage. The open lily signifies the student pouring out love upon others. The sword represents our attitude of alertness toward our neighbor--one of defense of one's rights, race, and creed. The circle symbolizes God the Father, Eternal Presence, and Joy. This seal is the same as that of the Sisters of St. Casimir who staff the school.

MISSION

Maria High School is a Catholic, college preparatory high school for young women which offers a challenging academic program that responds to individual interests and needs. A ministry of the Sisters of St. Casimir, Maria High School provides an excellent educational experience and nurtures the faith life of its diverse learning community through prayer, worship, and service.

The faculty and staff, committed to the pursuit of excellence, provide a caring, respectful environment which inspires each student to live her faith, discover her gifts, and cultivate life-long relationships. Maria High School, in partnership with parents, families, and the community, helps young women reach their full potential.

PHILOSOPHY

Maria High School, a private Catholic school for girls, is located on the Southwest Side of Chicago. The Maria community is motivated by the awareness that our identity and goals are congruent with the mission as envisioned by Mother Maria Kaupas and the Sisters of Saint Casimir. We strive to be a living presence of Jesus Christ as people who pray, study, and socialize in a world of diversity. This diversity encompasses a variety of cultures, faiths, and beliefs, as well as the plurality of learning styles to which we attempt to respond.

Holding the total development of each member of the Maria family to be of central importance, we offer our students—

- ◆ a comprehensive education and curriculum
- ◆ an atmosphere of peace and safety that enhances their self-esteem and moral development
- ◆ a practicum in Christian living
- ◆ the challenge to bring about the full release of women's creative femininity through classes and programs, which address their own gifts and talents.
- ◆ opportunities for Christian service

The school program, where possible, is adapted to the individual abilities, needs, and interests of the students. It is designed to be flexible to meet the demands of an ever changing, challenging society. We envision the fulfillment of our students as strong Christian women of faith who—

- ◆ live the Gospel message
- ◆ pray and develop a spiritual life
- ◆ are competent in the skills needed for their life's work and happiness, and
- ◆ journey together in hope

TO MAKE A DIFFERENCE IN THEIR WORLD

GOALS

1. To implement policies consistent with the vision and spirituality of Mother Maria Kaupas and the Catholic educational tradition of the Sisters of Saint Casimir.
2. To help students develop an awareness of the spirit of Jesus Christ, instilling Christian values and enabling them to function in a world of increasing secularization, materialism, and cynicism.
3. To continue offering a quality comprehensive Catholic education with varied instruction, programs, and activities within a diverse student community.
4. To provide for the development of women who will achieve their greatest personal potential and make positive contributions to their communities, church, country, and world.
5. To strive to create a climate in which community, educational, cultural, social, and religious needs are met in an atmosphere of respect, concern, and mutual care.
6. To further the dialogue among parents/guardians, administration, faculty, and staff, which will develop student talents and skills enabling lifelong, learning.
7. To assess, on a regular basis, the level of achievement of those skills for learning and living

indicated in the Graduation Outcomes.

8. To employ faculty members who strive for excellence in their profession and give witness to the Christian objectives of Maria High School.

GRADUATION OUTCOMES

A Maria graduate should:

1. Value and respect herself and others in a way that is socially, religiously and morally responsible.
2. Apply the skills necessary to form and defend a position, solve a problem, achieve a goal, and/or make a decision.
3. Demonstrate effective oral and written communication skills.
4. Exercise the rights and responsibilities of a citizen.
5. Appreciate the various forms of artistic and linguistic expressions and the context from which they emerge.
6. Demonstrate computer literacy.

MARIA HIGH SCHOOL LOYALTY SONG

Hail, Maria High School
Wave your gold and blue.
Your fair and loyal daughters
Ever will be true.
Your silver portals beckon
Your gleaming cross points the way.
We love your name,
We'll bring it fame,
Maria, we proudly say,

CHORUS:

Maria High School,
Maria High School,
Tribute to Heav'n's fair Queen,
Maria High School,
Maria High School,
You're the fairest of all we've seen.
We love your banner,
We'll do it honor.
We'll cherish the gold and blue.
From our loyal hearts we'll always shout,
MARIA HIGH, WE'RE TRUE TO YOU.

SCHOOL SPIRIT

Maria High School has developed a tradition of school spirit including:

Pride--our school emphasizes personal responsibility in daily effort.

Loyalty to all aspects of school life--excelling in academics and supporting the school in all activities.

Courtesy to teachers, students, school employees and visitors.

Sportsmanship--striving for excellence with honor, fairness, and an appreciation of the talents of others.

MARIA HIGH SCHOOL CODE NUMBER: 141-015

ADMISSION TO MARIA HIGH SCHOOL

Maria High School admits students of any color, race, national or ethnic origin.

Acceptance is based on test results, elementary records, character references, successful completion of the 8th grade and a Graduation Diploma. A \$200 fee, non-refundable, is required at the time of registration and will be credited toward tuition.

II. ACADEMIC INFORMATION

GRADING METHOD

Maria High School students receive letter grades, which may be interpreted as follows:

| | | | | |
|------------|------------|------------|------------|---------|
| A+(98-99) | B+(91-92) | C+(83-84) | D+(75-76) | |
| A (95-97) | B (87-90) | C (79-82) | D (72-74) | |
| A- (93-94) | B- (85-86) | C- (77-78) | D- (70-71) | F (<70) |

Grades are weighed in the grade point average according to the difficulty of the course content.

These grading tables are used: *(This table rounds the values for display purposes.)*

GRADING TABLE VALUE 5: Honors, PACC, & AP Courses

| | | | |
|----------|----------|----------|----------|
| A+ = 5.3 | B+ = 4.1 | C+ = 2.8 | D+ = 1.6 |
| A = 5.0 | B = 3.75 | C = 2.5 | D = 1.3 |
| A- = 4.7 | B- = 3.4 | C- = 2.2 | D- = 0.9 |

GRADE TABLE VALUE 4: Other Maria Courses

| | | | |
|-----------|-----------|-----------|-----------|
| A+ = 4.25 | B+ = 3.25 | C+ = 2.25 | D+ = 1.25 |
| A = 4.0 | B = 3.0 | C = 2.0 | D = 1.0 |
| A- = 3.75 | B- = 2.75 | C- = 1.75 | D- = 0.75 |

Grade point average and class rank are calculated after each semester. The following formula is employed in the calculation of Grade Point Average:

Quality points divided by credits attempted equals grade point average.

Quality points are determined by multiplying course credit by the point value of the grade from the tables above.

HONOR ROLL

The honor roll is based on the student's quarterly grade point average. A student earning a G.P.A. of 3.75 (or above) merits High Honors. A student earning a G.P.A. of 3.0 to 3.74 merits Honor Roll. Any grade lower than a C- or an incomplete grade will prevent the student from being on the honor roll.

PROGRESS REPORTS

About the fifth week of each quarter, teachers inform parents of a student's progress and/or impending failure through progress reports mailed to the home. Parents are encouraged to communicate with teachers regarding student progress.

GRADE REPORTS

At the end of first quarter, parents and guardians are required to pick up their daughter's report card during a "Report Card Pick-up Night." During this night, parents and guardians are afforded an opportunity to meet with teachers regarding student progress and development. Grade reports during other quarters are mailed to parents; this occurs at approximately nine-week intervals. An "I" (incomplete) may appear as a grade if a student was absent due to a prolonged illness or some emergency. Since a class rank is computed after each semester, the students must have all work made up at the end of each semester.

GRADUATION REQUIREMENTS

Graduation Requirements

| | |
|-----------|---|
| 4 units | English |
| 3 units | Social Science (must include US History & Pass Constitution exam) |
| 4 units | Theology |
| 3 units | Mathematic |
| 3 units | Science |
| 2 units | World Language/or combination of the Arts |
| 1 ½units | Physical Education (includes ½ unit Health course) |
| 1 ½ units | Fine & Applied Arts (must include 1 unit Art or Drama) |
| 1 ½ units | Business (must include ½ unit in Computer Applications and ½ unit Consumer Economics course) |

25 Total Credits

To obtain a diploma from Maria High School, a student must complete her senior year at Maria successfully and pass the state and federal constitution examinations required by state law. **Any senior who has not met all of the above requirements will not be allowed to participate in/or attend the baccalaureate mass, senior farewell or graduation ceremony.** A senior who has any unmet financial responsibilities will not participate in or attend the graduation ceremony, baccalaureate mass or senior farewell nor receive her diploma until all financial responsibilities are met.

COLLEGE-LEVEL COURSE OPPORTUNITIES

◆ PROGRAM OF ADVANCED COLLEGE CREDIT (PACC)

Three courses taught by our faculty are offered to senior students who have a B average and good class rank. Dual credit is earned by the student--from Maria High School and from St. Mary's University of Minnesota. Students who choose to take PACC classes must pay an additional fee of \$60 per credit hour to St. Mary's University. Some colleges and universities may not grant credit for PACC classes. Students must check with the college of their choice on the PACC policy of a particular college.

◆ ADVANCED PLACEMENT PROGRAM (AP)

The school offers a variety of advanced placement courses sponsored by the College Board. Most colleges grant credit based on the results of the A.P. examination in each of these courses. Some colleges and universities may not grant credit for A.P. classes. Students must check with the college of their choice on the A.P. policy of a particular college. All A.P. students are required to take the A.P. exam for the courses in which they are enrolled. The exam fee will be added to the student's tuition.

FAILURES

When any student fails a course at the semester, she loses credit. A grade below 70 is a failure. A student who does not acquire the appropriate credits by the start of the academic year loses her right to return to Maria High School. The following credit requirements apply to each grade level:

Sophomores 6 credits

Juniors 12 credits

Seniors 18 credits

When a student's performance in class is below standard and unsatisfactory, the student should consult with her teacher and counselor. This should be done weeks before the marking period ends.

Failures and/or courses needed for graduation must be made up during summer school.

If a SENIOR concludes her year without meeting ALL graduation requirement(s), she will not attend/participate in the ceremony and receive her diploma until all required credits are made up.

