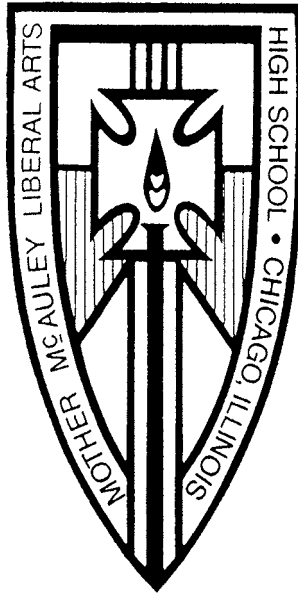


MOTHER MCAULEY HIGH SCHOOL

HANDBOOK



Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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MOTHER MCAULEY H.S.

www.mothermcauley.org

TO REPORT AN ABSENCE CALL 773-881-6518

MCAULEY TELEPHONE NUMBERS:

School Telephone Number	773-881-6500
Dr. Christine M. Melone, President/Principal	773-881-6527
Sister Lois Bromark, Vice President for Academic Affairs/Vice Principal.....	773-881-6505
Mrs. Claudia Woodruff, Assistant Principal.....	773-881-6514
Mr. Terrance M. Corcoran, CPA, Director of Finance	773-881-6507
Director of Development (TBA)	773-881-6557
Mrs. Meg Gardner, Freshman Dean.....	773-881-6500
Mrs. Jennifer Murzyn, Sophomore Dean.....	773-881-6510
Ms. Jeanne Miller, Junior Dean	773-881-6508
Mrs. Carolyn McGovern, Senior Dean.....	773-881-6509
Administrative Office FAX.....	773-881-6562
Admissions/Financial Aid/Learning Resource Director, Mrs. Kathryn Klyczek	773-881-6534
Alumnae Office	773-881-6565
Athletic Director, Mrs. Laura Jakubczak	773-881-6550
Athletic Office FAX.....	773-881-6546
Attendance Office	773-881-6518
Business Office.....	773-881-6516
Dean's FAX.....	773-881-6624
Development Office	773-881-6558
Health Room.....	773-881-6524
Learning Resource/Tutoring Program, Mrs. Julie Alvarado	773-298-8808
Little School	773-881-6545
Mac's Ltd. (Bookstore).....	773-881-6525
Marketing/Public Relations	773-881-6558
Recruitment	773-881-6511
Registrar's Office	773-881-6522
Tuition Office.....	773-881-6506

SCHOOL COUNSELING

Mrs. Laura Lundstrom, Class of 2010.....	773-881-6538
Ms. Sue Olenski, Class of 2011.....	773-881-6536
(TBA) Class of 2012	773-881-6539
Ms. Kathleen Farrell, Class of 2013	773-881-6537
Ms. Elizabeth Rozwadowski, College Counselor	773-881-6535
School Counseling Office	773-881-6540
School Counseling FAX.....	773-429-4235

PARENTS: PLEASE SIGN THE FOLLOWING STATEMENTS.

Mother McAuley High School attempts to form a community based on mutual care and respect for all members of the community. In order to provide for the needs of the young women attending McAuley, certain responsibilities must be shared by the adults responsible for their welfare. Therefore, this policy book identifies those responsibilities parents need to accept in order to help the faculty, school counseling department, and administration of McAuley continue to serve the students.

I have read through the 2009-2010 Mother McAuley handbook and understand the policies stated. I shall comply with these policies and I will urge my daughter to do so as well.

_____	_____
Student's Name	Homeroom
_____	_____
Student's Signature	Date
_____	_____
Parent/Guardian Signature	Date

Parent E-Mail Address	

INTERNET ACCEPTABLE USE POLICY

Student:

I understand the use of the Mother McAuley Internet resources is a *privilege*, not a right, and inappropriate use may result in a cancellation of those privileges. I further understand that any violation of the regulations as outlined on page 6 of this Student Handbook is unethical and may constitute a criminal offense. Should I commit any violation, appropriate school and/or legal action may be taken in addition to access privileges being revoked.

_____	_____	_____
Student Signature	Homeroom	Date

Parent/Guardian:

As the parent or guardian of the above-named student, I have read the Mother McAuley High School Internet Access and Acceptable Use Policy. I understand the Internet access is designed for educational purposes, and is a *privilege*, not a right, for my daughter. I also understand that any violation of the regulations as outlined on page 6 of this Student Handbook is unethical and may constitute a criminal offense. Should my daughter commit any violation, I understand that access privileges may be revoked; and, appropriate school and/or legal action may be taken.

_____	_____
Parent/Guardian Signature	Date

TRANSCRIPT AUTHORIZATION

I hereby give permission for the release of my (daughter's) transcript, including her college placement tests, upon her authorization, in order to apply for employment, scholarships or educational programs as specified on the transcript request form.

_____	_____
Student's Name	Homeroom
_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Signature	Date

Please detach this page and have your daughter return it to her homeroom teacher.

EMERGENCY TREATMENT

Please accept this form as my authorization to render first aid/emergency transport for the above said student for any injury that may be sustained during the school day and while participating in school related activities.

Note: **The school does not assume financial responsibility for emergency transport/medical treatment.**

Parent/Guardian Signature _____
Date

PARENTS/GUARDIAN: To maintain correct and current information, we ask you to complete the following:

Student Name 9 10 11 12
Circle one

Parents/Guardian Name _____
Home Phone

Street Address _____
Cell Phone

City, State, ZIP

Mother's Employer _____
Work Phone

Father's Employer _____
Work Phone

Emergency Name #1 _____
Emergency Ph #1

Emergency Name #2 _____
Emergency Ph #2

Student lives with (please circle one):
Both Parents Mother Only Father Only Guardian

Legal custody of the student belongs to (please circle one):
Both Parents Mother Only Father Only Guardian

PLEASE DETACH AND HAVE YOUR DAUGHTER RETURN TO HER HOMEROOM TEACHER **05/09**

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INTERNET ACCEPTABLE USE POLICY

Internet Student Acceptable Use Policy

Mother McAuley Liberal Arts High School is pleased to offer students access to the school computer network for the Internet. To gain access to the Internet all students must obtain parental permission and must sign and return the Internet Acceptable Use form.

Internet access and its use therein will be consistent with the goals of Mother McAuley Liberal Arts High School as a Catholic, educational institution. It is imperative that the members of the school community conduct themselves in a responsible, Catholic, ethical, and polite manner while using the Internet resources within the school. Access is a privilege—not a right. Access entails responsibility.

Mother McAuley Liberal Arts High School cannot assume total responsibility for restricting, monitoring, filtering or controlling the communications of individuals utilizing the network. The computer hardware and software are the property of Mother McAuley High School. Therefore, any files or electronic communications sent or received through the McAuley network are subject to random and periodic examination by authorized school personnel. Consequently, users should know that there can be no expectation of privacy when using school computer equipment.

Internet activities that are authorized:

- Study and research relating to course assignments and curriculum projects;
- Investigation of and communication about opportunities outside of school related to further education (i.e. colleges, scholarships, and financial aid);
- Using e-mail for academic purposes only and under the supervision of a teacher for a specific course;
- Downloading of programs or long files only with the permission of Computer Center personnel.

Internet activities that are not authorized:

In general this means the network may not be used for any activity that is inappropriate in our school environment (where inappropriate is determined by the school administration).

Specifically this means:

- Submitting personal contact information (i.e. addresses, phone numbers, credit card numbers, Social Security numbers, pictures, etc.) of the user, the school, or any individual within the school (except for college application and scholarship purposes);
- Searching, viewing, or retrieving materials that are not related to course assignments or furthering education;
- Sharing your account password with others or using another's login name or password; or using another's files, folders or individual works;
- Accessing or communicating information that is contrary to the mission and philosophy of the school. This includes but is not limited to communications that are obscene, profane, sexually explicit, and libelous in nature, racially or ethnically offensive, harassing, or promoting violence of any kind.
- Using the school network for financial or commercial gain (i.e. gambling or conducting business);
- Using copyrighted material illegally;
- Playing games or using other interactive sites such as chat rooms unless specifically approved and monitored by the classroom teacher;
- Subscribing to any services or ordering any goods or services;
- Attempting to gain unauthorized access to the McAuley network or any other computer network;
- Interfering with or disrupting any computer system or destroying data (i.e. spreading computer viruses, downloading large files, sending mass e-mail messages, and computer worms);
- Engaging in any activity on the computer that violates a school rule or a local, state or federal law;
- Using the McAuley name to ask for information from any source unless pre-approved by a teacher or moderator;
- The use of social blogging sites such as myspace.com, facebook.com, or tagged.com are prohibited;
- The use of proxy websites or any other means to bypass filters and firewalls.

NONDISCRIMINATION POLICY

Mother McAuley Liberal Arts High School admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, scholarship programs, and athletic and other school-administered programs.

PRIVACY POLICY

Mother McAuley Liberal Arts High School does not disclose personal information about students, alumnae, employees, or donors to outside parties without permission, unless required by law. This information includes, but is not limited to, academic records, personnel records, health records, e-mail addresses, and information gathered over the web.

The use of photographs or student work is meant to show appreciation for the students' accomplishments. While this can be very positive for students, it is possible for other Internet users to copy these pictures or works and misuse them. The technology now available is unable to prevent that, and it is for this reason that we have decided not to identify students.

Whenever possible, media requests for student pictures and/or student identities are handled on a case by case basis after discussion with the student's parent or guardian. However, participation in school events, at times, can be a very public activity which may entail photographs and names of students for publicity beyond the school's control.

SCHOOL MISSION & IDENTITY

Mission Statement

Mother McAuley Liberal Arts High School is a Catholic educational community committed to providing a quality secondary education for young women. In the tradition of the Sisters of Mercy and their foundress, Catherine McAuley, we prepare students to live in a complex, dynamic society by teaching them to think critically, communicate effectively, respond compassionately to the needs of their community and assume roles of Christian leadership. In partnership with parents, we empower young women to acknowledge their own giftedness and to make decisions with a well-developed moral conscience. We foster an appreciation of the diversity of the global community and a quest for knowledge and excellence as life long goals.

Mother McAuley High School History

Mother McAuley Liberal Arts High School is named for Mother Mary Catherine McAuley, the woman who founded the religious community of the Sisters of Mercy. Mother McAuley, formerly Catherine Elizabeth McAuley, was born in Ireland in the late 18th century. Catherine McAuley lived with a wealthy couple following the death of her parents. Upon the death of this couple, she inherited their large estate. Recognizing the needs of the sick and poor in Ireland, Catherine chose to use this inheritance to help others. She opened the House of Mercy in Dublin, Ireland to help house and educate poor young women. Catherine founded the Sisters of Mercy because she wished to see this work continue. Other young women joined her new community so that together they could serve the poor, the sick and those in need of education. Today, all over the world, the Sisters of Mercy along with committed lay women and men, follow in Catherine's footsteps by offering mercy-filled service to others in need.

A small group of Mercy Sisters arrived in Chicago in 1846, led by Frances Warde, Catherine McAuley's closest friend. Within weeks they opened a "select school" that became St. Francis Xavier Academy for Females, the first school chartered in the city of Chicago. The course of study covered primary, secondary and collegiate levels. The first building was located on Wabash Avenue between Madison and Monroe Streets. When the Chicago Fire of 1871 destroyed the original building, St. Francis Academy relocated to 29th and Wabash for a short time, then to a larger site at 49th and Cottage Grove in 1900.

In the 1950's, the southwest side of Chicago needed a Catholic girls' school to serve a fast-growing population. In 1956 "the Academy" relocated once again. Mother McAuley Liberal Arts High School and St. Xavier College (which is now a university) opened in the fall of 1956 to serve secondary and post secondary women students respectively. McAuley opened with 523 students, 300 of which were first year students.

McAuley has continued to expand. Today approximately 1600 young women and 150 faculty and staff members form the McAuley community.

