

# PREP MARIANAPOLIS

STUDENT HANDBOOK 2020-2021







# WELCOME

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## **MISSION STATEMENT**

The mission of Marianapolis Preparatory School is to educate students in the Catholic tradition of academic excellence with a commitment to an active faith in God and a dedication to building character with content, compassion, and integrity.

### **Aims and Purposes**

- to encourage scholarship and mature character
- to develop critical and analytical thinking skills
- to build communicating and problem-solving skills
- to promote the love of learning and the highest standards of academic achievement
- to foster aesthetic sensitivity and creativity
- to encourage the classical ideal of “mens sana, in corpore sana” (sound mind and body)
- to appreciate the value of cultural diversity
- to nurture active and intelligent citizenship in the world
- to affirm Catholic principles through ethical and moral values

Marianapolis admits students of any race, color, religious creed, handicap, and/or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religious creed, handicap, gender, age, or national origin in the administration of its educational policies, admission policies, financial aid, or other programs administered by the School.

To facilitate the creation of an environment conducive to the attainment of our common goals as a Catholic academic community, the regulations in this handbook are stipulated so that each person knows what is minimally expected by the School, to ensure the order necessary for academic progress, and to foster the consideration of others. However, this handbook is not a contract. Students and parents are advised that the policies, rules, regulations, and procedures set forth in this handbook are subject to revision.

## **LIST OF OFFICES AND FACULTY**

To access a complete directory of faculty members and administration, please visit the [Faculty & Staff Directory](#).

## **2020-2021 SCHOOL CALENDAR**

Important 2020-2021 dates can be found on the [portal calendar](#) labeled as “Major Dates Calendar.” You may subscribe to various calendars on your portal. If you are having trouble with your calendar, please email Rachel Rogers at [rrogers@marianapolis.org](mailto:rrogers@marianapolis.org).





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## MARKING PERIOD DATES

Please see the “Community Events” calendar, located on the Marianapolis [portal](#).

## GRADUATION REQUIREMENTS

Students working towards a diploma from Marianapolis will be required to fulfill several obligations, including but not limited to:

- Successful completion of all academic courses
- Successful completion of all grade-level requirements or their equivalents, i.e., Wellness, Peer Leadership, Senior Voice, etc.
- Successful completion of all annual experiential learning requirements, i.e., LEAP Week, EL, etc.
- Senior attendance at and participation in all commencement activities, i.e., senior class graduation practice, Baccalaureate Mass, Graduation, etc.

For additional information, please refer to the [Course Catalog](#).

## ACADEMIC POLICIES

### Habits of Mind (HoM)

The Habits of Mind are a repertoire of behaviors that help students successfully navigate the challenges they encounter in their classes. They are performed in response to questions and problems, particularly when the answers are not immediately apparent. Cultivating these patterns of intellectual behaviors in our students leads to a set of valued intellectual dispositions that students can develop so that they can be more capable of successfully working at a higher level. We have developed a way to teach, cultivate, observe, and assess performance indicators of academic success and have grouped them under six general Habits of Mind. Engagement is a key component of each of these areas. Students will be encouraged to develop the confidence to develop from a Spectator to a Contributor, and eventually a Leader in each course. The six performance indicators are:

PREPARATION: Before I get to class, I am ready and prepared to engage in learning

PARTICIPATION: In class, I’m involved, respectful and attentive

CURIOSITY: I’m curious about what we’re learning and open to learning new things

ORGANIZATION: I manage my time and resources, and I plan for my work

SELF-ADVOCACY: I speak up for myself, I advocate for my needs, and take personal responsibility

PERSEVERANCE: I’m resilient and persistent: I don’t give up

In the last week before the Interim in each term, students will complete a Habits of Mind self-assessment in each class. Teachers will then treat these as they might a set of papers or quizzes, reviewing them for discrepancies between the self-reports of students and the perceptions of the teachers regarding the performance indicators. Teachers will then rate the students’ overall performance with the Habits of Mind as 1) Fails to Meet Expectations, 2) Meets Expectations, or 3) Exceeds Expectations. For the First Term Interim, the teachers’ comments will include information that addresses the student’s performance with each of the six habits. At subsequent

reporting periods, comments will be expected for those whose assessment for Habits of Mind is a one (1). In those cases, the comment will point out the performance indicators that are not meeting expectations and outline the Action Plan to address the student's performance. HOM will be factored into the overall term grade at 10%. The full rubric for the six Habits of Mind, including all the performance indicators for each habit, is posted on your Portal. This score is Online Learning presents its own challenges and demands a set of Habits that when fostered and developed, will lead to success as an online learner. Those particular Performance Indicators are in addition to those posted in every classroom on campus and are noted below.

**PREPARATION:**

- I check Canvas daily for new messages and announcements.
- I create a learning environment that reduces all distractions for me and for my classmates, with an appropriate view of my personal space and control of all ambient noise.
- I have my device and materials ready for the start of class, realizing it may take longer to be ready for my online classes.

**PARTICIPATION:**

- I use my device during class time for only those purposes defined by my teacher.
- I support my engagement in class by always keeping my audio and video on, with my face clearly visible to my classmates and teacher.

**CURIOSITY:**

- I use all appropriate features (raising hand, chat, etc.) for questions and for furthering class discussions.
- I engage in all class discussions and look for opportunities to do so through appropriate features.

**ORGANIZATION:**

- I have Canvas and my requisite assignments open and ready for the beginning of class.
- I review the next day's class schedule paying special attention to class rotation and all meeting time.

**SELF-ADVOCACY:**

- I utilize all features of the online platform to advocate for myself.
- I know what works for me as an online learner and will make sure my teacher knows as well.
- I speak to my teacher about any difficulties I am having as an online learner.
- I proactively seek help for any issues I am having with connectivity or learning resources.

**PERSEVERANCE:**

- I search for ways to mitigate connectivity issues when they occur.
- I leave time to explore assignments further when completing homework and projects.

**Recording of Classes**

While students are expected to attend all classes, we do understand that circumstances may prohibit online learners from attending a class at its scheduled time. If the learner experiences such a circumstance, they must email the Dean of Students' office with their difficulty immediately using [attendance@marianapolis.org](mailto:attendance@marianapolis.org). If deemed an excused absence, the student will be provided with a recording of the class. The student must attend the next available office hours to discuss the missed lesson with the teacher.

## **Reporting Grades**

In the Trimester Model, reporting of grades will occur three times a year – at the end of each academic trimester. Full academic grades, Habits of Mind grades, and teacher comments are written at the end of the first-trimester interim. At the end of each successive marking period, academic grades, Habits of Mind grades, and course comments are required only for those students whose grades have significantly changed, who have earned below a C-, or a Habits of Mind grade of 1 in any course. At the conclusion of the second and third marking periods, advisors write comments. Every advisor will contact the parents of their advisee via email, WeChat, Skype, or phone in the first two weeks of the school year, as well as other times during the academic year as needed. Advisors monitor the progress of their students in all areas, overseeing their well-being at school, and helping with course planning. When in doubt about something concerning your child, please start with their advisor.

