Mission

Marin Catholic is a Roman Catholic college preparatory school serving young men and women. Consistent with our Gospel values, we are committed to the education of the whole person. As a community that values faith, knowledge and service, we provide our students a spiritual, academic, and extra-curricular environment.

We expect our students, through their experiences in the classroom and as active members of the school community, to develop the attributes of an educated person: responsibility, both personal and social; critical ability; appreciation for the complexity of the world around us. In partnership with parents, we hope to instill in our students the confidence that will empower them, as informed and compassionate individuals, to effect change in our world. We are committed to learning as a lifelong process.

Philosophy

Encouraged by Catholic tradition to view our universe as a dynamic, interconnected, holy creation of a loving God, we at Marin Catholic are committed to learning as a wondrous, lifelong process. Our Judeo-Christian heritage is our connection to those who have walked before us, offering their lives as testament of faith. The resurrected Christ opens doors of unlimited hope and ultimate meaning for us. His unconditional, unceasing love inspires us to change, to grow, to reach out, always with a sense that what we do is of vital significance. As the teachings of Christ affirmed the dignity of all people, we too welcome and affirm the diversity and richness of the religious and cultural traditions within our community. We take responsibility for nurturing life by using our considerable human talents in the service of creation.

We vigorously encourage academic excellence. We challenge our students with a rigorous program of courses in a variety of subject areas. Through various teaching methods and strategies we provide the impetus for further discovery. Consistent emphasis is placed upon the value of pursuing formal education beyond high school. We facilitate the development of specific academic skills, empowering students to find delight in the myriad intricacies of the universe, to think critically and creatively about their experiences, and to act in harmony with all life.

We encourage participation in activities such as clubs, sports, liturgies, retreats and community service projects. Marin Catholic strives to stand out as a community of doers, problem solvers, volunteers, people who take responsibility for accomplishing the tasks of life, for creating a climate of joy, for rallying others to contribute their abilities to the general good.

At the heart of our identity are strong Catholic values. We take firm stands on issues of justice, morality and equality. We affirm the dignity of all persons, cultivate high expectations for the quality of life, and serve as advocates for those who cannot speak for themselves. Informed and compassionate, we resolve to be role models of Christian action in the 21st century.

The Archdiocese of San Francisco Code of Conduct Covering Student and Parents/Guardians

The students’ interest in receiving a quality, morally based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.

2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g. extended care, athletics, field trips, etc.)

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in verbal or written warning to the student and or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g. suspension of a student or suspension of parent/guardian’s privilege to come on the campus grounds and/or participate in parish/school activities, volunteer work, etc.)

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.
A Message to our Parents...

This is your copy of the official Parent/Student Handbook. The Parent/Student Handbook is provided to ensure that parents and students have a clear understanding of the policies and procedures followed at Marin Catholic. All parents are expected to read, understand and support the policies in this book.

This school activity calendar has been prepared for your information and quick reference. Please refer to the school website for any changes or modifications made to the calendar.

We hope you will find it a convenient and useful tool and a reminder of the many activities and services offered to the students and community of Marin Catholic.

Welcome to Marin Catholic!
Integrated Student Outcomes (ISOs)

“Integrated Student Outcomes (ISOs): Essential attributes of an educated person, as someone formed in a Catholic culture. They are derived from the school’s mission and philosophy statements and are defined in the form of broad-based behaviors signifying what a student knows, understands, values, and practices. They are integral as they serve to unify all the academic achievement outcomes and the co-curricular outcomes that the school establishes as goals for its students.” WCEA, the Western Catholic Educational Association, which is responsible for the accreditation of our school.

Catholic Identity and Vision

Essential Characteristics: We Expect our Students to be
Compassionate children of God, who, filled with hope inspired by the life and teachings of Jesus, promote, in the words of Pope John Paul II, “a culture of life” and “a civilization of love, which alone can bring true peace and justice.”

Essential Outcomes: Students will be able to demonstrate
- An ability to seek truth through a critical examination of the parallels and conflicts between our modern culture and the teaching of Jesus and the Church.
- A willingness to build personal integrity through the habit of virtue.
- A respect for the dignity and sanctity of life of all persons
- An active concern for justice and charity

21st Century Literacies

Essential Characteristics: We Expect our Students to be
Discerning consumers of information who approach learning opportunities with a well-developed knowledge and skills base.

Essential Outcomes: Students will be able to demonstrate
- Literacy in the humanities, sciences, mathematics, economics, and technology
- Information literacy
- Multicultural and global literacy
- Verbal and visual literacy

Complex Communication

Essential Characteristics: We Expect our Students to be
Effective communicators who skillfully convey ideas using various forms of communication.

Essential Outcomes: Students will be able to demonstrate
- Positive interpersonal skills and collaboration
- Communication characterized by a clear sense of meaning, purpose, and audience
- Sensitivity to the impact of attitude and words on others in all types of communication: inter-personal, written and electronic.

Critical and Inventive Thinking

Essential Characteristics: We Expect our Students to be
Critical thinkers who approach the world with intellectual curiosity and who attempt to solve complex problems creatively and independently.

Essential Outcomes: Students will be able to demonstrate
- Curiosity, creativity, intellectual risk-taking, and adaptability
- The ability to manage complexity by planning and prioritizing
- The ability to apply, analyze, synthesize, and evaluate ideas when problem solving

Personal and Social Responsibility

Essential Characteristics: We Expect our Students to be
People of integrity who strive to improve the human condition and work with others toward a just world.

Essential Outcomes: Students will be able to demonstrate
- Personal, social, and civic responsibility
- Reflection, self-direction, resilience
- Commitment to the balance of a healthy mind, body, and spirit
- A strong work ethic
- Moral intelligence
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The Teacher at Marin Catholic

Teachers at Marin Catholic have the primary responsibility to implement the school philosophy through instructional excellence, through participation in the creation of a school community, and through their role as a bridge between the individual student and the world community.

Teachers demonstrate a genuine knowledge of their subject area and its place in the education of the whole person. They have the ability to communicate it to students. They always recognize students as individuals whose lives include important relationships, responsibilities, and activities beyond the classroom. Marin Catholic’s teachers are active, supportive members of a community that includes staff, parents, and students willing to contribute their particular talents and gifts. They are positive role models through the behavior and attitudes expressed toward their profession, subject areas, colleagues, and students.

Teachers at Marin Catholic acknowledge their membership in the greater community of humanity by communicating the lessons and values of the culture, by offering themselves as a resource in the community, and by facilitating the participation of students in experiences and service outside of the school.

The Student at Marin Catholic

As a co-educational Catholic high school serving a large and diverse local community, Marin Catholic accepts students who are prepared for the challenges of a college preparatory program. The integrated curriculum is designed to develop in the student an awareness of the individual’s role in both the school community and in society. All students will be given opportunities to develop sound study skills; they will be taught a process of logical thinking which will encourage them to compare and contrast data received in the various disciplines. In addition, students will be led to appreciate not only their own abilities but also the gifts of others. Finally, students will be given a knowledge of Christian values which will help them respond to the challenges of daily living.

Marin Catholic takes seriously the responsibility to provide models of leadership and maturity. Students are encouraged to develop these qualities, to respect one another, to assume responsibility for their own actions, and to acquire a healthy attitude toward success and failure. Marin Catholic recognizes the need to be sensitive to students in need of stability. Serious social and family problems may be reflected in a student’s behavior or attitudes. In such instances, the school will offer whatever help possible and, when necessary, will encourage families to seek outside professional assistance.

Students will be made aware of the needs and problems of the larger community and be provided with opportunities to address those needs in a positive way. The school will help students develop self-esteem, a healthy sense of their own unique gifts, so that they may realize their potential and assume active and positive roles in the community.

Campus Ministry

The purpose of Campus Ministry at Marin Catholic is to offer to the community a realistic view of the human condition in the light of the Gospel message, a view which always affirms the hope of healing and growth made possible only in the person of Jesus Christ.

This hope can be realized only when one hears the Word of God, studies this Word, and prays and celebrates the Word. To accomplish this, Campus Ministry supports the broad academic curriculum of the Theology Department. The total religious formation of a young person must reach beyond academic study. The message of Christ, more than being the intellectual pursuit of the inquiring mind, must be the source of life for a person. For this reason, the Church calls us to celebrate the lived message of salvation in the Liturgy. The opportunity of experiencing the Church’s celebration of Jesus is made available to all students. As part of this total religious formation, all students are required to participate in school Liturgies and other para liturgical celebrations at various times during the school year. We encourage the community to join together in worship. In addition, participation in the retreat program is required of all students in the Freshman through Senior years.

Our Bishops have made it very clear: “More than any other program of education sponsored by the Church, the Catholic school has the opportunity and obligation to be unique, contemporary, and oriented to Christian Service.” (To Teach as Jesus Did, pg. 105).

Students Appearing in Promotional Materials

Marin Catholic often uses photographs taken on campus, at athletic events and at other functions for use in MC promotional materials. If you DO NOT wish your child to appear in any promotional materials, please contact Roxanne Civarello in the Communications Office (415-464-3222) right away.

In addition, MC students are often asked to be filmed or interviewed by news stations and other media outlets. Please discuss this with your child, as it is the responsibility of the child to refuse the right to appear on camera or in print. Thank you.
ACADEMICS

GRADUATION REQUIREMENTS

Students are required to pursue a course of study, which includes enrollment in seven academic classes each year and which leads to the completion of a minimum of 260 total credits:

a. 3 1/2 years of History (35 credits)

b. 4 years of English (40 credits)

c. 3 years of Mathematics to include Algebra I, Algebra II, Geometry (30 credits)

d. 2 years of Science (20 credits)

e. 2 consecutive years of Language (20 credits)

f. 1 year of Visual or Performing Arts (10 credits)

g. 4 years of Theology (40 credits)

h. Electives to complete 260 credits required for graduation*

   * In addition to completing 260 credits, students must also complete the following in order to graduate.

   i. Christian Service - 25 hours for each year enrolled at Marin Catholic

   j. Attendance at all mandatory retreats while at Marin Catholic

   k. The Junior College Project

   l. The Frosh Advisory Program

PARTICIPATION IN THE GRADUATION CEREMONY

In order to participate in the graduation ceremony, a student must fulfill all of the following requirements:

a. The student must have completed all academic credits and subject area requirements. (See the above Graduation Requirements)

b. The student must be in good standing with regards to discipline and behavior.

c. The student must be in good standing with regards to any financial liabilities/responsibilities (e.g. no outstanding tuition, lost library books, athletic equipment not returned, etc.).

ACADEMIC HONORS

CALIFORNIA SCHOLARSHIP FEDERATION (CSF)

CSF is a statewide organization, which seeks to identify and encourage students to carry a challenging course load.

CSF membership benefits include Honors at graduation for life members and possible college scholarship opportunities. Membership is by application only during a specified time after the semester grades have been received. Transfer students may become members if their grades are on file in the Registrar’s office. Membership in CSF is recalculated each semester.

Point scale used to calculate CSF membership:

- A grade of A = 3 CSF points (Honors A = 4 CSF points)
- A grade of B = 1 CSF point (Honors B = 2 CSF points)
- A grade of C = 0 points

A grade of D or F in any class, even one you cannot use to qualify for CSF, disqualifies you from membership. The CSF Advisor provides a list of CSF approved courses for Lists I, II and III offered at Marin Catholic.

A student must earn a minimum of 10 points from no more than five courses. Seven points must come from the core academic List I and List II courses. A student completing senior high school work in 6 semesters (not including grade 9) must earn CSF membership in at least 4 of the 6 semesters; one of those semester memberships must be earned with senior grades. (Grades earned in the final semester, just before graduation, may be used to meet this requirement.)

NATIONAL HONOR SOCIETY (NHS)

NHS is open to second semester freshmen, sophomores, juniors, and seniors. The purpose of the National Honor Society is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students. To be eligible for membership, a student must have a minimum academic GPA of 3.7 and be in good standing with the school.

GENERAL EXCELLENCE -

This award is given to seniors during the Senior Honors Assembly in May prior to graduation. The criteria for this award is as follows: students must be among the top 20 GPAs of their class and nominated by 4 Academic Departments for exhibiting academic excellence during their time at MC.

SUPERIOR ACADEMIC ACHIEVEMENT AWARD

This honor is awarded to students at the end of their freshmen, sophomore, and junior year for maintaining a 4.0 CUM GPA as a student at Marin Catholic. This award is given out at the Honors Assembly in September.

School Code: 053215 - requested by testing agencies and college applications
**MARIN CATHOLIC DEAN’S LIST**
Students who achieve an academic grade point average of 3.5 or higher in any semester have their names placed on the Dean’s List. Those who maintain this level of excellence for six of the first seven semesters of their academic career at Marin Catholic earn life membership in this honor society.

**MARIN CATHOLIC HONOR ROLL**
Students who achieve an academic grade point average of 3.0 or higher in any semester have their names placed on the Honor Roll. Those who maintain this level of excellence for six of the first seven semesters of their academic career at Marin Catholic earn life membership in this honor society.

**VALEDICTORIAN AND SALUTATORIAN**
The student who is positioned highest in each graduating class will be the class Valedictorian, and the student who is positioned second in each graduating class will be the class Salutatorian. Position will be determined by the total grade points earned from the freshman year through the 7th semester (the first semester of the 12th grade). Only courses used in the calculation of the academic grade point average will be included. All grades earned in courses designated as Honors, whether UC approved or MC Honors only, will receive an extra grade point toward this total. Students receiving these awards are expected to be in good standing regarding discipline and academic integrity.

**The criteria for these honors will change for the class of 2022. Students and parents will be updated in the Fall of 2019 regarding the new criteria.**

**THE ADVANCED PLACEMENT AND HONORS PROGRAM AT MARIN CATHOLIC**

**Advanced Placement and Honors Program**
Students qualify for AP and Honors courses on the basis of their high school academic record. In addition to meeting subject specific requirements and prerequisites, a student applying for one or more honors courses must have a cumulative academic grade point average of 3.0 or better and typically a grade point average of 3.7 or better in the subject area(s) for which the student is applying. As part of the application process, students may also be asked to complete supplementary writing samples or provide other evidence of their abilities to successfully complete honors courses. Please see the specific course requirements.

**The Role of the Advanced Placement Program in Serving MC Students**
Consistent with its mission as a Catholic college preparatory high school, Marin Catholic offers a full complement of Advanced Placement courses in order to ground our most challenging courses in an established, nationally recognized curriculum. The foundation for the skills and knowledge a student must master to succeed in an Advanced Placement course is laid in the college-prep program beginning in the Marin Catholic student’s freshman year and built upon in each succeeding year. The Advanced Placement curricula and the accompanying materials are rich sources of direction and guidance. While Advanced Placement courses often emphasize a broad range of topics to study, Marin Catholic’s AP teachers include the study of topics in depth and develop essential skills students need to succeed at the college level.

**Philosophy Regarding MC Students’ Access to Take AP and Honors Courses**
Marin Catholic offers AP/Honors courses to students who are willing and capable of doing more sophisticated, challenging course work and who meet department qualifications for the course. Superior performance in appropriate college-prep courses indicates that students are able to meet the challenge of Advanced Placement courses. Standards for acceptance to Advanced Placement courses have been developed and adopted by the faculty and administration to guide faculty, students, and parents in determining whether a student can be successful in Advanced Placement courses.

**The Expectations & Challenges of AP and Honors for MC Students**
Marin Catholic is committed to the education of the whole person, and the school works with students and parents to balance students’ academic, spiritual, and social demands so that they can ably manage the challenges of high-school life. Students who meet the graduation requirements of Marin Catholic are well prepared for college coursework. Advanced Placement courses are very rigorous, and they accelerate students’ preparation for college. Once admitted to an AP course, an MC student must be committed to completing the course and any preceding summer work. Students will not be dropped from an AP course roster unless initiated by the Department Chair and the Instructor. Marin Catholic recognizes that students who successfully complete Advanced Placement courses and the subsequent AP exams may derive a tangible benefit in gaining admission to the colleges and universities of their choice. Students taking AP courses must take the culminating AP exams.

**Interpretation of Individual & School-Wide AP Exam Performance**
In addition to achieving the Marin Catholic learning outcomes, a key goal for Advanced Placement students is performing successfully on the Advanced Placement exams. While Marin Catholic is proud of the success of its students on AP exams, “pass rates” alone do not indicate instructional excellence. More significant is the growing number of MC students willing and able to take on the educational challenge of AP courses.

**The Effect of AP and Honors Courses on Grade-Point Averages**
Advanced Placement & Honors courses at Marin Catholic carry an additional grade point value which is included in computing students’ published grade-point average (GPA). This weighted GPA is reported to out of state, public and private colleges and
universities. It is important to note that colleges and universities may recalculate how much added value an AP /Honors course should carry during their admissions process. Colleges and universities encourage students to complete as challenging and rigorous a high school program as possible. The UC and CSU systems accept a maximum of 8 extra points (4 courses) of approved AP and Honors courses in grades 10 and 11. Only two of those points can be completed in the 10th grade. The UC and CSU system do not give additional grade points to the following courses offered at Marin Catholic: Accelerated Algebra, Honors Chemistry, Honors English 10, Honors Geometry, Honors Foundations of History II.