Charism

Mother McAuley was dedicated to serving those in need. She had strong faith, courage and initiative. Others joined her and worked with her because they too believed in the dignity of all persons. They also believed that one must work actively to make the world a better place in which to live.

Challenge

The young women of Mother McAuley High School have inherited a great tradition and a great challenge. They are challenged to preserve the faith and make it grow, to have the courage to live by the Catholic values they believe in, to take the initiative to be women of the 21st century - educated women who will respond to the needs of others. The faculty, staff and administration share in Mother McAuley's call to educate young women. The challenge for the future requires the commitment of each person who helps form the community of Mother McAuley High School.

Service

Service is an essential dimension of the mission of the school. Through direct service and with reflection, students respond compassionately to the needs of the community and critically reflect on needed societal systemic change.

The McAuley Shield:

The official insignia of Mother McAuley High School, the shield combines the basic elements of the Mercy Shield with the symbol of charity and caring, representing Mother Mary Catherine McAuley. The combination - the Cross, representing sacrifice, and the flame, representing charity - expresses the pattern of Christian living.

The McAuley school colors are red, white and gold.

STATEMENT OF PHILOSOPHY

Mother McAuley is a Catholic Liberal Arts High School for young women. Following in the tradition of the Sisters of Mercy and their foundress, Catherine McAuley, the school, in partnership with parents, educates young women for the future. Mother McAuley High School is a Catholic Christian community rooted in the Gospel values of Jesus Christ. The school's commitment to teach these values empowers young women to make choices with a well-developed moral conscience, to live in mutual relationship with all creation, to promote justice and to serve others. Mother McAuley promotes active membership in the community and an awareness of a responsibility to assume a leadership role in the Church and society. The educational program enables students to relate effectively to their present community and to appreciate global diversity. The liberal arts curriculum encourages the student to develop an ability to think critically and communicate effectively. Exposure to the fine arts within this liberal arts curriculum fosters a greater appreciation of creativity and beauty in our complex, technological society. Mother McAuley seeks to challenge the student on every level. Participation in a variety of educational experiences prepares her to continue her education successfully on post-secondary levels. By setting high standards for each student, Mother McAuley hopes to instill a quest for knowledge and excellence as a life-long process.

In the words of Catherine McAuley, Mother McAuley High School firmly believes in the "careful instruction of women". In this mission, it teaches the value of education and creative thought in a constantly changing world, it promotes the dynamic role of women in the family, Church and society, and it challenges each young woman to develop fully her God-given talents.

SCHOOL COMMUNITY

Parents Clubs

The **Mother McAuley Mothers Club** has as its purpose the fostering of good home/school communication and enriched Mother/Daughter relations. Through the Vendor Fair, Annual Spring Luncheon and Fashion Show and other social events, the Mothers Club gives financial support to the school. All mothers are invited to attend Mothers Club meetings. Annual dues are \$10.00. Meetings are generally held the first Thursday of the month in the evening. The Trifold lists all dates. **Alumnae Mothers** is a committee of the McAuley Mothers Club. They are mothers of McAuley graduates who choose to continue their association with McAuley. Their mission is raising funds for student financial aid.

Mothers Club Board Members

2009 – 2010

President: Julia O'Brien

Vice President: Mary McGarry

Treasurer: Christine Sutich

Recording Secretary: Viv Ogle

Corresponding Secretary: Mary Ann Maslanka

Moderator: Dr. Christine M. Melone

The **Mother McAuley Fathers Club** is dedicated to fostering good relations between dads and daughters through activities of a social and spiritual nature. Events include Father/Daughter Golf, Father/Daughter Liturgy, and other activities. Moreover, through sales of raffle tickets, the Fathers Club contributes financial support for students in need of financial aid. Meeting dates are published and distributed in August. Annual dues are \$10.00.

Fathers Club Officers

2009 – 2010

President: Rich Jakes

Vice President: Mike Filippone

Treasurer: John Frieson

Secretary: Lew Lake

Membership Secretary: Chris Parker

Moderator: Dr. Christine M. Melone

Alumnae Association

The St. Xavier Academy/Mother McAuley Alumnae Association is established to foster the growth of Mother McAuley Liberal Arts High School for future generations. Graduates are encouraged to keep in contact with their school, their former teachers and classmates. The Alumnae Association supports Mother McAuley Liberal Arts High School by sponsoring several annual events including the Alumnae Golf Outing to raise money for financial assistance. The Association also coordinates the Legacy Family Mass and Brunch, the Alumnae Volleyball League and publishes Inscape, the alumnae newsletter. E-mail address is alumnae@mothermcauley.org.

ORGANIZATIONAL STRUCTURE

The Mother McAuley organizational structure is designed to insure the implementation of the mission of the school.

Sisters of Mercy - Mother McAuley High School is sponsored by the Sisters of Mercy, Chicago.

Board of Trustees - Mother McAuley is governed as an independent private corporate entity of the State of Illinois. The governing board is the Board of Trustees.

ADMINISTRATION

The Administration provides leadership in the areas of academic performance, discipline and student life and facilitates a school climate conducive to dynamic learning.

President/Principal

Dr. Christine Melone

Vice President for Academic Affairs/Vice

Principal

Sr. Lois Bromark

Assistant Principal

Mrs. Claudia Woodruff

Senior Dean

Mrs. Carolyn McGovern

Junior Dean

Ms. Jeanne Miller

Sophomore Dean

Mrs. Jennifer Murzyn

Freshman Dean

Mrs. Meg Gardner

Executive Council

Director of Finance

Mr. Terrance M. Corcoran, CPA

Director of Development (TBA)

Advisory Directors to the President/Principal Admissions/Financial Aid/Learning Resource Director

Mrs. Kathy Klyczek

Athletic Director

Mrs. Laura Jakubczak

Information Systems Director

Mrs. Kathy Rogers

Academic Council - The Department Chairperson is appointed by the Principal/Vice Principal to supervise the department and to serve as a member of Academic Council. Department Chairpersons report directly to the Vice Principal

Department Chairpersons

Art – Ms. Julie Kulikauskas
Counseling – (TBA)
English – Mrs. Virginia Murphy
Language – Mrs. Roz Sunquist
Mathematics – Mrs. Nancy VanderTuuk
Music – Mrs. Carolyn Alifantis
Physical Education – Ms. Nancy Frederick
Science – Dr. Roz Iasillo
Social Science – Mrs. Rita Fox
Theatre – Mrs. Patricia Haynes
Theology – Ms. Laura Snow-Gawlik

Faculty and Staff - The faculty and staff of Mother McAuley High School attempt to meet the individual needs of the students, accepting them as they are and carefully aiding them in developing their attitudes and abilities.

COURSE OFFERINGS

ART

Art History
Ceramics
Ceramics/Sculpture
Graphic Design I and II
Inscape Yearbook
Integrated Biology and Art
Intro to Drawing/Painting
Intro to Drawing
Intro to Painting
Photography I and II
Sculpture
Studio Art
Web Page Design
Advanced Placement:
Art History
Studio Art

***ENGLISH**

American Studies
English I, II, III, IV
Creative Writing
Inscape Newspaper
Media Literacy
World Studies
Advanced Placement:
Language and Composition
Literature and Composition

INFORMATION TECHNOLOGY/BUSINESS

Accounting
Business Law
Computer Applications
Consumer Education
Intro to PC Applications
Keyboarding/Word Applications
Personal Business Records
**Introduction to Technology

***LANGUAGE**

French I, II, III, IV
Greek and Latin Terms
Latin I, II, III, IV
Spanish I, II, III, IV
Advanced Placement:
French
Latin
Spanish

***MATH**

Advanced Algebra
Algebra I & III
Calculus
College Algebra and Trig
Geometry
Pre-Calculus
Advanced Placement:
AB Calculus
Statistics

MUSIC

A Cappella
Advanced Chorus
Band – Brother Rice
Beginning Strings – Cello and Bass
Beginning Strings – Viola and Violin
Chorus I and II
General Music
Intermediate Strings
Music Theory Workshop
String Ensemble
Symphony – Chamber Winds
Symphony Strings
Vocal Techniques

PHYSICAL EDUCATION

A Healthy You
Fitness/Aerobics & Dance
Fitness/Sports
Fitness/Weights
Standard First Aid and CPR

***SCIENCE**

Advanced Physiology
Anatomy and Physiology
Biology
Chemistry
Environmental Science
Integrated Biology and Art
Physical Science
Physics
Advanced Placement:
Biology
Chemistry
Physics

***SOCIAL SCIENCE**

American Government/Intro to Social Science
American Studies
Child Psychology
Economics/American Government
Geography/Global Issues
U.S. History
World History
World Studies
Advanced Placement:
European History
U.S. History
World History

THEATRE

Acting I and II
Children's Theatre
Introduction to Theatre
Play Production
Public Speaking
Speech
Theatre Seminar I and II

THEOLOGY

Theology I:

Study of the impact of Catholic beliefs on the developing person

Theology II:

Introduction to the study of Hebrew and Christian Scriptures

Theology III:

Students become familiar with the development of the Catholic Church

Theology IV:

Directed toward developing mature Christian faith

*Honors level courses are offered in these subject areas.

**Requirement begins with the Class of 2013

Advanced Placement courses are available in the following departments: Art, English, Language, Math, Science, and Social Science.

Mother McAuley High School has a Learning Resource Program which assists a limited number of students.

College Credit Courses

Successful completion of the following courses earns college credit hours through the dual enrollment programs with Saint Xavier University, Chicago, IL, Saint Mary's University, Winona, MN, and Moraine Valley Community College, Palos Hills, IL. The purpose of the college credit program is to provide transferable college credit for knowledge and skills students have mastered in high school courses. The cost of these credits varies with each university and college.

Saint Xavier University (SXU)

The following courses qualify for dual credit at Mother McAuley Liberal Arts High School and Saint Xavier University. SXU course fees: \$35.00 per course.

Mother McAuley H. S.

AP Literature & Composition (English 102)

Child Psychology (Social Science 207)

Saint Xavier University

English 101-102

Education 205

Saint Mary's University Program for Advanced College Credit (PACC)

The following courses qualify for dual credit at Mother McAuley Liberal Arts High School and Saint Mary's University, Winona, MN. PACC course fees: \$60.00 per credit hour.

Mother McAuley H. S.

AP Language & Composition (English 125)

Physics Honors (Science 400)

AP Physics (Science 412)

Physics (Science 405)

Advanced Physiology Honors (Science 407)

AP European History (Social Science 200)

AP US History (Social Science 208)

Saint Mary's University

English 195 (3 credits) \$180

Physics 180/181 (4 credits) \$240

Physics 201/202 (4 credits) \$240

Physics 155 (3 credits) \$180

Biology 200 (3 credits) \$180

History 125 (4 credits) \$240

History 150 (4 credits) \$240

Moraine Valley Community College (MVCC)

The following courses qualify for dual credit at Mother McAuley Liberal Arts High School and Moraine Valley Community College. MVCC course fee: \$44.00 per course.

Mother McAuley H. S.

Intro to PC Applications (IT/Bus 624)

College Algebra & Trigonometry Honors (Math 310)

Intro to Computer Systems 690

AP Spanish Language (Language 519)

Moraine Valley Community College

Info Management Systems 115

Math 140/141

Info Management Systems 101

Spanish 101/102

Computer Science Program Electives

The following college credit courses are offered in partnership with the Moraine Valley Community College "2 + 2 Program". These courses will be taught by MVCC faculty and will be held outside the traditional school day ("zero" hour, ninth period, summer enrichment program). Credits earned are applicable and transferable to participant "2 + 2" colleges and universities. Course Fee: \$44.00

Pre-Architecture/Pre-Engineering Track:

Intro to Drafting

Intro to Computer Aided Drafting

Intro to Animation

Computer Science Track:

JAVA Programming I

JAVA Programming II

VB.NET Programming I

These courses are subject to change based on the availability of MVCC teachers and student registration at Mother McAuley High School.