## **Honor Roll**

In the Trimester Model, the Marianapolis Honor Roll is published at the end of each trimester. To earn a place on the Head of School's List, a student must have a weighted grade point average of 3.67 with no grade lower than a B- in any course or trimester exam and no Habits of Mind (HoM) grade lower than 2. A student who achieves the Dean's List must have a weighted grade point average of at least 3.33 with no grade lower than a B- in any course or trimester exam, and no HoM grade lower than 2. A student who achieves a place on the Honor Roll must earn a weighted grade point average of at least 3.0 and have no grade below a B- in any course or trimester exam and no HoM grade lower than 2.

The senior class valedictorian and salutatorian are determined at the completion of the second trimester of the senior year. Their cumulative academic averages of at least 2 ⅔ years, HoM, and citizenship at Marianapolis determine this honor. These students deliver addresses at their commencement ceremony.

## **Senior/PG Final Exam Exemption Policy**

This policy applies to full-year courses only. All students are expected to complete final exam/evaluations in all trimester courses with no possible exemption. A student enrolled in a standard or honors section of a course must earn a minimum grade of A- for all marking periods (trimester 1-3) and the mid-year exam. A student enrolled in an AP® course must earn a minimum grade of B+ for all marking periods (trimester 1-3) and the mid-year exam. The teacher may choose to implement or not implement this policy on a per-class basis. This exemption is for year-long courses only.

## **Dropping and Adding Courses**

After the opening of school in September, no student may add, drop, or change a course without permission from the Academic Office. If a drop of a course occurs after the completion of a grading period or trimester interim, then the student's transcript may indicate a "W" for withdrawal. All previously-recorded grades in the course will remain on the official transcript. In the case of a senior withdrawal from a course beyond the acceptable period, permission must be granted by the Associate Head of School and the Director of College Placement. If the withdrawal occurs after the submission of a transcript as part of/in support of a college application, an updated transcript must be sent directly to the college(s) informing the admission selection committee of this change.

### **Course Credit**

A student must earn a final grade of at least C- in order to pass a course and receive course credit. Course or credit recovery can be done through the Marianapolis Summer Session. Failure to successfully complete the course in the summer session may result in the student repeating the course at Marianapolis the following year. Certain core courses must be successfully completed in the summer session in order to advance to the next grade level. Students who earn three grades below C- cannot be expected to do summer work at an acceptable level in all three courses and may be required to repeat the academic year.

### **Academic Warning**

In an effort to ensure the success of all students, the School believes it must provide appropriately distinctive levels of support and structure to match individual needs. This responsibility becomes especially important if a student struggles with academic expectations and does not make satisfactory progress. At the end of each trimester, the Academic Office will review the academic and Habits of Mind records of students. Students with a grade of “F” in any course, or two or more grades in the “D” range, or two or more Habits of Mind grades below a “2” will be placed on Academic Warning. A letter will be sent home to officially place the student on Warning until the end of the following trimester. If a student’s academic performance continues to be unsatisfactory, the student may be placed on Academic Probation.

### **Academic Probation**

At the end of the second trimester, failure to earn a final grade of at least C- in at least four full-credit courses places the student on Academic Probation until the next marking period. A student on Academic Probation keeps that status until their record is reviewed by the Associate Head of School at the end of the next marking period. If a student on Academic Probation is invited to return at the end of the academic year, students on Academic Probation face one of several consequences:

- 1) Required summer work in an approved program; summer school grades of C- or better are required for credit.
- 2) Repeat the course(s) the following year.
- 3) Repeat the entire year.

### **Course Selection**

Each spring, students, working with their teachers, advisors, and parents, must read the current course catalog and plan their classes for the next year. The final scheduling of courses occurs during the summer, and although it is possible to adjust courses up to two weeks into the term, this should be avoided if possible.

### **Honors Courses and Advanced Placement (AP®)**

At the end of each year, each department decides which students should be recommended for honors or Advanced Placement (AP®) sections for the following year. Students are placed in an honors or AP® section of a course at the discretion of the Department Chair. These sections are highly selective based on demonstrated performance as well as ability. In the case of a difference of opinion, the Academic Dean will consult with the teacher, department chair, parent, and student in order to arrive at the correct placement. All students in AP® courses are required to take the standardized AP® exam in that course in May.



## **Honor Societies**

Among the highest honors at our school is to be inducted into one or more of the Marianapolis Chapters of the Honor Societies. All three societies, National, Chinese, and Spanish, have their unique qualifications that can be found in their written charters. All look for a student to be a member of a specific grade level, maintain a minimum GPA in the specific courses of recognition, or in the case of the National Honor Society, an overall cumulative GPA of 3.3 after a minimum of one year of study at Marianapolis. In the case of the National Honor Society, students must maintain current year honor roll status for consideration. Please refer to the section of [this handbook](#) regarding honor roll qualifications. Leadership, Character, and Service are important criteria for all Honor Societies. Students are asked to provide a résumé showing their involvement both inside and outside our school campus.

## **COLLEGE PLACEMENT**

The process of identifying, researching, and applying to postsecondary colleges and universities represents one of the most significant aspects of a student's experience at Marianapolis. All students have learned about the world and themselves both in and out of the classroom, which should help shape their decisions regarding their future studies. The College Placement Office will work to guide students and families confidently through the college search, application, and selection process.

The College Placement Office at Marianapolis seeks to provide each student with the advice, support, and information necessary to conduct an effective, appropriate, and ultimately successful college search. Students will find the colleges that are best suited to their needs, personal desires, and academic merits. The Director of College Placement serves as a link to the college admission offices. Through their written letters of recommendation as well as ongoing conversations they have with Admission Officers, they highlight students' strengths, explain their accomplishments at Marianapolis, and provide as much positive support as possible to enable the colleges to reach an informed decision about each applicant. By guiding students through the process, serving as a realistic resource about college options, and helping students to maximize their chances of admission, the Director and Associate Director of College Placement serve as strong advocates for students throughout their journey.