**ACADEMIC POLICIES AND PROCEDURES GUIDELINES**

Each student must be enrolled in seven classes per semester for a total seventy (70) credits per year. Students in Independent Study Class 11/12 would have sixty (60) credits. Teaching assistanceships are not part of a students course load and do not count towards the 70 credits a student needs each year or the minimum 260 credits needed to graduate.

a. The entire school uses the same grading scale and grade point equivalents as listed in the parent /student handbook. Teachers are required to provide their students ongoing feedback on their academic progress as well as formative and summative evaluations. (See Grading Policies)

b. The grades a student earns will have a broad base, which could include homework, class work, projects, papers and examinations. Individual teachers will inform students in writing of particular course requirements and criteria, policies and procedures that will make up a students final grade. Students and parents will be informed of the teachers grading policies, procedures and criteria for assessing student learning at “Back to School Night”

c. Any student receiving a semester “F” receives no credit for the course and must repeat the course, if it is a graduation requirement. “D” grades would be considered passing, but are not acceptable for college entrance or for proceeding to the next level of some courses. Students receiving “D” grades should check with their counselors about repeating or making up the credits for those courses.

d. It is in the students best interest to make up “D” and “F” grades in the summer following the grading period.

e. During the academic year, if a student repeats a course at MC to earn a higher grade, unit credit will be awarded only for the repeated course. The student’s GPA will reflect initial course attempted and initial grade earned.

**TEACHER EXPECTATIONS**

Students should have a clear sense of what is expected of them in each of their classes. To that end, during the first week of classes, teachers distribute to their students written descriptions of their expectations for the coming school year. Included in those expectations will be policies and procedures developed by each teacher—in concert with departmental and school policies—regarding grading, testing, assessment, homework, assignments, makeup work, student behavior, and more. The expectations will also include consequences for those occasions when students do not meet expectations. A copy of each teacher’s expectations will be given to the Assistant Principal and the Department Chairperson, and should be shared with parents at “Back to School Night.”

**HOMEWORK**

Students are expected to spend two (2) to three and one-half (3 1/2) hours each night preparing homework assignments. Homework assignments are posted on MC Connect by 4pm. Homework assignments are usually 30 minutes per class.

**MINOR/MAJOR ASSESSMENTS**

Students are required to take all minor and major assessments in their respective courses. Failure to do so will result in a 0 for that assessment. If a student misses a minor/major assessment due to an absence, they must abide by the following procedures below:

**Arriving late to school:** If a student is in attendance (at any point) on the day of an assessment the student is expected to take (or turn in) the assessment that day. Upon arrival to school, the student must communicate with the teacher to determine where the assessment will be taken that day or turn the assessment into the teacher’s box.

**Excused Absence (known in advance):** Absences due to events known prior to school day where an assessment is being given or an assignment is due. This includes yet is not limited to: field trips, sports, family commitments, early dismissals for MC athletic contests or co-curricular activities, etc.

1. The student must communicate the anticipated absence to the teacher and work with the teacher to complete the assessment/assignment in advance.
2. If the student is absent on the day that an assignment (essay, project, etc.) is due, the student is expected to submit that assignment electronically with the teacher on that day.
3. Students are expected to know what assessments and homework they are responsible for and to complete that work by the due date originally assigned by the teacher.

**Excused Absence (Unexpected):** Absences due to events outside of a student’s control. This includes yet is not limited to: illness and personal concerns.

1. Students will be allowed to take any assessment or submit homework they miss without a grade reduction penalty. Students who are absent one day will have one day to make up work. In a case of absences of two or more days, students will be allowed one day more than the number of days they were absent to submit excused late work. Granted this extension, students will be expected to make up the work on their own time as arranged by teacher which may include missing extra curricular activities.
2. If a student misses the day of an assessment (and has not missed any instructional time) the student must communicate with the teacher and be prepared to take the assessment the day of the student’s return. This assessment will be taken at the direction of the teacher (potentially after school in the testing lab).

3. If there are multiple assessments that are missed (either due to multiple days absent or multiple assessments on one day), the student must be in contact with their counselor and all teachers involved in order to address the issue in the most appropriate way possible.

Semester Finals
At the end of the semester, teachers will give their students examinations or comparable forms of assessment, which review the work of the entire semester. The assessment is to be given at the end of the semester as a summative evaluation of student learning. Assigned days are provided on the school calendar for those exams. Exams that are given on those days should last the entire period, one hour and thirty minutes (1 1/2 hours) Students should not leave the classroom prior to the end of the examination period. These examinations are scheduled well in advance so that students and parents can plan for them. They are to be taken at the time and date scheduled. Only serious reasons (medical emergencies, for example) will be considered for exceptions. Routine medical or dental appointments should not be scheduled during examination periods. Examinations will not be rescheduled to accommodate vacations.

Teachers giving alternative semester assessments on days other than those listed on the calendar for semester finals or summative assessment need to inform the Assistant Principal, student and parents prior to finals week for attendance and legal purposes. Teachers may choose the day or days for their final assessment if it is an alternative method of assessment, cumulative project, presentation, lab or portfolio. Or teachers may choose to give their finals/or summative assessment on the calendared days set for final exams.

Extended time for testing on chapter/unit tests, midterms and finals is available to students with current documented learning disabilities/differences. Students should make arrangements with Academic Support if their assistance is needed.

GRADING POLICIES

Statement of Purpose for Grading: Marin Catholic reports grades in order to describe to students, parents, academic institutions, and others the students’ levels of academic proficiency achieved in their coursework, based on Marin Catholic’s learning expectations/standards established for each course. Students’ grades are used to guide the school in placing students into academic programs that will be most appropriate to them educationally. Grades are also used to determine student placement on honor rolls, in academic honor societies, and in determining eligibility for co-curricular activities.

Grade Viewing via MC Connect: Marin Catholic provides students and parents access to descriptions of students’ current academic performance via MC Connect in order to assist students and parents in guiding students in their improvement efforts. These grades are descriptions of achievement in progress and therefore should not be construed as complete. Progress grades can be interpreted accurately only by reading and understanding the teacher’s published grading criteria. Final semester grades are summative grades and are included on official student transcripts.

Late Work: Submitting homework and assessments punctually is an academic responsibility of all students. Skills development depends on a structured sequence of instruction, and teachers must be able to evaluate student performance in a timely manner in order to guide student learning and adjust instruction. Consequently, summative assessments and homework assignments submitted late by students will be accepted by teachers with a reduction in grade value. Teachers may limit the number of days within which they will accept late work or facilitate make-up summative assessments.

Extra Credit: Additional grade credit for additional work or study, be it “alternative assessment” or extended learning, may be earned only if such work is aligned with course learning outcomes. To earn such extra credit, students must show additional understanding of course learning outcomes. Students may not earn additional grade credit in lieu of completing assessments or homework assigned by the teacher.

Effort: Effort is an essential element in student achievement. Marin Catholic considers effort a key “habit of scholarship” and seeks to teach students that optimal effort is necessary. Since determining effort is a highly subjective judgment and cannot be measured, effort is not part of the criteria used to determine a student’s achievement grade. Teacher assessments of student effort are valuable and may be reported to parents and students separately as a comment in the MC website.

Participation: Defined as “the extent to which a student responds in class and is generally engaged in the activities at hand,” participation is a key element in student academic achievement. Certain courses (e.g., Speech, Acting, Language) require daily active student participation in order for students to show their levels of mastery of the course’s learning outcomes. Opportunities for participation are offered equally to all students and are evaluated using established criteria. Such formal observations of participation are included in a student’s achievement grade.

Discipline-Specific Policies: In addition to these school-wide policies, academic departments will provide written descriptions of their specific grading policies and expectations to the students enrolled in their classes.

Failing/Incomplete Grades/Zeros
The lowest grade to be recorded for any test, quiz, assignment, paper, project, examination or other assessment, whether completed or not, will be an "F" (0%). In the case of a major project, paper, assignment or examination (one required to demonstrate proficiency in the course) that is not completed, an F will be recorded.

Reporting of Grades
Parents and students have access to student grades online through MC Connect. Teachers are required to update grades on the 1st and 15th of the month. Comments will be available for any grade of C- or lower. After the ninth week of each semester, a midterm report
will be issued for every student. The reports will include grades in progress and teacher comments. At the conclusion of each quarter, a report card will be issued. It will include the current grade, teacher comments, and GPA. The semester grade will be based on the work done by each student. The final grade will be permanently recorded on the student’s transcript ten days following the end of the semester. The midterm and semester grades are used to determine eligibility for extracurricular activities.

GRADE CHANGES
Semester grade changes must be made before eligibility goes into effect for that grading period. Teachers may submit grade changes anytime before eligibility goes into effect. All semester grades will be permanent after that time. For issues regarding grade changes see the Registrar.

SCHOOL-WIDE GRADING SCALE
Letter grades are assigned according to the percentages which follow:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 - 100</td>
</tr>
<tr>
<td>A-</td>
<td>90 - 94</td>
</tr>
<tr>
<td>B+</td>
<td>87 - 89</td>
</tr>
<tr>
<td>B</td>
<td>83 - 86</td>
</tr>
<tr>
<td>B-</td>
<td>80 - 82</td>
</tr>
<tr>
<td>C+</td>
<td>77 - 79</td>
</tr>
<tr>
<td>C</td>
<td>73 - 76</td>
</tr>
<tr>
<td>C-</td>
<td>70 - 72</td>
</tr>
<tr>
<td>D+</td>
<td>67 - 69</td>
</tr>
<tr>
<td>D</td>
<td>63 - 66</td>
</tr>
<tr>
<td>D-</td>
<td>60 - 62</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
</tr>
</tbody>
</table>

GRADE POINT EQUIVALENTS
For AP and Honors courses, use the weighted grade point scale.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F/I</td>
<td>0</td>
</tr>
</tbody>
</table>

SAMPLE SEMESTER CALCULATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Grade Points</th>
<th>Honors/AP Course</th>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Junior Comp.</td>
<td>B+</td>
<td>3.3</td>
<td>Junior Comp.</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Theology 11</td>
<td>A-</td>
<td>3.7</td>
<td>Theology 11</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>Geometry</td>
<td>A</td>
<td>4.0</td>
<td>AP Chemistry</td>
<td>A-</td>
<td>4.7</td>
</tr>
<tr>
<td>U.S. History</td>
<td>A-</td>
<td>3.7</td>
<td>Art II</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>Human Body</td>
<td>A-</td>
<td>3.7</td>
<td>AP U.S. History</td>
<td>A</td>
<td>5.0</td>
</tr>
<tr>
<td>Art II</td>
<td>B+</td>
<td>3.3</td>
<td>Honors Precalculus</td>
<td>B+</td>
<td>4.3</td>
</tr>
<tr>
<td>Spanish III</td>
<td>B</td>
<td>3.0</td>
<td>AP Spanish</td>
<td>B+</td>
<td>4.3</td>
</tr>
</tbody>
</table>

Total Grade Points = 24.7
Total Grade Points = 29.3

GRADE POINT AVERAGE
Each semester, an academic grade point average (GPA) is determined twice, at the end of the quarter and again at the end of the semester. It is based on the grades earned in all classes with the following exceptions: Independent Study and Teacher Assistantships. Separately, the quarter and semester GPA are used to determine eligibility for participation in extracurricular and/or athletic activities. In addition, the semester GPA is used to determine eligibility for the MC Honor Roll and Dean’s List. A cumulative GPA using semester grades starting freshman year is also calculated. A weighted, cumulative 9-12, as well as an unweighted, cumulative 9-12 GPA, are reported to colleges and universities on a student’s transcript. Weighted GPA calculations at Marin Catholic are for Honors and Advanced Placement (AP) classes. The cumulative GPA is used to determine Life Membership in the Honor Roll or Dean’s List, and relative position in the class; it is also the GPA most frequently reported to colleges and universities that request GPA information.

Some important notes about GPAs:
1. All Honors and AP courses at Marin Catholic carry an additional grade point value which is included in computing student’s published grade-point average (GPA). This weighted GPA is reported to out of state, public and private colleges and universities. It is important to note that colleges and universities determine for themselves and may recalculate how much value an AP/Honors course should carry during their admissions process.
2. Cumulative GPAs are used to determine students’ relative position in their class; Marin Catholic only furnishes class rank to National Merit, the Academies, the Ivies, and select private colleges who request it. This rank will be provided directly to the institution only.
3. Repeat Courses: During the academic year, a student who repeats a course will only be awarded credits for the repeated course. The student’s GPA will reflect all courses attempted and all grades earned during the school year at Marin Catholic.
4. A letter grade of a “D” in subjects will not be considered a passing grade for four-year colleges and universities.

REQUIREMENTS FOR CONTINUED ENROLLMENT
The semester academic GPA is used to determine continued enrollment. A “C-” grade or a 1.7 GPA average is required for a student to remain enrolled at Marin Catholic. If a student’s overall semester average falls below a “C-,” the student will not be permitted to continue as a student at Marin Catholic and will be required to withdraw immediately, pending review and final determination by the Principal. Parents and students will be notified of the student’s status as soon as possible after grades are recorded at the end of each semester.
A ninth grade student whose GPA falls below the minimum 1.7, at the end of the first semester will meet with the Academic Review Board. If the Board concludes that there is a high probability for improvement, it may recommend to the Principal that a one-semester period of probation is granted. The student is expected to meet the C- criterion during that period and maintain a C- average or better as long as he or she remains a student at Marin Catholic.

ACADEMIC APPEALS
Any student who is not permitted to remain enrolled due to poor academic performance or who is expelled for any other academic reason, may petition to have his / her status reviewed. The student and parent / guardian must initiate the process within 72 hours of receiving notice of expulsion or the need to withdraw. This is done by submitting a written request made by both student and parent / guardian to the Principal. The Assistant Principal can then convene the Appeals Board to hear the appeal. After hearing the appeal, the Board will make its recommendation to the Principal. The decision to grant or deny the appeal is reserved by the Principal and / or President.

READMISSION OF DISMISSED/EXPELLED STUDENTS FOR ACADEMIC REASONS
If a student has been dismissed from Marin Catholic for academic reasons, he or she may apply for readmission to Marin Catholic. The application will be considered ONLY if each of the following criteria has been met:
1. The student must have enrolled in and completed a full year of a college preparatory course of studies equivalent to that offered by Marin Catholic at another accredited secondary school.
2. The student must have achieved no less than a 3.0 GPA in a minimum of five academic college preparatory subjects during each semester at his/her current school.
3. The student must submit letters of recommendations from at least three subject area teachers at his/her current school that indicate a high probability of academic success if the student is readmitted. Those recommendations should also indicate student behavior, conduct and attendance.

ELIGIBILITY AND ACADEMIC DISQUALIFICATION
The GPA determines ELIGIBILITY for participation in all extra-curricular activities / athletics for the grading period (midterm reports and semester report cards). A student who receives a GPA in any grading period of less than 2.0 is placed on ACADEMIC DISQUALIFICATION.

Academic Disqualification is serious. It carries the sanction of excluding a student from all participation in athletics and athletic activities. Students may not practice with teams, or play in matches or games. It carries the sanction of excluding a student from participation in extra-curricular activities. These include participating as a member of student government, class officer, as well as participation in school clubs and school dances; that would include Proms, Turnabout and the Homecoming Dance. Students may petition for Academic Probation in these cases. (See: the Petition for Academic Probation section for the process that needs to be followed). Academic Disqualification becomes effective on the second Tuesday following the grading period and is listed on the school calendar. Students who have been on Academic Disqualification for the preceding grading period and who have raised their GPAs to a 2.0 or better become eligible to participate in all extra-curricular activities / athletics on the same date.

Students are allowed non-participatory activities such as attending the school play or watching an athletic event. In addition students may attend the annual Father-Daughter and Mother-Son dinner dances and participate in the Fashion Show.

Note: A summer school grade may substitute for a grade earned in the Second Semester in terms of removing a student from Academic Disqualification. The goal of Academic Disqualification is to have students focus on their studies, improve their coursework and raise their grades.

Other areas of concern that can result in Academic Disqualification or “In House Suspension”:
1. ACADEMIC INTEGRITY ISSUES: Repeated or serious Academic Integrity Issues
2. CHRISTIAN SERVICE HOURS / PAPERWORK: Failure to complete hours, forms or paperwork will result in an “In House Suspension”. This suspension does not allow students to participate in athletics, school activities, class council, clubs or go to dances. When the students have completed their Christian Service Hours and paperwork they will be removed from “In House Suspension”. The Campus Ministry Office will notify the Registrar’s Office of any changes in a student’s status so other departments can be notified of the student’s status.
3. TRUANCY: Issues that arise in these cases will be supported by the Deans of Students and brought to the attention of the parents, the Assistant Principal, and the teachers involved. The teacher could assign a failing grade to any test / quiz or assignment missed by a student due to truancy. That includes papers, projects and other assignments that are due during a period missed due to truancy. This could place the student’s course grade in jeopardy as well as placing the student on Academic Disqualification.