RETURNING TO MARIA H.S.

- Students who have committed any serious offense, have been troublesome, unruly, uncooperative or refuse to improve their behavior after repeated intervention, make themselves unwelcome at Maria High School.
- Only students who have met their academic, social, discipline, attendance, tardy, and financial obligations will be invited to return to Maria High School. Maria teachers communicate as often as possible with parents but the ultimate responsibility for ongoing communication and follow-up belongs to the parents. **Parents are asked to call the school to make appointments before coming to see teachers, counselors, or administrators.**

SCHEDULES

◆ *SCHEDULE CHANGES*

There are no student initiated schedule changes.

◆ *SCHEDULE REGISTRATION FOR THE NEXT YEAR*

All registration is supervised by the Guidance Department and Administration. The procedure is as follows:

1. Curriculum Guides are distributed to the students. Subject selections should be discussed with parents, teachers, and counselors.
2. The department and guidance counselors approve student course selections. Parent approval, by signature, is required.
3. Students register these selected and approved courses on an official REGISTRATION FORM. There is no guarantee of enrollment in the course(s) of the student's choice. This is especially true for students who register late.

Classes are planned from the tabulations of these registrations. Maria reserves the right to cancel classes due to insufficient enrollment. Students will then select an alternate course.

TESTING PROGRAM

Information about the testing program can be obtained from the counselors in the guidance department.

◆ *EXPLORE TEST*

On Testing Day in October, all frosh take the EXPLORE test, which is part of the battery of tests to prepare students for success on the ACT college placement exam. Results are shared in January.

◆ *PLAN TEST*

On Maria's October Testing Day all sophomores take the PLAN test, measuring skills in English, reading, math and science. It is also a preparation for the ACT, which is required for admission to most colleges.

◆ *PSAT/NMSQT*

In October, during school hours, all juniors will take the PSAT/NMSQT (Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test). The PSAT measures verbal, mathematical and writing abilities. Taking the test qualifies students for National Merit Scholarship competition and provides valuable feedback regarding future career plans.

◆ *AMERICAN COLLEGE TESTING (ACT)*

Among the qualifications for admission, most colleges and universities require the ACT which covers areas in English, mathematics, natural science and reading. It is recommended that this test be taken during the spring of the junior year and again as a senior. Illinois State scholars are selected from the scores on this test in combination with class rank. The test is offered on site at Maria, usually in the fall and again in the spring.

ADMISSION TO COLLEGE

It is important to plan early for college. Check the specific admission requirements. Each college has its own admission requirements; however, most colleges consider these factors important in selecting their applicants:

- ◆ The four-year scholastic record, including class rank and grades.
- ◆ Standardized test results, either the ACT or SAT scores.
- ◆ Recommendations of teachers and of the Guidance Counselor.
- ◆ School activities, community involvement, etc.

Counselor, subject teachers, department chairpersons and homeroom advisors may be approached for guidance concerning sequences and the subjects required for college majors.

DRIVER'S EDUCATION

- Student's must be at least a sophomore, 15 1/2 years old or older, and have the approval of the Dean of Students to enroll in class.
- **Any student who is on academic and/or disciplinary probation may not be permitted to participate in Driver's Education classes at Maria High School.**
- Classes are made available on campus after school hours.
- Mrs. Kostka will notify you via your homeroom teacher when you may sign up for classes and if you have been accepted.

TRANSCRIPT OF CREDITS

A transcript contains data pertinent to a student's academic standing and test results. At least one week's notice is required before the transcript and/or recommendation can be processed. Official transcripts are issued directly to the school and/or scholarship agency to which the student is applying. Only unofficial transcripts can be issued to students or parents/guardians. A final transcript will be sent free of charge upon request. All other transcripts may require a processing fee. Final transcripts are issued only after all financial obligations have been met.

TRANSFERS

To obtain a transfer a parent must request a transfer form from the registrar. The completed transfer form with appropriate signatures is to be returned to the registrar and an administrator will conduct a brief exit interview before the transfer is processed. Generally, students who transfer from Maria High School will not be allowed to re-enroll.

III. MARIA ATTENDANCE POLICIES

Once the students are on school premises, they may not leave without the permission of the appropriate personnel in the office.

School attendance should be regular and punctual to derive the maximum benefits of school offerings. Absences should have a very serious reason.

Class attendance should be punctual. Absence from a class without office or teacher authorization is considered truancy. Detentions are issued for tardiness to class. Frequent tardiness to class will result in graduated degrees of more serious consequences.

Inclement weather may necessitate closing school. In case of severe weather conditions, listen to the major radio stations.

ABSENCES

Absences are tabulated in half days (3 class periods). An accumulation of 3 periods a day spent in the first aid station or for early dismissal constitutes a half-day absence. Perfect attendance is defined as attending all classes every day and being on time for school every day.

All absences must be **verified by a parent** phoning the school by 9:00 a.m. and **by a written note** from a parent to reinstate the student. **All students must sign the attendance book** in the office

before morning homeroom. The required telephone call and note verifies the parent's knowledge and permission of the absence. **It does not excuse the absence.**

Unless notified beforehand, any absences during the opening days of school in August will indicate that the student will not be attending Maria High School.

EXCUSED ABSENCES

Excused absences are recorded as part of the student's permanent record, but are not subject to disciplinary action. Absences due to:

- a serious or prolonged illness- a doctor's note must be submitted upon returning.
 - court appearance - written confirmation from a court official must be submitted.
 - Death in the immediate family, such as a parent or sibling--will be recorded as excused by administration.
- ◆ *PROLONGED ILLNESS*

If a student is absent due to prolonged illness (e.g., surgery), a physician's note must be sent to the school immediately stating the nature of the illness and the length of the recuperation period. Arrangements should be made for homework. A student will not be admitted back to school unless she has the physician's release. The parent must provide special needs--such as wheel chairs, crutches and book carriers on wheels, etc. Students are not allowed to carry book bags to classes.

◆ *CHRONIC ILLNESS*

If a student is repeatedly absent due to a chronic illness condition (e.g., cancer, asthma), a physician's note must be sent to the school after each tenth absence to verify medical status of the student and the doctor's awareness that it is necessitating absence from school. Arrangements should be made for homework.

◆ *SHORT TERM ILLNESS*

Absences due to illness are not considered excused unless accompanied by a doctor's note. After a student has been absent five consecutive days due to illness, the students must bring a note from a physician to be reinstated.

AUTHORIZED ABSENCES

Field trips, school-related activities and authorized absences are not recorded as part of the student's permanent record.

REPORTING AN ABSENCE

A PARENT or GUARDIAN MUST report student absences by phoning the school during the morning hours by **9:00 a.m.** If for some grave reason a student must call, she will speak only to the attendance coordinator to explain her absence.

ANTICIPATED ABSENCE

If a student knows that she will be absent from school the next day, due to some foreseen circumstance, she is to bring a note from her parent the day before the absence. It will be signed by the Attendance Coordinator and the homeroom teacher and left in the office. Upon her return to school, the student will report to the office to sign in. A prior signature from the Dean of Students is required for all anticipated absences longer than one day.

REINSTATEMENT AFTER AN ABSENCE

A student who has been absent for more than two class periods must report to the office the following morning before homeroom to "SIGN-IN". She must follow this procedure for admittance the day she returns:

1. Bring a letter WRITTEN and SIGNED BY A PARENT, containing:
 - a) Date the letter was written
 - b) Specific days and dates of absence

- c) The exact reason for the absence

The letter is to be brought to the office before the first period. It must be signed by the student and include the student's homeroom number. Failure to bring the letter to the office will warrant a detention. A student who falsely signs the signature of a parent or teacher (forgery) will be subject to disciplinary action.

2. Report to the attendance coordinator with any doctor's notes.

ABSENTEE HOMEWORK POLICY

◆ *LONG-TERM APPROVED ABSENCE*

When a student will be absent from classes at Maria High School for an extended length of time, a parent or guardian may make arrangements with the attendance officer in the main office to receive homework assignments. Teachers should be given minimally three days notice to prepare the extended assignments. Arrangements should be made for someone to pick up the books and assignments in the Main Office on the designated date. Books will not be given to another student to carry home on the bus.

◆ *SHORT-TERM APPROVED ABSENCE*

After a short-term absence, it is the student's responsibility to obtain make-up work from her teachers immediately upon return to school. All make-up work must be in before the end of the grading period. A time limit of one week or less may be set for make-up work following a short absence.

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

Only a doctor can give a student a medical excuse from physical education classes. The doctor's note must be presented to main office personnel. To be reinstated in the gym class, the student must present a note from the doctor to her physical education teacher to resume P.E. classes.

UNAPPROVED ABSENCES

Unapproved absences include: vacation, a truancy, visiting your parents work place, a day at the ball park, a trip with another school group or relatives, and other related absences. These are absences due to circumstances NOT endorsed by school authorities.

Teachers are under **NO** obligation to tutor, to give make-up work/assignments or make-up tests/quizzes to the student for unexcused absences. The truant student should expect to take a failure for the work and tests missed.

All students are required to be in attendance for semester finals. Students who have unapproved absences will not be allowed to make up finals and can expect to receive a "0" on the exam.

If a student misses a final due to an illness they must have a signed doctor's note on the first day they return to school or else the absence is considered unexcused and the student will receive a zero for all missed final exams.

An authorized signature from the office on a parent's letter of notification for an unapproved absence is **only** an indication that administration is aware of the impending absence.

Unapproved absences, including students excluded from school because they are not in compliance with the State mandated law regarding immunization, are recorded as part of the student's permanent record and are subject to disciplinary action.

Financial exclusions are recorded as part of the student's permanent record but are not subject to disciplinary action.

REPEATED ABSENCES

At the 10th unexcused absence, notification is given to the student.

At the 15th unexcused absence, a Saturday detention is given.

At the 20th unexcused absence, the student may be dismissed immediately and/or may not

receive an invitation to Maria for the following year.