While the College Placement Office has numerous resources to assist each student, there is no substitute for the individual student taking responsibility for their individual search. Choosing which colleges to research and pursue, from the more than 5,300 two- and four-year colleges in America, requires the commitment, dedication, and follow-through of each individual student. Using both Naviance Family Connection (<http://connection.naviance.com/marianapolis>) and SCOIR (<http://www.scoir.com>), the college search and administration software programs used by Marianapolis, students are able to keep themselves organized and advance their search process much more easily. They will better understand their aptitudes, explore possible careers, examine options on-line, and develop a list of colleges to which they will apply. While the Director and/or Associate Director of College Placement will play a prominent role in facilitating this process, it will be up to the individual student to actually submit their college applications to each college or university. The Director of College Placement assumes the responsibility of submitting all school-related documents on behalf of the student applicant. This would include, but may not be limited to the student's transcript(s), letters of recommendation, and any required supplemental forms. The student is solely responsible for submitting any required testing results

(ACT, AP<sup>®</sup>, SAT, TOEFL, etc.) directly to the colleges or universities at which they have applied, directly from the testing source (ETS, Collegeboard, etc.). Additionally, *international students* must take responsibility for submitting copies of other documentation required by many colleges and universities here in the United States. Examples of this would include copies of the student VISA, passport, the certification of finances form, supporting financial documentation such as bank statements, and any other forms required by the college or university to which they have applied.

To assist our students in every phase of the college application process, the College Placement Office has developed “A Guide for Planning for College.” This publication is available in the College Placement Office. It has been designed and revised to acquaint students with the many details facing prospective college applicants. We hope all students preparing for college admissions consult it frequently.

Beginning at the time of enrollment at Marianapolis, each student should be focused on how the decisions they make will impact their college search, application, and selection process. Developing good study habits and overall excellent time management skills early on will benefit each student immensely as they progress through their Marianapolis (and college) career. As early as freshman year, students should be closely considering all of their many extracurricular options both on- and off-campus and becoming actively involved in at least a few activities in an effort to begin building their “community presence” and the foundation of what will ultimately be their resume. While students should strive to be well-rounded through their involvement in a variety of activities, they should also bear in mind that depth is equally important as breadth in the ways in which they choose to engage in activities. Freshman year is a time to settle in personally, academically, and socially, to understand with clarity the Marianapolis expectations, and to begin the process of establishing goals for oneself.

With the onset of sophomore year and a sense that they are now settled, students should be working closely with their advisors, coaches, house/hall parents, and other adults in their life to further solidify their plans regarding how they will achieve their previously established goals. All goals should continually be evaluated and adjusted to ensure their own level of success; however, each individual student may define “success” differently. Throughout the sophomore year, students should continue to refine their study habits and time management skills, as well as carefully consider incorporating higher-level academic opportunities such as Honors and AP<sup>®</sup> courses into their curriculum. Sophomore year is also a great time to diversify one’s extracurricular involvement and/or attempt to step into one or more extracurricular leadership roles. Each commitment a student makes, whether a required sport, part-time employment, or membership in a club, should be documented on their resume. A well-rounded, comprehensive resume will prove immensely beneficial later in the process.

Students who have the interest, motivation, and available financial resources may also consider any number of “summer enrichment” programs available on college and university campuses nationwide. Such programs are available for a single week, or some for multiple weeks; some are focused on their offerings (theatre, art, journalism, sports management, or engineering, as examples), while others are broader including a variety of courses of a common theme (history and political science, as an example). Students interested in summer enrichment programs should refer to the binders in the College Placement Office for more information on current offerings.



Having invested careful thought and consideration into building their community presence over the first two years, juniors and seniors in their last two years now need to focus more regularly on the more granular details related to the college process. They need to maintain the commitments from their first two years (high academic achievement, service, sports, leadership, etc.) and now begin to build in specific tasks necessary to ensure a successful college application process. What follows is an outline of what junior- and senior-level students should be focusing on, and when.

### **Junior Year Timeline for College Preparation**

September	<ul style="list-style-type: none"> <li>-Juniors may begin to meet with Mr. Richardson or Mrs. Kelly over the summer</li> <li>-Juniors meet with a member of the College Office to develop and review <i>initial</i> college list</li> <li>-Research recommended regarding college options</li> <li>-Review pertinent Naviance and SCOIR data on colleges and universities of interest</li> <li>-Continue to explore colleges and careers using Naviance Family Connection and SCOIR</li> <li>-“YouScience” personality assessments</li> <li>-College representatives begin visiting campus; meetings open to all students</li> <li>-Attend Virtual Mini-College Fairs</li> </ul>
October	<ul style="list-style-type: none"> <li>-Preliminary Scholastic Assessment Test (PSAT) administered to juniors</li> <li>-College representative meetings continue</li> <li>-Review schedule of “Lunch &amp; Learn” programs for the year and add interesting programs to Google calendar</li> <li>-Attend Virtual Mini-College Fairs</li> </ul>
November	<ul style="list-style-type: none"> <li>-SAT and TOEFL tests</li> <li>-Attend Virtual Mini-College Fairs</li> </ul>
December	<ul style="list-style-type: none"> <li>-SAT, ACT, and TOEFL tests</li> </ul>
January	<ul style="list-style-type: none"> <li>-SAT, ACT, and TOEFL tests</li> <li>-Continue college campus visits over winter break</li> </ul>
February	<ul style="list-style-type: none"> <li>-ACT and TOEFL tests</li> </ul>
March	<ul style="list-style-type: none"> <li>-SAT and TOEFL tests</li> <li>-Visit colleges over spring break – virtual tours or on-campus if available</li> <li>-Ensure personal resume is up to date in Naviance and SCOIR</li> <li>-Attend regional NACAC National College Fairs (Hartford, Springfield, Providence, Boston)</li> </ul>

April	<ul style="list-style-type: none"> <li>-ACT and TOEFL tests</li> <li>-Juniors continue to meet with Director or Associate Director of College Placement</li> <li>-Juniors consider teachers or others from whom to request recommendations</li> <li>-Attend regional NACAC National College Fairs (Hartford, Springfield, Providence, Boston)</li> <li>-Visit colleges – virtual tours or on-campus if available</li> <li>-Visit the College Office to begin discussing Admission interview process</li> </ul>
May	<ul style="list-style-type: none"> <li>-SAT and TOEFL tests</li> <li>-Juniors continue to meet with Director or Associate Director of College Placement before summer</li> <li>-AP<sup>®</sup> exams</li> <li>-Juniors request teachers to write recommendations and open Teacher portals on Naviance <i>before leaving for the summer</i></li> <li>-Attend regional NACAC National College Fairs (Hartford, Springfield, Providence, Boston)</li> <li>-Continue visits to colleges – virtual tours or on-campus if available</li> </ul>
June	<ul style="list-style-type: none"> <li>-ACT, SAT, and TOEFL tests</li> <li>-Juniors continue to meet with Director or Associate Director of College Placement</li> <li>-Register for online summer essay writing course</li> <li>-Continue visits to colleges – virtual or on-campus if available</li> <li>-Schedule Admission interviews for the summer where offered</li> </ul>
July/August	<ul style="list-style-type: none"> <li>-Visit colleges. <b>Visit colleges. <u>VISIT COLLEGES!!!</u></b></li> <li><b>-Work on college essay and resume</b></li> <li>-Interview at any college at which student plans to apply</li> </ul>