PETITION FOR ACADEMIC PROBATION
A sophomore, junior or senior who is on academic disqualification for receiving less than a 2.0 GPA may petition to have his / her status changed to ACADEMIC PROBATION for one grading period only. This petition will be granted only once during a student’s high school tenure.

Students who have been placed on academic disqualification / suspension for reasons related either to fulfillment of the Christian service requirement or to the academic integrity policy are NOT permitted to petition to have their status changed to probation.

Academic Probation enables the student to participate in extra-curricular and athletic activities during the one time probationary grading period.
The petition process is as follows:
1. The petition is to be addressed to the Dean of Studies and must contain a statement by the student and by either a parent or a guardian giving reasons why the student wishes to have the one grading period of Academic Disqualification changed to Academic Probation and a plan of action to improve the students grades.

2. The final deadline for submitting the petition is the date on which eligibility goes into effect. Petitions may be submitted earlier. Petitions received after the due date will not be considered, due to athletic / league rules.

3. A petition may be accepted or denied. The decision of the Principal is final. If a petition is denied, the student may submit a petition at a later date for a subsequent grading period. If a petition is accepted and the probationary period is granted, the student may not submit further petitions during his/her high school tenure.

Transfer students involved in league sports should know that only one probationary period is allowed during all four years of high school, even if more than one high school is attended.

SENIOR APPEALS
Seniors on Academic Disqualification in their second semester may appeal their status, in writing on or before May 1st to the Principal. Acceptance of Appeals submitted after that date will be up to the discretion of the Principal. The appeal should be addressed to the Principal, who seeks input from the Senior Class Moderator, the student’s teachers and counselor, the Deans of Students and Studies, and the Assistant Principal. The appeal allows a senior to participate in Senior Class activities (i.e. Prom) if there are extenuating circumstances.

ACADEMIC REVIEW AND APPEALS BOARD
The Academic Review / Appeals Board meets as needed to hear student appeals and to review students in serious academic difficulty. The Review Board can review student appeals for loss of credit due to absenteeism, students who have had multiple issues with academic integrity and students who are on Academic Disqualification and students who have been expelled for academic reasons. The Board may meet at the end of each semester or when called upon by the Dean of Studies. The Dean of Studies collects and provides the Board with information that may include transcripts, recent report cards, student contracts, and observations made by the student’s teachers. After review, the Board makes recommendations to the Principal regarding the student’s status for continued enrollment or withdrawal and any conditions they might recommend for continued enrollment. The Board will meet with any ninth grade students who have not met the minimum academic standards for continued enrollment and may recommend to the Principal that a period of probation is granted. Regarding appeals for loss of credit due to absenteeism, the Dean of Studies and/or the Board may reinstate credit if it deems the reasons for excessive absenteeism were beyond the control of the student (e.g. chronic or long term illness; supported by a physicians note, accident, or special circumstances) The Board also reviews students as needed who have repeatedly or seriously violated provisions of the Academic Integrity Policy. In these cases the Board can/will make recommendations regarding sanctions to the Principal. In the capacity of an Appeals Board, it meets as needed to hear the appeals of students who have been expelled from Marin Catholic for academic reasons. The Board in these cases makes recommendations to the Principal. The Principal and President reserve the right to grant or deny the appeal. In the absence of the President, his designee will have the right to grant or deny the appeal.

ACADEMIC INTEGRITY
Honest evaluation of student progress demands honest work by each learner. Breaches of academic integrity occur when students obtain or assist others in obtaining credit for work which is not their own. At the beginning of each year, students and parents sign the Honor Code which states that students will not use dishonest methods to fulfill academic expectations and academic responsibilities. The following consequences for academic dishonesty will be implemented. If a teacher finds that a student has committed one of the following or similar offenses, the teacher will assign a failing grade for the academic work or quiz/test involved. The teacher will also report the instance of cheating to the Dean of Studies. The Dean of Studies will contact the student and the student’s parent/guardian and the student’s counselor will also be notified. A copy of the referral will be kept on file.

Lapses of academic integrity included in this category are:
1. Communicating in any way with another student during a quiz or test.
2. Copying material from another student’s test, quiz or homework.
3. Using unauthorized notes or preparing notes or text material to be used during a test or quiz.
4. Obtaining information about a test or quiz given without the consent of the teacher.
5. Submitting a paper or project, which, in part or whole, is not the student’s work. Plagiarizing in any form from books, websites or other student’s work is not acceptable.
6. Copying another person’s assignment or allowing the copying of one’s assignment or homework unless permitted by the teacher.
7. Copying or using computer stored data created by another student (see “School Technology Use” on page 20).
8. Changing answers on a test, quiz or assignment by a student.

CONSEQUENCES FOR REPEAT REFERRALS
In the event that the Dean of Studies receives a second referral from any teacher, consequences in addition to the failing grade will be determined by the Dean of Studies and/or the Academic Review Board and may include a period of academic disqualification and/or other sanctions deemed appropriate by the Board. Any additional referral(s) will result in a review by the Board and the imposition of more serious consequences and may include an extended period of disqualification and/or withdrawal with a failing grade from the class in which the additional offense occurred. If the Board determines that the offenses have been of a serious nature, it may recommend to the Principal, that the student be expelled.
CONSEQUENCES FOR SERIOUS INFRACTIONS OF ACADEMIC INTEGRITY

The Academic Review Board will review students who are involved in one of the following offenses. The students can automatically receive a failing grade for the course in question and be recommended to the Principal for expulsion.

1. Theft, sales, distribution, or sharing of any evaluation materials including, but not limited to, examinations, tests and quizzes.
2. Breaking into and/or examining a teacher’s personal possessions (e.g. desk, file cabinet, room, copy room, etc.) to obtain or view evaluation or assessment instruments.
3. Changing or falsifying a grade in a teacher’s grade book or through other school devices used to record student grades.
4. Stealing a teacher’s grade book or being in possession of a teacher’s grade book.
5. Unauthorized possession of an evaluation or assessment instrument.

If a student involved in one of these offenses is permitted to remain at Marin Catholic and is not expelled, the sanction of academic disqualification for a period determined by the Academic Review Board will be implemented in addition to the possibility of withdrawal from the course with a failing grade.

If the student is expelled, he/she has the right to appeal. The student and parent/guardian must initiate the appeal process within 72 hours of receiving notification of expulsion. This is done by written requests made by both student and parent/guardian addressed to the Principal. The Principal may then call additional administrators/staff together to join him in hearing the appeal. Recommendations go to the President, and the final decision to grant or deny an appeal is reserved by the President.

ABSENTEEISM, TARDINESS, AND ACADEMIC CREDIT

Absences for any reason can have a detrimental effect on a student’s academic performance. While some absences are unavoidable (e.g. those due to illness or school related activities), others are a matter of choice. The Administration encourages parents and students to avoid making appointments during school hours and, even more importantly, to avoid scheduling vacations, college visits, etc. while school is in session. Multiple day absences in particular have a significant negative impact on academic learning, assessment and student progress.

A student who misses all or part of a class more than seven (7) times during a semester, either continuously or intermittently, will incur automatic loss of credit for that class. The following will be counted toward the seven-day total:

1. All absences except those that are the result of school field trips and school related activities (including athletic games, matches and meets, retreats and field trips) and school appointments. All other absences, whether excused, unexcused, parent permission, suspensions, or administrative leave count toward the seven-day total.
2. All tardies of more than 25 minutes except those due to school appointments or school-related activities.

The Registrar will notify parents in writing whenever a student incurs five or more days of absence/tardiness in a particular class. A student who exceeds the seven-day limit, who feels that the absences/tardies are for extraordinary reasons (e.g. chronic or acute medical conditions) may appeal to receive credit for the class or classes in which the loss of credit occurred. Appeals made on medical grounds must be supported by a physician’s documentation or note. Appeals are made to the Dean of Studies and are reviewed by the Dean of Studies at the end of each semester.

COURSE OF SCHEDULING

Student scheduling will be done in MC Connect. Students will select courses based on their grade level, teacher/counselor recommendations and individual choice. Every effort will be made to accommodate course requests, but there is no guarantee that students will receive all the classes they request, especially if they are choosing multiple AP and Honors courses or choosing single section classes. Courses are also subject to class size limits. Special requests for specific teachers or classes at certain periods cannot be honored.

SELECTION OF COURSES

Students should select their courses in consultation with parents, teachers and counselors. Consideration should be given to the following:

A. Graduation requirements
B. College entrance requirements (including those for specific majors)
C. Course prerequisites and teacher recommendations
D. An alternate course selection must be indicated.

PRIORITY FOR CLASS ENROLLMENT

Since some sections will be over-enrolled, all students who request a particular class may not be scheduled into it. Priority for enrollment in classes is based on the following guidelines:

A. Grade level for which the course was designed
B. Grade level of the student: 12, 11, 10, and 9
C. Prerequisites have been met, including GPAs, especially for AP and Honors courses (see “AP/Honors Courses”)
D. Teacher Recommendation and Signature for next level.
E. Students who fail to sign the Parent/Student agreement during the registration period will lose all priority for specific scheduling considerations.
SCHEDULE CHANGES
Scheduling changes WILL be made only for those students whose summer school performance qualified them for a different level class. It is extremely important that students attending summer sessions at a school other than Marin Catholic have a transcript sent to the Registrar as soon as possible after the completion of the summer course(s). Scheduling changes will also be made in the case of scheduler error.

Schedule changes WILL NOT happen for students who change their minds about a course selected in Spring scheduling or based on the instructor teaching the class or the period of the day the class is taught at or having over extended themselves. Parents and students should make course selections carefully. Schedule changes based on requests for specific teachers will not be honored.

The school projects staffing and numbers of sections for the next school year based on student course selections made during Spring scheduling. Once scheduled, changes only happen in the most extreme of cases. Please make sure you have indicated an alternate course selection when scheduling in case of conflict.

SCHEDULE CHANGES DURING THE YEAR
Schedule changes may only occur during the semester because the teacher determines that the student has been misplaced in the course. Ultimately, the Dean of Studies will make the final decision.

STUDENT RECORDS DEFINITION OF TERMS
A. **Access** means inspection, oral communication, or a request to release copies of any record.
B. **Eligible Student** is one who has attained eighteen years of age.
C. **Parent** is a natural or adoptive parent, or the legal guardian of the student. If parents are divorced or legally separated, only the parent having legal custody of the pupil may consent to release records.
D. **Student** is any person who is attending or has attended Marin Catholic and for whom educational records are maintained. The term “student” does not include an applicant who has not been in attendance at Marin Catholic.

STUDENT PERMANENT RECORDS
The contents of a student’s permanent record must include data described as:
A. **Minimum personal data** necessary for the operation of the educational system: directory information, academic work completed, grade or level placement, record of achievement, enrollment and attendance data.
B. **Verified information** of importance but not necessary for each student over an indefinite period of time in helping the child or for protection of others (e.g. directory information, standardized test scores, interest inventory results, health data, family background including occupational and citizen status, sacramental records, teacher notes, counselor records kept in the Counselor’s student file, behavior and learning pattern reports, IEP reports which are kept in Academic Support Center).

ACCESS TO STUDENT RECORDS
Parents have a right to access all records (records which the school is required to keep) related to their child. The editing or withholding of any records is prohibited.

The procedure for parents to review their child’s record at Marin Catholic is as follows:
A. A written request must be submitted to the Registrar.
B. The Registrar will set up an appointment with the parents within a reasonable period of time.
C. An Administrator or Counselor will be present at the time of inspection to interpret data and to respond to questions. The school shall permit record access to officials of the Archdiocese and to teachers within the school who have a legitimate educational interest in the student. Other persons must record their names, dates of request, and legitimate interest on the student’s Record of Access Form.

These persons are:
A. An official or employee of a public, private or parochial school where the pupil intends to enroll.
B. Federal Education Officials, the U.S. Office for Civil Rights, the Superintendent of Public Instruction or County Superintendents of Schools, or their respective designees, where such information is necessary to audit or evaluate a state or federally funded program or pursuant to federal or state law.
C. Other state and local officials to the extent that information is specifically required to be reported pursuant to a state law adopted November 19, 1974.
   1. A state or local law enforcement officer including a probation officer, parole officer or administrator, or a member of a parole board, seeking information in the course of duty.
   2. An officer or employee of a county agency responsible for protective services to children, as to a pupil referred to or under the supervision of that agency.
   3. An officer or employee of any adoption agency licensed by the Department of Social Welfare as to a minor placed or under the supervision of that agency.
**DISSEMINATION OF STUDENT RECORDS**

Schools may release pertinent information from education records to the following without the authorization or notification of parents.

A. Officials listed above as other persons with legitimate interest.
B. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
C. Agencies or organizations in connection with a student’s application for, or receipt of, financial aid.
D. Accrediting associations.
E. Legitimate researchers who explain in writing the nature of the research project and the relevance of the records sought, and who satisfy the chief school administrator that the records will be used under strict conditions of anonymity and confidentiality. The chief school administrator prior to the release of information to the researcher must receive such assurance in writing.
F. Persons or agencies not mentioned previously may not be granted access to a student’s permanent record file without the written authorization of the parents.

**CHALLENGING THE CONTENT OF THE RECORD**

A. The parent of a student may file a written request to the Principal to correct or amend any information in the student’s permanent records which is alleged to be inaccurate, a conclusion or inference outside of the observer’s area of competence, not based on the personal observation of named individual with the date and place of the observation.
B. If the request is denied, the parents shall be given the opportunity to present evidence relevant to the issue raised. This should be done in a meeting with the Principal. After the hearing is concluded, the Principal shall inform the parents in writing concerning the conclusion reached.
C. If the decision is not to amend according to parental request, the parents shall be informed of their right to place in the record of the student a statement commenting upon the information in the records and/or parental reasons for disagreeing with the decision. If the contested portion of the record is released, the parental comment must also be released.

**TRANSCRIPT REQUESTS**

To release a transcript:

A. Students need to obtain a “Transcript Release Form” from the Registrar. This form is needed each time a request to send a transcript(s) is made. A stamped envelope, addressed for each college, school, or organization requesting a transcript, must be provided. Students then return the completed form with the envelope(s) to the Registrar for processing. The registrar will mail official transcripts, unless otherwise requested.
B. After second semester senior year grades are submitted, one final transcript will automatically be mailed to the one college/university the graduate plans to attend. The student selects this school in Family Connection under “Attending College”.
C. There is no fee for transcripts while a student is in attendance at Marin Catholic. After graduation there is a $5 fee per transcript.

**CAMPUS MINISTRY DEPARTMENT**

There are numerous programs which serve the needs of our student and parent community. Information about such programs, as well as Archdiocesan and county programs on spiritual growth, justice issues, peer ministry, and family needs, is available in the Campus Ministry Center.

A. Liturgical Worship

Students are invited to work with the Director of Campus Ministry and faculty members in planning student body Liturgies and weekday Masses, as well as other prayer services. All students are to be present for student body Masses and participate in a manner respectful of Catholic beliefs and the rights of all to worship prayerfully. Because Liturgies are considered special, students are to dress accordingly (see DRESS CODE). Parents are invited to join the school community for Liturgy. Penance Services are scheduled during Advent and Lent. Other opportunities for the Sacrament of Reconciliation are available upon request. The school day begins and ends with prayer, led either by the Director of Campus Ministry, a faculty member, or a designated student. Parents and students are encouraged to notify the Chaplain/Director of Campus Ministry if they have any special prayer intentions.

B. Retreat Program

Each freshman and junior student is required to participate in a one-day retreat experience with his/her class. Sophomores have an optional overnight retreat experience called “Strengthening the Core” that is offered twice a year. Seniors also have an opportunity to participate in a student-led, three-night Kairos retreat experience offered three times a year. Additional retreats which are offered in the Bay Area (i.e. CYO, SEARCH, L.O.G.) are made known to the student body, and participation is encouraged.

C. Parent and Parent / Teen Programs

In cooperation with the Counseling and the Theology departments, various offerings are available (i.e. drug education, adolescent development, support groups). Refer to the section on Counseling for further information. Upperclassmen have the opportunity to further their faith life by participating in a Sacraments Program.
D. The Christian Service Project

An integral part of the educational experience at Marin Catholic College Preparatory is the 100-hour service component which has students live out the school mission of Faith, Knowledge, and Service in their community. Our Service Learning as an educational concept combines students doing volunteer service in the community with reflection and classroom connections in order to deepen understanding. As a school, we want students to reflect on their service, to gain understanding about people’s lives and witness how our society does or doesn’t take care of its most vulnerable members. The focus is on social justice and Catholic Social Teaching and the responsibility each of us has to the greater world around us while living out the gospel values.

The service learning program is all project based, and connects to curriculum back in the classroom. The following outlines the program:

Freshman - Service with Family Project (15 hours)
The freshman project connects to the freshmen Theology curriculum highlighting family life and the six actions of Christ (corporal works of mercy). Students will look at the roles within their families, complete part of the project with a family member (parent, grandparent, sibling…) while serving in one of the local elderly centers and working with the marginalized. Students will complete the Freshman Reflection Journal and turn it into their Theology classes for course credit.