- ◆ **SENIORS:** At the 15th absence, the senior forfeits the privilege of attending/participating in the Senior prom. At the 17th absence, the senior forfeits the privilege of attending/participating in the Senior Farewell Ceremony. At the 20th absence, the senior forfeits the privilege of attending/participating in the public graduation ceremony.
- ◆ **JUNIORS:** At the 15th absence the junior forfeits the privilege of attending/participating in the ring dance.

Any days absent accompanied by a doctor's note will be recorded as excused absences. Prolonged illness **MUST** be accompanied by a doctor's note. All doctor's notes must be presented to the attendance coordinator on the first day of return.

NOTE: A \$5.00 supervisory fee applies to all Saturday detentions. Any student who does not report for a scheduled Saturday detention will be required to pay a \$10.00 rescheduling fee and assigned additional consequences.

TARDINESS

- ◆ **To School:** A student is tardy for school if she is not in her homeroom ready for her morning classes when the second bell rings at 7:45 a.m. The student who is late for school will use the main entrance upon arrival, report directly to the office for a tardy slip and sign-in. The student presents this slip to her homeroom teacher for correct attendance recording. If she is late for her class(es), she must present the slip to the class teacher.

NOTE: Transportation problems are not acceptable excuses for tardiness, except in extreme weather conditions.

- ◆ **To Class:** Students must be in their classes four minutes after the bell rings for change of classes. A student who has been detained by a teacher must ask the teacher for a written excuse explaining her tardiness to the next teacher. **Tardiness to class will result in a detention.**

REPEATED TARDINESS

At the 3rd tardy, the student will be issued a Saturday detention.

At the 6th tardy, the student will receive 2 Saturday detentions.

At the 9th tardy, the parent/guardian and the student must meet with the Dean of Students. Additional consequences will be applied as part of this conference, including but not limited to 3 Saturday detentions. Students who are excessively tardy will lose privileges, including but not limited to Homecoming and Spring Dance, Pep Rallies, and Maria Wear Days.

At the 15th tardy, a student may be dismissed from Maria or not invited to return the following year.

- ◆ **SENIORS:** At the 11th tardy, seniors forfeit the privilege of attending and participating in the Senior prom. At the 13th tardy, seniors forfeit the privilege of attending and participating in the Senior Farewell Ceremony. At the 15th tardy, seniors forfeit the privilege of attending and participating in the public graduation ceremony.
- ◆ **JUNIORS:** At the 11th tardy, juniors forfeit the privilege of attending and participating in the Ring dance. At the 15th tardy, juniors may be dismissed immediately and/or not receive an invitation to Maria for the following school year.

Note: The \$5.00 supervisory fee applies to all Saturday detention. Any student who does not report for a scheduled Saturday detention must pay a \$10.00 rescheduling fee and additional consequences will apply.

EARLY DISMISSALS

Early dismissals are strongly discouraged. However, in an urgent or unavoidable situation, an early dismissal (one or two periods), may be requested by the parents in a written letter to the Attendance Coordinator at least one day prior to the anticipated early dismissal. Absence from

three periods constitutes a half-day absence. The school strongly urges that professional appointments (i.e., doctor, dentist, etc.) be made after school. If a student is absent more than two periods, she must report to the office the next morning, with a note from her parent. Procedures follow:

1. The Attendance Coordinator must FIRST approve letter of request stating reason. (24 hours in advance)
2. Homeroom teacher and teachers of classes to be missed must also sign the letter.
3. Letter is brought to the office before departure.
4. Student must sign out in the main office before leaving the building.

IV. MARIA POLICIES & PROCEDURES

ACCIDENTS AND ILLNESS

All injuries/illnesses occurring in school should be reported to the school first aid station immediately. If necessary, a parent will be contacted. Students should report to the first aid station prior to contacting a parent.

ASSEMBLIES

Assemblies are planned for the enrichment of the students. A quiet, responsive, and appreciative audience will be an encouraging inspiration to those who are presenting the program, whether they are student productions or visiting speakers. Assembly procedures follow:

- ◆ Before an assembly, students will report to their homerooms and wait for the bell or P.A. announcement to proceed to the place of assembly.
- ◆ At the assembly, when the announcer appears on the stage, or the lights go out, students stop all conversation and direct their attention to the speaker or performance.
- ◆ Whistling, shouting, stamping of feet, booing, and loud and uncontrolled laughing are not tolerated.
- ◆ Students are NOT ALLOWED to remain in their classrooms for any reason.
- ◆ No books, pencil cases, purses, food, or any objects that may cause a disturbance are to be taken to the auditorium.
- ◆ After the assembly, students return to their respective homerooms and wait for dismissal directions. No student goes to her locker before directions are given.

BALLOONS/FLOWERS

Students are discouraged from bringing balloons into the school building. The school will NOT accept deliveries of flowers, balloons, etc.

BEFORE AND AFTER SCHOOL PROCEDURES

- ◆ *Before School:* Upon arrival students go directly to their lockers and get ready for classes. Students are not to leave the building without administrative permission. Those who arrive early may visit with their friends in the cafeteria or study in the library. All students must be in class by 7:45 A.M. There is no loitering in the corridors or at the lockers at any time. Prayers and the morning announcements/news begin the school day in each class.
- ◆ *After School:* All students are dismissed when the bell rings for the end of the school day. Students are not to loiter in the hallways after school. No student should be in the building after hours without faculty supervision.
- ◆ *Off-Limit Areas:* Certain areas surrounding the school campus are off limits to students for the time period of 1 1/2 hours before the student is scheduled to report to school and after the student is dismissed from school. Students will be informed of the location of all areas that are designated off limits. Any student seen entering/leaving/staying in an area designated "off limits" is subject to suspension or other disciplinary action.

Note: Non-Maria students are NOT permitted on school grounds.

BUSES & TRANSPORTATION

Bus passes are distributed to the students at the beginning of the school year. Student behavior on public transportation is expected to reflect Christian respect and courtesy.

- ◆ Students will board buses in an orderly fashion without pushing.
- ◆ Students who disobey any city ordinance on the buses are subject to disciplinary action.
- ◆ All school rules, regulations, policies and procedures apply to students who ride the Maria School bus.
- ◆ Students who misbehave and/or are disrespectful to the driver are subject to disciplinary action, which may include removal from riding the bus.

For Spectators: On various occasions throughout the school year, Maria arranges after school transportation for a fee to athletic events for student spectators. All students who utilize this transportation will be returned to Maria after the event, and it will be the sole responsibility of the parent to provide transportation to and from Maria.

CAFETERIA

- ◆ *Before School:* Breakfast is served for the convenience of students and faculty. By the warning bell (7:40), all tables must be clean and chairs in order so students may leave immediately for homerooms.
- ◆ *Lunch Period:* Hot lunches may be purchased or students may bring their lunches from home, but all lunches are to be eaten in the cafeteria only. No food, drinks, candy, etc., are to be brought out of the cafeteria.
 - ❖ **Students may not purchase food after the 1st bell rings both at breakfast and lunch.**

Refrigerated water fountains are available in various parts of the building, including the cafeteria and gymnasium. Soda and juice machine are located in the cafeteria. Soda **cans** may be brought in with a student's lunch. **No other beverage containers are allowed in the building.**

Beverage containers include, but are not limited to: sports bottles, thermos bottles, travel mugs or any type of re-closable bottles.

No students are excused from going to lunch. In consideration of others, tables and surrounding areas are to be left clean. Because of fire regulations, no candles may be burned. Posters and notices must be approved by administration before being displayed in the cafeteria.

CANCELLATION OF CLASSES

If severe weather or an emergency necessitates the closing of school, Maria High School will be announced individually by name on WGN, WBBM News Radio 78, WBBM-FM, WMAQ, WCLR, WUSN, WLS, also on WGN-TV and WFLD-TV, through the courtesy of the COMPUTER EMERGENCY CLOSING CENTER. It will also be listed at www.emergencyclosings.com. If there is a question of closing and/or cancellation, tune in on one of the given stations. Should a delayed schedule be necessary, see the section on Class Schedules.

CARS AND PARKING

Parking in the school's lot is usually restricted to faculty, staff, and senior students. Student parking decals are limited. Senior students who wish to park their cars in the school lot must abide by the following procedures:

1. All cars parked in the school lot must be registered in the office and display the current (dated) decal on the back passenger side window—opposite driver's side, bottom corner. Contact the main office to purchase the decals for twenty-five dollars (\$25).
2. Students may not park their cars in the first row nearest the sidewalks. They may park in the center of the lot or along the curb.
3. Faculty members park along the north-south length of the sidewalk or farther away from the building.

4. Obey all NO PARKING signs on the lot. Areas at the cafeteria and engineer's entrances are not to be used for parking, and must be kept clear for deliveries.
5. The school is not responsible for any car on the lot or its contents.
6. All students driving must be licensed and covered by insurance.
7. There is no loitering in the parking lot or sitting in cars and visiting. Permission is needed from the office to go to a car during school.
8. A slow speed should be maintained while driving in the lot—not over ten (10) miles per hour. Reckless driving will not be tolerated.
9. There is to be no blowing of horns in the lot or around the school which is in a Quiet Zone—hospital area.
10. Cars come *in* on Marquette Road and go *out* on 68th Street during posted times.

Cars driven for emergency reasons must be registered at the main office on a daily basis. Cars in the parking lot without current year's decal will be tagged with a warning sticker and detentions may be issued.

CHANGE OF ADDRESS/TELEPHONE NUMBER

If at any time a student changes her residence, mailing address or telephone number after enrollment at Maria, she should immediately report the change in the main office. The same procedure holds if the parent has a change of employment or employment telephone number.

CLEANING RESPONSIBILITY

Students are under obligation to take turns in cleaning their period J classrooms. The teacher assigns the various cleaning tasks. If a student cannot perform her assigned tasks, she is expected to get someone to replace her.

CLOSED CAMPUS

Once a student enters the school premises she may not leave without requesting permission of an administrator. Prior parental consent must be obtained. If permission is granted, the student must sign out in the office, and sign in again if she returns to school.