### **Senior Year Timeline for College Preparation**

July/August	<ul style="list-style-type: none"> <li>-Visit colleges. <b>Visit colleges. <u>VISIT COLLEGES!!!</u></b></li> <li><b>-Work on college essay and resume</b></li> <li>-Interview at any college at which student plans to apply</li> </ul>
August 1	<ul style="list-style-type: none"> <li>-The Common Application goes live!</li> <li>-Create account, complete application, paste in essay, and MATCH your CommonApp account to your Naviance account</li> <li>-Summer SAT available</li> </ul>
September	<ul style="list-style-type: none"> <li>-Finalize the college application lists</li> </ul>



	<ul style="list-style-type: none"> <li>-Make decisions about Early Action/Early Decision applications</li> <li>-ACT and TOEFL tests</li> <li>-Attend Virtual Mini-College Fairs</li> </ul>
October	<ul style="list-style-type: none"> <li>-Early Decision Application Deadlines</li> <li>-Early Action Application Deadlines</li> <li>-SAT, ACT, and TOEFL tests</li> <li>-CSS Profile financial aid application registration available</li> <li>-FAFSA financial aid application available</li> <li>-Attend Virtual Mini-College Fairs</li> </ul>
November	<ul style="list-style-type: none"> <li>-Early Decision/Early Action Deadlines</li> <li>-SAT and TOEFL tests</li> <li>-Attend Virtual Mini-College Fairs</li> </ul>
December	<ul style="list-style-type: none"> <li>-SAT, ACT, and TOEFL tests</li> <li>-Seniors MUST have their final college list in to the College Placement Office by December 1</li> </ul>
January	<ul style="list-style-type: none"> <li>-Finalize FAFSA documents – Deadline February 1</li> <li>-SAT and TOEFL tests</li> <li>-Deadline for most Regular Decision applications is January 15</li> </ul>
February	<ul style="list-style-type: none"> <li>-ACT and TOEFL tests</li> <li>-FAFSA deadline – February 1</li> </ul>
March	<ul style="list-style-type: none"> <li>-Admission acceptances begin</li> <li>-Visit colleges on spring break - virtual tours or on-campus if available</li> </ul>
April	<ul style="list-style-type: none"> <li>-Inform the College Placement Office of <u>ALL ADMISSION DECISIONS</u> as notifications come in</li> <li>-<b>Record ALL ADMISSION DECISIONS in Naviance</b></li> <li>-Attend admitted student Open House for top three choices</li> <li>-Consider financial aid offers</li> </ul>
May	<ul style="list-style-type: none"> <li>-International Students: File I-20 transfer documents with Mrs. Kelly</li> <li>-May 1 is the national candidate reply date. Seniors should be notifying all colleges of their final decision; record enrollment decision in Naviance</li> <li>-AP® exams</li> </ul>
June	<ul style="list-style-type: none"> <li>-Commencement!</li> </ul> <p>Get ready to go to college!</p>

Mr. Richardson and Mrs. Kelly in the College Placement Office pride themselves on being available to all students, at any time to discuss the college process, related timelines, and to help students make wise academic, social and personal choices.

Standardized testing is just one component of the college application process. While standardized testing results such as SAT or ACT scores are optional at many schools, they are still required at many colleges and universities for admission consideration. That said, we encourage all students to take the SAT and/or ACT at least once or twice. SATs are offered on seven different dates each year: August, October, November, December, March, and May. ACTs are offered on six different dates throughout the year: September, October, December, February, April, and June.

Marianapolis is an approved College Board/SAT test center. As such, SATs are offered on each of the seven national test dates in an effort to provide a familiar and comfortable testing environment for all of our students. All students are encouraged to choose Marianapolis as their test center. Day students may choose to test in an alternate location geographically closer to their primary residence if they prefer; boarding students are required to take the SAT at Marianapolis.

Marianapolis is not yet an approved ACT test center. As such, students should choose an approved test center near Marianapolis (ex: Woodstock Academy, Pomfret School). Day students may choose to test in an alternate location geographically closer to their primary residence if they prefer; boarding students will not be permitted to test out-of-state. Boarding students in need of transportation to their ACT test center should consult with Mr. Richardson in the College Placement Office no less than one week in advance of the test date.





# COMMUNITY EXPECTATIONS

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## PHILOSOPHY

Each student at Marianapolis is expected to be thoroughly familiar with the School's philosophy, procedures, and practices concerning student behavior as outlined in this Handbook.

The rules at Marianapolis are few, fair, and based upon commonly accepted principles of respect, decorum, and personal responsibility. Understanding and abiding by these rules is basic to the health, safety, integrity, and success of our in-person and online community.

- More than anything, our rules derive from and are dedicated to the maintenance of our creed: character, compassion, and integrity. Everything we do is in support of these three defining traits.
- Marianapolis hopes and expects its students will learn to become more responsible as they grow older. While we will hold all students to the highest standards, the School appropriately expects more from our older students in terms of responsibility and accountability.
- Students who are concerned about the decisions of another community member, or themselves, are encouraged to seek out the Dean of Students' Office, the Health Office, school counselor, the Administrator on Duty (AOD), or another trusted faculty member so that steps can be taken to ensure the safety of all members of our community. A student may also report concerns using Marianapolis' Safe Schools System located on their portal.

## SCHOOL RULES

All school rules apply to Marianapolis students during the entirety of their tenure with us from enrollment to commencement. It should be clearly understood that these rules apply to Marianapolis students at all times (during the school day, evenings, weekends, mid-year vacations, summer vacation, online, etc.). It should also be noted that any student present when a school rule is being violated who does not immediately leave the scene risks sharing equally in any disciplinary response on the part of the School.

## MAJOR SCHOOL RULES

A student risks their standing at Marianapolis if found in violation of any of the following:

### **Use, Possession, Distribution, Being in the Presence of, or Being Under the Influence of Drugs**

Use, possession, distribution, being in the presence of, or being under the influence of drugs is strictly prohibited for students while enrolled at Marianapolis. This includes alcoholic beverages, tobacco, and other nicotine products, marijuana, and other illicit and/or non-prescribed drugs, as well as drug-related paraphernalia such as e-cigarettes and vaporizers.

In cases when the School determines a student's behavior, appearance, or circumstance is suggestive of drug use, Marianapolis reserves the right to administer drug tests to determine the

truth as well as ensure the safety of the student. Failure to cooperate with testing in any way will be treated as if the test result was positive, and the appropriate disciplinary action will follow (more information on drug testing can be found on page 21).

Please note the use of controlled substances and other medications by students is strictly governed by the Health Office, and failure to follow that policy may result in disciplinary action. Smoking in or around a school building represents a significant risk to the safety of others and school property. Therefore, incendiary devices such as cigarettes, vapors, e-cigarettes, matches, lighters, etc., are also prohibited, as are candles, incense, etc. Smoking and/or concern of a student smoking in a school building may result in a more significant disciplinary response.