GRADUATION REQUIREMENTS

4 credits	Theology
4 credits	English
3 credits	Mathematics
3 credits	Lab Science
2 credits	Foreign Language
*3 credits	Social Science
1 credit	Physical Education
1 credit	Art History
½ credit	Music
½ credit	Speech
**½ credit	Intro to Technology

***Beginning with the Class of 2011, the requirement for Social Science will be 3 credits. Class 2010 will remain 2 credits.**

The Illinois Board of Higher Education requirements include 4 years of English, 3 years of Math, Science and Social Science and 2 credits from the following disciplines: Art, Music or Foreign Language. McAuley students graduate with a strong academic background and a strong exposure to the arts.

****Beginning with the Class of 2013, the requirement for Intro to Technology will be ½ Credit.**

Academic Planning Guidelines:

1. Each student must carry a minimum of six (6) classes each semester, excluding before and after school classes. Lunch must be included in her program.
2. The schedule is planned using all eight periods. Students cannot choose courses planning to leave school early.
3. Once the scheduling process is completed, schedule changes may not be made. Exceptions to this policy may be granted by the level dean, and a **\$50 fee** will be charged.
4. There is no "grace period" in either August or January for "trying" courses.

PLEASE NOTE: Student Schedules are NOT adjusted to accommodate student work schedules.

SCHEDULES

<u>Regular Schedule</u>		<u>Condensed Schedule</u>	
Period 1	8:05 - 8:50	Period 1	8:05 - 8:40
2	8:55 - 9:40	2	8:45 - 9:20
HR	9:47 - 9:55	HR	9:27 - 9:40
3	10:00 - 10:45	3	9:45 - 10:20
4	10:50 - 11:35	4	10:25 - 11:00
5	11:40 - 12:25	5	11:05 - 11:40
6	12:30 - 1:15	6	11:45 - 12:20
7	1:20 - 2:05	7	12:25 - 1:00
8	2:10 - 2:55	8	1:05 - 1:40

<u>Late Start Schedule</u>	
Period 0	8:55 - 9:25
HR	9:30 - 9:40
1	9:45 - 10:15
2	10:20 - 10:55
3	11:00 - 11:35
4	11:40 - 12:15
5	12:20 - 12:55
6	1:00 - 1:35
7	1:40 - 2:15
8	2:20 - 2:55

Report Card Distribution

First quarter grades are distributed at formal **Parent-Teacher Conferences** scheduled for October 29, 2009. First Semester and Third Quarter grades will be given to students in homeroom and are to be brought home *by the student*. Parents will be notified of the dates. Second Semester grades (final grades in June) will be mailed home.

In addition, progress reports are mailed home quarterly. Moreover, parents are encouraged to contact the respective teacher or level dean at any time during the school year if they wish to discuss their daughter's progress or program.

Progress Reports

Progress reports indicating a student's academic standing in each of her classes will be mailed home the middle of every quarter. Anytime thereafter, notification of failure may take place via written notification or telephone call.

Grades Posted on Edline

Grades are updated on Edline (www.edline.net) at least eight times a school year – when progress reports and report cards go out. Most teachers update online grades more frequently. Call the Information Systems Help Line at 773-298-5999 if you need technical assistance.

Academic Testing Programs

1. The following are all in-school tests: Nationally normed achievement based tests (PLAN) are required of all Freshmen and Sophomores. All Juniors and selected Sophomores take the Preliminary Scholastic Aptitude Test (P.S.A.T./N.M.S.Q.T.). Juniors who qualify may be eligible for recognition and/or financial award administered by the National Merit Scholarship Corporation.
2. The ACT and SAT are national college testing programs. The ACT (American College Test) is an achievement test which measures achievement in mathematics, English, reading and science reasoning. The SAT I (Scholastic Aptitude Test) is a reasoning test which measures verbal and mathematical ability. Either ACT or SAT I scores are required by most colleges for admission. The SAT II: subject tests are designed to measure knowledge in specific subject areas and the ability to apply that knowledge. The score may be used for admission, course placement, or both. It is the student's responsibility to investigate the testing requirements of the college(s) to which she wishes to apply. Each test company assigns candidates to particular test sites on a FIRST COME, FIRST SERVE basis.

To be considered for the Illinois State Student Scholar program, a student must take the ACT or SAT during her Junior year.

Mother McAuley High School Code: #141-044

ACT Test Dates:

September 12, 2009
October 24, 2009 **at McAuley**
December 12, 2009
February 6, 2010
April 10, 2010 **at McAuley**
June 12, 2010

ACT Registration Deadlines

August 7, 2009
September 18, 2009
November 6, 2009
January 5, 2010
March 5, 2010
May 7, 2010

SAT Test Dates:

October 10, 2009
November 7, 2009
December 5, 2009
January 23, 2010
*March 13, 2010
May 1, 2010
June 5, 2010

SAT Registration Deadlines

September 9, 2009
October 1, 2009
October 30, 2009
December 15, 2009
February 4, 2010
March 25, 2010
April 29, 2010

SAT & Subject Tests unless indicated otherwise

*SAT only

FINANCIAL INFORMATION

The annual tuition charge is determined by the Board of Trustees of Mother McAuley High School. They attempt to keep tuition increases to a minimum but not at the expense of providing a quality education for the students. Please note however that the school's operating budget depends on timely tuition payments and parents are expected to keep current with the tuition schedule.

TUITION AND FEES

Tuition for the 2009-2010 school year is \$8,250. A tuition credit amount of \$500 is granted to the younger sister(s) when two or more are currently attending. If a brother attends Brother Rice High School, a tuition credit of \$250 will be provided by each school. Tuition payments are due the first of each month and may be made at any time prior to the scheduled payment dates.

Incoming Freshmen pay a non-refundable registration fee of \$175 in the Spring prior to the Freshman year. **Incoming Freshmen sisters will not be accepted if a tuition balance is outstanding for a currently enrolled sister.**

The first tuition payment of **\$825** for all returning students and **\$425** for new Freshmen must be received by July 1st.

PAYMENT PROCEDURE

- A coupon payment booklet will be provided, and parents are requested to keep track of their charges, payments and outstanding tuition balance.
- A statement of account will be prepared in November and February. Note the full payment is due April 1.
- All payments are due the first of each month and must be accompanied by a payment coupon. A late payment fee of \$15 is applied on the fifth of the month.
- Charges for the A/P testing, St. Xavier registration, and bus service will be billed to the student's account.
- A graduation fee of \$75.00 is charged to all Senior students.
- Automatic payments via MasterCard or Visa can be arranged.
- A service fee of \$30 will be charged for each check returned by the bank as uncollectible. If a second NSF is received all future payments must be rendered by money order, cashiers check or credit card.
- All payments should be mailed and cash payments must not be delivered by students.

TUITION POLICIES (IMPORTANT NOTICE)

- Any payment received after April 15th for the current year tuition is considered late. Personal checks will not be accepted for these late payments.
- Class schedules and book lists for current students will not be mailed until the tuition for the current year is fully paid.
- **SENIORS** may not be allowed to purchase prom bids or to participate in the graduation ceremony unless all financial obligations, including graduation fee (\$75.00), have been paid. **Official transcripts will be withheld until the tuition balance is paid.**

GUARANTEED TUITION PROGRAM

Guaranteed Tuition coverage is provided to all enrolled Mother McAuley students. The program provides for the payment of the current year's outstanding balance and full tuition payment of all future year tuition charges in the event of a parent's death. Other fees and charges which may be posted to a student's account are not covered by this program.

The mother and father or legal guardians listed on the "Student Data Sheet" are covered by the program. Parents or legal guardians must sign the "Student Data Sheet" to qualify. If parent eligibility changes, the school must receive notification in writing. Notification should be sent directly to the Office of the Principal.

Notification of a covered parent's death must be provided directly to the Office of the Principal. This notification must include a death notice or certificate. If it is the death of a legal guardian, documentation of legal guardianship must also be provided as well as a death notice or certificate.

FINANCIAL ASSISTANCE

Tuition assistance is available based upon the financial need of the family and the funding available. Applications for financial assistance are available during February and will be applicable for the following school year.

FINANCIAL INFORMATION

Parents may contact the Business Office at 773-881-6506 with questions concerning financial obligations during the following hours:

Regular School Day Hours	7:30am - 3:00pm
Summer Hours (Mon. - Thurs.)	8:00am - 2:00pm

TUITION PAYMENT SCHEDULE

2009-2010

Tuition for the 2009-2010 school year is \$8,250.00. A \$15 late fee is applicable if payment is received after the 5th of each month.

<u>PAYMENT DUE DATE</u>	<u>PAYMENT AMOUNT</u>	<u>REQUIRED BALANCE</u>
07/01/09	\$825.00	\$7425.00
08/01/09	\$825.00	\$6600.00
09/01/09	\$825.00	\$5775.00
10/01/09	\$825.00	\$4950.00
11/01/09	\$825.00	\$4125.00
12/01/09	\$825.00	\$3300.00
01/01/10	\$825.00	\$2475.00
02/01/10	\$825.00	\$1650.00
03/01/10	\$825.00	\$ 825.00
04/01/10	\$825.00	-0-

Please take note of messages along the bottom of the monthly payment coupons in the coupon book regarding the second sister and Brother Rice credit, as well as payments of additional fees where applicable: bus fee, AP testing fee, St. Xavier course fee, and senior graduation fee.

Seniors will not be allowed to purchase prom bids or to participate in the graduation ceremony unless all financial obligations have been paid.

Tuition must be fully paid for re-enrollment. All payments received after April 15th for the current year's tuition are considered late. **Personal checks will not be accepted for these late payments.**

FUNDRAISING

The McAuley Annual Fund is an integral part of our overall fundraising efforts, and it provides McAuley with an unwavering foundation of financial support. More than just a collection of gifts, the Annual Fund is a catalyst for turning individual generosity into a collective energy. It represents the dynamic interaction of people working together to continue the mission that the Sisters of Mercy brought to Chicago in 1846. Therefore, **all McAuley families are asked to consider a minimum \$150 Annual Fund contribution for the 2009-2010 school year.** All funds generated from the Annual Fund are tax deductible and will be acknowledged in the Annual report.

Matching Gift Program

A corporate matching gift is an easy way for our donors to increase the impact of their personal contributions. By taking advantage of a company's matching gift benefit, a donor may be able to double or triple his or her own contribution. Please check with your Human Resources Department to see if your company (or your spouse's company) has a matching gift program.

The Circle of Mercy

This special giving society honors all donors who make annual gifts of \$1,000 or more. This group of donors believes – just as Catherine McAuley believed – that the progress of our society depends upon the quality of education we provide for young women. Circle of Mercy members will also receive special invitations to events, complimentary admission to athletic events and performances at McAuley and regular updates about our students and our school.

Development Questions

All fundraising efforts at Mother McAuley Liberal Arts High School must be coordinated through the Development Office. For more information please contact the Director of Development at (773)881-6557.

CLUBS/ORGANIZATIONS

For additional information regarding eligibility requirements, etc., for any club/organization, please contact the advisor through the Main Office, 773-881-6500.

Action/Reaction

Action/Reaction is a club that attempts to bring about a heightened student consciousness regarding social issues and to respond to them through in-school activities as well as outside volunteer opportunities.

Brother Rice Band

Band at Brother Rice is a full year course for which one academic credit may be earned. Performing groups within the band program are the Crusader Marching Band, the Concert Band and the Symphonic Band. The Marching Band is a competitive marching unit in the fall months as well as a performance group for home football games. Participation in the Concert or Symphonic bands is based on the individual level of achievement. All groups give concerts and participate in several competitions throughout the year.

EcoMacs

The EcoMacs of Mother McAuley is an environmental service club that strives to educate the McAuley community on important environmental issues and encourages students and the community to recognize their role in helping the environment. All McAuley students interested in the care of our earth are welcome to join.

Equinox

Equinox is the annual literary and art magazine, written, edited and illustrated by students.