COLLECTIONS

Collections of any kind, or sale of any products, must be cleared with the principal. In case of the death of a student or a member of the immediate family, the class moderator may collect offerings for Mass. Collections must be based on voluntary offerings with no specified amounts and with no records kept. A collection for the Missions is expected of each homeroom. These offerings are brought to the Campus Ministry Office at the end of each month.

CUSTODY ISSUES

In cases where parents are divorced or separated, the school can presume that both parents have access to the student. If one or the other parent has been denied this privilege, it is the parent's obligation to provide official notification in writing to the Registrar. Mailings and student information are directed to the custodial parent.

DANCES—ACTIVITIES

Dances sponsored by school organizations are usually held in the school gym. Smoking and use of alcohol, drugs, or look-alike drugs are forbidden. Students and/or their friends, who appear to be under the influence of alcohol or drugs, will not be permitted entrance. Beepers and cellular phones should not be brought into the building. The above guidelines also apply to prom, ring ceremony, and all school-sponsored activities. **Students must be in attendance the day of a dance or in the case of Junior /Senior Prom the day before.**

Students/Guests are to dress neatly and modestly and behave courteously at all times. No tickets are sold at the doors. Guests must present their I.D. cards with the ticket. Maria students are advised to lock their purses in their gym lockers.

Students/Guest who arrive later than *one hour after* the beginning of the dance will not be permitted to enter. No one may re-enter the dance once they have left.

DAYS OF SPIRITUAL RENEWAL

ALL students, according to divisions, will participate in spiritual renewal each year. During this time there are no classes for students involved in these exercises. **Absence for any reason from these days of renewal will NOT be excused.** Students will make arrangements with the campus minister to make up these days. Senior Retreat is a graduation requirement. KAIROS retreats are offered to seniors. (See the campus minister for more information)

ELEVATOR PASS

A student who is physically challenged and needs to use the elevator will request a pass at the first aid station. The elevator pass will be issued for one day only and will not be reissued without a doctor's note. Students using the elevator are requested to stop at each floor going up or down.

ELIGIBILITY

An Eligibility Board of faculty and administration will convene as needed to review the circumstances surrounding the eligibility status of a student.

1. Extra-curricular activities

Students, in order to play on any team or participate in any extracurricular activity, must meet the six conditions below:

- a. Have a satisfactory academic record. (no F's on grade sheet)
 - b. Have a good attendance record. (no written warnings)
 - c. Have a good behavioral record. (no outstanding detentions)
 - d. Have a,b, and c (above) approved by the office.
 - e. Any student short credits is not eligible to participate in athletics.
 - f. Students must be covered by accident insurance for a 24-hour period day, that is, protection while in school, traveling directly to and from school, participating in any school organized activity outside of school hours, and traveling to and from games.
 - g. **Students must be in attendance the day of an activity or game to participate.**
- ### *2. Officers of Classes or Organizations*

Students who run for office and/or are elected must maintain:

- a. a satisfactory academic record passing all subjects and maintain a 2.0 GPA.
- b. a good attendance (no written warning) and behavioral record.

Disrespect towards a teacher, being on probation, classroom dishonesty, a suspension from class(es) /school, special exclusion-such as but not limited to financial or pregnancy at any time of the year disqualifies a candidate and/or relieves an officer from her office.

Students should consult with moderators for any specific eligibility requirements of that class or organization. Should a student be elected to office in two different organizations, the moderators will meet with administration and the student to discuss and decide whether it would be feasible for the student to hold both offices. Athletes should consult Athletic Handbook for specific rules and regulations.

EMERGENCY DRILLS

◆ FIRE DRILLS

Fire drills are held at stated intervals as required by law and in cooperation with the Fire Marshal's requests. Every fire drill must be taken seriously; misconduct or failure to cooperate during these drills may result in injuries or loss of life. When the alarm sounds, everyone must evacuate the building immediately. Silence is maintained throughout the drill—leaving and returning.

◆ *TORNADO WARNINGS/DRILLS.*

When a tornado warning is in effect or a tornado drill is called, the announcement will be made over the P.A. system, or the bell will be rung in a staccato manner. Students will proceed to assigned places. The entire third floor must be evacuated. All doors should be left open. The “all clear” signal is a long ring of the school bell. Students return to class in silence.

◆ *CRISIS DRILL.*

An evacuation drill would likely begin as a fire drill with directions to relocate to the Motherhouse. It would be signaled by a siren or an announcement. A lock-down may be called to ensure student safety. In such a case all students are located in a locked area, following teacher directives away from doors and windows. It would be signaled by an intermittent tone or an announcement.

ENGAGEMENT

Students are not to make any public announcements of their marriage engagement while still attending Maria High School.

FINAL EXAMS

If you miss taking final exams due to an “excused absence” or for financial reasons the following procedures will be followed:

The guidance counselors will administer all missed exams on this schedule:

- **The students must begin taking their exams on the first day they return to school.**
- **Exams will be given in the same sequence as the final exam days. Periods A-I**
- **On the 1st day students return they will be given Period A exam at 7:00 AM and Period B exam after school at 2:50 PM.**
- **The following day the students will be given Period C exam at 7:00 AM and Period DE/EF after school at 2:50 PM.**
- **The rest of the exams will follow this same schedule until all exams are finished.**

FINANCIAL ASSISTANCE

Maria High School has a limited amount of financial funding to offer tuition awards to qualified students whose families demonstrate financial need as determined by Catholic School Tuition Assistance Application (CSTAS). Applicants must also complete Maria High School Application for Tuition Assistance and Scholarship to be considered for tuition awards. A student must be in good academic and disciplinary standing to be eligible for any award. Applicants must also demonstrate a good payment history and not be in arrears on current year’s tuition. Applications are available each year in the Business office and must be submitted annually by the date indicated. After Maria High School’s Scholarship Committee completes a review and evaluation, the Business Office will provide a report indicating eligibility and amount of the award. A letter of notification will then be sent to each family during the month of April. Students with past due tuition cannot receive their award until such time as their account is current. Tuition assistance awards are applicable to tuition only and are applied to the tuition account on a quarterly basis.

FINANCIAL RESPONSIBILITIES

The operation of Maria High School is privately funded; therefore, tuition financial obligations are crucial to its smooth operation. We believe that our tuition payments are an investment in your child’s education and religious formation. The Maria High School Board of Directors annually approves by December the tuition and fees for the upcoming academic year based on recommendations made by the Finance Committee. It is the responsibility of the School Board to ensure that adequate financial resources are available for the school and that enrollment is available and as affordable as possible to student’s families.

Tuition

Tuition for the 2009 – 2010 academic school year is \$6,800. There are four basic payment plans

available. Tuition payments will be received and processed through Tuition Management Systems (TMS). TMS is the contracted provider for Maria High School for administering these plans. The tuition plans are as follows:

Full Payment (One Payment) – The entire Tuition is due on or before July 1st. A discount of \$400.00 applies.

Semester Payments (Two Payments) – One half of the tuition is due on or before July 1st and the other half is due December 1st. A discount of \$100.00 applies for each payment.

Quarterly Payments (Four Payments) – Four Quarterly payments are due on or before the 1st of each month beginning in July, October, January and ending in April.

Monthly Payments – (10 payments) – Monthly payments are due on or before the 1st or the 15th of each month, depending on your choice, beginning in July and ending in April.

Late Payments & Fees

Quarterly and monthly payment plans will be charged an annual management fee of \$45. All payments are due on the selected due date. A late fee of \$35.00 will be assessed if payments are not received by the date due. All families are responsible for meeting their tuition obligation to Maria High School on a timely basis. Should you have difficulty in meeting your tuition obligation, it is your responsibility to notify TUITION MANAGEMENT SYSTEMS.

Tuition Delinquency

Any families whose account falls 60 days in arrears and has been unwilling to make alternative arrangements are subject to "Financial Suspension". Students will have their report cards held and may be removed or restricted from all or some extracurricular activities as deemed appropriate (e.g. dances, class trips, sports, club activities and receipt of yearbook). All student accounts must be current for the first semester by November 30th and the second semester by March 31st to avoid "Financial Suspension".

When "Financial Suspension" is imposed, the student will be asked to leave school until satisfactory arrangements or payments have been made on outstanding tuition and fees. Students will not be allowed to take their final semester exams and no official school records will be released for any student until acceptable financial arrangements are completed. Any senior with tuition or fees due will be denied participation in graduation ceremonies.

Financial Aid and Financial Scholarships are in high demand, very limited and come with commitments and stipulations by Maria High School donors. They are based not only on financial need and hardship but on the family's payment history with Maria High School. Your financial award is a valued resource and can be terminated in the event of "Financial Suspension".

Registration Fee

First year Maria students will be required to pay a non-refundable registration fee of \$400, returning students require non-refundable registration fee of \$200. Your registration payment will be credited to your 2008-2009 Tuition. Incoming students will pay their fee at time of freshman registration, March 7, 2009. Returning students should pay their registration fees prior to completion and return of their course selection form, but not later than March 15th when your "Tuition Management System Agreement Form" is due. Academic schedules for the following year will not be provided if this registration is not completed. ALL REGISTRATION FEES ARE NON REFUNDABLE.

Late Registrations

Families registering after July 1st are expected to fulfill their tuition and registration obligation according to the tuition policy stated above. Special arrangements can be made with the BUSINESS MANAGER under certain financial circumstances.

Refunds

Registration of students commits the school to contractual obligations for teachers and other resources and therefore, students who withdraw from Maria High School will be responsible for the full tuition of the current or upcoming quarter of the school year depending on the withdrawal date. Refunds will be issued within 30 days of request based on overpayments. Tuition is required for

any quarter in which a student is registered regardless of the number of days attended. Refunds will be issued only for those quarters where there was no attendance providing an official request for transfer or withdrawal has been received within 30 days prior to the start of the quarter. Annual Scholarships or Financial Aid or other Awards will be adjusted based on Quarters registered and paid at time of withdrawal.

FUNERAL OF STUDENT'S PARENT

Upon the death of a student's parent, the class moderator may approve representatives from the class to attend the funeral with these procedures:

- a) Student brings letter from parent granting permission to the moderator.
- b) The class moderator approves the letter with her signature.
- c) Final permission is granted by administration.