### **Stealing, Vandalism, and Disrespect Toward the Property of Another**

Taking the property of another is unacceptable within our school community. Regardless of the inherent value of the item stolen or taken without permission, any such violation can be met with a significant disciplinary response. Any objects found by a member of the community must be turned in to a faculty member at the first possible opportunity. Otherwise, such objects in one's possession can be considered "stolen." Damage or destruction of another's, or the School's physical and/or digital property will be considered an equally serious offense. The family of a student may be charged replacement cost, including labor, for school property damaged accidentally or intentionally.

### **Abusive or Cruel Treatment of Another Student or Other Community Member**

Threats, physical violence, bullying, hazing, baiting, sexual harassment, or any behavior which encroaches upon the personal rights of others are not permitted and will not be tolerated. This includes not only face-to-face interactions but also the use of social media and other technology. We expect the behavior of all community members to be reflective of community values, and be thoughtful, positive, and intentional in nature. Stating one was joking, or that comments/actions were intended as a joke, does not negate the potential hurtful or inappropriate nature of comments. Jokes or comments deemed by the School as in conflict with community values (ex. racist, homophobic, sexist, bigoted, etc.), inappropriate, or hurtful in nature will be handled as discipline. If a student expresses feeling uncomfortable, the behavior should cease immediately or there is the risk of additional disciplinary action.

Students should bring concerns to the Dean of Students' Office, the Health Office, the School Counselor, or another trusted faculty member so that steps can be taken to ensure the safety of all members of the community.

### **Use or Possession of a Weapon**

Weapons of any kind are not permitted at any time on campus for any reason. Ornamental, play, or electronic devices resembling weapons are equally not allowed.

### **Personal and Academic Integrity**

Our words and actions as community members are a direct reflection of our character and it is Marianapolis' expectation that students will be honest in interactions with the community. Lack of honesty is a significant disciplinary issue especially when a student is discussing a disciplinary situation with the School. Students should be clear regarding the following definitions:

- Dishonesty is the willful perversion of the truth with the intent to deceive.

- Cheating occurs when a student gives or receives unauthorized assistance on academic assessments such as, but not limited to, online work, homework, quizzes, tests, papers, or projects. Some obvious forms of cheating include a note, looking at someone else's paper, or using an unauthorized resource. It can take other forms as well: copying someone else's assignment, handing in work that is someone else's, or asking your peer for an answer online or in person. The intent to cheat is as serious as the actual choice to cheat.

Plagiarism is the act of using another person's ideas, writing, or work and representing any of this material as one's own. The following actions constitute plagiarism:

- Submitting under one's own name a piece of work, wholly or partially written by someone else, or submitting under one's name, without proper reference, a piece of work on which someone else has in some way collaborated.
- Changing a few words here and there from any source and using this slightly altered material as though it were one's own phrasing and of one's own authorship.
- Taking sentences, paragraphs, passages, concepts, data, or projects from a source written, oral, or visual and incorporating them in one's own work without using quotation marks or citing the source of the material.
- Self-plagiarism or borrowing work from oneself. Specifically, the act of submitting a paper in one course that has previously been submitted to fulfill an assignment in another.

In addition, all material submitted to any of the School publications must be original or carefully documented. Fabrication or faking of documentation or source material is clearly dishonest and unacceptable.

The School considers plagiarism and cheating major forms of academic dishonesty. While there is always the potential for an honest mistake and an opportunity for learning, an episode of intentional plagiarism or cheating will be dealt with severely. If there is ever a question regarding academic integrity, the student should always seek assistance prior to the submission of their work. Once a student submits an assessment, it will be judged as the student's own. Students should always remember that putting your name on your work means that you take ownership for that work. It means that it is the product of your thinking and your efforts. Students are encouraged to engage in dialogue about this topic with teachers, peers, and administrators.

If a faculty member is concerned that a student's work may have violated the Academic Integrity Policy, they will share that concern with the Associate Head of School. If the work is found to be in violation of the policy, the student and their family will be notified and can anticipate a deduction of credit on that assignment up to full credit. As a major school rule, the Dean of Students' Office will be notified by the Academic Office of concerns raised, and as appropriate, issue disciplinary consequences.

### **Inappropriate Use of Technology**

Students must use technology appropriately or risk losing the privilege of such access within the Marianapolis community. This includes iPads, cell phones, laptops, the network, WebEx, and other such devices. There is no expectation of privacy when using the School facilities and/or resources, and property may be confiscated, or access denied if concerns arise surrounding students' use of technology.



**Violation of Visitation Policy**

*Visitation of Houses/Halls is suspended until further notice: students may not enter a House/Hall unless they are residents of that space or directed to do so by an adult.*

Students are welcome, during specified times and in specific locations, to visit with each other in a House or Hall of the opposite sex. Failure to meet this expectation represents the violation of a major school rule. More details about coed visitation can be found under “Residential Life, Visitation Policy” below.

**Unacceptable Conduct**

Students should understand that their behavior reflects not only upon them but also upon the Marianapolis community. All students must be aware of the obligations and responsibilities that accompany the privilege of membership in our school community. This includes but is not limited to their language, dress, demeanor, decisions online, as well as decisions on- and off-campus.

**Community Health & Safety**

During periods of heightened concern around health, and in support of community health and safety, the school may issue specific guidelines that dictate behavior (wearing of masks, require social distancing, etc. health screening) or access and/or use of certain spaces. Failure to follow guidelines may be treated as a violation of a school rule. Please see the [COVID-19 section of the website](#) for most recent guidelines.

**Repeated Violations of Other School Expectations**

Other school rules are delineated below and although a violation of a non-major school rule is, in isolation, less troubling than any of the violations listed above, a student found to have established a pattern of repeated violations of other school rules may jeopardize their standing at Marianapolis.

- Inappropriate language
- Tardiness to class
- Unexcused absence from school commitments (i.e. class, Mass, afternoon activities, online commitments, etc.)
- Disrespect toward a community member
- Inappropriate behavior (including public display of affection)
- Inappropriate access to dorms or other restricted areas
- Sign in/out and other documentation infractions
- Dress code violations
- Use of a technology device in non-approved spaces/times
- Driving violations
- Other violations as defined by the Dean of Students’ Office
- Residential Life guidelines
- Failure to leave campus without permission

## **CONSEQUENCES**

### **Minor Violations**

Minor violations are typically treated with a TED note, intended to be an indicator for a student that their behavior is not meeting the School's expectations. Students will be informed by members of faculty and/or their advisor of minor violations. Parents/Guardians will be informed by their student's advisor and on the Parent Portal.

### **Conversation with Dean of Students' Office**

In support of a student understanding expectations and/or understanding the impact of decision making, the School may meet with a student in-person or online. Based on the situation, that meeting may include their advisor, other faculty, and/or their family. This meeting should be understood to be a required school commitment. Based on the circumstances, the office will update a family as appropriate.