French Honor Society

The *Société Honoraire de Français* is a chapter of the national organization. Our goals are to encourage and stimulate interest in the French language and culture, to recognize those juniors and seniors who have maintained a high scholastic average in French, and to offer service to the school.

Inscape Newspaper

Inscape, the school newspaper, is published eight times a year by sophomore, junior and senior students using desktop publishing techniques. The newspaper publishes stories about events occurring in the school as well as stories about events in the city, nation or world that impact the McAuley community. Staff members are involved in both the writing and production aspects of the newspaper. The staff meets three times a week during the school day and after school when necessary. Students receive a half credit in English for a whole year's participation.

Inscape Yearbook

The Yearbook organization produces the annual school yearbook. Beginning in September, junior and senior students learn basic concepts of layout, design elements, photo-cropping, and copy writing. All staff members attend a one day workshop and editors are required to attend a yearbook seminar. Meetings are held three days a week (M/T/W) 7:15am to 8:00am and occasionally after school. Students receive a half-credit for a full year of participation.

International Thespian Society

The International Thespian Society is an honor society for high school theatre students. The organization is dedicated to the teaching and appreciation of theatre. Students meet regularly with their school troupe and are also given opportunities to attend theatre conventions. Scholarships are available through the International Thespian Society to talented students planning to study theatre in college.

Junior Classical League

Junior Classical League provides students studying Latin with an opportunity to meet socially and to participate in fun activities together. Each member is encouraged to enlist an eighth grader for Latin I. She is also encouraged to continue her own study.

Lady Macs Dance Group

The Lady Macs Dance Group is open to all McAuley students interested in performing originally choreographed dances for selected McAuley basketball games and school pep rallies.

LITURGICAL MINISTRIES

Early in the school year, liturgical ministry recruitment takes place. Students volunteer to serve in any one of the ministries. Their offer of service includes being a part of the training sessions and mandating ceremonies. They are then offered many opportunities for ministry as liturgical services are planned for the school community throughout the year.

Dancer: Liturgy should invite the whole person to worship, spirit and body. This ministry gives students the opportunity of bringing gestured prayer to worship in efforts to engage the entire congregation.

Eucharistic Minister: This ministry is offered to junior and senior students. They are trained and mandated for a year of service to the McAuley worshipping community. They are also offered the opportunity to grow in their understanding of the Eucharist, so that they may more authentically offer the Body of Christ to others.

Lector: The Word of God is too significant in the life of the believer to be casually read instead of reverently proclaimed. Students who volunteer for this ministry are trained in techniques and style that can enhance this proclaiming. They attempt to make the Scriptures their word of revelation so that they might then proclaim it with sincerity and respect.

Musician/Singer: This ministry provides student musicians and singers the opportunity to use their gift in ministry. As leaders of sung prayer at our liturgical prayer experiences, these ministers help the community pray as they sing. Rehearsals attempt to not only familiarize the student with the music but more importantly help them realize the ministry of music.

Planner: Effective liturgy requires careful preparation and creative planning. This ministry invites students to take ownership of their prayer life by meeting regularly to plan and coordinate student liturgical celebrations. Planners offer their creative ideas and organizational abilities to create imaginative and prayerful liturgical celebrations to express the faith of all students and engage them in the worship experience.

Math Club

The Math Club is open to anyone with an active interest in mathematics. The club will meet once a month after school. It will include speakers, math projects and puzzles, and a new way of looking at math topics.

Math-Macs

Math-Macs are McAuley students with special talent and interest in the field of mathematics. They participate in math competitions with other high schools in the Chicagoland area.

McAuley Volunteer Corps

McAuley Volunteer Corps is a service oriented club. We believe that each student should give of herself at home, at school and to the community at large. McAuley Volunteer Corps is open to all students who are willing to make fellow classmates aware of possible service opportunities as well as give of themselves to meet the service needs of our school. Time is also dedicated to the planning and organizing of the McAuley Volunteer Corps Easter service project and the McAuley Volunteer Corps Summer service project. (The McAuley Volunteer Corps Easter Break and Summer Service experience is open to [incoming](#) Juniors and Seniors.)

Mock Trial

The Mock Trial Club is an educational and fun experience for all levels of high school students. In addition to learning courtroom procedures, students learn how our society's legal mechanism works to resolve disputes. Students also develop valuable life-long skills: such as critical thinking, questioning, listening, strategic thinking, skills in oral presentation and organizational skills.

At the end of the school year, students perform a mock trial. This is an ideal activity for students who are interested in law or law-related careers.

Model U.N.

Model U.N. is an exciting opportunity for students from McAuley to join students from other high schools to discuss political, social and economic issues in the world. Students act as diplomats for assigned countries at a Model United Nations conference and learn the skills of research, resolution writing and informal and formal debate.

National Art Honor Society

The Mother McAuley chapter of the National Art Honor Society is a division of the parent organization of the same name. This group of Junior/Senior students is chosen by the Art Department faculty. Membership in this chapter is based upon art scholarship, service and character.

The purpose of this chapter is to insure and recognize those students who have shown outstanding ability in art, to foster excellence and a dedicated spirit to the pursuit of art, to further creative abilities and talents of the society's members, to aid members in working toward the attainment of their highest potential in an art area and to bring art to the attention of the school and community.

National Honor Society

The Mother McAuley Chapter is a division of the parent organization of the National Honor Society. This senior group is chosen from those students who at the end of their fifth semester have an accumulated GPA of 3.5 or better, who have evidenced leadership, positive character values, and have been active in school and community activities and service. The Society is involved in in-school tutoring, assisting at school functions, and fundraising for charitable causes. Eligibility is based on GPA as well as a point system for activities and service.

Primary Colors

Primary Colors is a club that is open to all McAuley students who are interested in art, regardless of previous formal experience. Using a variety of techniques and media, this club provides the student with an outlet for self expression and creativity.

Quill and Scroll

Quill and Scroll is an international honorary society for high school students who excel in some phase of high school journalism. Quill and Scroll seeks to encourage individual initiative in high school journalism, creative writing, and allied fields enabling the individual to contribute greater skill to the journalistic endeavor. It also recognizes and rewards the individual achievements of students engaged in journalistic activity. Quill and Scroll has a selective membership. Criteria include junior or senior status, a GPA of 3.0 or better, superior work in some phase of the newspaper, yearbook or literary magazine after at least one year's work on the staff and recommendations by the publication's advisor.

S.A.D.D.

Students Against Destructive Decisions (S.A.D.D.) is an organization with the purpose of educating young people on the dangerous consequences of alcohol and drug use and of drinking and driving. Our chapter of S.A.D.D. distributes red ribbons to promote sober driving, sponsors students' attendance at Operation Snowball Weekend, provides poster displays before all school dances and special events, distributes educational and promotional materials to all students, and sponsors S.A.D.D. Awareness Week.

Science Club

Science Club is open to any interested student. The club's purpose is to broaden students' knowledge and understanding of the many diverse areas of science, including geology, physics, biology, medical technology, research and ecology. In addition to planning on-campus activities such as an Earth Day Celebration, the club sponsors trips to local museums, laboratories and zoos.

Spanish Honor Society

The Mother McAuley Chapter, "Aldonza," is a division of the parent organization, "La Sociedad Honoraria Hispanica." Membership in this chapter is based upon language skills, leadership abilities and character. Junior and senior students enrolled in Spanish IV courses may apply. The focus of this organization is to increase students' knowledge of the Spanish language and culture through service and practice. Activities sponsored and/or attended by S.H.H. members are those that provide opportunity for building language skills, increasing self-esteem and fostering a sense of community within and outside of the McAuley family.

Stage Crew

This activity provides students of all levels the opportunity to learn set and prop construction, carpentry skills and design techniques. Students are primarily responsible for assisting in the production of school shows. Running crew, set and prop movement, is comprised of those students who have consistently contributed time and effort in the construction of sets.

Student Ambassadors

Student Ambassadors are dynamic young women dedicated to the mission of Mother McAuley Liberal Arts High School. Grounded in the charism of the Sisters of Mercy, Student Ambassadors positively witness to the surrounding community, most importantly prospective students, the values of single gender education within the Catholic Tradition.

Student Ambassadors are visible at various events where prospective students and families are present in order to highlight the "lifetime advantages" of an education at Mother McAuley. While serving Mother McAuley in this capacity Student Ambassadors have the unique opportunity to develop and receive training in communication, public relations and interpersonal skills.

Student Council

The purpose of Student Council is to contribute to the development of student leadership and enthusiasm within our school community through:

- respecting the uniqueness of each person
- encouraging and supporting the growing leadership qualities of students
- promoting school spirit and pride in accomplishments
- serving as a liaison between the adult community and students regarding mutual concerns, problems and functions
- contributing to a community with strong Christian values

Elected members work together on level activities as well as the ongoing work of the standing Student Council Committees: Recognition, Service, Leadership Development, Public Relations, and Spirit. Two major projects for Student Council are: the planning and preparing of Christmas Boxes for the poor and needy of the Chicago area and the planning and execution of school elections.

Tech Crew

The Tech Crew is an organization which allows a student to excel in the technical aspects of theatrical production. In conjunction with the auditorium manager, these students serve not only their school, but the outside community as well through their work for auditorium rentals. Tech crew members are paid a small amount for their services by the outside organization who rents the facility. In order to join the Tech Crew a student must be a sophomore, junior or senior who has completed the Play Production course.

U.N.I.T.Y.

U.N.I.T.Y., which stands for "United Nationalities Integrated Through You," is a student organization which strives to acknowledge and respect differences, and appreciate and accept individuals. Through discussions and activities, students learn to understand the impact of diversity and multiculturalism at McAuley and beyond. Core members are selected and trained to help educate their peers and the school community regarding issues of diversity. After this, the organization is open to all students who wish to participate not only in the activities and discussions, but also in the planning and implementation of multicultural celebrations for the entire school.

Writing Club

The Writing Club is open to interested and talented student writers of all levels. It encourages independent progress by providing resources, activities and writing opportunities for fun and profit and by creating a network of writers and mentors. Two meetings per month offer a regular time and place to write and to discuss writing issues. The many opportunities for contest writing are explored as well.

ATHLETIC PROGRAM

Athletics is an important part of education at Mother McAuley High School. The Athletic Department is concerned with the mental, emotional, social and physical development of the student athlete. Through our athletic program, the student athlete learns to develop her own physical abilities, to work together and to become a functioning member of a group. She learns to act for the good of the group; she also learns to accept rules, judgments and elements of fair play. Our ultimate goal is to produce young women who have the capacity to be successful in our highly competitive society.

If an athlete dedicates herself to our program, she will have the opportunity to reach her maximum athletic potential through extensive training, impressive equipment, and comprehensive coaching.

The Athletic Department wants the student athlete to graduate from Mother McAuley and be proud to have been a part of Mother McAuley Athletics.

During the season in which the student participates, the student athlete must work to maintain an overall "C" average. Moreover, the athlete must be in good academic standing in all classes or at least be making progress in areas of academic difficulty. If a student is working at less than a "C" average or becomes involved in a school disciplinary action (suspension, on probation), the situation will be reviewed by the level dean, athletic director, coach, and teacher(s) involved. Appropriate action will then follow.

Mother McAuley High School is a member of the Illinois High School Association (I.H.S.A.), the sanctioning body for interscholastic high school athletic competition in Illinois, the Girls Catholic Athletic Conference (G.C.A.C.), and the Metro Catholic Aquatics Conference. The following interscholastic sports are offered at Mother McAuley High School: basketball, cross country, golf, soccer, softball, swimming and diving, tennis, track & field, volleyball and water polo. McAuley also hosts a variety of intramural activities and summer camp programs.

SCHOOL COUNSELING SERVICES

MISSION, PHILOSOPHY AND GOALS

Through individual classroom and group meetings, counselors assist students in developing their full potential. Counselors promote academic achievement, personal/social development and future planning. Counselors empower students as they develop decision-making competence and formulate future plans.