The homeroom teacher then signs the letter and other teachers who should be notified then brought to the office.

HARASSMENT

Harassment, hazing or intimidation of any student is considered a serious violation and contradicts the mission and philosophy of Maria High School. Harassment or bullying includes but is not limited to: any behavior that is cruel, humiliating, abusive, or personally offensive to another. Maria High School will not tolerate any action which may be considered racist, culturally offensive or discriminatory. A student participating in such action will receive serious consequences which may include probation, suspension and/or expulsion.

HEALTH RECORDS

All new students must submit required health exams, dental exams and immunization requirements **by the first day of the school year** or a schedule of appointment must be presented. If not, the student may be excluded from school until the health record or a statement from the physician or dentist for an appointment is presented. These days are recorded as part of the student's record and are subject to disciplinary action. The exclusion date for students not in compliance is October 15th.

HOME STUDY

Since students receive assignments in each subject they take, they are expected to spend time in studying each night before a school day. Homework is not to be interpreted merely as written work, but assignments of review and reading. No student should leave Maria without books.

HOMEROOM/ADVISORIES ORGANIZATION

At the beginning of each school year students are assigned to a particular homeroom presided over by a homeroom advisor. Various school and home communications are sent home each Thursday through homeroom.

LOCKERS

The school will not be responsible for any student property that is missing or damaged. Lockers are to be kept locked at all times, and combinations kept a SECRET. Students are not permitted to go to lockers during class time for any reason. Since lockers are the property of Maria High School, they are subject to inspection by administrative personnel at any time. Slamming lockers is a disturbance and should be avoided. **Large sums of money should not be left in lockers.**

LOST AND FOUND ARTICLES

Lost articles are brought to the Main Office, and may be claimed upon proper identification. Lost money, keys, or any valuable articles are brought to the main office. Gym articles are brought to the gym. **The school is not responsible for lost or stolen articles.**

MARRIAGE POLICY

The Roman Catholic Church teaches that marriage is a comprehensive, interpersonal sacramental relationship that requires significant maturity of judgment. In order to reflect the Church's concern that marriage not be entered into without the ability to fulfill the demands of the marital covenant relationship, Maria High School believes that it will best serve its students and the Church by maintaining itself as a school for single female students. Cultural and social mores, which historically have supported marital stability in society, can no longer be presumed. Further, there is a widespread social philosophy that no longer supports the idea of a committed, lifelong marriage. Taking cognizance of the current social milieu and the Church's teachings on marriage, students who have chosen marriage or any form of cohabitation, may not enroll at Maria High School. Further, any student choosing to do either will not be permitted to continue her education at Maria High School. In keeping with the Gospel teachings of Christ, the student will receive assistance and counseling that will be beneficial to her.

PASSES

A classroom pass must be used by students to leave a class to go elsewhere in the building. A wooden pass may be used by classroom teachers and must be returned to the sending teacher promptly. Hall passes must be signed with the date and time by approved personnel and be visible in the halls.

PREGNANCY

Maria High School's pregnancy policy and guidelines are intended to encourage our students toward acceptable Christian behavior that will help them become the best that they can be, even if, as in other areas of one's life, this requires great self-discipline. However, if a student does become pregnant, she or her parents must notify the administration and comply with the school's pregnancy policy and guidelines. In keeping with the Gospel teachings of Christ, the pregnant student will receive compassionate assistance and counseling during this period. Options that will be beneficial to her individually and to Maria will be considered. In light of Christian teaching, abortion is not an acceptable option. If it comes to the attention of the school that a student has had an abortion, counseling will be required and the student may be asked to leave Maria. Maria High School Pregnancy Guidelines are available on request from a counselor or the principal.

PUBLIC TELEPHONES

Telephones may be used before and after school and during the student's lunch period while she is in the cafeteria. Courtesy demands keeping the call short when others are waiting for the phones. Please do not request phone messages be delivered unless there is a serious emergency. Students will not be called out of classes to come to the phone.

SCHOOL SUPPLIES

Please wait to purchase school supplies until the student meets with her teachers. An official Maria High School pencil case will be supplied to each student. No other pencil case may be used. Replacement pencil cases must be purchased from the Maria Book Store.

STUDENT I.D. CARDS

The student **MUST** keep I.D. cards taken annually during her four years in attendance. There is a charge of \$5.00 for replacement of lost cards.

TEXTBOOKS

All books supplied by the school are school property. They should be covered and handled with care. Students' names and homeroom numbers should always be placed on the cover of each textbook. A student who loses or damages a book will pay the costs.

VISITORS

All visitors are expected to report first to the office. No one is permitted to visit the cafeteria, classrooms or walk through the school at any time without a VISITOR'S badge. This pass is obtained from the office.

Students never open exit doors without authorization to permit strangers into the school building. Students who leave the building before dismissal and those at dismissal who encounter a person at the door must direct the person to the main entrance or to the visitors' entrance at the rear of the building.

SHADOW DAY GUESTS

A Maria student who wishes to invite a guest to attend classes with her for a day must be aware of the following regulations:

- ◆ Permission to have a guest must be presented in writing, along with a letter from the parent/guardian and principal of the grammar school, to the **Director of Admissions** prior to the day of the visit. The letter must state the visitor's name and school.
- ◆ Guests need to be prospective students and thus be an appropriate age.
- ◆ Guests are generally prohibited on out of uniform days.
- ◆ The guest will be expected to appear in appropriate attire and be cognizant of proper conduct at Maria.

WORK PERMITS

Students needing a work permit must meet with the guidance counselor.

V. MARIA REGULATIONS & DISCIPLINE POLICIES

TEN EXPECTATIONS OF EVERY YOUNG WOMAN AT MARIA

1. Respectful Christian attitude toward herself, staff, students, and all members of the MARIA community.
2. Serious concern for studies and effective use of time.
3. Conscientious attendance and punctuality.
4. Proper and neat attire at all times.
5. Loyalty to Maria by her spirit of cooperation.
6. Ladylike behavior in action and speech at all times and places.
7. Responsible use of school property and materials.
8. Abide by all school rules, regulations, policies and procedures including but not limited to smoking, alcohol, and drugs.
9. Friendly and courteous concern for all.
10. Respect and obedience for all rules and regulations at Maria.

MAJOR OFFENSES

1. Disrespect for staff and others—verbal or otherwise. This includes open defiance to any teacher.
2. Truancy from school or class or absence under false pretenses.
3. Using offensive, vulgar, disrespectful or obscene language.
4. Fighting (physical altercation).
5. The posting of inappropriate things on the internet from home or school.
6. Verbal altercation.
7. Possessing, selling, or being under the influence of drugs or alcohol.
8. Smoking on school property or in the vicinity of school or while in school uniform.
9. Disregard for school policies, procedures, or authority, including regulations such as the dress code.

10. Intent to do bodily harm to another.
11. Damaging school property or the property of others.
12. Dishonesty

Any student guilty of any of the above offenses assuredly jeopardizes the likelihood of the student receiving an invitation to return to Maria High School for the following year and may experience immediate dismissal.

DISCIPLINARY PROCEDURES

To foster an atmosphere of learning and Christian community, all students are expected to behave in a responsible manner in all school related situations. Behavior unbecoming a Christian young woman reflects poorly on Maria High School. Students represent Maria High School. Therefore they are expected to act in a responsible, mature, dignified and disciplined manner in all situations. Any behavior in or out of school that jeopardizes, compromises and/or damages/defames the name or reputation of Maria High School may subject students to disciplinary action.

A student who learns discipline develops self-control, character, orderliness and efficiency, which are the foundations of Maria's educational structure. Discipline is the key to mature behavior and proper consideration and respect for self as well as others. The use of corporal punishment is not approved of and is not practiced at Maria High School.

ALCOHOL AND DRUGS

The use or possession of alcoholic beverages, drugs, look-alike drugs, or associated paraphernalia is prohibited at all times on school premises before, during, or after school hours. Such use or possession is also prohibited at school-sponsored functions off school premises. Any student who appears to have consumed alcoholic beverages, used drugs or used look-alike drugs, or any student who brings, passes, or is in possession of such contraband on the school premises or place of school-sponsored functions will be subject to disciplinary action.

BEEPERS-PAGERS-ELECTRONIC DEVICES-CELL PHONES

Students are not permitted to have beepers, pagers, or cellular phones on their being while in the building. Cell phone accessories are also prohibited. This includes any school-sponsored activities, such as dances, plays, proms, etc. Any such devices that are seen will be confiscated. The beepers, pagers, and cellular phones are not permitted for students or **GUESTS** at these activities. **Students in violation of this policy will be subject to disciplinary action, including but not limited to confiscation of phone and a Saturday detention.** Chicago City Ordinance #8-4.058 makes it unlawful for any person to use or have such devices while on school property. Laser pointers are also not permitted.

Cell Phone Policy

- 1st offense Cell phone confiscated, after school detention. **Cell phone not returned until detention served.**
- 2nd offense Cell phone confiscated, Saturday detention. **Cell phone returned the next school day after detention is served.**
- 3rd offense Cell phone confiscated, Saturday detention. **Cell phone not returned until end of school year.**

BEVERAGE CONTAINERS

Students are not to have in their possession any glass containers. Refrigerated water fountains are available in various parts of the building, including the cafeteria and gymnasium. Soda and juice machine are located in the cafeteria. Soda cans may be brought in with a student's lunch. **Other beverage containers are generally not allowed in the building.**

CLASSROOMS

No food is ever brought to the classrooms. At no time are students permitted to lean out open windows or shout to persons outside the building. Radios, recorders, and playing cards are not to

be brought to any class or to the cafeteria during school hours. To leave a classroom, a student must sign out and be in possession of a **HALL PASS** issued by the teacher.