Sophomore - Service in the context of Scripture (30 hours accumulated)
Sophomores will participate in a service project within the context of the Sophomore Theology course. An emphasis on the scripture’s call to justice from the Old Testament prophets to the New Testament gospel values will connect them with society today. Student’s learning will be enriched by engaging in meaningful service helping people in need and starting their 50 hour project.

Junior/Senior (100 hours total to be completed)
This service project will provide students with the opportunity to leave their comfort zones and enter into relationship with people who are marginalized by society. It is through this service project that students begin to reflect on injustices and their own call to build a more just world. The requirement includes a final multimedia project presented in their Junior Theology Class.

200 Club
This is the club for students who perform more than 200 hours of Christian Service, with more than 150 hours with people in need. Students who are accepted in the 200 Club will be honored at the Senior Honors Assembly.

THE CHRISTIAN SERVICE PROJECT IS A GRADUATION REQUIREMENT. Students who do not meet the required deadlines or follow the proper procedures are placed on ACADEMIC DISQUALIFICATION and remain so until the requirement is completed.

GUIDANCE AND COLLEGE COUNSELING

The guidance and college counseling program is an essential part of the total educational process at Marin Catholic. The counselors are committed to the education of the whole person. We work to enhance the personal, social, spiritual, educational, and career growth of each student. We recognize students need a developmental approach to learning and life skill experiences. Therefore, we view school counseling as developmental in nature, building upon previously learned skills.

The program’s mission is to provide academic and personal support services that will assist each student to develop the highest degree of personal responsibility and growth. Emphasis is placed on academic preparation and course scheduling; decision-making; social development; and especially on the college search, selection, and application process.

THERAPEUTIC COUNSELOR
The Therapeutic Counselor provides educational programs and events for students and parents in the areas of drug/alcohol use and abuse, family communication, short-term therapeutic counseling, and other areas that pertain to adolescent health and wellness.

ACADEMIC AND PERSONAL COUNSELING
Communication and Contacts
Students are assigned a counselor who sees them during the school year in a variety of formats: individually, in small groups, in class sections, and in class-level assemblies. Counselors are available to meet with students at their request or by referrals of parents or school personnel. Counselors see students in academic difficulty as needed. Although students are assigned to a particular counselor, the Department maintains an open-door policy. Students are able to meet with any counselor depending on the situation, their counselor’s availability, or other factors.

Academics
Parents and students are encouraged to monitor student progress. Families can use the information to develop both preventive and corrective measures for improving academic achievement. Questions regarding performance in class should first be addressed to the teacher. To develop the habit of effective self-advocacy, students should initiate first contact with the teacher. Parents are also encouraged to contact teachers in support of their students’ efforts. After the initial contacts have been made, counselors may help facilitate further discussion.

Confidentiality
Counselors advise incoming freshmen and transfer students about counseling and support services available on campus, including a review of
confidentiality in counseling sessions. Students are also advised about exceptions of student/counselor confidentiality, which are preventing
danger to the health, safety, or welfare of the student or others; compliance with child abuse or court-ordered reporting; and signed written
waivers.

**Referrals**

Referrals to on-campus assessment and off-campus psychotherapy services are made when necessary. The Department does not
undertake long-term or psychotherapeutic counseling. Referral resources for individual, family, group, or alcohol/drug abuse
counseling are available through the Therapeutic Counselor.

**TESTING PROGRAM**

**Freshman Year**
The STS High School Placement Test is used for eligibility and placement of incoming freshmen. This examination is given to current
eighth graders near the end of the first semester. The results of this test, as well as other placement and challenge tests, are used for
high school counseling and scheduling purposes.

**Sophomore & Junior Year**
Juniors take the PSAT/NMSQT (Preparatory Scholastic Aptitude Test/National Merit Qualifying Test) in October. The PSAT is an
indicator of potential results on the SAT Reasoning Test college entrance exam. An orientation to the test is provided in classroom
sessions. The results are distributed to students, along with a score interpretation discussion. Results may also be integrated into
individual sessions. Counselors are available to provide additional information about these tests to parents. PSAT scores are used to
determine juniors who qualify as National Merit Commended Students and Semi-Finalists. There is no fee for this test.

Juniors are encouraged to take the SAT Reasoning Test, ACT, and SAT Subject Tests in the spring of the junior year. All college
entrance test information is online and students generally register online. College admission testing is discussed in more detail at
the College Nights (Juniors and Seniors) and Academic Planning Nights (Sophomores and Freshmen), and in individual and group
counseling sessions. Family Connection contains links to these tests, as well as other important college-related sites.

**Senior Student Testing**
Seniors who have not already done so, or those who wish to try to improve their previous scores, may take college admissions tests in the fall. Students should complete their testing by December of their senior year.

**COLLEGE COUNSELING**

Counselors encourage students and their parents to make appropriate academic decisions that lead to success in high school and post-
secondary education. During a student’s time at Marin Catholic, counselors introduce the concept of college and career pathways,
assess and counsel students about their interests, and help students make connections between their current academic progress and
future college plans. Counselors help students understand the relationship between consistent efforts in school and success in college.
Counselors provide expertise to juniors and seniors as they engage in the college search, selection, and application process.

**Information**
The college search, selection, and application process is managed using Family Connection. Information from Family Connection is
available to all students and parents. Junior and Senior students receive systematic college counseling. Parents are encouraged to
consult with their student’s counselor during the college search, selection, and application process. Parents of sophomores, juniors,
and seniors are encouraged to attend college and financial aid information nights. College representative visits are offered to all
interested students in the fall. The process for applying to various colleges and college systems is explained to seniors in classroom
sessions.

**College Project for Juniors**
Juniors participate in a comprehensive college planning project. They use Family Connection for much of their research, elements of
which include an online personality profile, research about related majors, a college search, and collection of information on specific
colleges and universities. They also complete a questionnaire and a survey to prepare information typically needed on college
applications and in college recommendations. Juniors see their counselor in the spring to review the information generated in this
project.

**College Fairs and Case Study Program**
In the spring, countywide and regional college fairs are available, and juniors are required, as a part of the College Project, to attend at
least one of these fairs. Junior students and their parents are also invited to participate in the Case Study Program for selective college
admissions. They join admissions representatives from over 80 colleges from throughout the country to become part of a simulated
admissions committee that reviews applications from high school seniors.

**College Admissions Representatives**
College representative visits are offered to all interested students in the fall. Many colleges send representatives to campus to speak to
interested students about their schools’ programs and admissions. Students should monitor Family Connection for a calendar of visits,
and are required to sign-up for visits through Family Connection. Based on this process, students receive email reminders of visits.

**College Financial Aid and Private Scholarships**
Applications for federal financial aid (FAFSA) and the CSS Profile are available online in December or January. In the fall the
Counseling Department provides a meeting for parents interested in financial aid information. Family Connection contains links to
privately funded local, regional, and national college scholarships. There are also a number of online resources available for searching
for private scholarships. Links to these sources are found in Family Connection.
COUNSELING DEPARTMENT FUNCTIONS

• College and Career Counseling
• Academic and Personal Counseling
• Educational and Psychological Testing referrals (coordinated with the ASC)
• Referrals for Individual and Family Therapy (coordinated with the Therapeutic Counselor)
• Assessment of Students At-Risk (coordinated with the ASC and/or Therapeutic Counselor)
• Alcohol and Drug Prevention Education and Intervention
• Parent Education Seminars
• Facilitation of Parent-Teacher Conferences

COUNSELING DEPARTMENT EVENTS

• College Forum for Seniors and Parents
• College Night for Seniors and Parents
• College Night for Juniors and Parents
• Financial Aid Information Night for Seniors and Juniors
• Sophomore Academic Planning Night
• Freshman Academic Planning Night
• Case Study Night

PROGRAMS COORDINATED AND ADMINISTERED BY THE COUNSELING DEPARTMENT

• PSAT/NMSQT (Grade 10 & 11)
• Naviance Student College Guidance Software
• Advanced Placement Tests (AP Tests)

REFERRAL BY FACULTY AND STAFF TO THE COUNSELOR

Faculty and staff are encouraged to refer students to counseling when a student exhibits at-risk behaviors, such as signs of physical or psychological symptoms of alcohol/drug abuse, personality or emotional changes, isolation from others, difficulties with peers or family, drastic drops in academic performance, etc. Counselors will conduct an initial assessment of the presented problem and, as necessary, consult with the student’s teachers, staff, and administrators. The student will be encouraged by the counselor to explore the concerns of others and how he/she can be helped. Referrals will be held in strict confidence provided no school policy has been violated. As appropriate, parents will be notified and invited to participate in follow-up counseling and possible outside referrals. All of those referrals emphasize a caring environment, which aims to direct students to appropriate resources.

SUBSTANCE ABUSE AND DEPENDENCY RELATED SERVICES AND POLICIES

In accordance with Marin Catholic’s school philosophy, the school is committed to providing for the well-being and development of each individual in an atmosphere that reflects God’s healing love. In this spirit, on-campus services are provided to facilitate alcohol and drug prevention efforts among students. Also, the school will, when necessary, refer students to appropriate psychotherapists or other treatment services for assessment, treatment and after care, and provide support services to returning students while they participate in an appropriate after-care program. Marin Catholic recognizes the following:

A. Problems stemming from substance abuse interfere with the life, learning, and full development of the individual.
B. Chemical dependency is a primary disease, which is treatable and is to be dealt with as other diseases affecting the well-being and functioning of the individual.

SELF-REFERRAL TO COUNSELORS

A student involved with alcohol/drugs who comes forward to seek help can expect Marin Catholic to be willing to work with and counsel the student as long as the person is willing to follow the stated policy of Marin Catholic regarding use, distribution, etc., and reasonable progress is being made toward wellness. Such counseling, in keeping with federal statutes for drug/alcohol counseling, is held in strictest confidence (the exceptions being mandated by law, e.g., imminent danger of life, child abuse, psychotic behavior, etc.). No statement, oral or written, made by the counseled student, and no observation or conclusion derived from such counseling, will generally be used against the counseled student in any school proceeding. Nor shall this information be shared with anyone outside of the school environment unless absolutely required by a court order in a legal proceeding or unless the student involved gives prior written permission. It is noted that the student being counseled will (in the case of possible chemical dependency) be asked by the counselor to share the alcohol/drug related problem with parents and/or Principal as that becomes necessary for the student’s appropriate progress. If such steps are not taken by the student when appropriate, and it is deemed by the counselor that the student’s abuse of alcohol/drugs constitutes a serious health problem, or that some other serious health problem or potential problem exists, the counselor will either terminate the counseling sessions or notify the parents and/or, for the student to remain in school, the parents will be required to take the student for a professional assessment and to follow through with any recommendations for treatment.
ACADEMIC SUPPORT CENTER

The purpose of the Academic Support Center (ASC) is to assist students who have diagnosed learning differences in a college preparatory environment. In order to be accepted in to the program, students must have a current and full psychoeducational evaluation on file. The ASC provides two levels of support: The Resource Technology Class and Consultation Services. The Resource Technology curriculum is based on study skills typically needed by students with Learning Differences. Students receiving Consultation Services check in with an Academic Support Center staff member on a weekly basis. During consultation sessions, an ASC staff member will verify that a student is on track and, if needed, help a student problem solve any academic issues. It is important to note that both students in the Resource Technology Class and those receiving Consultation Services receive accommodations. The most frequently used accommodations include extended time on tests, the use of assistive technology, the ability to take exams in the ASC and note taking assistance.

STUDENT EXPECTATIONS AND CONSEQUENCES

CODE OF BEHAVIOR

Basic to the philosophy of Marin Catholic is respect. We expect interactions between students, students and teachers, among staff members, and between parents/guardians and staff to be based on respect. Marin Catholic is committed to providing a safe, respectful environment for its staff and students. Specifically, we expect the following behaviors:

**respect for health and for the laws of the community, which precludes the use, possession or sale of tobacco, alcohol or other illegal drugs, or facilitating the same for other students.
**respect in speech or writing (including online), which precludes profanity, vulgarity, name-calling, threats of any kind - implied or direct, any form of verbal harassment, or other denigrating speech.
**respect in non-verbal behavior, which precludes any form of physical violence, intimidation or harassment.
**respect for property, which precludes theft, vandalism of any kind, or “trashing” of private or public property.
**respect for school grounds, which precludes littering or misusing school property. Dispose of trash in the proper receptacles.
**respect for school and classroom policies, which precludes dress code violations, tardiness, truancy, forgery (falsifying and alteration of school records or forms) and failing to follow rules established by individual teachers.

When any behavior, within this code of behavior, is directed by one MC student against another, or against a member of the MC staff, even when the behavior occurs off campus, the school will become involved and appropriate sanctions will apply. Furthermore, an MC student who publicly engages in behavior which seriously compromises the principles articulated in this Code of Behavior, will be referred to the Principal, Deans and/or the Discipline Review Board and may be liable for dismissal from school. (Please note: This includes off-campus behavior, incidents that occur during vacation periods, and images and postings on facebook.com, etc.)

The school is bound by the law, as are individuals and families, and it will act in compliance with the law when circumstances indicate certain actions are necessary. The school administration has the right and responsibility in the presence of an adult witness to conduct a search of a student’s possessions and clothes and the physical plant of the school, including lockers, if the need for a search is reasonably indicated. A search of a student’s person would occur only in rare cases with appropriate supervision. Please note: possession includes alcohol/drugs being found in the car in which the student has been the driver or passenger. The school reserves the right to search the vehicle, locker and/or backpack of a student who is suspected of being under the influence at school/school-sponsored event.

STUDENT SANCTIONS

The severity of infractions warranting expulsion will be determined by the Principal and/or the Discipline Review Board even if such infractions are not specifically described in this handbook, but seriously compromise the principles articulated herein. When appropriate, reports will be made to the civil authorities and prosecution can occur. Failure to uphold behavioral expectations of the school will result in the following:

A. DETENTION

Detention is the basic disciplinary sanction. Detention is supervised by the Deans of Students, Tuesday and Thursday mornings, beginning promptly at 7:00 a.m. and ending at 7:50 a.m. Late arrival up to twenty minutes will result in an additional detention. Failure to attend a detention will result in two additional detentions, and failure to serve those detentions will result in Disciplinary Disqualification until all detentions are completed. Involvement in co-curricular programs or interscholastic team practices will not warrant an excuse from detention.

Detention must be served on or before the assigned date. Students should contact the Deans prior if they are going to miss detention for any reason, or if they missed detention. The Deans will consider exceptions for appointments and unresolvable transportation problems with a parent note of explanation.

B. DISCIPLINARY DISQUALIFICATION

Certain serious disciplinary offenses can warrant a set period of Disciplinary Disqualification. During that period of time the student may not participate in any extra-curricular activities including but not limited to dances, student government, club events, drama, and any interscholastic sports program, including practices. These co and extra curricular activities are earned privileges of being a student in good standing. A period of disqualification removed that privilege for a set period of time. Retreats are not included in Disqualification as they are an essential aspect of the Mission of the school and the development of our students’ faith. Students
on Disciplinary Disqualification are also precluded from attending any of these events as a non-participant (i.e. games, plays, etc.). Exceptions will be made only for students working individually with a teacher or tutor on academic work. Disciplinary Disqualification assigned in the fourth quarter may extend into the following school year in order to be completed.

C. SUSPENSION
Suspension is a serious disciplinary sanction and is issued for more serious, blatant and/or repeated breaches of discipline. A student placed on suspension may be removed from campus and school activities for a period of time - as noted in specific sections of this handbook.

All suspension days count as absences. Homework assignment sheets should be picked up from the main office as early as possible by the parent/guardian. Any missed work/tests must be made up within two class days of the student’s return to campus, three class days for a 5-day off-campus suspension.

Please note: Seniors placed on suspension during the last month of school (up to the day of graduation) will go before a Disciplinary Review Board and may not be allowed to participate in the end of the year senior events, including Senior Community Day, Senior Ball, the Honors Assembly, and the Graduation Ceremony. Diplomas will be delivered only upon completion of assigned sanctions.

D. EXPULSION
Expulsion is the most serious disciplinary sanction. The Principal and/or the Disciplinary Review Board will determine which cases warrant expulsion. (See Disciplinary Board below.) The Principal and/or the Disciplinary Review Board will determine the credibility of evidence in those cases warranting expulsion. The Principal reserves the decision and authority to expel.

If expulsion is to be appealed, the student and her/his parents/guardians must initiate the process within 72 hours of receiving notification of expulsion. This is done by written requests made by the student and parents/guardians addressed to the President of the school, who may then call additional administrators/staff to join him in hearing the appeal. The decision and authority to grant an appeal is reserved by the President, or in his absence, the Principal. The President may choose to grant an appeal only with a contract, which he may amend at any time as he sees appropriate. If an appeal is granted, the student will not return to class until the Deans, the parents and the student meet to discuss the contract.