We encourage parents and students to inform counselors of learning, health, personal or social problems which may affect the student's performance. This information is treated with appropriate professional confidentiality. It does not become part of the student's permanent record that is sent to college or other agencies. Counselors subscribe to the ethical standards of the American School Counselor and the National Association of College Admission Counselors.

Other written policies and/or procedures concerning student health and welfare are available in the counseling department, deans' offices, and the Principal's office.

At Mother McAuley, level counselors stay with a class, e.g. this year's freshman counselor becomes next year's sophomore counselor. In 2009-2010, the responsibilities are as follows:

Mrs. Laura Lundstrom - Class of 2010

Ms. Sue Olenski - Class of 2011

(TBA) - Class of 2012 and Department Chairperson

Ms. Kathleen Farrell - Class of 2013

Ms. Elizabeth Rozwadowski - College Counseling

SERVICES AVAILABLE

Appointments/Conferences

Conferences are scheduled when requested by student, parent, teacher, counselor or dean.

Counseling

- **Individual**

Students have the opportunity to meet on a one-on-one basis with a counselor. Discussion may cover personal, career and/or academic concerns. Students are encouraged to initiate the discussion. In order to assist the counselor in the assessment of some situations, a clinical psychologist may be part of a brief meeting with the student.

- **Group**

Students are offered the opportunity to become involved in various social/educational groups led by a counselor. Students select themselves into these groups. Groups may include, but are not limited to: interpersonal communication skills, conflict resolution, problem-solving methods, and coping techniques. Typically a group meets 6-8 times.

- **Class Visits**

Students will participate in informative group sessions. The topics may include: school counseling services, educational planning, career development, interpretation of test and inventory results, study skills.

- **College Information**

College counseling offers extensive information about colleges, scholarships and financial aid to help students develop their future plans. Information is obtained through individual meetings, classroom presentations, parent programs, college representative visits, College Night, special group sessions, assemblies, computer programs, college catalogue and video library, and homeroom bulletins.

The students are responsible for meeting all of the appropriate deadlines designated by colleges and scholarship sponsors. It takes ten school days to process a transcript. All applications must be turned in complete which includes: the application, fee, letters of recommendation, essay, resume and transcript request form.

- **Naviance**

The college preparatory curriculum at McAuley is supported by registering all students on a secure internet program that helps manage the college and career planning process for students and

their families. Beginning in their freshman year, all McAuley students are registered on the site. Students and parents can explore college, scholarships, financial aid, and summer opportunities to assist in the college application process.

- **Interest Inventory**

All students take an interest inventory as part of the Explore, PLAN, ACT & College Board Assessment. Students will also complete an interest inventory of Naviance to aid the students in curricular decision-making and career exploration. These are used to aid the students in curricular decision-making and career exploration.

- **Resources Available**

- College Night
- Junior College Information Night
- Scholarship and financial aid information
- Parent education
- Career Day
- Senior Parents Financial Aid Information Night
- Counselor Parent Connection Nights
- Transfer Student Breakfast
- Freshman Parent Night
- Freshman/Sophomore Parent Night
- Junior Parent Night
- College Student Athlete Meetings
- Career Inventories
- College Catalogues
- Job Board: part-time and summer
- Pamphlets and brochures on safety, mental health, colleges, careers and special needs
- Internet access

- **CHECKLIST FOR CAREER AND COLLEGE PLANNING**

FRESHMAN YEAR

- _____ Register on Naviance
- _____ Attend Career Day
- _____ Attend Freshman/Sophomore Parent Night
- _____ Start exploring interests in careers and colleges

SOPHOMORE YEAR

- _____ Attend College Night in September
- _____ Attend Information Night on Playing a sport in college
- _____ Attend Career Day
- _____ Attend Freshman/Sophomore Parent Night
- _____ Create Activity Resume on Naviance
- _____ Start doing research about college and career choices and create college list
- _____ Check with your counselor to be sure you meet the entrance requirements for the college(s) of your choice
- _____ Update Naviance

JUNIOR YEAR

- _____ Attend College Night
- _____ Attend Junior College Information Night
- _____ Attend information night on playing a sport in college
- _____ Attend Career Day
- _____ Attend Junior Parent Night
- _____ Continue doing research about college and career choices
- _____ Continually update activity resume and college list on Naviance
- _____ Check with your counselor to make sure you meet the entrance requirements of the college(s) you are considering
- _____ Take an interest inventory to help determine careers that would be of interest to you
- _____ If you have any questions about college selections, make an appointment to see the college counselor and/or level counselor
- _____ Prepare for and take the American College Test (ACT) and/or the SAT
- _____ Plan to visit colleges you are considering
- _____ Register for McAuley ACT Advantage Program

SENIOR YEAR

- _____ Attend College Night & College Open Houses
- _____ Attend Senior Parents Financial Aid Night
- _____ Attend Career Day
- _____ Request letters of recommendation (if needed) from your teachers and/or counselors and give them plenty of time to complete them
- _____ Apply on-line or bring your completed college applications to your level counselor or college counselor to be processed
- _____ Be sure to bring all transcript requests to the college counselor
- _____ MAKE SURE THAT YOU MEET ALL DEADLINES
- _____ Check the scholarship information on Naviance
- _____ Start applying for college scholarships in September
- _____ Complete the FAFSA and other college financial aid information in January
- _____ Keep your level or college counselor informed about your choices
- _____ Complete the senior survey and final transcript request
- _____ Recommended websites: naviance.com; fastweb.com; collegezone.com; collegeboard.org; act.org; fafsa.ed.gov

ACADEMIC POLICIES

Academic Dishonesty

It is the belief of educators at Mother McAuley High School that academic dishonesty by students degrades their character and reputation, impedes the teaching-learning process, and is in opposition to the Christian values inherent in the philosophy upon which this school is based.

Cheating on an examination or the use of other forms of dishonesty (including plagiarism – see below) in earning academic grades is considered to be a serious offense which calls for a zero (F) grade on the academic work involved, with the quarterly or semester grade being lowered in proportion to the importance of this work. During testing situations, gesturing, talking to and/or with another student, looking at another student's paper, whether copying or not, and placing a test answer paper in a position so that another student may easily see it, or any other inappropriate or suspicious test taking behavior, subjects the student to an automatic grade of zero (F). In the case of final examinations, the student could also fail the course. Sharing work, information, answers, possessing testing materials, removing, transferring, transmitting, or sharing any testing materials in anyway (whether electronically, copied, or

handwritten) with another student constitutes cheating. All students involved will receive a grade of zero (F) and a minimum of one Saturday jug. At the discretion of the level dean, the student may also be suspended and placed on Behavioral Probation. All cases of dishonesty are reported to the level dean, and teachers will call the student's parents.

"Plagiarism is offering the words or ideas of another person as one's own. Major violations: are:

- The use of another student's work
- The purchase of a canned research paper
- Copying whole passages into a paper without documentation
- Putting specific ideas of others into your own words without documentation" (Lester 91)

Lester, Sr., James D., and James D. Lester, Jr. Writing Research Papers. 11th ed. New York: Pearson-Longman, 2005.

Academic Probation

Academic Probation is a condition imposed on students experiencing serious academic difficulty. A student who fails more than one course in a given academic semester will be placed on academic probation. Probation is a period of time during which the student will be monitored and evaluated in an attempt to have the student improve her academic performance and prevent her failure of a course. Students may be assigned to a required study and excluded from field trips. Elective courses may need to be forfeited to accommodate this.

The duration of academic probation will be determined by the dean. A student on academic probation must demonstrate sufficient improvement to have the probation ended or be subject to an administrative review which could result in dismissal.

Failures

A student must earn a minimum of 5 full credits each year to progress to the next year.

1. If a student fails a required course, the credit for that course must be earned at McAuley summer school before the student may return the next year. This may require 1 credit or ½ credit dependent upon whether the student failed the full year or a semester.
2. If a student fails any elective course and the effect is that the student did not earn 5 full credits during the school year, the student must make up the lost credit by taking an elective course during summer school.
3. No more than 2 credits of makeup work may be earned in Summer School per summer.

N.B. Attendance and participation are part of the academic requirements in each class at McAuley. When a student has a questionable absence pattern with absences in excess of **five** days per quarter, or five class periods, the student will be placed on Attendance Probation and a parent meeting will be required. A doctor's note may be requested if illness is used as a reason for absence or if the absences are sporadic. Any absences for trips, college visits, etc. are part of this repeated absence policy. Repeated missing of tests and assignments will be dealt with on an individual basis through the best judgment of the teacher. A student with questionable or repeated absenteeism can be denied credit for the classes or individual classes missed.

Multiple Failure Policy

A student who fails more than 2 credits in a given academic year will not be allowed to return to Mother McAuley the following semester.

Juniors and seniors with multiple failures will be handled on an individual basis by the level dean.

BEHAVIORAL CODE OF CONDUCT

As a Catholic/Christian school, Mother McAuley High School expects moral and ethical behavior and decision making reflective of the Gospel of Jesus Christ and the teachings of the Catholic Church. Since Mother McAuley students are expected to show Christian consideration, individual respect and concern for all in the school community, the code of conduct is intended to provide for the students, their parents, and the faculty an understanding of the behavior patterns expected of students and the procedures used in maintaining that standard of conduct. In light of this, any misconduct on the part of the student, such as: disrespect or discourtesy towards school personnel, visitors or other students; immature and inappropriate conduct; hazing or bullying; threats, verbal, written, or gestured; vulgarity; forgery; classroom disruptions; leaving the school campus; littering the school building and grounds; inappropriate behavior

in the study hall, learning centers, dining hall, washroom, or corridors; tampering with or destruction of hallway displays or locker decorations; and any other behavior warranting disciplinary action will not be tolerated. Students traveling to and from school, attending/participating in events or activities identified with McAuley are expected to abide by McAuley's code of Christian respectful behavior and values.

Absence - Extended

Any student who is absent from school because of therapeutic treatment must have an on-going therapy contract or a doctor's release in order to return to school. Arrangements for the student's return to school are to be coordinated through the dean.

When notified by parents that a student will be out of school because of an extended illness, the following procedure will be initiated:

1. The level dean requests teachers to assign work. **Assignments may be picked up in the Main Office the day following the request.**
2. The level dean checks with teachers to determine if requirements have been met to grant credit at the marking period.
3. A doctor's note must be presented to the level dean prior to the first class of the day she returns.
4. It is the student's responsibility to contact her teachers regarding missed school work.

Absence/Tardy - Repeated

When a student has a questionable absence/tardy pattern with absences in excess of **five** days per quarter, or **five** class periods, the student will be placed on Attendance Probation and a parent meeting will be required. A doctor's note will be requested if illness is used as a reason for absence or if the absences are sporadic. Absences for trips and college visits along with early dismissals, dismissals from the health office and tardies are included in this policy. Repeated missing of tests and assignments will be dealt with on an individual basis through the best judgment of the teacher. A student with questionable or repeated absenteeism may be denied credit for the classes or individual class missed and may not be allowed to continue into the next academic quarter. This policy may have serious consequences for seniors.

Absence for Trips

There are 2 1/2 months when school is not formally in session and it is expected that this would be the time when family trips would be taken. Therefore, McAuley discourages and disapproves of families taking a student out of school for family trips during the 9 1/2 month school year.

If circumstances dictate that you must take a student out of school, the burden of the responsibility for making up work missed rests with the student, who must realize that not all work can be made up. **It is not the responsibility of the teachers to reteach subject matter missed, accept projects or papers, or to schedule make-up tests and quizzes.**

The procedure for obtaining a trip form is as follows:

1. The student presents a note from her parents regarding the date and reason for the trip to her level dean at least **two weeks prior to the trip.**
2. The level dean will send the trip form to each faculty member for comment on how this absence will affect the academic status of the student.
3. The student will give a copy of the completed trip form to her parents for their signature.
4. The signed copy is returned to the level dean who will keep it on file.
5. Absence due to trips in combination with additional absences could place a student on Attendance Probation.
6. If work is requested, it is the expectation that it be completed. Work is due on the day the student returns to school.
7. Students on field trips or retreats are responsible for all assignments missed. It is the student's responsibility to inform her teachers and request work prior to the trip/retreat. Tests must be made up upon the day of return to school. This expectation applies to students attending Kairos retreats as well as freshman, sophomore, and junior students.