CORRIDORS AND STAIRS

Conduct in the halls and on the stairs should always be orderly and respectful of others. Shouting, screaming and running in the halls are not permitted at any time. Traffic should generally keep moving to the right. Students are not to congregate in corridors or on stairways since this interferes with moving traffic. To respect the learning rights of others, students should observe quiet behavior in the corridors and on the stairs when other students are in class, especially during the lunch period. Neither the gym balcony nor the cafeteria is used as a thoroughfare.

DISHONESTY

Cheating on homework/quizzes/tests, forgery, or other forms of dishonesty in earning academic grades is a serious offense which results in a failing grade on the quiz/homework/test. Other disciplinary action may also take place as appropriate. The student also forfeits the opportunity to recover the grade. The quarterly or semester grade may be lowered in proportion to the importance of the test or paper. Plagiarism is included as part of this policy.

DRESS CODE

The school maintains that there is some correlation between the way students dress and their attitude toward school, and their conduct in general. Neatness in the clothing and appearance of the student should reflect a certain personal dignity and respect for oneself.

On school days, each division wears a distinctive uniform. These uniforms are to be clean, neat, and in good condition and no way altered from their original style. The skort hem should **at least** touch the top of the knee. **If any student defaces her uniform, she will be required to replace it with a new one.** Also, if the appearance of the uniform is a disgrace to the student and school, the student will be required to purchase another one. **Uniform skirts and pants must be buttoned and zippered at all times. Students are not permitted to wear shorts or slacks of any kind under their pants.**

Items such as but not limited to: jackets, t-shirts, sweatshirts, hats, head wraps, scarves, hair nets may not be worn. Any other apparel, accessories, body decorations, tattoos, body piercing is strictly forbidden and **MAY NOT BE WORN IN SCHOOL.**

UNIFORM

◆ **BASIC UNIFORM.**

All students must wear the uniform to and from school. Jeans and sweatpants are not permitted.

All uniforms are from Schoolbelles Uniform Company and consist of:

- **Seniors and Juniors:** Black plaid Skort or Pants & Black Monogrammed sweater.
- **Sophomores and Frosh:** Black plaid Skort or Pants & Navy/Black Monogrammed sweater.

The skort hem should **at least** touch the top of the knee. The long or short sleeve sweater can be worn at all times from Oct. 1st to May 1st.

POLO SHIRT: The shirts are from Schoolbelles Uniform Company. If purchased elsewhere, they **MUST** be of the same material, color, and style.

COLOR: Seniors - light blue Sophomores - yellow
Juniors - pink Frosh - white

Only white turtle neck shirts or plain white t-shirts may be worn under but not in place of the uniform polo shirt. **No other shirt styles or colors are to be worn under the uniform shirt. Long sleeve shirts may not be worn under short sleeve uniform shirts.**

◆ FOOTWEAR

1. **Stockings:** Socks, knee-highs or tights must be worn by students at all times. **Socks must at least be above the ankle.**
2. **Regulation Shoes:** For safety measures and to reduce noise level, only low, flat-heeled oxford style shoes (with heels no higher than one inch) made with soft crepe, soft rubber or polyurethane soles may be worn. The shoes should be in solid colors of dark brown, black or navy.

Boots, sandals, backless shoes, flipflops of any kind are not allowed. Students reporting to school with non-regulation shoes will be required to purchase the correct shoes and are subject to disciplinary action.

◆ OTHER CLOTHING AND ACCESSORIES

1. **ID's. ID's must be worn at all times.** For better social relations and identification purposes, students wear an ID on a lanyard around their neck. No student, under any conditions, is ever to wear another student's ID. **ID's should not be defaced.** Violation will result in disciplinary action.

Lost ID. If the ID is lost or defaced, the student must immediately order another one in the office for \$5.00. Her receipt worn on the sweater will replace the ID until she receives it.

2. **Jewelry.** The student who really respects herself and others shows this in her personal appearance. To help students develop a good taste in dress, the following rules are necessary: Excessive and inappropriate jewelry is out of place with any uniform. **Tiny and or appropriate earrings** and small rings may be worn. **Large hoop earrings are not acceptable. They are a safety issue.** Engagement rings, boys' school rings, **MAY NOT BE WORN IN SCHOOL.** Any other apparel, accessories, body decorations, **tattoos, body piercing is strictly forbidden and MAY NOT BE WORN OR SHOWN IN SCHOOL.** **Students do not carry purses with them during class hours—including the lunch period—but may carry the Maria H.S. pencil case.** No corsages, buttons, or other decorations may be worn on the uniform. School pins may be worn on the sweater.
3. **Hairstyles.** Appropriate hairstyles, hair colors and hair accessories for the school setting are to be worn. These are styles that enhance rather than distract. Haircuts/styles like "alternative," "shaved", etc. are inappropriate.
4. **Maria Wear Days.**

All Maria Wear days must be approved by the Dean of Students. On Maria Wear days, students have the option to wear their uniforms. An announcement of the appropriate and permitted attire is made prior to the Maria Wear day. Attire such as but not limited to: mid-drift/crop tops, shorts, low cut tops or tank tops are never allowed. Students must always be properly covered from shoulders through mid-thigh. ID's are always worn. In order to avoid accidents, shoes worn on these days should be safe and comfortable. No sandals or flip flops are allowed. On Maria wear days students may wear official Maria shirts, uniform sweater with uniform polo shirts or physical education/athletic attire. Scarves, hats or other kinds of head coverings are **never** allowed.

5. **Out of Uniform.**

If the rules do not mention a particular kind of clothing or accessory, it is understood that it may not be worn. **If in doubt, don't wear it.** If a student for some grave reason is not in full uniform, **she must obtain an out-of-uniform pass from her homeroom teacher before classes start and wear it all day.** The pass must be dated and signed by the teacher, and worn open—unfolded. This will eliminate the need for questioning by teachers as to the student's attire. This pass does NOT permit a student to wear a sweater or sweatshirt of different color or style than that mentioned. These passes are returned to the homeroom teacher at the end of the day. The homeroom teacher keeps a record of the offenses.

6. Dances / Activities.

Students must always be properly covered from shoulders through mid-thigh. Students not following proper dress guidelines will be denied admission to these events.

7. Enforcement of Dress Code.

A period teachers are primarily responsible for enforcing the dress code. All teachers should also issue out-of-uniform passes. A student requesting a third out-of-uniform pass, and any more after that, receives a detention. Students who are out of uniform will be required to rent one from the Dean. Rentals are \$1.00 per item. The Dean of Students will discipline those who persist in being out of uniform. Time spent in correcting the problem will be made up in detention.

ELECTRONIC DEVICES

Electronic devices, such as but not limited to, CD players, IPODS, cassette players, MP3 players etc. are not allowed. If brought to school they must be locked in your locker for the day. **If you are caught with an electronic device it will be confiscated and not returned until the end of the school year.**

FIGHTING (VERBAL OR PHYSICAL)

Fighting is a major offense. Fighting will warrant disciplinary action. All students involved will be suspended and/or expelled. The school recognizes that interpersonal conflicts may occasionally occur. However, students are expected to display respect for one another and their teachers, to talk through misunderstandings and seek adult intervention/ mediation. Students who are having difficulties with each other should seek mediation/conflict resolution through counselors and/or the Dean.

FORGERY

Any student who falsely signs the signature of a parent or teacher, will be subject to serious disciplinary action. Please refer to consequences for dishonesty, which is considered a major offense.

GANG AFFILIATION

Any student found or suspected of being affiliated with a gang, openly representing a gang by use of hand signs, drawing of symbols on school property or in school books, etc. to other students, recruiting new gang members or conducting any other gang activity while in school or while participating in or attending a school sponsored function, shall be subject to disciplinary action which may include expulsion. **Gang activity will not be tolerated at Maria.**

GUM CHEWING

Gum chewing is not permitted in the building at any time. Careless disposal of gum in drinking fountains, on furniture, and floors is unsanitary and inconsiderate. Monetary fines may be imposed by teachers for this offense, and given to a worthwhile cause, such as the missions. Continued offenses warrant other disciplinary action.

INSUBORDINATION

Our school environment is established for optimum learning and achievement and to ensure safety. To foster this atmosphere of learning and Christian community, all students are expected to behave in a responsible manner in all school related situations. Insubordination is any action(s) of a student that interferes with and/or disrupts a positive school environment. A student is considered to be insubordinate when in violation of school rules, regulations, policies and/or procedures or when persistently troublesome, habitually unruly or uncooperative. Misconduct includes but is not limited to disruptive behavior, disobedience, disrespect or defiance.

INTERNET USE

Unauthorized use of the Internet is strictly prohibited. Unauthorized use includes but is not limited to the following offenses:

- ◆ Display or communication of inappropriate graphics or messages (including e-mail & chat

rooms)

- ◆ Use of obscene or offensive language
- ◆ Use of materials for purposes other than education research or study
- ◆ Violation of copyright laws
- ◆ Using, tampering with, or accessing another's files, folders, or records
- ◆ Use of another's password
- ◆ Damage to computer hardware or software
- ◆ Downloading of programs or unacceptable material
- ◆ Loading or duplicating software without permission
- ◆ Failure to report suspected virus or repair issues in a timely manner
- ◆ Disclosure and usage of personal information

Misuse of the Internet can result in disciplinary action that may include but not be limited to loss of access privileges. Legal authorities may be contacted if appropriate.

LANGUAGE

Language unbecoming a Christian young lady is not tolerated within the building, on the street, or on the bus. Such behavior reflects disrespect for the student herself and lack of consideration for others who may be offended by obscene or vulgar language. Offenders are subject to disciplinary action. Students with pornographic material in their possession are subject to disciplinary action.

SCHOOL PROPERTY

Care of school property is a matter of every student's responsibility. A spirit of pride in the beauty of the school will prompt every student to contribute her share in keeping halls, stairways, and washrooms clean. Damage resulting from carelessness requires restitution. A student defacing school property will be punished according to the seriousness of the damage, even to the point of expulsion. If students find anything out of order, they should report it to the main office immediately.