E. DISCIPLINARY REVIEW BOARD
The Disciplinary Review Board consists of the Deans of Students, an administrative representative and two or three faculty representatives. Additional faculty/administrators may be appointed to sit on the board for specific review sessions at the discretion of the Deans of Students.

The Board may meet at the end of each quarter to review students who have been placed on contract, have been referred by multiple teachers, or have multiple minor infractions (dress code, detentions, etc.) of the Code of Behavior. Additionally, the Deans of Students or Principal may call for an immediate Board review for a student who seriously violates the Code of Behavior in any way. This includes, but is not limited to, the breaking of a contract and/or involvement in an incident, which are grounds for suspension or expulsion. The purpose of the board is to help the student understand the nature of his or her mistake and how they can learn from it moving forward. The student involved will appear before the Board alone or with his/her parents/guardians. After the hearing, the Board will make specific recommendations about actions/sanctions to be taken in accordance with school policy. These recommendations will be directed to the Principal, who will make the final determination of sanctions.

F. REPEAT OFFENSES
Because repeated offenses against the rules and policies can indicate a serious disagreement with the school philosophy, the following sanctions will result for repeat offenses:

Tardies:
• 3 tardies in a quarter will result in 1 detention.
• 6 tardies in a quarter will result in an additional detention, calling for a parent signature on the detention form and a call home with concern for excessive tardies and alert to 9 tardy consequence.
• 9 tardies in a quarter will result in an in-school suspension.

Detentions:
• 3 detentions assigned in a semester = call home with concern.
• 5 detentions assigned in a semester = call home with warning of suspension.
• 6 detentions assigned in a semester = suspension.

Teacher Referrals: If a teacher refers a student to the Deans of Students for inappropriate behavior, this will be considered a serious offense. Possible consequences for such referrals are detailed in “Classroom Discipline.” Referrals by more than one teacher for inappropriate behavior (especially within the same quarter) may result in a Disciplinary Review Board hearing.

Suspensions: Suspension from school more than once in an academic year will result in a Discipline Review Board hearing.

ALCOHOL AND DRUGS
Because we are committed to promoting and safeguarding as much as possible the health and safety of our students, the school is guided by the following policies when dealing with the problems of use, abuse, and dependence among students:
A. Possession/Use of Authorized Medication
The Deans of Students may verify with parents/guardians the use of any over-the-counter or prescribed medication that a student takes on campus. **When a student is taking medication at school for a chronic condition, parents/guardians should notify the Deans of Students.**

B. Steroids
As a condition of membership in the CIF, all schools shall adopt policies prohibiting the use and abuse of androgenic/anabolic steroids. Students at Marin Catholic must agree that they will not use steroids without the written prescription of a fully licensed physician (as recognized by the AMA) to treat a medical condition.

C. Suspected Possession/Use of Alcohol
In our efforts to maintain a safe and healthy environment for all students, and in keeping with the expectations and standards set forth in the Code of Behavior, Marin Catholic employs the following methods to detect the presence of drugs and alcohol:

1. Facilitated by the use of non-aggressive dogs, the contractor, Kontraband Interdiction & Detection Services, Inc. (K.I.D.S.), will make periodic unannounced visits to our campus. The visits are intended primarily as a deterrent as opposed to a method of apprehending. When a classroom is checked, students will be asked to leave the room and leave their belongings behind. With an administrator present, the canine team will sniff the interior of the room including the air around any student belongings. This includes backpacks, jackets, purses, etc. These items are not in the possession of the students when they are sniffed. If it is determined that a bag needs to be searched, the search is conducted in the presence of the student. Marin Catholic reserves the right to search all personal property located on the campus (including but not limited to bags, lockers, cars, locker rooms, etc.). If a specific student search reveals any evidence of illegal substances the parents will be promptly notified and the general school policies regarding possession will be upheld. If the circumstances warrant it, the Sheriff’s Office will be contacted.

2. The school has test kits to detect uses of alcohol and drugs. These devices may be used at school/school-sponsored events/activities in order to promote an atmosphere of sobriety and safety for our students. They will be used at the discretion of the Deans of Students, or in the case of an extracurricular activity, the supervisor in charge, as supportive data to confirm suspicions of alcohol or drug use. Staff supervisors are the final judges of any alcohol or drug use at school-sponsored events.

D. Possession/Use in other Circumstances
When a student is found in possession of, under the influence of, and/or using alcohol or other illegal/authorized drugs or paraphernalia on the way to or from or at school/school-sponsored event:

1. The unauthorized substance/paraphernalia will be confiscated.
2. Student car keys will be confiscated when appropriate.
3. Parents/guardians will be contacted immediately and may be asked to take the student home from school/activity.
4. Emergency help will be called if necessary, at the expense of the student’s family.
5. The student will be liable for expulsion, and will be scheduled for a meeting with the Disciplinary Review Board. The student may be suspended from classes and school activities until the board meets. Should the Board recommend retaining the student, it will consider other serious sanctions as listed below. The Principal will consider all recommendations of the Board and make the final determination regarding the status of the student and any sanctions to be applied. Please note: 1) the cost of any drug testing and aftercare sessions must be borne by the parents/guardians of the student. 2) Seniors who are not expelled for an offense in this category during the last month of school (up to the day of graduation), will not be allowed to participate in the graduation ceremony or honors assembly. Diplomas will be delivered only upon completion of assigned sanctions.

E. Off Campus Possession/Use of Drugs/Alcohol
1. A student who is found in possession of, under the influence of, and/or using alcohol or other illegal/authorized drugs or paraphernalia off campus or outside of a school-sponsored event is liable to the consequences listed below.
2. A student who hosts a party attended by other Marin Catholic students, at which alcohol is served or at which alcohol or other illegal drugs are used with knowledge of the hosting student, is liable to the consequences listed below.

Please note: PARENTS/GUARDIANS WHO GIVE PERMISSION FOR AND/OR ALLOW ALCOHOL TO BE SERVED IN THEIR HOME TO MARIN CATHOLIC STUDENTS SERIOUSLY JEOPARDIZE THE CONTINUOUS ENROLLMENT OF THEIR SON(S)/DAUGHTER(S) AT MARIN CATHOLIC. THIS SAME POLICY APPLIES TO AFTER-PROM PARTIES THAT OCCUR IN HOMES OR IN RENTED SITES.

Consequences for Violations of the Drug/Alcohol Policy
Offenses will be tracked over the length of the student’s enrollment at Marin Catholic. In each case, the student will be expected to sign a contract with the school that details the consequences for the offense. Refusal to sign such a contract may result in a recommendation from the Principal that the student withdraws from the school.

Consequences may include a mandatory assessment by an agency approved by the Counseling Department, mandatory random urine analysis testing supervised by a certified drug and alcohol counselor (positive test results can result in expulsion), an aftercare program if deemed necessary, detention hours, and disciplinary disqualification.

**First Offense:** A student will go before a Discipline Review Board and will be placed on Disciplinary Disqualification for a minimum of four (4) weeks. Please note that summer vacation weeks do not count toward Disciplinary Disqualification. Should the incident occur within the last four weeks of school, Disciplinary Disqualification may be carried into the next school year.

**Second Offense:** Student will be called before the Disciplinary Review Board and will be liable for expulsion. If the student is retained, he/she will be placed on Disciplinary Disqualification for a minimum of eight (8) weeks. Senior students who violate the Drug/Alcohol Policy for a second time may not be allowed to participate in the end of the year senior activities, such as Community Day, Senior Ball or Graduation.
F. Selling/Providing Unauthorized Substances
Marin Catholic has a Zero Tolerance policy toward the selling and/or providing of unauthorized substances. A student selling or providing alcohol and/or unauthorized or illegal drugs to another Marin Catholic student on or off campus, or is an agent of such a transaction, or sells or provides to any person while on campus or at a school-sponsored event or activity, or engages in an aborted drug transaction and/or had the intent to sell or be an agent of such a transaction faces the following:
1. The unauthorized substance/paraphernalia will be confiscated.
2. Parents/guardians will be called immediately.
3. The student will be immediately expelled.
4. Law enforcement personnel will be called when required by law and/or determined as appropriate by the school administrator responsible.

G. Buying Unauthorized Substances
A student who purchases or asks to be provided such substances on our campus or at a school-sponsored event or activity may face the same consequences.

H. Treatment and Aftercare
In cases where the student is engaged in assessment, out-patient treatment, in-patient care or after-care, the school reserves the right to be kept informed by the treatment agency about the student’s progress, and the school will assist the student with an educational program during this period of time.

I. Readmittance to Marin Catholic will involve the following:
1. Parents, administrators, counselor, and professionals involved will judge when the student has successfully completed treatment.
2. The Deans of Studies will convene a meeting with the student’s counselor to determine whether Marin Catholic’s academic program can meet the needs of the student.
3. The student will successfully maintain the prescribed after-care program and appropriate level of academic performance.
4. Family Refusal: Should a family refuse the recommended professional treatment, which might include regular outpatient or inpatient care, the school may suspend a student from classes indefinitely.
5. Services to Parents/Guardians: Parents/guardians are encouraged to avail themselves of the many educational and supportive services provided at the school, particularly through the Counseling Department.

J. Possession/Use of Alcohol and Drugs on School-Sponsored Trips
Prior to leaving MC, bags, packs, purses and jackets may be checked by a dog from K.I.D.S. Supervisors will have an alcohol and drug detecting test kit with them to be used if there is any evidence or suspicion of alcohol or drug use. Any student with a positive test will be subject to existing policies regarding consequences. In the event it is clear that drugs/alcohol have been brought on a trip, whether they have been used or not, and supervisors are unable to determine who brought them, the trip may be cancelled and the students and supervisors would return to MC as soon as is reasonably possible. In the case of trips by sports teams, this would include the forfeiture of any and all scheduled contests, even if the team has not been able to return immediately to MC.

K. Vape Pens/Electronic Cigarettes
Use of vape pens and/or electronic cigarettes is strictly forbidden on campus and at any school events or activities. Students using such devices or having them in their possession will be held accountable. Part of the consequence for this infraction will involve education regarding the risks associated with this behavior.

First Offense: Student/Parent meeting and Disciplinary Contract
Second Offense: Disciplinary Review Board and minimum of 2 weeks of Disciplinary Disqualification

ATTENDANCE
The following attendance policies emphasize the importance of the educational process and the respectfulness of promptness while honoring legal obligations and the relationship Marin Catholic maintains with parents/guardians.

A. In the event of a student absence, parents/guardians must telephone the school before 10:30 AM (415-464-3890). A call made the night before an absence will be recorded.

B. On returning to school after an absence, a student must sign in at the front desk and submit an absentee note signed by parent/guardian verifying the reason for the absence. THIS IS REQUIRED IN ADDITION TO THE PHONE CALL. If a note is not submitted the day of the student’s return, an “Absentee Verification” form will be given, which MUST be returned as directed the next school morning. If not, the student will not be admitted to class. If parents/guardians are called out of town, please notify the Attendance Secretary as to who has permission to sign attendance notes/forms.

C. Excused absences include those for illness, medical and dental appointments, quarantine, attendance at funeral services and those due to accidents. It is the responsibility of the student to obtain and complete all class/homework missed during absences. Be aware that absences can affect a student’s grade and that the student is responsible for making up his/her work. Instructors at Marin Catholic currently use the MC website to post homework assignments. Check with individual teachers as this may be more efficient in the collection of homework for long-term absences.

PLEASE NOTE: A STUDENT WHO LEAVES ANY CLASS 15 OR MORE MINUTES EARLY WILL RECEIVE AN UNEXCUSED ABSENCE FOR THE CLASS.

D. Absence for other reasons than those listed above is discouraged. Parents/guardians wishing to take their student out of school for several days for personal reasons should first make a written request, submitted to the Principal at least one month prior to their
leaving. The final decision on such matters rests with the parents/guardians, but the Principal has the authority to determine the conditions governing the absence. The school is under no obligation to provide assistance for make-up work.

Unexcused absences other than those specifically requested by parents/guardians will be treated as truancies. Students will be notified of an unexcused absence recorded for any given period(s) or part of a period. Failure to clear the absence will result in the issue of a “Truancy Notification” and a one day suspension.

PLEASE NOTE: ARRIVING LATE, AFTER 8:15, WITHOUT A NOTE OR PHONE CALL WILL CONSTITUTE AN UNEXCUSED ABSENCE. IF NOT CLEARED BY 8:15 THE FOLLOWING SCHOOL DAY, IT WILL BE TREATED AS A TRUANCY. (The only exception is tardiness due to extraordinary traffic conditions confirmed by one of the Deans.) (See also “TARDIES”)

E. Permission to leave school for any reason must be obtained from the Attendance secretary, who will grant the permission only after receiving written/verbal permission from the parent/guardian or someone listed on the student’s emergency card. Written requests for early dismissal should be presented to the Attendance secretary before school. The student will then receive an early release slip, which must be returned to the secretary when the student signs out before leaving school. Students released with verbal permission over the phone must bring a signed note affirming the early release to the Attendance secretary upon returning to school. Parents/guardians are asked not to seek permission to dismiss students during class hours except for serious reasons.

LEAVING SCHOOL WITHOUT THE KNOWLEDGE OF THE ATTENDANCE OFFICE AND APPROPRIATE PERMISSION CONSTITUTES A TRUANCY AND WILL BE TREATED AS SUCH. EVEN WITH A RELEASE SLIP, STUDENTS MUST SIGN OUT IN THE MAIN OFFICE BEFORE LEAVING CAMPUS.

ABSENCE PROCEDURE SUMMARY
1. Call 464-3890, before 10:30am, to inform the school of an absence.
2. Send/bring in an excuse note upon return to the school.
3. Early release notes must be in before 8:00 am.
4. Leaving school without permission from the Main Office is a truancy!

F. To participate in student activities, (games, dances, plays/productions/performances, etc.) a student must be present for four (4) periods of the same day. Only the Deans of Students can grant exceptions.

A comprehensive interscholastic athletic program necessitates a contractual commitment to other schools. There are times when student athletes have to be excused from class. Certain procedures must be followed in this event:
1. The coaches involved must inform the Director of Athletics of the dates, times, and student athletes involved in such events.
2. The attendance office will notify classroom teachers of student athletes who are permitted early dismissal.
3. Student athletes must inform the teacher(s) of any class(es) that will be missed and arrange to make up any work in advance. Unless other arrangements are agreed upon, a departing student must take an examination scheduled in a missed class prior to leaving school.

G. Students may not miss/leave a class period or any part of a class period for any reason without seeking permission from their teacher or possessing an early release pass from the office. Students must have administrative/counseling appointment slips verified by the Main Office before returning to class.

TARDIES
Since tardy students can interrupt the educational dynamic of any given class, tardiness will be treated as an infraction of disciplinary policy and will incur consequences. Teachers will use the MC website to report all tardy students each class period. The sanctions for tardiness are determined by the Deans’ Office (see “Repeat Offenses”). Parents/Guardians and students should be warned that tardiness can affect a student’s grade, in that teachers are not obligated to repeat material or extend testing time missed due to tardiness. Tardiness can also affect participation points/grades, in that students may miss opportunities for participation in discussions, etc. Teachers/Administrators responsible for field trips, assemblies, liturgies, activities, etc., have the authority to determine sanctions for tardiness to these out-of-classroom events.

PLEASE NOTE:
1) Tardy in the morning more than 5 minutes? Register in the Main Office before going to class.
2) Tardy more than 25 minutes? This will be recorded as an unexcused absence, and you will need an excuse note to get it cleared. (Remember, an unexcused absence constitutes a truancy and will result in a suspension.)
3) On campus appointment making you late to class? Get an admit from the Main Office.

TRUANCY
The value of classroom-based activities cannot be compromised. Absences from school should only occur for serious reasons—illness, medical/legal/counseling appointments that cannot be scheduled outside of school hours, funerals, and important family/personal matters. Being absent without a legitimate reason constitutes a truancy. (See the “Attendance” section for further explanation.) Parents should be advised that the school will treat an unsanctioned “cut day” as a truancy. Cutting any part of the school day or being out of class without permission will be considered a serious offense and will result in a minimum one day suspension.

LEAVING SCHOOL WITHOUT THE KNOWLEDGE OF THE ATTENDANCE OFFICE AND APPROPRIATE PERMISSION CONSTITUTES A TRUANCY AND WILL BE TREATED AS SUCH, EVEN WITH A RELEASE SLIP, STUDENTS MUST SIGN OUT IN THE MAIN OFFICE BEFORE LEAVING CAMPUS.

VISITING OTHER SCHOOLS
Because our daily schedule and school calendar may differ from other schools in the county, Marin Catholic students may be inclined to visit other campuses while they are in session. Be advised that such visits can only occur with appropriate permission and clearance from
the school they wish to visit. Being present on another campus without permission may be considered trespassing by the officials of that school.

CLASSROOM EXPECTATIONS
A student being sent to the Deans’ office for disciplinary reasons is considered serious and will result in a call home to the student’s parents/guardians and a minimum of two detentions. Repeat offenses will result in a meeting with the Disciplinary Review Board, and consequences may include permanent removal from the class and a loss of credit for the class. If the student is failing the class, an F grade will be recorded. Otherwise, a student will receive a no-mark.