After School Activities

Students who are involved in extra-curricular activities must obey the directives of a supervising faculty member or coach. The school does not assume responsibility for students remaining in the school without permission. All school policies are in effect for before, after school and weekend activities.

Attendance Policies

Consistent class attendance is necessary to insure continuity in learning. Attendance and participation are part of the academic requirements in each class at McAuley. It is the responsibility of the parent to see that the student attends school daily. In the event that a student is ill or must be out of school, **parents must call the school** between 7:30 a.m. and 11:00 a.m.

TO REPORT AN ABSENCE, CALL 773-881-6518.

If the school does not receive a call, the student will be considered truant. The truancy policy described in this handbook will be applied.

Upon returning to school, the student should present a written excuse from the parent or guardian, giving the name, date, days absent and the reason for the absence to her homeroom teacher. These notes are kept on file until June.

If a student anticipates an absence, a note must be brought to the level dean prior to the anticipated date of absence.

Parents should not call if a student is tardy.

All work missed during an absence will be required to be made up. A student must take a missed test the day she returns to the specific class. Requests for a postponement of a test or quiz must be approved by the student's level dean. If a student has missed work (not tests or quizzes), she has the corresponding number of days to make up the work. Quizzes may or may not be required to be made up according to an individual teacher's choice.

Attendance Probation

A student on Attendance Probation is excluded from field trips and should not request any early dismissals. A student on Attendance Probation must bring a physician's note written on physician's stationery to her level dean for any subsequent absences in order to be permitted to complete make-up work. This policy also applies to students with questionable tardiness patterns.

Attendance Record

The official record of attendance will be taken at Homeroom. Attendance will appear on the report card and the official transcript. Only school sponsored field trips and retreats are not recorded as days of absence.

Beverage Containers

Refrigerated water fountains are available in various parts of the building including the dining hall. Therefore, beverage containers may not be brought into the halls or classrooms by students at any time. Beverage containers include, but are not limited to, sports bottles, water bottles, plastic cups, refillable travel mugs, and soda cans. Students bringing these types of containers into school as part of their lunch are required to transport them in a paper or plastic bag.

Book bags

A book bag is defined as any bag, carried by a student, containing a book (or books) and/or notebook(s). This includes large purses, backpack purses, and nylon sport sacks. Book bags/large purses are not allowed to be carried anywhere in the building during the school day. Book bags are to be left in the locker prior to the student's first class of the day. A book bag will be confiscated by a teacher or Dean.

Building Access

1. For safety reasons, certain areas of the school are restricted. Students may not be in the McAuley Theatre, foyers or gym locker rooms unless assigned to a class in these areas; otherwise, the McAuley Theatre and gym phones and lavatories may not be used.
2. Students are not to be in the corridors of the school building after school unless they are going to or from a Resource Center or supervised activity. Students waiting for rides should wait in the Circle Drive area.
3. Posters hung in the school must first be approved by a dean and may be displayed only in approved areas. No posters will be hung on painted surfaces.

Bus Transportation

Bus service through a private school bus company is available for a fee. The cost and routes vary each year. Questions regarding transportation should be directed to the Main Office.

Other students arrange for their own transportation in car pools, the CTA, PACE, or suburban bus lines.

The bus driver is the responsible authority in charge of the bus, and as such, he/she can expect that students are courteous and considerate at all times. Students who fail to show courteous/considerate behavior and/or fail to follow bus rules and regulations may be prohibited from riding the bus.

Dining Hall/Lounge/Patio

Each student will select a table at the beginning of the semester and will sit at that same table each day. Students are to remain in the dining hall and lounge during the entire lunch period assigned to them. Any student who wishes to leave the dining hall must have a permit and/or a note from a faculty member. Students are reminded that good manners are expected. Food is permitted only in the dining hall and lounge. Each girl must clean her table and surrounding area and leave it in good order for the next student. Dining hall rules are posted and are to be observed.

Additional expectations include the following:

1. **Before school:** Students may enter the dining hall in the morning AFTER book bags, coats, and other non-uniform clothing are placed in the locker. To allow for access to the vending machines, students may not be seated at the two rows of tables in front of the vending machines.
2. Loud and rowdy behavior is not allowed in the dining hall; students are to observe the standard code of etiquette at the lunch table.
3. Each student is responsible for seeing that the table, chairs, and floor are cleaned and chairs are properly placed for the next lunch period.
4. If a student accidentally spills food, she should clean it up immediately.
5. Food and/or beverages may not be taken out of the dining hall or lounge area. Eating or drinking anything in any place other than in the dining hall or lounge area is not permitted. **No food or beverages may be taken to the patio area.**
6. Lying on the ground in the patio area is prohibited.
7. **All school policies, including the uniform policy, are in effect while students are in the dining hall and lounge.**

Students with dining hall detentions will:

1. Check in with dining hall monitor upon entering the dining hall.
2. Be assigned to the dining hall detention table.
3. Clean the dining hall for the last 15 minutes of the period.
4. Check out with the dining hall monitor before leaving the dining hall only after the dining hall is completely clean.
5. Failure to follow dining hall detention procedures will warrant further disciplinary action by the level dean.

Calculators

A teacher has the right to ask a student to clear the memory of a calculator prior to any testing situation. **The school does not assume responsibility for lost or stolen calculators. Each student must etch or indelibly print her name and homeroom on her calculator to aid in identification of lost or missing calculators.**

Cellular Phones

Cell phones are not allowed to be carried or used in the school building between 8:00am and 3:00pm. Any cell phone brought into the school by a student must be turned off and placed in the student's locker until she leaves school at the end of the day. Cell phones found on the person of any student during the course of the school day will be confiscated and a \$25.00 reclamation fee and a Saturday Jug will be imposed. Confiscated phones may be reclaimed from the level dean. Upon a second offense, the fine will be \$50.00, a Saturday Jug and a parent will be required to reclaim the phone from the level dean. Continued offenses will result in Behavioral Probation and additional consequences determined by the level dean.

Cheating

The sharing of any class work, including but not limited to, homework, term papers, and projects is considered cheating. In addition, sharing information, transmitting, answers to a test, possessing testing materials, removing or sharing any testing material in any way (text messaging, electronically, copied, duplicated, or handwritten) is cheating. All students involved will receive an automatic grade of zero (F) and a minimum of one Saturday jug at the discretion of the level dean. The student may also be suspended and placed on Behavioral Probation.

Contagious Disease

If a student is suspected of having a contagious disease, the student will be sent home. Students who have been absent because of a contagious disease must have a doctor's note indicating that the student is free of the contagious disease and able to return to school. **The doctor's note must be presented to the school nurse prior to the first class of the day.**

Custody

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 parents' obligation to make this known in writing to the proper level dean.** Mailings and student information are directed to the custodial parent.

Cuts

Students are expected to report to every class and assigned study. Failure to comply indicates a cut. Notification of a cut is sent by the Attendance Office to the teacher and level dean. Tardiness in excess of 10 minutes will be considered a cut. Leaving class or homeroom without the expressed permission of the teacher is also considered a cut. Work missed, including tests and quizzes, will not receive credit or be made up.

A cut is counted as part of the repeated absence policy. Disciplinary action for a cut will be attendance at a Saturday jug. If a student again cuts class, further disciplinary action will be warranted.

The school does not accept responsibility for a student who is absent from school or class without appropriate permission whether she is on or off school property.

Dances

Parents must sign the appropriate permission for a student to attend a class dance or the senior prom.

- On the day of the dance, including the day before prom, students must be in school the full day. No early dismissals should be requested.
- All disciplinary responsibilities (jugs, after school detentions, dining hall detentions, fines, etc.) must be met and satisfied before a student would be allowed to purchase a ticket to her level dance, including prom.
- All financial responsibilities must be met for a student to attend prom.
- Class dances - sophomore, junior ring, and senior dance - are traditional male and female semi-formal dances. Girls should wear modest evening attire. Dresses that reveal the body around the stomach, navel, lower back and sides are not appropriate and may not be worn to any dance, including prom. Male escorts must be under the age of 21 and must wear appropriate semi-formal attire.
- "Freak" dancing, juking, or any type of dancing with inappropriate sexual overtones is not permitted.
- Students will not be admitted after 7:30pm; they may begin to leave at 9:30pm.
- **Anyone arriving late must notify the level dean by the date given.**
- Coats may be checked, but the school assumes no responsibility for lost or misplaced items. Money and valuable items should be removed from coat pockets.
- Smoking is not permitted anywhere in the building.
- Drinking and/or possession of drugs or drug paraphernalia are forbidden at all times on the school premises. Conduct which indicates that students have been drinking or that they have been using drugs will warrant disciplinary action as specified in the Student Handbook. Responsibility for the conduct of the student will be referred to the parents immediately. Violation of this policy will result in expulsion.
- Parents are reminded that it is unlawful for any person to furnish alcohol to a person under 21 years of age.
- If buses, vans, or limos are used for transportation, parental approval is expected. Moreover, parents should make every attempt to insure there is no transportation or consumption of drugs or alcohol in the vehicle.
- Any student suspected of displaying gang-related clothing or behavior will be expelled from the dance immediately and school policy enforced.
- **The school does not approve of the rental of suites, motel/hotel rooms for pre-or-post-dance activities.**
- Proper moral behavior and decision-making are expected of our students and their escorts.

The prom is a formal female-male date dance. Though hours of the prom and methods of transportation differ from class dances, all other rules apply. **Mother McAuley does not sponsor or encourage pre- or post- activities for class dances and prom.**

Dress Code

Our school uniform helps to identify the student as a member of the Mother McAuley community. All uniform clothing must be purchased from **Schoolbelles Uniforms**.

The uniform consists of the knit McAuley embroidered polo, sweater or fleece top, designated level skirt or kilt and the school ID worn on a McAuley lanyard. The lanyard **may only be worn** around the neck and the student's school ID must be visible at all times while in the school building during the school day. No article of clothing may be tied around the waist or thrown over the shoulders. Skirts and kilts must be worn at the waist, fully buttoned and zipped and must be no shorter than 3 inches above the knee. Any clothing other than the Schoolbelles uniform is considered non-uniform clothing and may not be worn during the school day.

Shoes and socks must be worn at all times with the uniform. Socks should be a solid color and worn above the ankle. Tights may be worn and their color may be navy, black, gray or white. Enclosed soft-soled casual or dress shoes may be worn during the school day with the uniform. Shoe types and brands that may not be worn with the uniform include: Crocs, UGGs, boots, slippers and flip-flops.

Extreme hairstyles, hair colors, makeup and excessive and inappropriate body ornaments (i.e., chains, metal-spiked jewelry, hemp necklaces, etc.) are forbidden in school. Hats, caps, head scarves, bandanas, hair rollers, hair wraps or sweatbands may never be worn in the building at any time. This includes non-uniform days.

Any other apparel, accessories and body decorations (i.e. tattoos, tongue piercing, brow piercing, nose piercing, body piercing, etc.) which are worn are considered a violation of the uniform policy. Band-Aids or other coverings may not be worn over piercings. Any student coming to school with visible body piercing, other than small earrings worn in the ears, will be asked to remove the jewelry and jewelry will be confiscated by a dean. Any student with a visible tattoo will be required to cover it during the school day and at school functions. Failure to follow this policy will result in suspension and the student will not be permitted to return to school until the object is removed.

Of special concern: A student having an extreme hair color is considered to be in violation of the uniform policy. The administration of the school reserves the right to define "extreme hair colors." Generally this would include hair dyed an unnatural color completely or in streaks or in patches that draw one's attention. Failure to abide by this policy will result in suspension from school until the dean receives written verification that natural hair color restoration will begin immediately. Payment for costs incurred for the restoration will be the responsibility of the student.