SEARCH AND SEIZURE OF ILLEGAL CONTRABAND

Students are not to bring articles that are hazards to the safety of others or in any way interfere with school procedures. The school retains the right to and will search and seize alcohol, drugs, look-alike drugs, weapons, and other contraband when there is any belief that such contraband is in the possession of a student. Such possession is in violation of the policies, rules, and regulations of the school. Students who possess such contraband will be subject to disciplinary action.

The school will cooperate fully with the police and other government authorities.

SMOKING

Smoking in a public building, such as school, is a definite fire hazard. **Smoking is not permitted at anytime in the school, on the school grounds, in the vicinity of the school, to and from school, on the buses, or whenever students travel as a school group.** Students are not permitted to carry cigarettes into the school. Students in violation of this policy will be subject to disciplinary action.

STEALING

Stealing is viewed as a very serious offense. Any student caught stealing, or any student with stolen items found in her possession or in her locker, will be subject to disciplinary action. Restitution for all stolen items must be made.

TEACHER'S DESK

The teacher's desk is her/his domain. Students must respect the right of privacy of each teacher. No messages or materials of any kind are to be removed from the desk without the teacher's per-

mission. Student in violation of this policy will be subject to disciplinary action.

TRUANCY

A student is considered truant when she is absent from school without the knowledge and/or permission of her parents/guardian, has run away from home, and/ or is not present under false pretenses. This offense warrants disciplinary action. Unauthorized absence from class (cutting class) is also classified as truancy and is subject to disciplinary action.

The office personnel, first aid personnel, or a teacher must authorize ALL absences from a class. Parents will be notified of a student's truancy.

Teachers are under **NO** obligation to tutor, to give make-up work/assignments or make-up tests/quizzes to the student. The truant student should expect to take a failure for the work and tests missed.

Any student who is truant for three consecutive school days, or commits a second offense of truancy any time during her enrollment may be dismissed immediately.

WEAPONS

Possession, use, control or transfer of any objects or material that are commonly used to inflict bodily harm can lead to the immediate expulsion of the student. Student possession or use of objects or materials commonly designed for self-defense and/or "look alike" objects will be considered weapons and are also prohibited. Possession or use of these items will result in severe disciplinary consequences, including possible expulsion.

VI. MARIA DISCIPLINARY CONSEQUENCES

DISCIPLINARY ACTION

Students who have committed any serious offense, are in violation of school rules, regulations, policies and/or procedures or who are persistently troublesome, habitually unruly, uncooperative or refuse to improve behavior after repeated intervention, **WILL SERIOUSLY JEOPARDIZE THE LIKELIHOOD OF RECEIVING AN INVITATION TO RETURN TO MARIA.**

Any or all of the following disciplinary actions may be imposed separately or progressively as the situation indicates: Expulsion, Probation, Suspension, Detention(s), loss of privileges.

ACCUMULATION OF DETENTIONS

- **Any student who receives 30 hours of detention will be asked to leave Maria High School immediately.**
 - After school detentions = 30 minutes
 - Saturday detentions = 3 hours

AFTER SCHOOL DETENTION

Detention period is a time when a student is assigned to stay after school hours or other times for any infractions of acceptable student behavior. A detention may be assigned to a student by any faculty member for misbehavior, tardiness, unacceptable absence, or any other transgression of a rule. If a student is to serve a detention, she is to report to the assigned detention area by the designated time. **Students are not excused from serving their detention because of after school employment, or being a bus rider.** However, when detentions exceed fifteen minutes, students may be given one day's notice so they may make other arrangements for transportation home. Students who consistently warrant after-school detentions will be assigned lengthier detentions, including but not limited to Saturday detentions. **Failure to report to an after school detention may result in a Saturday detention.**

DISMISSAL FROM CLASS

If a teacher finds it necessary to send a student out of class because of her disruptive behavior, disobedience, disrespect, or defiance, the student will report immediately to the **main office personnel.** No student is to stand in the corridor. The Dean of Students will take action only after the

teacher presents the problem to her. If the student repeats this type of conduct, the parents will be informed by the teacher and the student is subject to disciplinary action.

SATURDAY DETENTION

A Saturday detention is issued and scheduled through the office of the Dean of Students. Procedures are given to the student when the detention is scheduled. There is a \$5.00 supervisory fee for each detention. **Failure to report to a scheduled Saturday detention may result in a second Saturday detention being issued or the student will lose the right to return to Maria classes until a parent or guardian meets with administration.** Additionally, any student who does not report for her scheduled Saturday detention will be required to pay a \$10.00 rescheduling fee. Students will spend their Saturday detention either doing schoolwork or physical labor, ie: cleaning outside or inside school.

LOSS OF PRIVILEGE

Violation of any school rules, regulations, policies and/or procedures, may result in a student forfeiting privileges.

Attending/participation in events such as but not limited to: class dances, athletic teams, drama performances, Ring Ceremony/Dance, Prom, Senior Farewell, Graduation Ceremony, Awards Assembly, holding office are **privileges earned by our students, not rights automatically guaranteed to them.** Privileges are earned by **daily** cooperation with school authorities, school rules, regulations, policies and/or procedures and maintaining good attendance/tardy records.

PROBATION

Probation is defined as a conditional enrollment during a trial period. A student placed on probation has shown that her attitude(s) towards self-discipline, rules, regulations, policies and/or procedures are deficient. Should the student show no willingness to improve or should she violate the probation, she will be asked to pursue her education elsewhere.

SUSPENSION

Suspension is a school-enforced absence used to correct disobedience of school rules. Parents are informed when a student is suspended. School authorities will determine the length of suspension and whether the penalty will be fulfilled in school or out of school. During an in-school suspension the student studies at school isolated from her class. The student will be readmitted to classes only after parents and administration have agreed upon a satisfactory solution for her misconduct. All appointments with parents are scheduled during school time. Time and schoolwork missed during suspension period may be required to be made up on Saturdays. The suspension includes exclusion from all school activities. Consequences of Suspension may include but are not limited to disciplinary probation and Saturday detention.

EXPULSION

A student may be expelled from school for the violation of any of the school rules, regulations, policies and/or procedures. Expulsion is a permanent dismissal from school. The determination to expel a student is made only after there has been an exchange of information from all parties involved and careful consideration as to the disposition and the seriousness of the violation. **School authorities may expel a student for conduct in or out of school that jeopardizes the reputation or well being of the school when the student's identity with MARIA is evident.** This may include moral or civil offenses.

An expulsion review permits a parent/guardian or student to appeal an expulsion decision. The student and her parents will meet with an administrator and selected staff members. The principal approves the final decision.

VII. MARIA SPECIAL SERVICES & ORGANIZATIONS

SPECIAL SERVICES

◆ **CHAPEL**

Students are welcome to participate in the Eucharistic Liturgy daily with the Sisters. The quiet atmosphere of the chapel is conducive to prayer. Please refrain from loud talking in the corridor outside the chapel.

◆ **COMPUTER CENTERS**

Two computer labs are devoted to computer instruction. These labs accommodate approximately 25 students each and are a networked PC environment. One computer lab is the school's multi-media lab with 30 computers, a scanner, and several printers. This lab is devoted to integrating technology across the curriculum by serving other academic courses. This lab is also available for independent student use before and after school.

Individual classrooms are wired for network access, including the Internet. Some classrooms are equipped with computers on the network while other classrooms have been assigned stand-alone computer set-ups for designated purposes. Mini-labs exist in specified areas such as the reading resource areas, the art room, and the journalism room. Laptop checkout is available to students through the Library.

◆ **DEPARTMENT OF COUNSELING AND GUIDANCE**

The Guidance department is located on the North end of the second floor. The Counseling and Guidance Program is designed to empower students so that they may develop to their fullest potential.

Each year students are scheduled for individual conferences. In addition, students are encouraged to seek advisement in academic, personal, college, and career issues. Students are scheduled to meet with a counselor at the time of Course Selection. Classes are chosen based on student abilities and goals.

The Guidance Library contains college catalogs and guides, career information, test registration materials, and scholarship and financial aid information. Students may use the Guidance Library by appointment.

◆ **HEALTH SERVICES**

A first aid station is available to students who become ill or need first aid during the school day. This office is on the ground floor near the Visitors' entrance. Use of this office for resting is limited to serious illness. Students who have a serious health problem must report their problem to the first aid personnel.

All medications, prescription and non-prescription, **MUST** be left in this office. First aid personnel will not dispense any medication to any student without permission from the parent or doctor of the student and dated for the current school year.

The parent must provide special needs such as wheel chairs, crutches and book carriers on wheels. There will be yearly updating of each student's immunization record in order to comply with the Illinois Department of Health regulations. Notices of free health screenings in the community will be sent home with the student.

◆ **INSURANCE**

Student insurance is available at a very nominal cost at the beginning of each school year. A student having insurance files an accident report with the school first aid personnel whenever the student sustains an injury. The first aid personnel gives the injured student a complaint form to be completed and submitted to the insurance company. All students engaged in active extra-curricular activities must be insured for the entire 24 hours of the day during the school year.

◆ **LIBRARY/MEDIA CENTER POLICIES AND PROCEDURES**

1. The Center opens on school days at 7:00 AM and closes at 3:30 PM.
2. At no time are school bags and coats to be brought into the library. They are to be left in one's locker.
3. Admission to the Center, during class hours and lunch periods, is by pass card or library pass only, and signed by the class teacher or librarian.
4. Independent study is required in the Center; however, quiet tutoring is permitted in the Annex.
5. The card catalog file contains author/title cards to the left of the cabinet and subject cards to the right. The green cards indicate AV software. Arrangement of cards is word-by-word.
6. Each student is assigned a library ID bar code number that is retained for her high school duration. Student I.D. card must be presented when checking out books. Student's name bar must be visible on sweater/blouse.
7. Library books are for the use of Maria High School students only. They may not be taken out for persons attending other schools.
8. No books/materials are to be taken out of the library unless checked out at the circulation desk. Books are issued for a two-week period. Renewal is permissible, but only if another patron is not requesting the book. Only four (4) books are to be held by a student at any one time.
9. Books are to be returned by the person to whom they had been issued.
10. All books have an assigned place. After using books, except encyclopedias), do not reshelve them, but place them on the book cart next to the card catalog.
11. Consult the librarian if the book you want is in circulation; it can be reserved.
12. A fine of ten cents per day, per book, including weekends and free days, is charged for overdue materials. Lost books are to be reported immediately. The library is to be reimbursed for lost or damaged materials and the accumulated fines thereof. Fines are settled at the time that the materials are returned.
13. Notices for overdue books will be sent to the homeroom teacher at monthly intervals. Students have a week to clear these overdue charges. If disregarded, daily detention will be imposed until the materials are returned and the fine is cleared.
14. An atmosphere of QUIET is maintained in the library at all times.
15. Students are encouraged to seek help from the library staff whenever need arises. Suggestions for titles of materials for any particular subject matter are most welcome.
16. SIRS articles, reference books, magazines, and newspapers are to be used in the library only. A copier is available for duplicating.