DRESS CODE
Marin Catholic students are expected to dress in a manner appropriate for school. General appearance should not blatantly or subtly promote unhealthy or negative attitudes, practices or lifestyles. While on campus, students are expected to be neatly groomed, modestly dressed, and boys clean-shaven. (Sideburns may be worn, but may not extend below the earlobe.) Any clothing that is torn, frayed, stained, inappropriately patched, or in a state of disrepair, as well as extremely faddish or of military attire, is unacceptable. Appropriate shoes must be worn at all times. The Deans of Students will determine whether or not specific clothing and/or jewelry are appropriate for school.

A. SCHOOL DAY ATTIRE:
1. Hats or caps of any style (including ski caps, bandanas, and sweat bands) may not be worn during the school day.
2. Male students must be clean-shaven. Sideburns are appropriate provided that they do not extend below the ear.
3. Casual jeans, long pants or regular shorts in good repair, hemmed, fit at the waist (not at the hips and not showing underwear), and neither too baggy nor too snug. PE/gym shorts and sweat pants are NOT allowed. This includes all warm-up suits (e.g. velour).
4. Skirts and shorts should not be excessively form fitting and should be modest. Skirts must be just above the knee and without slits above mid-thigh. Shorts must be mid-thigh or longer.
5. Mills short or long-sleeved polo shirts are the only permissible shirts and must be worn at all times. They are to be sized so that they are not too form-fitting nor loose-fitting; they should go below the waist and not expose the midriff. Acceptable shirts include polo shirts with an MC logo: MILLS mesh or interlock polos in any color, athletic team, class or club polos. Only acceptable sweaters, sweatshirts or jackets may be worn over them.
6. Shoes that are in good repair and appropriate for an educational setting. High heels are not appropriate for the school day. Art/Science/PE classes may require students to wear specific types of shoes as a part of their curriculum.
7. Jackets, sweaters, vests or sweatshirts may be worn OVER a dress code shirt.
8. Moderate hairstyles and colors. Hair must fall within the normal range of color. For boys, acceptable length is to the collar. All students must be clean and well-groomed at all times.

B. LITURGY DAY/SPECIAL OCCASION ATTIRE
Liturgies and other special occasions require a more formal attire than regular school days. The following wardrobes are required for these events and must be purchased through the Mills catalog at www.marincatholic.org or by calling 1-800-541-1850.

MEN
PANTS: Tan/Khaki or Navy pants-pleated or plain front (No cargo, pockets, etc.)
SHIRT & TIE: Oxford Cloth- long sleeved blend button down collar (tucked in at all times) - WHITE
Senior Option only: BLUE or FRENCH BLUE (NOTE: All shirts must have MC monogram)
SHOES: Dress shoes and socks mandatory. No tennis shoes, Vans, sandals or flip flops.

WOMEN
Choice of:
SKIRTS: Color: Classic Navy, Khaki, or Plaid
OR...
PANTS: Tan/Khaki pants- pleated or plain front (No cargo, pockets, etc.)
SHIRT: Oxford Cloth- long sleeved blend button down collar - WHITE
Senior Option only: BLUE (NOTE: All shirts must have MC monogram)
SHOES: Flat dress shoes (no high heels, tennis shoes, canvas, flip flops, sandals, mocassins or boots).
Solid color socks or tights in blue, black or white (no fishnet stockings or designs).

BOTH MEN and WOMEN

OPTIONAL: Mills Sweaters: Crewneck, Cardigan, V-Neck, Vest in Classic Navy. Navy Blue Blazers and MC Block Jackets and Athletic Jackets. (NOTE: No non-Mills or MC sweaters or jackets allowed over the wardrobe items.)

C. DANCES, OTHER ACTIVITIES
Marin Catholic students are expected to dress appropriately for any school-sponsored event, on or off our campus. Modest dress is expected at all dances, games, etc. Students may be sent home from events when they are dressed inappropriately.

D. GAME DAY ATTIRE
On game days, athletes may wear a Mills polo, an athletic polo or team polo (if one exists). All other aspects of the regular school day dress code apply.

THE DEANS OF STUDENTS WILL MAKE FINAL DETERMINATION OF DRESS CODE VIOLATIONS. STUDENTS REFERRED TO THE DEANS’ OFFICE FOR DRESS CODE VIOLATIONS WILL RECEIVE A DETENTION AND BE EXPECTED TO CORRECT THE
E. NON-LITURGY FRIDAYS AND RALLY DAYS  (Note: Rally Days are not Special Assembly Days)

Spirit days may include MC t-shirts, class color, or spirit shirts in an effort to encourage school spirit in the blue and white tradition.

APPROPRIATE USE OF EMAIL POLICY

All students have access to Google Apps and a Marin Catholic email address. Google Apps and MC email shall not be used to transmit or post any harassing, obscene, discriminatory or offensive material. School administration has the right to monitor all postings. E-mail and chats sent through the school’s account may be scanned for content violating the terms of the Use Agreement signed by all students. Students receiving any threatening, obscene, or harassing communication should report it immediately to school staff. Students are not to share their Google Apps password with other students and are responsible for all e-mail, chat, and postings sent through their account. Students must not harm or destroy data of another user or student, nor log in as another classmate.

If a student uses his/her MC email or Google Apps account in an inappropriate manner, he/she will be reported to the Deans of Students and the appropriate consequences will be applied.

APPROPRIATE USE OF iPAD/LAPTOP POLICY

All use of iPads and Laptops will be governed by the terms of the Use Agreement signed by all students. If a student uses his/her iPad or Laptop in an inappropriate manner, he/she will be reported to the Deans of Students and the appropriate consequences will be applied.

ELECTRONIC DEVICE POLICY (ALL AUDIO, VIDEO, DIGITAL DEVICES AND CELL PHONES, EXCEPT iPADS AND LAPTOPS)

The use for other than curricular purposes of cell phones and other digital devices including but not limited to PDAs and multifunction communication tools, iPods and other audio music players, digital and film cameras (still and video), and laser pointers, are prohibited on campus during normal school hours (8:00am-3:00pm). Such devices, if brought on campus for other than curricular purposes, should be stored in students’ lockers. If the device is seen or heard on campus from 8:00am-3:00pm, including passing periods, break and lunch, it will result in: First offense: 5 day confiscation (during school hours) and two detentions; Second offense: 20 day confiscation (during school hours) and two detentions; Third offense: Disciplinary contract and parent meeting.

If the device has been used in any way to invade another’s privacy, additional consequences including a period of disqualification may result. Exceptions to this policy are limited to the pre-approved use of electronic tools such as laptop computers, cameras and tape recorders by students for legitimate schoolwork (e.g. note-taking, class projects). Students are responsible for the security of any devices brought on to the campus. Marin Catholic will assume no responsibility for the loss or theft or damage to any such devices. Parents who need to contact their children with emergency messages should call the Main Office. Those messages and those alone will be delivered to students. In the event of an emergency, students may use an office phone to contact parents.

INAPPROPRIATE USE OF INTERNET/SOCIAL NETWORKING SITES

If a student uses Internet/social networking sites (Twitter, Facebook, Snapchat, etc.) in an inappropriate manner, he/she will be reported to the Deans of Students and the appropriate consequences will be applied. Any inappropriate images, photos, communications, etc. which violate the student code of behavior (use of drugs/alcohol, etc) will be dealt with according to the consequences listed under the appropriate heading in this handbook. If photos of a student participating in inappropriate activity show up on another person’s site, that student may be liable for similar sanctions. If a student misrepresents a teacher on the Internet (e.g. photos, inappropriate comments, etc.), he/she will be liable for expulsion.

PRIVATE VEHICLES

STUDENT PARKING ON CAMPUS IS BY PERMIT ONLY. Because space is limited, priority on the upper lot will be given to Seniors with carpools. (Three students in a car constitute a carpool.) Parking spaces will also be sold in the St. Sebastian’s lot. Juniors will have priority over Sophomores.

The Deans issue one parking permit per space after submission of a completed parking contract and the $150 fee. EACH STUDENT IN A CARPOOL WHO DRIVES TO SCHOOL MUST SUBMIT A COMPLETED CONTRACT ON RECORD. Students must park only in the space assigned to them. Violations of the terms of the contract can result in a $10 fine, or the loss of parking privileges. IN FAIRNESS TO THE STUDENTS WHO PAY FOR THEIR PARKING PRIVILEGES, STUDENTS WHO PARK ON CAMPUS WITHOUT A PERMIT WILL BE FINED $25 ON THE FIRST OFFENSE AND $50 ON THE SECOND OFFENSE. UNIDENTIFIED CARS ARE SUBJECT TO TOWING AT THE OWNER’S EXPENSE. STUDENTS WITH PERMITS, BUT WHO PARK WITHOUT THE TAG SHOWING IN AN UNREGISTERED CAR ARE ALSO SUBJECT TO TOWING AT THEIR OWN EXPENSE. STUDENTS WHO FALSIFY CARPOOL INFORMATION IN ORDER TO OBTAIN A PARKING PERMIT WILL LOSE PARKING PRIVILEGES ON CAMPUS PERMANENTLY. A CHANGE IN CARPOOL STATUS MUST BE REPORTED TO THE DEANS’ OFFICE.

The violation of safe driving procedures on or near campus is a serious disciplinary infraction that can result in the permanent loss of parking privileges, detention and/or suspension. Any adult supervisor has the authority to determine what constitutes reckless driving.

In order to safeguard our students and their possessions, students are not allowed in the parking lot during class or break times without the written permission of their teacher, an administrator or a pass from the Deans’ Office.
SCHOOL KEYS/MATERIALS
A student in unauthorized possession of any school key(s), test materials, grade books or school records, or administrative forms is liable for expulsion. A student who violates the privacy of a teacher or staff member by going through personal property without permission, or taking any teaching or personal material from a teacher’s desk or room without permission is liable to be suspended or expelled.

SCHOOL TECHNOLOGY USE
Upon entrance to Marin Catholic, all students and their parents/guardians are required to sign the “MC Acceptable Use” contract regarding use of technology. Abuse of that agreement will result in forfeiting use of school technology for a period that can range from the remainder of the academic year through the student’s graduation date. Serious incidents of abuse of school technology may also be referred to either the Deans of Students. If a student accesses a teacher’s computer without the permission of the teacher or uses technology in an inappropriate way to access a teacher’s computer (blue tooth, etc), he/she will be reported to the Deans’ office and will be immediately suspended from school. The student may go before the Disciplinary Review Board and possibly be expelled.

SEXUAL HARASSMENT
Sexual Harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Altering sexually suggestive images to include the face or other representation of another student or staff member will be considered to be a direct attack on that person/those persons, and will therefore render a student liable for immediate expulsion. The following are examples of sexual harassment:

Verbal Harassment: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets;

Written Harassment: Suggestive or obscene letters, blogs, notes, or invitations;

Physical Harassment: Unkind, immoral and/or unlawful physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal study or movement;

Visual Harassment: Leering, gesturing, or display of sexually suggestive objects or pictures, cartoons, or posters.

STUDENT TO STUDENT/STAFF SEXUAL HARASSMENT
1. This policy prohibits student to student sexual harassment whenever it is related to school activity or attendance and occurs at any time including, but not limited to, any of the following: a) while on school grounds; b) while going to or coming from school; c) during the lunch period; d) during, or while going to, or coming from, a school sponsored activity.

2. Any student who engages in the sexual harassment of another student is subject to disciplinary action up to and including verbal and/or written warnings and reprimands, counseling, suspension, and expulsion.

*Note – Should sustained conduct outside the school environment come to the attention of the school, this too may serve as grounds for discipline as students of Archdiocesan schools are expected to conform their lives to Christian principles at all times.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to, and including, expulsion. Students found to have filed knowingly false or frivolous charges will also be subject to disciplinary action up to, and including, expulsion. Depending on the nature and extent of the charge, if reasonable suspicion of misconduct is determined, the alleged harasser may be sent home pending conclusion of the investigation by the school.

THEFT
If a student is found to have stolen anything on or off campus (including the Cafeteria), they will go before a disciplinary review board and will be liable for expulsion.

WEAPONS
Any student in possession of any weapon is liable for immediate expulsion and will be reported to the Sheriff’s Department. Possession extends to the student’s car and/or locker.

FINANCE

TUITION AND FEES
The rates for tuition and registration fees are set each year by the administration after consultation with the Finance Committee of the Board of Regents. Tuition and registration fees are announced during the early part of the second semester for the following academic year.

Registration fees are non-refundable and are paid by credit card directly to Marin Catholic as part of the annual registration process. Registration fees are due by the registration deadline in March and are required before a student can complete the registration process or schedule classes.

TUition is billed and statements are issued by the TADS Tuition Billing System. Even though the Archdiocese manages tuition billing, the funds are deposited in the Marin Catholic operating fund where they are used to pay personnel and other operating costs of the school. It is imperative that families make timely payments according to the Family Financial Contract electronically signed during registration.
Parents may choose one of the following four plans for tuition payment:
1. One (1) payment in full on or before the July due date.
2. Two (2) semi-annual payments, one on or before the July due date, and one on or before the December due date.
3. Ten (10) monthly payments paid through the Direct Debit Plan from July through April on the monthly due date selected.

Each May, parents are sent an email to set up their payment plan in TADS. You will select a monthly due date of either the 5th, 10th, 15th or 20th. Tuition and registration must be paid on time. A late fee of $35 per month will be assessed if any payments are overdue. A fee of $35 will be charged on all returned checks and direct debits. All requests for changes to monthly direct debit accounts must be made in TADS. TADS can be reached at 800-477-8237, Mon-Fri, 7-8 central time. Any returned check or direct debit that is not paid with a replacement check, money order, or cash within five days shall be considered an overdue payment and will be assessed the $35 per month late fee. Advance payment of future tuition may be required for families with continued delinquencies and returned items.

The annual TADS agreement documents a family’s financial commitment for the full designated school year. If a student’s enrollment is cancelled for any reason prior to November 30 of the Contract school year, his or her tuition account will be credited for a partial refund in accordance with the “Tuition Refund Schedule” included in the Registration Materials, and in TADS. For students whose enrollment is cancelled after November 30, the tuition is due in full regardless of the reason.

In the event that a tuition account becomes delinquent, it is the family’s responsibility to contact the Business Manager to discuss an alternate contract. Unless an alternate contract is signed by both parties, a student whose account is one (1) month or more in arrears is subject to one or more of the following consequences:
• The student may be suspended from school until the matter is resolved; in this case the student will not be permitted to continue to attend class, receive instruction, or participate in any extracurricular activities at Marin Catholic.
• Senior students may not participate in Senior activities (e.g. Senior Ball, Graduation, Senior Community Day), nor receive a diploma.
• Continuing students may not be permitted to register for the next school year nor schedule classes; in the event that problems with delinquent tuition have not been resolved prior to the start of a school year, the student may not be permitted to begin instruction nor participate in extracurricular activities.
• The student may be asked to withdraw from Marin Catholic.
• Delinquent accounts may be turned over to a collection agency and appropriate credit verification agencies notified.

TUITION ASSISTANCE

All tuition assistance is based on financial need which is determined through a formal annual application process. Decisions on awards are made by the tuition assistance committee based on the availability of funds and the relative financial need of all applicants as documented by materials provided during the application process. Students receiving tuition assistance are expected to follow the Marin Catholic Code of Behavior and to demonstrate consistent academic effort. Families of these students are expected to pay their share of the tuition on time.

Families must reapply for assistance for each academic year in advance. All application forms must be completed online by the dates disclosed on the website under “Important Tuition Assistance Information.” The online application process is available by December 15 of each year and must be completed by January of each year preceding the academic year for which aid is requested.

STUDENT ACTIVITIES

ACADEMICS

Academic Competitions: Student scholars compete in the following competitions on local and regional levels: Mock Trial and Mathletes.

Academic Organizations: Students qualify for membership in the California Scholarship Federation, Dean’s List and the National Honor Society.

Student Publications: The Print (student newspaper), Montestella (yearbook)

ATHLETICS

Athletics are considered an integral part of our total educational program. As such, athletics are based upon, and strive to reflect, the tenets of the MC mission and philosophy statements. Students have an opportunity to participate in a wide variety of interscholastic and intramural sports.

FALL

BOYS: Football (Frosh, JV, Varsity)
GIRLS: Field Hockey • Tennis • Volleyball (Frosh, JV, Varsity) • Girls Golf
BOYS & GIRLS: Cross Country (JV, Varsity) • Water Polo (Boys: Varsity; Girls: JV, Varsity) • Spirit/Cheerleading

WINTER

BOYS: Basketball (Frosh, JV, Varsity) • Wrestling
GIRLS: Basketball (Frosh, JV, Varsity)
BOYS & GIRLS: Dance, Soccer (JV, Varsity)
SPRING

**BOYS:** Baseball (Frosh, JV, Varsity) • Tennis • Volleyball • Boys Golf (JV, Varsity) • Lacrosse (JV, Varsity)

**GIRLS:** • Softball (JV, Varsity) • Lacrosse (JV, Varsity)

**BOYS & GIRLS:** Mountain Biking • Swimming/Diving • Track (JV, Varsity)

**CLUBS/ACTIVITIES**

A wide range of interests, cultural, recreational, intellectual, are represented in the various clubs and interest groups available to students. New students receive a Freshman and Transfer Handbook listing all the school's clubs and activities. More information can be found regarding these clubs and activities on the “Student Life” tab on the website.