### **Detention**

If a student commits four minor violations in the same trimester, they will be issued a Detention. Some violations result in a Detention by itself and TED notes do not need to be issued prior. Students will be formally notified by email of detentions and their advisor will discuss the detention with the student and their family.

Detention is served, at the discretion of the Dean of Students' Office, after school or on Saturday morning and may consist of quiet reflection or a project to support the betterment of the community. A student will serve their detention at the next opportunity offered by the School or at a time assigned by the School. Students will miss afternoon activities for the duration of the detention and should return to their commitment once the detention has been served. Students will not miss a game or performance due to detention, however their coach or afternoon supervisor may modify their participation at their discretion.

If a student accrues multiple hours of detention, they may be required to attend a Saturday morning detention and/or may be assigned a Saturday morning detention for a specific behavior by the Dean of Students' Office. Please note detention hours must be served prior to a boarding student being issued permission to leave for the weekend.

Students who earn multiple detention hours should expect to meet with the Dean of Students' Office to discuss their behaviors and their impact on the community. A persistent failure to meet community expectations may result in more significant discipline.

### **Restriction**

Restriction represents a loss of community privileges for a period of time as determined by the Dean of Students' Office for violation of community expectations. A student's family and their advisor will be notified by the Dean of Students' Office when a student is placed on Restriction. Restriction may include a day student being required to leave campus after their last school commitment or a boarding student being required to remain in their house, hall, or room during free time in the evenings and/or weekends. The specific nature of a student's restriction will be detailed by the Dean of Students' Office. This may include online activities and programs.

**Dean's Warning**

Dean's Warning is a formal disciplinary status serving to remind the student that their actions have not met community expectations. While on this level of warning, a student may find themselves subject to more significant disciplinary action for violation of a community expectation. The duration of the warning will be established by the Dean of Students' Office.

**Suspension**

A student may be suspended for violation of a major school rule or persistent failure to follow community expectations. A student's family and their advisor will be notified by the Dean of Students' Office when a student is suspended. The duration of the suspension will be determined by the Dean of Students' Office. Day students will remain off campus and/or not participate in online activities or programs for the duration of their suspension, and be ineligible to participate in school activities, both academic and extracurricular. If they live locally, boarding students may return home in the case of suspension at the discretion of the Dean of Students. Boarding students on campus for the duration of their suspension will be under the supervision of the Dean of Students' Office. During their suspension, a boarding student may not participate in any school activities, both academic and extracurricular. Marianapolis reserves the right to require a boarding student to serve their suspension off campus. Students are expected to stay current with all academic work to the best of their ability, independent of classroom/teacher instruction. All work remaining at the time of reentry will be completed according to a schedule created in consultation with the Academic Office.

**Loss of Student Leadership Position(s) Within the Community**

A student's behavior in one area of their life impacts all areas of their life at Marianapolis. Violation of major school rules may result in the loss of a student's leadership position within the community.

**Academic Integrity**

As Academic Integrity is a major school rule, any violation may result in the Associate Head of School informing the Dean of Students of the violation. The Deans' Office may take disciplinary action thereafter.

**Drug Testing**

In some cases, a student may be required to undergo random drug testing. The duration of the testing period will be specified by the Dean of Students' Office. Tests are generally conducted by the Health Office although an outside agency may be mandated. Every effort is made to preserve a student's privacy while testing while also ensuring the necessary adults in the community are informed. Any costs incurred by tests are the responsibility of the student's family. Failure to cooperate with testing in any way will be treated as if the test result was positive and the appropriate disciplinary action will follow.

**Disciplinary Probation**

A student will be placed on Disciplinary Probation following a suspension, for violating a major school rule and/or for a persistent failure to follow community expectations. A student's family and their advisor will be notified by the Dean of Students' Office when a student is placed on Disciplinary Probation. Disciplinary Probation may be accompanied by detention, loss of weekend privileges, and/or restriction to/from campus as well as online programs/activities.

During this time, the student and their family should understand any additional disciplinary incident may result in immediate dismissal.

### **Dismissal**

A student may be dismissed from Marianapolis for violation of a major school rule and/or persistent failure to meet community expectations. In consultation with the Head of School, the Dean of Students will inform a student and their family of the dismissal. Students dismissed from Marianapolis may not return to campus without the express permission of the Dean of Students or the Head of School.

### **Reporting Discipline to Other Schools and Colleges**

Marianapolis expects a student to share their disciplinary history as required by other educational institutions. The School will report disciplinary history as required to do so by other educational institutions. Students and/or families with questions regarding the reporting of disciplinary history should contact the Director of College Placement.

## **COMMON LANGUAGE**

Marianapolis expects students will utilize English in academic spaces (online and in-person), in common spaces in Houses, Halls, and the Main Academic Building, and within the structure of the Afternoon Activities program.

Marianapolis is a diverse global community representing many different languages, countries of origin, and perspectives. Many of our students travel to Marianapolis to build their English language skills. Only by practicing English language use in all areas of community life will a student realize their greatest language acquisition. A common language allows for the open exchange of ideas and spirited discourse in and out of the classroom. As a community, we share common ground in a belief in the Marianapolis mission. In the classroom, on the stage, on athletic fields, and in our Houses and Halls, the relationships we forge are an integral element of our experience at Marianapolis. A common language is essential to living that mission and building relationships together.

Marianapolis will seek to support students who struggle in this respect through education and partnering with their family. Ultimately, this expectation is philosophically and practically an integral element of the Marianapolis experience. The Marianapolis community will do everything it can to support the growth of English skills. Not meeting this expectation of the Common Language Policy (CLP) is a choice that is an example of unacceptable conduct; failure to embrace it may indicate Marianapolis is not the best fit for the student.

## **DRESS CODE**

The School embraces a dress code in the belief that standards of dress and neatness are important in supporting the culture we value as a community. Thus, we expect that students be appropriately dressed for every occasion while on campus, virtually, and while representing Marianapolis off campus. Students should be in appropriate attire dependent on the academic schedule or activity that they are participating in. We trust that the students are able to exercise good taste and judgment in matters of dress, while also expressing their individuality.



We ask that all students be respectfully dressed. Items with distracting or inappropriate text or images (at the sole discretion of the School) are not permitted. As part of the dress code, this includes masks. When masks are required to be worn, they should be plain, single color, and absent of text or distracting images.

In the case of differences of opinion, however, the Dean of Students' Office is the final arbitrator on what reflects appropriate dress and appearance for the community.

Uncertainty regarding the appropriateness of an item of clothing should be addressed before the item is worn. This process is encouraged by the Dean of Students' Office. Should there be any question about the appropriateness of a student's appearance, the student in question is expected to see the Dean of Students immediately for a clarification. Students in violation of dress code could be asked to not wear the item again, change into appropriate spare attire, change into something appropriate provided by the School, or return to their home, house, or hall to correct the issue before being allowed to return to school. Any academic work missed as a result of this will be unexcused.