Students needing to change out of their uniform for any reason, at any time, should do so in the locker room or women's washroom. At all times, the Administration reserves the privilege of regulating against unbecoming fashions or fads and determining what is appropriate school dress.

A student who is out of uniform will serve an after-school detention and other disciplinary action may be warranted. Any out of uniform items will be taken from the student and not returned to her.

Uniforms must be worn during the school day in all areas of the school including the dining hall, detention and jug.

To and from School:

Students are to be appropriately dressed when coming to school and when leaving.

Drinking and Drugs

Drinking and/or possession of alcoholic beverages, abuse and/or possession of drugs or drug paraphernalia or being under the influence of drugs and/or alcohol are forbidden at all times on the school premises. The school maintains the right to search any personal property when there is suspicion of a violation of this policy. Conduct within the school or at school sponsored functions which indicate that students have been drinking or that they have been using drugs is a serious offense and will warrant disciplinary action. These regulations apply equally to school functions held off campus as well as social and athletic events held at other schools. Students exhibiting this behavior will be reported to the level dean. At off campus functions, responsibility for the student will be immediately referred to the parents. Seniors exhibiting this behavior may lose the privilege of attending prom, graduation, and other school activities.

Violation of this policy will result in expulsion. The alternative to expulsion is attendance at an accredited substance education program having an evaluation component. The program will be determined by the level dean in conjunction with the student's counselor. The cost varies according to the agency used. Payment(s) is assumed by the parents or daughter. Further disciplinary consequences may be required by the level dean.

Parents are reminded that it is unlawful for any person to furnish alcohol to a person under 21 years of age. (IL.Rev. Stat., ch.43, Par.131, IL.Rev. Stat., ch.23, IL.Rev.Stat., ch.56 ½, par.705,1401)

Early Dismissal

Early dismissals are discouraged and because they have the same effect as absences, they will be counted as part of the "Repeated Absence" policy. No request for early dismissals should be made on the day before a holiday, during the first week of a new quarter, on any condensed schedule day, to avoid attendance at assemblies, during any testing week, or on the day of a dance. A student on Attendance Probation should not make any requests for early dismissal. **Requests for early dismissals are to be submitted to the appropriate level dean before the first period class. Early dismissals will be granted only if the request is made in writing and signed by the parents. Phone calls will not be accepted for early dismissal. Emergency situations requiring dismissal without prior notification can only be approved by the level dean.**

Electronic Equipment

Digital cameras, iPods, camera phones, MP3 players, CD players, laptops, radios, pagers, laser pointers, and other electronic equipment **may not be brought into school or on field trips**, unless they are to be used as part of class projects. Portable cellular phones must be turned off and kept in a locker during the school day. The school is not responsible for the security of any electronic equipment. Violations of this policy will result in disciplinary action and equipment will be confiscated.

Emergency Closing

If unusual circumstances warrant closing or a change in school hours, notification will be made through an electronic messaging system. In addition, announcements will be made on WBBM – 780 AM, WGN - 720 AM, 96 FM and TV channels 2, 5, 7, 9, 32, CLTV and posted on EDLINE and the school's web page. Information may also be obtained by calling the Main Office at 773-881-6500.

Exams

Semester exams are scheduled and included in the school calendar. Quarter Assessments are scheduled during the week prior to the end of each academic quarter therefore; all students are expected to be present on these days. (See Exam Schedules.) Vacations/trips must not be planned during these days. No exams will be given early. Second semester exams may not be made up. A student absent for her second semester exam may receive a grade of F for the exam and this may result in failure of the course.

Fighting

Fighting is a serious offense. The school recognizes that inter-personal conflicts are a normal part of daily relationships. However, students are expected to display respect for one another and their teachers, to talk through misunderstandings, and seek any appropriate adult mediation if necessary. Fighting, whether physical or verbal, will warrant disciplinary action and may result in expulsion.

Fire Drills

Fire drills are necessary for the safety of the students, faculty and staff. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which she may be. Fire evacuation information is posted in every room.

General Rules for Fire Drills:

1. Close windows.
2. Students will follow designated exit instructions, keep in single file, walk, not run, refrain from talking, and proceed to a distance approximately 100 feet from point of exit.
3. The teacher should be the first one out of the room, should take the class roster and keys, and remain with the class.
4. The last student out should close the door.
5. The teacher will take attendance once the group has reached its proper distance from the building.
6. When the all clear is sounded, all will return to their classrooms in the same orderly fashion.

Note: Fire drills are very important and serious exercises which may save your life. You are expected to act accordingly.

Forgery – Tampering With School Documents

Forging/falsifying parent, guardian or teacher signatures on any school related document, changing grades, tampering/altering/assisting/disposing of school documents (attendance slips, detentions, progress reports, failure warnings, parent notes, etc.) are all serious offenses. Each individual occurrence will result in a minimum of one Saturday jug, the student's parent/guardian will be notified and additional consequences will be determined by the level dean.

Gang Activity

Gang activity will not be tolerated at Mother McAuley. Any student suspected of engaging in any gang related activity will be immediately suspended from classes. Her parents/guardians will be contacted and she is subject to expulsion. Some examples of gang-related activity include but are not limited to the following: use of hand signs; drawing of symbols on school property, books or clothing; wearing gang colors, symbolic clothing, jewelry or symbols; harassment of students while in school or while traveling to and from school or while participating in school-related functions.

Graduation Ceremony Requirements

Participation in the graduation ceremony is a privilege:

1. Students must be in good standing.
2. All behavioral obligations must be completed.
3. All financial obligations including tuition and any fines incurred throughout the year must be fulfilled.
4. Graduates are to wear modest, **pure white**, formal length dresses, white shoes and white gloves. Dresses should be no shorter than two inches above the ankle. Dresses that reveal the body around the stomach, navel, lower back, sides, and thighs, or that expose cleavage are not appropriate and may not be worn to graduation. Any visible body piercing, other than earrings worn in the ears, is not allowed. Tattoos may not be exposed. Athletic shoes, slippers, slides, and flip-flops are not to be worn.

Gum

The chewing of gum is not permitted in school at any time or any place. A student who violates this policy will be issued a detention as well as a \$1.00 fine.

Halls

Quiet and decorum are the rules in the school building at all times, especially from 8:05am to 2:55pm while classes are in session. Even though students may talk during the class breaks in the classrooms and halls, there should be no shouting or excessive noise. Students are reminded to move quickly through the halls and keep to the right during all class changes. Students may not be in the hall except at change of class. Students may not be in the halls during homeroom or class time unless they have a Hall Pass. Students going to lunch need to move quickly and quietly to the dining hall. Students are not to remain at their lockers once the passing bell has rung. Any disruptive behavior in the hall, including pushing and "bookchecking," will necessitate a detention. Students are expected to spend their free time in a Resource Center, lounge, library or an assigned study.

Harassment

Harassment of any type is unacceptable conduct. Students who engage in any type of harassment will be subject to appropriate discipline, including suspension, dismissal, or expulsion. Harassment of any kind should be reported immediately to an administrator who will then conduct a thorough investigation.

I.D. Cards

I.D. cards are part of the uniform; therefore, a student must wear her I.D. card at all times. I.D. cards are to be kept for four years. If a student loses her I.D. card, she must see her level dean for a replacement at the cost of \$6.00. I.D. cards will also carry bar codes for use in the library. A student must report a lost I.D. to the library or be subject to responsibility for books and/or fines attached to the I.D. If a student defaces her I.D. she must purchase a replacement I.D. card at the cost of \$6.00. If a student leaves McAuley, she must surrender her I.D. card. Failure to wear a current McAuley I.D. will warrant attendance at detention. Students attending class at Brother Rice will be issued special I.D.'s. These are to be carried at all times and are to be presented to the monitor on duty.

Insurance

The school does not provide student medical insurance coverage. Parents, however, may apply for the Students Accident Insurance plan provided by the Markel Insurance Company which offers either "in-school" or "twenty four hour" coverage. Applications for this insurance will be distributed to the student during the first weeks of school. Students not covered by the Markel Insurance Company plan must rely on their own family insurance coverage.

Language

Mother McAuley High School will not tolerate disobedience, vulgar language or gestures, baiting, name calling, racial slurs, ethnic harassment/ridicule, or any other form of physical or psychological abuse. Such behavior will result in a minimum of an after school detention. When warranted, further disciplinary action, including expulsion, will be taken.

Lockers

The school assigns lockers for students and distributes lock bumpers. Locks must be purchased from the school. The lock bumper must remain on the school lock at all times. The sharing of lockers is prohibited. Students should keep the assigned locker locked at all times with a lock issued by the school. **After closing the locker, students should spin the dial several times to insure that it will not be easily opened by another.** Sharing locker combinations negates the security of the locker. **THE SCHOOL IS NOT RESPONSIBLE FOR SAFEGUARDING PERSONAL PROPERTY.** Students may not write on or in their locker or any other student's locker. This is considered vandalism. Any students found in violation of this policy will be required to clean their lockers. Repeated violations may result in locker relocation. Each student is responsible for the cleanliness of her locker. It is the student's responsibility to report broken lockers to the Main Office.

Lockers are the property of the school and are under the direct control and supervision of the administration. Lockers will be inspected periodically. Furthermore, the administration may inspect lockers at any time for the following reasons: to look for lost and stolen library books, textbooks, school equipment and supplies; to remove health hazards; to check for necessary repairs; to confiscate illegal items. A student will be assessed the amount needed for repair/replacement of a vandalized locker used by her and/or registered in her name. Each student registered for physical education will purchase a lock for her gym locker for her work out clothes and shoes. During physical education class, she should lock her purse, calculator, and/or books in this locker.

Locker decorations are limited to recognition of birthdays and school events. Decorations may remain on the front of the locker for one week and are expected to be taken down by the student. Decorations are limited to: wrapping paper, ribbon, 8½ x 11 sheets of paper, and a maximum of 6 photos or pictures. MASKING TAPE must be used to fasten decoration to the FRONT OF THE RECIPIENTS locker door. DECORATIONS MAY NOT BE TAPED TO THE WALL ABOVE THE LOCKER, THE FLOOR, OR LOCKERS ON EITHER SIDE OF THE RECIPIENT. Balloons are not permitted.

Medical Policies

If a student becomes ill, she must obtain a pass to the Health Room from her classroom teacher. As a general rule, students will not be sent home for cramps, upset stomachs, headaches (unless noted on health form), common colds or sore throats without a fever present. **The Health Room is not used for resting.** Students should not call a parent to obtain release from school. The School Nurse or Dean will notify a parent/guardian of the need for a student to be released from school due to illness. Students going home must be picked up and signed out through the Health Room located at the back of the West Gym. A student who is ill and leaves school without proper permission is considered truant and appropriate disciplinary action will be taken. **All prescription and non-prescription medications must be left with the School Nurse.** The nurse will not dispense any medication to any student without permission from the student's parent/guardian/physician. Permission forms for dispensing medication must be completed yearly and kept on file with the nurse. Any changes must be reported in writing to the nurse. All incoming freshmen must have a completed medical form. Students not in compliance must be excluded from school.

Non-Uniform Days

All students are required to be in full uniform each school day. Non-uniform days are determined by the Administration.

Off Campus

In nice weather, students may walk on the North sidewalks outside from one building to another building between classes, but may not remain outside. Parking lots, backroads, the South sidewalk, Circle Drive or other areas are considered off campus. Students may not carry or wear non-uniform sweatshirts, jackets, or coats if they choose to walk outside between classes.

Parking

Only faculty, staff and McAuley upper classwomen with approval and who have paid the parking fee are allowed to park in any of the McAuley parking lots. Students must purchase and display the tag in their vehicle when parking on campus.