**CHRISTIAN SERVICE GROUPS**


**PARENT/SUPPORT ORGANIZATIONS**

Parents, alumni, and friends of Marin Catholic provide valuable support through the activities of the following organizations: Parents Association, Boosters Club, Patrons of the Arts, Advisory Board, Board of Regents, Academic Support Center Parents Association, Parent Campus Ministry.

**ASSOCIATED STUDENT BODY ACTIVITIES**

Student government is composed of student body officers, class officers, club presidents and school publication editors. Student Council represents the student body in meetings with the school’s administration and coordinates all school activities, projects and works to develop leadership, initiative, high standards of conduct and a spirit of service and community among the students.

Elected ASB officers are: • President • Vice-President • Secretary • Treasurer • Publicity Chairs • Activities Coordinators • Spirit Commissioners

ASB and class officers plan and organize all student activities such as dances, rallies and assemblies with the direction of the Student Activities Advisor. All meetings are held outside class time. An advisor is present at all meetings. Daily announcements and the student activity bulletin board will be the usual way of keeping the student body informed of planned activities.

**CLASS OFFICERS**

Each class (grade level) elects its own class officers. Class officers are elected in the Spring with the exception of freshmen. Freshmen officers are elected at the beginning of the year to a committee of officers. Sophomore, junior and senior classes have a president, vice-president, secretary, treasurer, publicity chair/s, activities coordinator/s, and spirit and rally commissioner/s. Class officers organize and execute all class activities, which range from spirit days to Junior Prom and Senior Ball. Any student with leadership ability is encouraged to run for a class office.

**ELECTIONS**

Being an ASB or class officer is a serious commitment of time and energy. Any student on academic disqualification two quarters preceding the election will not be eligible to run for an office. If on academic disqualification for one quarter during term of office, the officer will not be able to participate in student government activities. If on academic disqualification consecutive quarters the student will be removed from office immediately. Any officer on disciplinary contract may be removed from office.

The procedure to run is a simple one:

1. Petition-to-Run Form
   At election time daily announcements will tell the time and dates and location where forms may be picked up. Usually one week will be allowed for forms to be turned in. Only students with a grade point of 2.0 or better, good attendance and disciplinary clearance will be allowed to run for any office (See Eligibility description below).

2. Speeches
   Candidates will have the opportunity to present themselves to the voters preceding the general election with a speech given in a manner that is appropriate, serious, and respectful of the office. All speeches will be approved prior to delivery to the class/student body and may not be changed after that time. Any breach of this directive may result in disqualification of the candidate from the office.

3. Election
   A general election will be held the day of speeches. The student with the simple majority is elected.

**ELIGIBILITY, ATHLETICS AND STUDENT GOVERNMENT**

A. Student athletes should know that suspension or disciplinary contracts for very serious offenses can affect their participation on a team. Suspension from school for any reason includes suspension from all practices, performances, and games during that time. Disciplinary disqualification also includes suspension from all practices and games.

As mandated by the Archdiocese of San Francisco, each and every school athlete, before engaging in any athletic activity, must present a parental permission slip and a separate dated medical clearance signed by the doctor. These must indicate that the student has
clearance to participate in the training and the competitive activities of the chosen sport. These forms will be mailed to all students at the end of each school year and will be due no later than the first day of school. A STUDENT WHO HAS FAILED TO TURN IN THIS CLEARANCE WILL NOT BE ALLOWED TO TRYOUT FOR ANY MC TEAM OR PARTICIPATE IN AN MC SPONSORED PRE-TRYOUT CONDITIONING PROGRAM.

Other league requirements for athletic eligibility may be obtained from the Athletic Director.

B. For any potential candidate for student government, the Deans must sign the petition-to-run form, indicating the student to be in good disciplinary standing. The Deans will consider things like the student’s detention record, any behavioral referrals made by teachers, attendance and any formal disciplinary actions taken against the student candidate during the semester preceding the election. Other qualifications are outlined in the Student Constitution, available from the Director of Student Activities.

An elected officer may be removed from office for failure to perform his/her designated duties, or for behavior that compromises the dignity of the office. Such behavior can include any serious disciplinary sanction taken against the student officer.

STUDENT BODY CARD
Each registered student will receive a pictured student body card. This card allows free admission to all MCAL athletic events held at home, and reduced prices for away games and school events.

REGULATIONS AND POLICIES FOR SCHOOL DANCES
1. All students are expected to arrive at the dance on time. Doors close 30 minutes after the dance has begun. No students will be allowed into the dance after the doors close unless special arrangements have been made prior with the Deans of Students.
2. Dress Code for all MC Dances (see specifications for a particular dance, as distributed by the Deans prior to each dance):
   1) Dresses/skirts must be just above the knee. Skirt slits must not be above mid-thigh.
   2) Bare midriffs are not appropriate.
   3) Low, backless styles that are too revealing are not appropriate.
   4) Tight fitting clothes are not appropriate.
3. Students are expected to remain at the dance until it is concluded. Students will not be allowed to leave the dance to go to their cars, etc., until the conclusion of the dance. Doors will open thirty (30) minutes prior to the scheduled end time.
4. MC students bringing a student from another school must obtain a guest contract from the front office which must be turned in before buying a dance bid or the guest will not be allowed entrance. NO EXCEPTIONS will be made to this rule, nor will guest contracts be accepted at the door. Only one guest contract can be issued per MC student per dance. All MC guests are expected to abide by the same rules that apply to all MC students.
5. Regarding our dances, Homecoming, Turnabout, Junior Prom, and Senior Ball:
   a. Appropriate attire (i.e. formal, semi-formal) is expected of all students who attend. Students dressed inappropriately will be asked to leave the dance or fix the problem.
   b. Bids must be purchased at MC before the dance and will not be sold at the door. Parents will be contacted in the event that students do not arrive at the dance within 30 minutes of closing the doors.
   c. Students and parents will be required to sign and abide by a contract issued by the Archdiocese regarding Junior Prom and Senior Ball attendance. This contract forbids sponsoring or attending post prom parties held at rented hotel rooms.
6. Students on academic or disciplinary disqualification may not attend MC dances. (Parent/Guardian-Child dances are the only exceptions).
7. While at the dance, all students are expected to observe the usual guidelines for behavior at MC. Should a student be asked to leave the dance because of unruly or otherwise unacceptable behavior, parents/guardians will be called to drive the student home, and disciplinary follow-up will occur the next school day.
8. Dance styles that are potentially harmful or offensive are not allowed. Students who violate the dance contract will be removed from the dance for a period of time. Upon a second violation, parents will be called and the student will be asked to leave the dance and will face disciplinary follow-up on the next school day.
9. A member of the Sheriff’s Department will be on site during all MC dances. S/he will be called upon to intervene in any incident involving excessive disregard of our regulations.
10. A “breathalyzer” will be used with any student suspected to be under the influence of alcohol. A student known to be under the influence of alcohol, or strongly suspected to be under the influence of other substances, will be sent home with her/his parent/guardian. Disciplinary follow-up will occur on the next school day.
11. Students are discouraged from bringing excessive money/valuables to school dances. Dances held in the gym will have a small area available for storing purses/etc.
12. Freshmen students are not allowed to attend the Senior Ball.
13. The Archdiocesan rule prohibiting post prom parties at hotels/motels applies to all Marin Catholic dances.
*Note: The school of a visiting student who violates MC dance rules/policies will be contacted on the next school day.
PROCEDURES

ADDRESS OR TELEPHONE CHANGES
Changes of address or telephone numbers are to be made on MC Connect. This includes residence, billing address, home and work telephone and emergency card information.

APPOINTMENTS WITH STUDENTS
Any off-campus visitor wishing to meet with a student must first receive clearance from the Deans of Students. This includes family members or professional appointments. Social agencies are requested to arrange an appointment in advance through the office of the Deans of Students. If this person is not available, then the Principal or the Assistant Principal should be contacted.

ASSEMBLIES/LITURGIES/SPECIAL DAYS
Because the mission of Marin Catholic in partnership with the parent community is to educate the whole person, compelling us to “provide a spiritual, academic, and extra-curricular environment dedicated to imparting knowledge, values and vision,” attendance at all liturgies, assemblies, and special days (e.g. guest speakers) is required of all students. An early dismissal request that would entail missing one of these events will be carefully scrutinized, and verification slips will be required for any appointment that must be attended. Regular attendance policies and sanctions will apply to unexcused absences.

CAFETERIA
Students may purchase meals, snacks, and beverages in our cafeteria, Café Wildcat, each school day during the following times:

- Half hour before school day begins
- Half hour after school day ends
- Morning break
- Lunch break

All cafeteria sales are made using a prepaid electronic system, ‘My School Bucks’, and each student can charge purchases to a personal prepaid account using his or her unique four or five digit PIN. There are no cash transactions in the cafeteria.

More information on ‘My School Bucks’ can be found on your Resource Board on MC Connect.

Funds may be applied to accounts in the following ways:

- Online using a credit card
- Mailing a check or money order, payable to Marin Catholic, to the Business Office
- Bringing a check or money order, payable to Marin Catholic, or cash to the Student Store

A student will not be allowed to charge a purchase to his or her account unless there is a positive prepaid balance at least equal to the amount of the purchase. Students and parents may view their account balance information as well as detailed payment and purchase reports at any time online. Account balance updates may be obtained from the cashiers in the cafeteria or by inquiry at the Student Store.

All students are expected to comply with the following rules:

- Attempt cafeteria purchases only if one has a positive prepaid account balance.
- Refrain from sharing one’s PIN with other students.
- Review detailed usage regularly and report any problems within two weeks.
- Use only one’s own assigned PIN number for purchases.
- Follow behavior guidelines of cafeteria and school staff.
- Review detailed usage regularly and report any problems within two weeks.

Balances in the accounts in June will be carried forward to the next school year for all continuing students. For graduating or withdrawing students, refund checks will be mailed to the students’ home addresses by July 1st.

The school has contracted with Epicurean Group, a professional food service provider specializing in schools, to provide all services at Café Wildcat. Epicurean can be reached directly at 415-464-3859. Student cashiers are hired directly by Epicurean.

All food on campus must be ordered from the cafeteria. Students are not permitted to order from outside companies.

CAMPUS BOUNDARIES
During free time, students are allowed in the upper level courtyards, in the cafeteria, in the area between the gym and the 200-wing, on the lawn by the driveway and stairs leading to the upper campus, and in the gym and classrooms when supervised. Students may eat their lunches only in the cafeteria and adjoining courtyards. The football bleachers, baseball field, parking lot, the landing stairs from the library to Sir Francis Drake, the areas surrounding the football field and the community park behind our fields are off limits. Loitering before or after school is against regulations (See “Loitering”, under Discipline). Students should take care not to disturb classes in progress. See closed campus policy.
CLOSED CAMPUS POLICY/VISITORS
Marin Catholic maintains a closed campus, which requires any off campus visitor to register in the Main Office before coming onto our campus. No student visitors allowed. It also requires MC students to remain on campus during the regular school hours.

PROTOCOL IN RESOLVING CONFLICTS
In an attempt to resolve conflicts between teachers and students at the lowest and most appropriate level, students and parents with concerns about anything that has occurred in a specific teacher’s classroom should first address their concerns to the teacher. If resolution is not achieved at that level, the matter should be brought to the attention of the appropriate Department Chairperson. If the Assistant Principal is unable to resolve the problem, and only then, the matter should be brought to the attention of the Assistant Principal who will convene a meeting of all parties to the matter at hand for the purpose of reaching closure. If any party is not satisfied with the decision reached after that meeting, an appeal may be made to the Principal who will offer a final determination. Should the concern be of a very sensitive nature, parents and/or students may always seek the advice of the President, chaplain or counselors.

DISASTER PROCEDURE
A. The safety of the students and school staff is of paramount importance. All actions taken shall always be with the first intention of safety and well being of the school population.

B. Students will remain under the supervision of school authorities. Under no circumstances shall any student be dismissed from school unless and until such may be done with reasonable assurance of complete safety. Students shall be released only to persons authorized by parents with the knowledge and permission of these persons and with the permission of the proper school authority.

C. The following alternates are appointed to act in succession in the absence of the Principal as to supervision of all aspects of emergencies.
1. President
2. Assistant Principal
3. Deans of Students

D. Teachers are responsible for the supervision of the students in their charge at the time of the disaster. Teachers will be governed by the specific directives issued by the Principal or representative.

E. In the case of earthquake, the teacher in authority should have students take a protective position under furniture with backs to the windows. Protective position means drop to knees, close eyes, clasp both hands behind neck and bury face in arms.

F. Upon the decision of the Principal, delegated school authority or public safety officers, notice will be given to evacuate buildings. No one should re-enter the buildings for any reason whatsoever until official notice is given that they are safe.

G. In the case of any disaster, teachers should take roll at the first moment feasible and report missing students to the proper school authority.

H. Any emergency should be reported immediately by phoning 911.

I. The Principal or alternate shall determine the advisability of closing the school for the safety or well-being of the school population.

J. The school will notify students, parents, faculty and staff using its emergency text messaging system in any instance in which there is question of closing the school. Because we are a commuter school, concerned for the safety of students traveling distances to and from the campus, there may be instances when the Principal determines that impending weather or other conditions for any given day warrant early dismissal. Every reasonable effort will be made to ensure the safe transport of students in the case of an unscheduled early dismissal. In the event of emergency conditions that would prevent the opening of school on any regularly scheduled school day, the Principal will call local television and radio stations, and will update the school’s website. This information will be available by 6:30 a.m. and will be updated as conditions change.

HEALTH PROCEDURES
A. An immunization record must be on file for a student to attend school.

B. A physical examination conducted within the past year is required for admission. It must be updated yearly if a student participates in sports or a Physical Education class.

C. The school should be notified of any special medical needs. Such information should be provided to the Deans of Students.

D. Students injured in school-related activities may file an accident insurance form. The form, available through the Business Office, should be completed as soon as possible after the injury.

E. Each year, emergency contact information must be submitted before the student may attend classes.

INSURANCE
The school provides limited accident insurance coverage for all students under a “School Time Accident Plan”. Further information on this plan, as well as on additional student plans which may be purchased, is available in the Business Office. Injuries occurring on campus must be reported as soon as possible to the Business Office.

The “School Time Accident Plan” specifically excludes contact football activities. Students who participate in contact football are required to obtain this specific coverage from either their family carrier or by purchasing a separate policy available through the school.
LIBRARY
The Marin Catholic Library is open Monday-Friday to support students grades 9-12 with print, online and multimedia resources across the curriculum. On most Fridays, the library closes one hour after dismissal. Expectations for behaviour in the library are similar to those one can expect in any classroom. Students are required to follow the directions of the Librarian/Library Media Specialist and the Library Assistants. Failure to do so can result in removal from the library and the assignment of a detention. Library books, DVDs and flash drives are checked out for 3 weeks with the option to renew. Laptop and iPad chargers can be checked out for 1 school day only. In order to maximize access to library materials for all students, individuals are expected to respect this lending process. Families will be billed for any library materials that a student loses, damages or fails to return or renew. Exceptions are made for extended absences.

LOCKERS
Each student will be issued a locker at the beginning of each academic year, and will be responsible to maintain that locker in good order and repair. The locker must be secured by a combination lock provided by the school. Replacement locks must be purchased from the school at a cost of $6.00 per lock. The Deans of Students may confiscate open locks left on lockers in an effort to underscore the need for campus security. Students who leave their locker unlocked will receive a detention. Confiscated locks will need to be replaced at the cost of $1.00 to the student. Students will be charged for any extraordinary repair work needed on their lockers. Vandalizing a locker will result in the loss of locker privileges, in addition to those consequences listed for vandalism. Students must secure valuables in PE lockers in the gym locker room with school issued locks.

LOST AND FOUND
The school cannot assume responsibility for lost articles. Students are advised not to keep articles of value in their lockers, in their halls, or in any unsupervised rooms on campus. Students are strongly advised to clearly mark all possessions, to lock their lockers and keep combinations safe and secret. Valuable possessions should never be left unattended. If students must bring large sums of money to school on special occasions, they may leave the money with the School Treasurer and reclaim it after school. The Lost and Found is located in the Main Office and is open before and after school, at break, and at lunch.

MEDICAL EMERGENCIES
All emergencies are handled through the office of the Deans of Students. Parents/guardians are urged to maintain current and accurate emergency information. List only those people whom you can reasonably expect the school to be able to reach during any given school day.