Elements of the dress code are defined by gender; the School supports students according to their gender identity and expression.

### **Academic Day Dress Code**

The academic day dress code consists of the following options:

Boys: Dress-shirt (long or short sleeve) and tie/solid turtleneck (tucked in), traditional or Docker style slacks with belt or Bermuda shorts. Faces should be clean shaven. Hair should be neat and well-trimmed, and kept above the shirt collar, eyebrow, and ear lobe. No earrings or visible tattoos are permitted.

Girls: Button-down dress shirt/solid turtleneck/dress blouse, traditional or Docker dress slacks, dresses or skirts within two (2) inches of the knee or longer (leggings may be worn underneath), Bermuda shorts. Backless dresses or shirts are not permitted.

For all students, dress or boat shoes, work or hiking boots (inclement weather) may be worn. Sweaters and blazers are optional and may be worn over dress shirts, turtlenecks, dresses, etc. Jackets, hats, and gloves should be removed upon entering academic buildings as well as the Dining and Community Room. Clothing that is revealing is not acceptable. Undergarments should not be visible nor cleavage or midriff. No extreme hair styles (unnatural coloring, styling, etc.) or facial piercings. No head coverings such as bandanas, etc.

Please see page 38 for Residential Attire.

### **Mass Attire**

When All School Mass is celebrated at school, we honor a special dress code appropriate for the celebration of a sacrament. This is sacred time in the life of our community.

Boys: Dress shirt, pants, tie, and blazer or business suit. Regular dress code shoes are required.

Girls: Dress shirt, pants, and blazer, or formal Mass attire (see below).

**Formal Mass attire**

On special occasions, a more formal dress is required. These dates will be specifically stated.

Boys: Dress shirt, pants, tie, and blazer or business suit. Dress shoes (no boat shoes).

Girls: A modest dress or a skirt with a collared shirt or dress blouse.

Please see page 35 for Weekend Mass Attire.

**Relaxed Dress Code**

The School, at times of unseasonably warm weather and other times designated by the School, may declare "relaxed" dress in effect. During this defined period, ties are not required and all students may wear dress shorts and collared shirts (polos) or other permitted items within the dress code.

**Casual/Dress Down Attire**

On announced casual or dress down days, students may choose to wear Marianapolis t-shirts, polo shirts, and sweatshirts. Jeans are acceptable. Students are still expected to retain the expectation of being dressed respectfully, but normal dress code expectations of what type of clothing can be worn is expanded. Clothing must still be in good repair, free of tatters, rips, or stains. Skirts and shorts must still be at the knee and all clothing must still cover all undergarments, cleavage, and midriffs.

**Athletic Team Spirit Day Attire**

On certain days of the year, exceptions are granted to specific teams by the Director of Athletics and the Dean of Students' Office to demonstrate school pride in its team. Their athletic jerseys may be worn in lieu of the appropriate alternative in the normal dress code. The rest of the dress code remains in effect for pants, skirts, shoes, and jewelry.

**Graduation Attire**

Boys: Navy blue blazer, Marianapolis tie (issued at the Senior Send-Off), dress shoes with socks, khaki colored dress pants and belt, white long sleeve dress shirt.

Girls: Solid white dress (no more than two inches above the knee), white dress shoes (more than 50% white-can have some color. Open-toed shoes, sandals, flats are permitted), beach flip-flops/wear are not permitted.

## **ATTENDANCE**

For students to realize every opportunity to grow and learn at Marianapolis, it is our expectation that all community members attend all obligations online and on campus, which include, but are not limited to: academic meetings, extracurricular and afternoon activities; and, for our boarding students, residential commitments. Our experience shows that all areas of school life are important arenas in experiencing a holistic education. The face-to-face connection among teachers and peers enhances learning and development. Regular timeliness and attendance signals appropriate ownership and accountability. Therefore, our community thrives when everyone is present and ready to learn and participate.

## **Excused Absences**

Marianapolis carefully limits the instances when an absence is considered excused. Families are asked to notify the School as soon as possible in these cases by calling during regular hours (860-923-9565) or emailing [attendance@marianapolis.org](mailto:attendance@marianapolis.org). Acceptable circumstances for missing school are as follows:

## **Illness**

*During the 2020-2021 school year, please refer to the [COVID-19 section of our website](#) for up-to-date information on health protocol for community members. Please note, the cost of any testing required by the School is the responsibility of a student's family. Marianapolis is not able to test day students on campus.*

*As noted online, and below, communication is crucial in supporting the health and safety of each student and the community as a whole.*

In the event of a student, due to illness or concern based on screening, is unable to attend school at 8:00 a.m., the following procedures must be followed. As a reminder, students with COVID related symptoms detailed on our COVID-19 Website should not attend classes on campus and those symptoms should be reported to the School immediately.

Day Students: A parent or guardian must call the Main Office by 7:45 a.m. on the day of the illness at 860-923-9565 or email [attendance@marianapolis.org](mailto:attendance@marianapolis.org). The Health Office will follow up with day student families as needed.

Online Learners: A parent or guardian must call the Main Office by 7:45 a.m. on the day of the illness at 860-923-9565 or email [attendance@marianapolis.org](mailto:attendance@marianapolis.org).

Boarding Students: The student must contact the Health Office ([healthoffice@marianapolis.org](mailto:healthoffice@marianapolis.org)) prior to 8:00 a.m., inform a House Parent, and/or call the Administrator on Duty (AOD) (860-208-3777). The Health Office will arrange for a WebEx/phone check in with the boarding student. Based on the outcome of that assessment, a boarding student may be directed to remain in their room or asked to come over to the Villa St. Joseph Health Office.

*Given the unusual nature of the 2020-2021 school year, we do not anticipate a student returning to school later in the day if they feel better. The policy that follows would be followed if, and only if, the School grants this permission to a specific student.*

If the student feels better as the day progresses, they may come to school; however, a student must be in school prior to 10:45 a.m. so as to be permitted to participate in any sport or extracurricular activities that day. Equally important, they may not be present at any school function (games, shows, dances, etc.) on the day of an excused absence due to illness.

## **In-School Illness**

In the event that a student becomes ill during the school day, they should contact the Health Office ([healthoffice@marianapolis.org](mailto:healthoffice@marianapolis.org)) or contact the AOD (860-208-3777). The student will be directed to a private space, where the Health Office will conduct a screening by phone or over WebEx. Based on this telehealth interaction, and the student's concern, the Health Office or their

designee will provide support to the student. This may include, but is not limited to, being picked up by a family member while remaining in a specific space on campus, traveling to the Villa St. Joseph Health Office, heading back to their room on campus (boarding student), or being required to depart campus with their family/guardian for follow up medical support (testing, etc.).

Any student leaving campus early, due to illness, must follow this protocol and be excused by the Health Office and/or Dean of Students' Office prior to departure.