Parking in a space not assigned to you or in a no parking area is a violation of the parking policy. Any parking violations should be reported to the Main Office. A student reported for parking violations will be issued a Saturday jug and a \$25.00 fine. Students who disturb residents by parking in the surrounding neighborhood will also be issued a Saturday jug. Cars parked in restricted areas (front Circle Drive, East Chapel, Mercy Hall or fire lanes) will be towed away at the owner's expense.

It is the students' responsibility to cooperate and to be on the alert for any unusual activity in the parking lots. License number and description of any suspect car should be reported to the Main Office. Any property damages on campus should be reported to the Main Office. **The school does not assume responsibility for any damages or losses incurred to vehicles while using its parking facilities.**

Personal Property/Theft

It is the responsibility of each student to safeguard her personal possessions (books, coats, money, purse, etc.). Sharing locker combinations with other students, leaving your locker unlocked, or presetting your combination negates the security of the locker. **Mother McAuley High School does not assume responsibility for the recovery or replacement of lost, stolen or damaged personal property.** A student who steals from another member of the McAuley community may be expelled.

Petitions

Petitions may not be circulated for student signatures. We encourage communication in our school community. Students should see their level dean with any concerns.

Public Behavior

Any student whose behavior outside of school, who in the opinion of the Administration brings disgrace to the school, renders herself liable to suspension, probation or dismissal.

Smoking

Smoking is a proven health hazard. All high schools are required by Illinois State law to instruct students in the health hazards of smoking. In light of this law, Mother McAuley, as an educational institution, does not permit students to smoke on school premises (parking lots and roadways included) or while going to and from school. This no smoking rule will be considered violated when a student is in possession of or in the vicinity of a lit or unlit cigarette, throws a cigarette away, is in a lavatory with smoke coming from it, is in a lavatory stall with another student or if there is a suspicion of a violation of this rule. A student who violates the no smoking rule exhibits a serious disregard for the safety of all others and will be suspended immediately, fined \$30.00, and assigned one Saturday jug.

If a student does not attend the assigned jug, a one day suspension will be warranted. As a result of this suspension, students may not receive credit for any work done on this day. Tests and quizzes will not be rescheduled.

Solicitation

The advertisement or sale of goods or services is prohibited within the school. The use of the school's name, logo, and shield is not permitted without consent of the Principal.

Fundraising and/or the collection of money for any purpose or project, including apparel and food, may not be conducted without prior approval of the Principal.

Student Data

Student information (address, phone, etc.) is requested at the beginning of each school year and is kept on file in the Main Office, the Dean's office, and other school offices. Any changes in address, phone number, parents' employment, emergency information, etc. that occur during the year should be reported to the level dean.

Student Records

Mother McAuley Liberal Arts High School keeps permanent records and temporary files for each of its students/graduates. This record includes courses and semester grades, attendance, standardized test results, and immunization records.

The Illinois School Student Records (P.A. 79-1108) was signed into law on March 24, 1976. This act provides the access on the part of parents and eligible students (those 18 or over) to student records maintained by an educational institution. Requests must be in writing, state the specific record desired and state the reason for the request. Within three days of the request, an appointment will be made with one of the authorized school personnel to interpret the record for the parent and/or eligible student.

Tardiness

Any student arriving late to class or school for any reason should report directly to the Main Office and sign in, then proceed to her classroom. Students arriving late to class will be given either an after school detention or a jug **regardless** of a verbal or written excuse. Any questions regarding a detention for tardiness must be addressed by the student to the level dean.

Telephone Messages

Please do not request delivery of telephone messages to your daughter except in cases of extreme emergency.

Truancy

A student absent from school without prior parental knowledge, as well as a student who leaves school without proper permission, is considered truant. Truancy is a violation of the state and local law. Parents will be contacted. Consequences for truancy are probation and Saturday jugs. Further disciplinary action will be determined by the level Dean. The school does not accept responsibility for a student who is absent from school or a class without appropriate permission whether she is on or off school property.

No credit is given for assignments, tests, and quizzes missed due to truancy.

Vandalism/Graffiti

Vandalism or deliberate abuse of school property is a serious offense. Students are reminded of their responsibility to care for school property and to report any cases of vandalism to the proper authority. Students found vandalizing school property, including lockers, or the property of others will be held responsible for repair or replacement cost of the vandalized property.

For locker vandalism, see "Locker" policy.

Visitors

All visitors should be directed to the Main Office where they will register and receive a Visitor's I.D. **McAuley students may not be accompanied to class by a guest without the permission of level dean.** Mother McAuley does not issue student visitor permits. No exceptions are made for small children, relatives, out-of-town friends. Alumnae and former faculty members, however, are welcome to visit classes and teachers after registering at the Main Office and obtaining and displaying a visitor's pass.

Weapons and Other Dangerous Objects or Materials

Possession, use, control or transfer of any objects or material which can be used to inflict bodily harm and/or are defined by Section 921 of Title 18, United States Code or Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code or possession of any other object or material, including "look alikes", used or intended for the express purpose of inflicting bodily harm or intimidation will be considered a weapon and the student will be recommended for expulsion.

Student possession and/or use of objects and materials designed for self-defense such as but not limited to objects containing a non-lethal noxious liquid gas and which are reasonably perceived by the administration to be dangerous and disturb or have the potential to disturb the safety and well being of individuals or the school community, are strictly prohibited on school property or at school related events regardless of location.

Violation of this regulation will result in confiscation of the item or material, automatic suspension, remuneration for damages incurred if applicable and administrative review for possible expulsion. The administration reserves the right to evaluate individual situations and student behavior in the context in which it occurs and take appropriate action commensurate with intent to do harm and past disciplinary history.

VIOLATION OF SCHOOL POLICY

Violation of school policies are handled in two ways. Minor disciplinary situations are handled by the individual faculty member. Major school policy violations are handled by the teachers and school administration through any one of the following processes: Detention, After-school detention, Jug, Suspension, Probation or Expulsion.

The school defines these actions as follows:

Detention is a designated period of time when a student stays in an assigned place with a given task, decided upon by the person in charge. Students receiving numerous detentions may be placed on probation.

After-school detention is an additional 45 minute period of time at the end of the school day supervised by a faculty member. The student must serve the detention on the day the infraction occurs or the next scheduled detention day. **It is the student's responsibility to notify her parents of the detention.** After school employment, after school responsibilities and/or extracurricular activities are not sufficient reason for missing detention. Detention must be served in full uniform. Failure to serve after school detention will result in the student serving a Saturday jug in addition to the detention.

Jug is a three hour detention period on a designated Saturday from 8:00am - 11:00am, supervised by a faculty or staff member. Students should report promptly to the Circle Drive doors **in full uniform.** Students who arrive at jug out of uniform will not be allowed to serve their jug. Failure to attend a jug will warrant a one day suspension and the jug will be rescheduled. **It is the student's responsibility to notify her parents of the jug.**

Suspension is exclusion from classes and school activities for at least one school day. The absence becomes part of the official school attendance record and becomes part of the repeated absence policy. Parents are expected to assume responsibility for the student when placed on home suspension.

Behavioral Probation is a condition for students who have seriously violated school policy and show a need for a closer surveillance of conduct and attitude. The duration of the probation will be a minimum of one full semester. The probation condition is a period during which the student has restricted privileges.

The student will be scheduled into a structured full 8 period day; free periods are taken away and behavior is monitored and evaluated by school personnel.

The duration of behavioral probation will be determined by the Dean. A student on behavioral probation must demonstrate sufficient improvement to have the probation ended or be subject to expulsion.

An Administrative Review Due Process is conducted as a result of a student's serious and/or continued violation of school policy and the student's continued enrollment is brought into question. Members of the Administrative Team examine the student's school record as it relates to behavior, attendance, and academics. The Administrative Team will make recommendations regarding discipline action. The outcome of the review is a determination of the student's future at Mother McAuley.

Expulsion is permanent exclusion from school following serious or repeated deviation from school policy.

LEARNING CENTERS

www.mothermcauley.org

General Information

There are six Learning Centers: the Learning Resource Center, the Library, two Computer Centers, the Math Center, and the Science Center. Quiet, studious behavior is expected of all students using the centers. No food, drink or gum is allowed in the Centers. All students are expected to be wearing their school I.D. and to stay in the centers until the dismissal bell.

Procedure for Use of All Learning Centers

1. Student obtains a resource center permit from any faculty member.
2. Student fills in all permit information above "Signature of Teacher", and shows the teacher her I.D. The teacher will then sign the permit.
3. LUNCH students must go to lunch FIRST. When ready to go to a center, a student presents the permit to the dining hall monitor who completes the appropriate information. Student I.D.s must be visible when in the computer center. Permits are to be turned in upon arrival at a center.
4. STUDY HALL students report directly to the Study Hall before the bell rings where their permit is signed by the study hall teacher. Once in the centers, a student must remain until the end of the period regardless of her level. All students must present their filled out permits PLUS they must sign an attendance sheet. Failure to do so will result in a study hall absence.
5. All rules regarding uniforms, I.D.'s, book bags, sport bottles, etc. and all school policies will be enforced in the Centers from opening times through closing times.
6. Every student must have on file with her dean the signed "Internet Acceptable Use Policy" form.

LIBRARY

The library is open from 7:30a.m. until 3:30p.m. every school day (unless posted differently). Student I.D.s must be worn and visible when in the library. Students working before and after school may leave at their discretion. During all other times, students are expected to remain in the library until the bell rings. Exceptions are a) students with a teacher's classroom pass or b) a permit with a note indicating "student may leave when work is completed." The library contains the Follett automated card catalog, a vertical file, the magazine and print collections, indices, newspapers and Internet access. Passwords for online subscription services are available from library staff members and on EdLine.

Books may be checked out for a two week time period unless they are on reserve. Date due slips will be stamped in the checked out books. Student I.D. cards are necessary to check out books and use library materials. Book fines are ten cents per school day for regular check out and twenty-five cents per school day for overnight/reserve books. Lost books will be replaced at current replacement cost. Magazines and vertical file material are used only in the library. A photocopy machine is available to students. The cost of a black and white photocopy is ten cents per sheet. All school rules will be enforced. No food or drink is allowed in the library.

COMPUTER CENTERS

The computer centers may be used by students, classes, and faculty and staff. Computers are available from 7:15am until 3:30pm every school day. A student must check in with the room supervisor with her I.D. Students working between 7:15am and 8:00am and after 8th period may arrive and leave at their discretion. All other times, students must remain in the center for the entire period. Any computer equipment that is property of Mother McAuley High School is not to be marred, vandalized, or moved at any time. The users must maintain the network and software configurations that are in place at the time of use. Under no circumstance is a user to change any predetermined settings on any unit in any location of the school.

Computer Centers 1 and 2

Both centers contain networked, Windows computers with CD-ROM, Internet Access, word processing and integrated software programs. The centers are available for individual or group use.

Computer usage in Rooms 127 and 128 is limited to currently enrolled Business Education students for business course work.

MATH CENTER

The Math Center is located on the second floor near C-Wing and is open from 7:15am – 2:55pm It is available to all students seeking extra help in math and to make up missed tests and quizzes. Faculty members are present to assist the students with any math assignment or problem.

SCIENCE CENTER

The Science Center is located on the second floor near B-wing and is open from 8:00am – 2:55pm It is available to all students seeking extra help in science and to make up missed tests and quizzes. Faculty members are present to assist the students with any science assignment or problem.

TRANSFER

Any student wishing to transfer from Mother McAuley High School should notify the level dean. A written letter from the student's parent or guardian indicating intent to transfer should be given to the level dean well in advance of the date of transfer. Student I.D. card, State of Illinois textbooks, locks, and library materials must be returned before any transfer requests are processed. If the transfer occurs during the school year, tuition and fees will be prorated, and the refund or balance due will be determined on an individual basis.

AMENDMENT

Statements in this handbook are subject to amendment with or without notice. The school will attempt to keep you informed of all changes as soon as possible. However, some changes might be made immediately due to unforeseen circumstances.