MORNING AND END OF DAY PRAYER
As a Catholic college preparatory, morning and end of day prayer is an integral part of each school day. All activities must cease during this time in order to create an atmosphere of reverence and respect. Students are encouraged to actively participate in this opportunity for prayer.

POLICE INVESTIGATIONS
As a member of the civic community, the school will respond to police investigations in an appropriate way. If the police come on campus to question a student concerning a matter not directly related to a school incident, the parents of the student will be notified. The police will be asked to arrange an interview with the student after school hours and off school premises.
Presented with a search warrant, arrest warrant or notified by police of exigent circumstances in a criminal investigation, the school will allow a student to be interviewed by police at the school. Parents of that student will be notified immediately of such an interview.
The school reserves the right to call the police and allow a student to be questioned in an investigation of a school-related incident. The parents of students interviewed under these circumstances will be notified immediately. Students cited by police in any criminal investigation will be subject to a school investigation and possible disciplinary investigation by the school.

TRANSPORTATION
Students may not drive other students for field trips or other off-campus activities.

WILDCAT STORE
The Wildcat Store is available to students for the purchase MC Apparel. The Wildcat Store can be accessed on your Resource Board in MC Connect or under the “Support MC” tab on the MC Website.

WITHDRAWAL FROM SCHOOL
A. The parent/guardian must request a withdrawal form from the Registrar or counselor and complete the parent/guardian portion of the form. An exit interview with the Principal will be required before final processing of the withdrawal request.
B. The signed form is returned to school for clearance signatures from designated school administrators.
C. The completed form is returned to the Registrar for processing.
D. The student may obtain an unofficial transcript and immunization record for admission to their new school.
E. Transcripts and cumulative records will be sent to the new school upon the school’s request once the completed withdrawal form has been returned to the Registrar.

WORK PERMITS
Work Permits are available from the Registrar during normal school hours.
SUMMER SCHOOL POLICIES

Students requiring remedial instruction to make up lost credit due to an “F” grade or needing to receive a better grade for college credit or advancement to the next level of a subject or to receive credit lost due to excessive absences, have the following options to make up the requirement:

- Summer school courses of the same title or comparable content at Marin Catholic or of college prep quality at another high school. These courses must be approved by their counselor or the Principal.
- Summer school courses of comparable content at a community college. These courses must be approved by their counselor or the Principal.
- A course of independent study, approved by the Department Chair. This option is only available when an appropriate course is not available at another high school or community college. The plan for independent study must be approved by the student’s counselor or the Principal.

Students who have taken a remedial class will have the course and grade documented on their transcript. It is the student’s responsibility to make certain that a transcript has been sent if taking a course from an institution other than MC. The grade will not replace a previous grade nor will the grade be averaged into the cumulative GPA. It will be listed on the transcript so that colleges will be aware that the student has made the attempt to master the material.

Students taking course(s) to get themselves off Academic Disqualification are cautioned to check with the Summer School Principal or Director of Counseling to make certain that the course work can be applied to the deficient semester.
The Council meets monthly to advise and make policy recommendations to the President, under the leadership of the Principal.

1) President, Tim Navone
2) Principal, Chris Valdez
3) Assistant Principal for Curriculum and Instruction, Andy Van Horn
4) Assistant Principal for Student Life, Anne-Marie Funk
5) Assistant Principal for Athletics, Dave Basso
6) Dean of Students, Molly Anibale
7) Dean of Studies, Katie Smith
8) Director of Communications, Roxanne Civarello
9) Director of Admissions, Janie Rockett
10) Director of Advancement, Jacqueline Tobe
11) Director of Counseling, Trevor Smyth
12) Director of Campus Ministry, Michelle Vollert
13) Chief Financial and Administrative Officer, Marilyn Martini
14) Director of Human Resources, Michelle Mayfield-Baske
15) Department Chairs and Faculty Representatives
16) Classified Staff Representative, Sharon Sagar

FACULTY AND STAFF

Anibale, Molly  Dean of Students
Anibale, Molly  Dean of Students
Aversa, Gabriella  Math
Basso, Dave  Assistant Principal for Athletics, Theology
Bell, Molly  Director of Dramatics
Berkhout, Peter  Director Chair - Science
Biggs, Alan  Parking Monitor
Brady, Michael  Science
Bridgewater, Megan  Department Chair - English
Bruscher, Brittny  Business Office - Accounts Payable
Callan, Adam  Director of Athletics, History
Caraluggio, Joan  History
Carnes, Elena  Counselor
Carpenter, Orin  Department Chair - Art
Castro, Lianna  Campus Ministry
Civarello, Roxanne  Director of Communications
Collins, Lori  Attendance, Dean’s Office
Cordero, Stanley  Campus Ministry
Cox, Carter  English
Crivello, Carol  Athletic Office Administrative Assistant
Demian, Andre  Substitute Coordinator
Diaz Gramajo, Henri  Facilities
Diego, Brittany  Science
Dobbins, Cristina  Theology
Dole, Lisa  Academic Testing Coordinator
Dunning, Moriah  Counselor
Edwinson, Anthony  Science
Ewert, Renee  Counseling Assistant
Fontaine, Michelle  Department Chair - History
Fredrickson, Andrea  Theology
Frent-Johnson, Terrie  Math
Funk, Anne-Marie  Assistant Principal for Student Activities
Gallant, Leah  Director of Academic Support Center
Ginter, Father Andrew  Chaplain
Gooder, Suzanne  Library Assistant
Groschong, Adam  World Language - Spanish
Gruenwald, Jeannine  World Language - Italian
Hamel, Paul  History
Hedstrom, Maryann  English
Hill, K.C.  Counselor
Hill, Marianne  Admissions Associate
Hutchison, Darren  Director of Facilities
Ingels, Lisa  Therapeutic Counselor & Health Education Coordinator
Jackson, Lily  Performing Arts - Drama
Jaeber, Bryan  English
Jaeber, Gina  English
Jaeger, Mark  Art
Joseph, Gregory  Department Chair - Theology
Kamplain, Michael  Theology
Kaufman, Bonnie  Therapeutic Counselor
Keeton, Brian  World Language - Spanish
Kibak, Kai  History
Kindelan, Katie  Art
Kraus, Jessica  History
Lauffer, Ben  Performing Arts Coordinator
Lese, Kathy  Executive Assistant to the Principal
Luther, Rick  Department Chair - Math
Macdonald, Malcolm  Math
Maloney, Lynn  Athletic Director for Women’s Sports, History
Marlett, Therese  Business Office - Controller
Marshall, Casey  Director of Technology
Martini, Marilyn  VP of Institutional Advancement & Chief Financial Officer
Mata, Jose  Facilities
Mayer, Ryan  Director of Catholic Formation & Integration, Theology
Mayfield-Baske, Michelle  Director of Human Resources
McGrath, Adam  Math
McInnes, Joan  World Language - Spanish
Meyer, Julie  English, Student Activities
Moayed, Mazi  Director of Football & Athletic Affairs
Morris, Emily  Student Life Assistant
Moura, Sandra  World Language - Spanish
Murphy, Mimi  Receptionsist
Navone, Tim  Math
O’Connor, Dana  Music
Obregon, Edwin  Ed Tech Coordinator
Onofre, Michael  President
Pappas, Gianna  Database Manager, Advancement
Petruclela, Monica  Facilities
Polizotti, Carri  Business Office - Revenue Accountant
Popovich, Tony  Science
Powers, Terry  World Language - Spanish
Reemsnyster, Laurie  English
Reese, Hannah  Director of Admissions
Rockett, Janie  Office of Human Resources
Sagar, Sharon  Math
Schnitz, Erik  World Language - Spanish
Semling, Peggy  Science
Siler, Linda  Campus Ministry
Sister Dominica  Math, Finance
Sister Elizabeth John  History
Sister Maria Frasatti  ASC, English
Sister Peter Joseph  History
Smith, Anna Marie  History
Smith, Katie  Theology
Smith-Stewart, Paul  Math
Smyth, Trevor  Student Life
Starkey, Sandy  Department Chair - World Language, Spanish
Stoll, Amy  Science
Tassone, Joe  Academic Support
Tejeda, Arturo  History
Thompson, Tom  Facilities
Tobe, Jacqueline  History
Tuttle, Katie  Director of Advancement
Valdez, Chris  Academic Support
Van Horn, Andy  Principal
Vollert, Michelle  Asst. to the President
Wagner, Patricia  ASC, English
Ward, Joe  History
Waterman, Jamie  Athletics Trainer
Wilkinson, Gerri  Registrar
Wood, Rachel  Counselor
Yuen, Yushun  Math
Zamacona, Kate  Librarian

ATHLETIC HEAD COACHES

Baseball: Jesse Foppert
Basketball (Men’s): Michael Saia
Basketball (Women’s): Ashley Saia
Cross Country: Tim Fitzpatrick
Cheer: Olympia Katelanis
Field Hockey: Trina Hefter
Football: Mazi Moayed
Golf (Men’s): Mike Miller
Golf (Women’s): Mike Miller
Lacrosse (Men’s): Matt Palasek
Lacrosse (Women’s): Dave Trahan
Mountain Biking: TBD
Soccer (Men’s): Jasper Garcia
Soccer (Women’s): Andrew Shuter
Softball: Dave Albini
Swimming/Diving: Sophie Waldron

Tennis (Men’s):
Tennis (Women’s):
Track/Field: Wayne Patton
Volleyball (Men’s): Scott Bronson
Volleyball (Women’s): Jake Spain
Water Polo (Men’s): Wayne Eggert
Water Polo (Women’s): Sophie Waldron
My dear friends,

I am pleased to announce the continuation of the programs listed below for training our children in both parishes and schools on ways to help keep themselves safe.

"Talking about Teaching", used for pre-K through third grade, is a program written and marketed by Committee on Children. We believe it is the leading experience based program of its kind and have used it successfully since 2008. It is a general safety program, taught in the classroom by our teachers and catechists.

In grades four through twelve, thanks to our friends at ShieldtheVulnerable, a service of LawRoom, Inc., we now offer a different course for each grade level. We ask that these courses be overviewed by the teacher/catechist with the class, then the student takes the course on-line on their own, preferably with the help of their parents. When all have completed the course, the teacher/catechist is asked to provide a closure session, summarizing the major points, and offering an opportunity for questions and comment.

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<thead>
<tr>
<th>Course</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Safety Smarts for Kids</td>
<td>4</td>
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<td>Block the Bully</td>
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<td>Be Safe, Stay Safe</td>
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<td>Bullying, Not Cool</td>
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<td>Digital Citizenship</td>
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<td>Teen Safety</td>
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<td>Dating Abuse</td>
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<td>CyberSafety</td>
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<td>You’re Legal, What Now?</td>
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We continue to affirm parents as the first educators of their children. All of the programs listed above offer opportunities for parental involvement. Questions or comments about the programs should be forwarded to Deacon John Norris by email at norrisj@sfarchdiocese.org.

Thank you for all that you do to implement these programs and to keep our children safe.

Sincerely yours in our Lord,

Most Reverend Salvatore J. Cordileone
Archbishop of San Francisco
# Safe Environment Compliance Form (2014 – 2015 School Year)

**On Line Training Programs for Grades Nine through Twelve**

**www.shieldthevulnerable.org**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>NAME OF COURSE</th>
<th>NUMBER OF STUDENTS ENROLLED</th>
<th>FORMAL PARENT OPT-OUT [Parish Nat'l Only]</th>
<th>NUMBER OF STUDENTS TAUGHT</th>
<th>Dates for classroom discussion using Program Guidelines</th>
<th>Teacher's Name</th>
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<td>TEEN SAFETY</td>
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<td>11th</td>
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<td>YOU'RE LEGAL: WHAT NOW?</td>
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<td><strong>TOTALS:</strong></td>
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</table>

**NOTE:** Non-Archdiocesan schools using an alternate program, please attach program documentation to this completed form.

School Principal/DRE/CRE: If your site has more than one class per grade level, please use a separate form for each grade.

---

**PARISH**

Signature of DRE/CRE (Required)  Date

Signature of Pastor (Required)  Date

**SCHOOL**

Signature of Principal (Required)  Date

Signature of Pastor  Date

**COMPLETED FORMS due April 1, 2015 to Deacon John Norris**

FAX: 415.544.5585 or OCYP, 1 Peter Yorke Way, SF, CA 94115

415.544.5585 or norris@sfarchdiocese.org
August 2017

Dear School Parents and Students:

This letter is to advise you that the Archdiocese of San Francisco and your school have participated in a program to identify and control asbestos-containing materials in your school buildings. This program is being conducted under the Federal Asbestos Hazard Emergency Response Act (AHERA) of 1986 and the Asbestos Containing Materials in Schools Rule of 1987 (40 DFR 763).

Inspection of your school during the summer of 1988 and subsequent 3-year re-inspections revealed that there are materials containing asbestos in the building(s). Specific locations in which asbestos was found in your school buildings are detailed in an asbestos inspection report, which was prepared for your school and which is available for examination in the school office.

The Archdiocese has prepared an operation and maintenance plan intended to minimize the risk to the students from airborne asbestos. As part of this plan, the Archdiocese has repaired and/or removed any damaged asbestos contained in building materials and has undertaken a long-term management program, including removal of asbestos materials in locations where such materials might be damaged and asbestos fibers might be released.

Copies of the overall Asbestos Management Plan for the Archdiocese, including those portions of the plan applicable to this school, will be made available for examination from 8:30 AM – 4:30 PM, Monday through Friday, excluding holidays at your school office or at the Archdiocese's Real Property Support Corporation's Building & Construction office located at 1301 Post Street—Suite 102, San Francisco, CA 94109. Copies of the management plan may be obtained from the Archdiocese for a reasonable cost. Please contact your school office or Debbie Ramos at RPSC's Building & Construction Office at 415-292-0800-Ext. 4 for plan availability, cost of copies, and time required obtaining copies.

As part of the Management Plan, periodic surveillance and three year re-inspections will take place to maintain a current inventory of the locations and condition of the asbestos containing materials. In order to assist your school and the Archdiocese in the maintaining the protective covers on the existing asbestos materials and reducing risk of exposure to students and school staff, we request that students not damage any material labeled as continuing asbestos and do not enter areas with signs warning that asbestos is present. In the case of younger students, we request that parents discuss the importance of not disturbing any material marked with asbestos warning labels.

The Archdiocese is committed to a program to reduce the risk of exposure to our students from airborne asbestos. We appreciate your help in our efforts to maintain a safe and healthy environment in our schools.

Sincerely yours,

[Signatures]

President

Ms. Pam Lyons, Superintendent of Catholic Schools
Archdiocese of San Francisco

[Signatures]

Principal

Steve Kalpakoff, Director of Building & Construction
Real Property Support Corporation
### Bell Schedules for Meeting Days

<table>
<thead>
<tr>
<th>Mass Day with AM Meetings</th>
<th>3 Block with PM CATS and PM Meetings</th>
<th>3 Block with AM CATS and PM Meetings</th>
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<tr>
<td>Meetings 7:45-9:00</td>
<td>Block 8:00-9:20</td>
<td>CATS 8:00-8:40</td>
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<td>Block 9:00-10:20</td>
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<td>Block 8:45-10:05</td>
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<tr>
<td>Break/Lunch 11:30-12:05</td>
<td>Lunch 10:55-11:25</td>
<td>Block 10:25-11:40</td>
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<tr>
<td>Block 12:10-1:25</td>
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<td>Block 1:35-2:50</td>
<td>CATS 12:50-1:30</td>
<td>Block 12:15-1:30</td>
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<td></td>
<td>PM Meetings 1:40-3:00</td>
<td>PM Meetings 1:40-3:00</td>
</tr>
<tr>
<td>Monday-Thursday</td>
<td>PM CATS</td>
<td>Academic</td>
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<tr>
<td><strong>MONDAY</strong></td>
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<td>Break</td>
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<td><strong>TUESDAY</strong></td>
<td>AM CATS</td>
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<td><strong>AM CATS</strong></td>
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<tr>
<td><strong>WEDNESDAY</strong></td>
<td>NO CATS</td>
<td>Frosh Advisory/Faculty Collaboration</td>
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<tr>
<td><strong>NO CATS</strong></td>
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<td>Frosh Advisory OR Faculty Collaboration</td>
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<td>8:00-8:40</td>
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<tr>
<td></td>
<td>Break</td>
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<tr>
<td><strong>THURSDAY</strong></td>
<td>PM CATS</td>
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<td><strong>PM CATS</strong></td>
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<tr>
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<td>8:00-9:20</td>
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<td></td>
<td>Break</td>
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<tr>
<td><strong>Lunch</strong></td>
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<td>12:20-12:50</td>
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<tr>
<td><strong>2:15-2:55</strong></td>
<td>Cats</td>
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## Floating Fridays

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<th>BLOCK 8:00-9:20</th>
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<tbody>
<tr>
<td>10:05-10:20</td>
<td>BLOCK 9:40-10:55</td>
<td>BLOCK 11:05-12:20</td>
<td>BLOCK 11:05-12:20</td>
<td>CATS 11:00-11:40</td>
</tr>
</tbody>
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