SCHOOL ORGANIZATIONS

All students are urged to participate in co-curricular activities during the school year. These activities are established in accord with sound educational principles and are necessary for the complete development of the individual. Some of the clubs are subject related, while others are vocational or service clubs. Some organizations have prerequisites for membership, while others are open to all interested students. Each club is part of the larger picture—the school and its total environment and curriculum.

- ◆ **ART CLUB.** The purpose of the Art Club is to educate and uphold the appreciation of the visual arts as an integral part of the Maria High School Community. The Art Club is open to any interested students. All members will be required to attend meetings bimonthly, participate in social functions and assist with play sets and yearbook illustration. Each spring, the Art Club is responsible for the installation, publicity and reception for the Annual All Student Art Show.

This show is a juried competition, winners are chosen by professional artists outside Maria High School.

- ◆ **AUDIO-VISUAL SERVICE CLUB.** The Audio-Visual Aides Club is a service club. Members offer their services during school time and after school. The members learn how to work the projectors in the school and assign equipment to faculty for daily usage.
- ◆ **BIG SISTER/LITTLE SISTER CLUB.** The goal of this club is to make the incoming Frosh feel like a part of the Maria Community. It helps foster Maria pride and provides ways for the incoming Frosh to make the transition to high school easier. There will be a number of activities throughout the school year to build a sense of community.
- ◆ **DRAMA CLUB.** The goal of this club is to stimulate interest and to encourage appreciation and knowledge of the theater arts through various related activities involved in theatrical productions and other cultural pursuits. The Drama Club may help support the school's theatrical productions, but club members and the moderator determine specific activities, based on student interests. This club is open to all students, and no prior knowledge or experience is necessary.
- ◆ **FIT CLUB.** To explore current trends in fitness and expose the students to the correct nutrition information that can be applied to their lives, hopefully making better and healthier choices.
- ◆ **FRENCH CLUB.** The goal of the French Club is to instill in the members an understanding and deep interest in the French people, their customs, traits, and language. This is done through movies, slides, skits, reports and games.
- ◆ **GAMERS "PAR-A-DICE".** This club is for those students interested in playing or learning to play a variety of board and card games. Games include but are not limited to Chess, Pinochle, Bridge etc.
- ◆ **GOSPEL CHOIR.** Maria High School Gospel Choir aims to give thanks and praise to God through vocal prayer. Gospel Choir is open to all. Gospel Choir sings at School Liturgies, assemblies and other gatherings.
- ◆ **HISTORY CLUB** The purpose of the History Club is to foster an appreciation for history and to demonstrate its relevance to the young women of Maria High School. Members will explore history through various means including elections, books, films, competitions, guest speakers and celebrations of national holidays and events. The History club will be open to juniors and seniors.
- ◆ **MARIA HERALD STAFF.** The Maria Herald Staff publishes the student newspaper, which is received by all students and faculty every five weeks, except during September and January. Sophomores, Juniors and Seniors enrolled in Journalism I and II help plan, research, write, edit, and design the Maria Herald. Also, Juniors and Seniors who have completed Journalism I may choose to remain on the staff as an extra-curricular activity. All artwork and photography in the Maria Herald is the work of students and anyone with an interest and talent in art is encouraged to join.
- ◆ **MARIA/HOLY CROSS HOSPITAL VOLUNTEERS.** Many volunteer opportunities are available at Holy Cross Hospital. Students have volunteered in physical therapy, occupational therapy, therapeutic recreation, speech/communicative disorders, audiology, rehab-nursing, rehab-secretary, public relations, nursing, print shop, gift shop, and the information desk.
Students choose the day and the hours that they are able to volunteer. These can be after school, on weekends, and/or during the summer. This is a good experience for students who are interested in health care or in some exposure to job opportunities.
Students who volunteer 25 or more hours will receive certificates. When a student reaches 100 hours, she'll receive a pin from Holy Cross Hospital. Hours can be accumulated over four years.
- ◆ **MATH & SCIENCE CLUB.** The Math & Science Club has been organized to provide opportunities for students to become aware of the role Math & Science play in their lives, and to be-

come aware of what a student can offer to the fields of Math & Science. The Club hosts guests in the areas of Math & Science as well as sponsoring field trips related to careers in Math and Science.

- ◆ **MEDIA COMMUNICATIONS CLUB (MEDCOM).** The purpose of MEDCOM is to train members to be familiar with the technical aspect of videotape, and to instruct them in the proper care and maintenance of videotape equipment. They will also learn to "set up" and work in productions on "live" videotape projects for archival purposes. Members will also cultivate the responsibility of "live" announcements to parallel with the Channel One daily broadcast.
- ◆ **MYSTIC MESSENGERS.** The purpose of this new club is to foster a sense of pride in students about Maria High School. The pride they feel in their school will be shared with prospective students, primarily 6th, 7th, and 8th graders, who we would like to join us in the future as part of the Maria family.

The students will not only be responsible for spreading the good word about their school, but they will also participate in a series of events geared towards the promotion of Maria's students, faculty and programs.

All members will be required to perform various services that assist in the school's recruitment efforts. The members chosen to be part of this new organization were thought to be a truly positive affirmation of Maria High School.

- ◆ **MYSTIC MOVES.** This group allows students the opportunity to choreograph and perform an array of dance styles through forums as diverse as liturgies and pep rallies.
- ◆ **NATIONAL HONOR SOCIETY.** In keeping with the constitution of this national organization, members are dedicated to the promotion of SCHOLARSHIP, LEADERSHIP, CHARACTER, and SERVICE. They are expected to demonstrate these traits both in and out of school setting.

Sophomores who have maintained Honor Roll status and a G.P.A. of 3.4 or above for 3 quarters, are invited to become probationary members and must maintain a 3.3 or higher GPA. Juniors who have maintained the same for 6 quarters, and Seniors who have maintained these requirements for 9 quarters, may apply to the Moderator for probationary membership. Prior to induction to full membership, probationary members are evaluated and voted upon by the members of the Maria Faculty. Inducted members are also re-evaluated each year regarding the four qualities inherent to the organization.

The activities of the N.H.S. include a tutoring service, as well as assisting at numerous functions at Maria and in the larger community. These services are included in the annual report sent to the national headquarters in Reston, Virginia.

- ◆ **PEER MINISTRY.** Membership is open to all students of Maria High School. The purpose of Peer Ministry is to challenge students to a Christian way of life, that is, to develop minds that think as Jesus did, and wills that choose what He wants. Love, friendship, and working together, are objectives sought for in our daily living. The club sponsors various spiritual, apostolic, and social activities, including the Father-Daughter Dance, during the year. Meetings are held twice a month.
- ◆ **SEWING CLUB 1** Sewing Club 1 is for 9th graders who did not get into a clothing class. It is limited to 10 students who can make a commitment to meet every Tuesday from 2:50-3:30 after school in addition to club days.
- ◆ **SEWING CLUB 2.** Sewing Club 2 is for those students who have had Intro Clothing or Clothing I and would like to extend their skills. There will be opportunities to sew garments for yourself and/or projects for others.
- ◆ **SPANISH CLUB.** The goal of the Spanish Club is to instill in the members an understanding and deep interest in people with Hispanic & Latina backgrounds, their customs, traits, and languages. Each member will be allowed to participate in movies, slides, skits, reports and games that are related to people of other countries.

- ◆ **SPEAK YOUR TRUTH** Students provide current/interesting topics to discuss. The group will have talk sessions and more!
- ◆ **STUDENT COUNCIL.** Student Council is an important organization in the life of the school. A well-organized, active Student Council provides a valuable leadership partnership between students and their school. It creates the opportunity for students to become effective leaders, thus encouraging and influencing a positive school climate. The entire student body elects the officers, and every student has a voice through these officers. Each division has two representatives per homeroom. They attend meetings and report back to their respective homerooms students. The purpose of Student Council is to establish better understanding, closer relationships, and extended cooperation among the student body, faculty/staff and administration. Student Council also trains students in the duties and responsibilities of good citizenship. It is also involved in various school functions and offers service in the school. Maria's Student Council is affiliated with the National Association of Student Councils.
- ◆ **WEB PAGE CLUB.** The purpose of this club is to keep the Maria Web site updated with the most current school information. The Web Page Club would work with our technology people to make sure the web site is easy to manipulate and user-friendly

MARIA HIGH SCHOOL STAFF ORGANIZATION

| | | |
|----------------------------|---------------------------------|----------|
| Mrs. Wendy Lynn..... | President..... | Ext. 103 |
| Ms. Margaret M. Hayes..... | Principal..... | Ext. 109 |
| Ms. Faith L. Walls..... | Dean of Students..... | Ext. 105 |
| Ms. Nina Solava | Administrative Assistant | Ext. 106 |
| Mrs. Luz Gonzalez..... | Administrative Assistant..... | Ext. 121 |
| Ms. Kathleen Langdon..... | Institutional Advancement | Ext. 115 |
| Mr. Mario Escobedo..... | Marketing and Recruitment..... | Ext. 116 |
| Mrs. M. Avila..... | Tuition Manager | Ext. 113 |
| Mrs. E. Sandoval..... | Attendance Director | Ext. 107 |
| Mrs. G. Kostka..... | Registrar | Ext. 111 |