A student may not be present at any school function on campus (games, shows, practices, dances, etc.) on the day of an early dismissal due to illness nor may they return to campus until cleared by the Health Office.

### **Absence based on Contact Tracing**

Case investigation and contact tracing is essential to help prevent the spread of COVID-19. A student identified as someone who had contact with a case or probable case, while infectious, may be required to self-quarantine as needed.

A student may be required to move from on campus to online learning for a period of time determined by the School. Before returning to in-person learning, the student must meet the return to campus learning criteria. Please see the [COVID-19 section of the website](#) for additional information on this and Contact Tracing. Family of day students will be instructed to call their student's healthcare provider for evaluation and COVID-19 SARS-2 testing if required.

### **After the Academic Day/Weekend Illness**

Students and their families should make every effort to inform the School that a student will miss a school commitment due to illness. Boarding students must seek out a House Parent and/or call the Administrator on Duty (AOD) (860-208-3777) if they do not feel well. A day student's family is expected to contact the School during business hours or call the AOD after hours if a student is ill and will miss a school commitment.

### **College Visit**

Students are responsible for completing and submitting a Planned Absence Form at least one week in advance of their trip. In addition to the Dean of Students receiving parental approval for the absence, students are responsible for discussing the absence with the appropriate faculty members including but not limited to the College Placement Office, their teachers and, if applicable, the Athletic Department prior to submitting the form. Students should make arrangements with their teachers for completion of assignments during the college visit.

While seniors are encouraged to attend college or university events to which they have been invited in the spring, participation in such events or programs will only be considered excused if:

- the purpose of the visit cannot be achieved at any other time
- the event is not in conflict with any other previously scheduled Marianapolis commitment

### **Family Emergency**

In the event of a family emergency requiring a given student to miss some or all of a school day, the Dean of Students' Office must be informed immediately upon the need for such an absence. Arrangements for the completion of all work will be made immediately upon return.



### **Medical Appointment**

Although we encourage families to make every effort to schedule such appointments so as not to conflict with school hours, we do understand how difficult it is to make such appointments and that, from time to time, missing of classes for this purpose is unavoidable. In such instances, however:

1. The Dean of Students' Office should be alerted of the necessary absence in advance.
2. Student completes a Planned Absence Form.
3. Students are responsible for discussing the absence with the appropriate faculty members including their teachers and if applicable their Afternoon Activities Supervisor(s) prior to the absence. Teachers will arrange for the completion of all work by the close of the next school day.
4. Students should return to school from the medical appointment with a signed note from the professional office confirming their presence at the time indicated.

### **Medical Leave**

Marianapolis will evaluate and grant medical leave on a case-by-case basis.

### **Special Circumstances**

Given the varied talents and broad-based expertise of our student body, from time to time, students will need to miss school in order to participate in some unique and/or special events. In such instances, parents must seek permission from the Dean of Students' Office. If the absence is approved, a Planned Absence Form must be completed. Students are responsible for completing and submitting the form one week in advance of the planned absence. In addition to the Dean of Students receiving parental approval for the absence, students are responsible for discussing the absence with the appropriate faculty members including but not limited to their teachers, and if applicable, the Athletic Department prior to submitting the form. All missed work will be completed according to a schedule created in consultation with the Academic Office, arranged prior to the approved absence.

**IMPORTANT REMINDER: Students and parents are reminded to arrange all vacation plans in accordance with the published school calendar.**

## **UNEXCUSED ABSENCES**

All other absences (including early departures or late returns from regularly scheduled school vacations) will be considered unexcused unless proper notice has been provided to and permission granted by the Dean of Students and in such cases the following rules apply:

### **Academic**

A student who misses any graded exercise (quiz, test, paper due, class participation) will receive a failing grade on that exercise. Faculty will not be expected to offer extra-help to students who have missed class due to an unexcused absence.

### **Extracurricular/Athletic**

A student with an unexcused class absence or general unexcused absence on a given day will not be allowed to participate in any after school commitment, but must still attend their commitments. Additionally, students may not attend any extracurricular, dramatic, or athletic

event that occurs on the day of the unexcused absence unless they are required by the School to attend.

### **Disciplinary**

A student with an unexcused absence will serve a detention or other consequence assigned by the Dean of Students' Office for every class or commitment missed during such an absence.

Parents/Guardians and students alike are reminded that the serving of multiple detentions will necessitate a disciplinary review meeting with the Dean of Students' Office.

## **CLASS CANCELLATIONS**

In case of an emergency or inclement weather, any announcement regarding a delay or cancellation of school, will be made through email, the School website at [www.marianapolis.org](http://www.marianapolis.org), and the School's smartphone app. Announcements will also be posted to the School's Twitter page ([www.twitter.com/marianapolis](http://www.twitter.com/marianapolis)), Instagram page ([www.instagram.com/marianapolis](http://www.instagram.com/marianapolis)), Facebook page ([www.facebook.com/marianapolis](http://www.facebook.com/marianapolis)), NECN, FOX CT, WINY 1350 AM, and NBC Connecticut.

When there is a delay in the opening of school, an alternate schedule for the day will be distributed by email from the Academic Dean to all students, faculty, and staff. When a full day is cancelled, the schedule will resume with the normal rotation of periods for the day school convenes. The cancelled day will in essence be skipped in the rotation.

When dealing with inclement weather, the safety of our students and their families is our primary concern. We recognize that weather conditions may vary between towns and states and ask parents to use their own judgment when deciding if, and when, to drive to school. This is especially true for our student drivers who have limited experience in poor driving conditions. Please let the School know if a student will be delayed or absent based on inclement weather so we can inform your student's advisor and classroom teachers and sanction their absence.



# STUDENT LIFE

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## **LOCKERS**

Every student is assigned a locker on campus. Only padlocks issued by the School are permitted. Other locks will be removed immediately without warning. Students may not change locker assignments without permission of the Dean of Students. Lockers must be kept clean and orderly with no embellishments on the outside of the locker. Those students in violation of these rules will forfeit their locker assignments. A student's lock must remain on the locker for the entire academic year and locked each evening when leaving campus. If a student does not retain the initial assigned lock, a replacement fee may be assessed. There is no expectation of privacy when using a school locker or lockable space and the School reserves the right to search all property therein.

## **LOST AND FOUND**

All students are requested to label all articles of clothing as well as book bags, laptop bags, athletic equipment, and books so that lost items may be quickly returned to the student through advisory. Unmarked property is turned in to the Dean of Students where it may be identified and claimed. Periodically the unclaimed items will be donated to charity after announcements have been made through advisory. Any objects found by a member of the community must be turned in to a faculty member at the first possible opportunity. Otherwise, such objects in one's possession can be considered "stolen."

## **DAY STUDENT DRIVING RESPONSIBILITIES**

The ability to drive a car on campus is a privilege, not a right, and comes with its own set of responsibilities. Day students who have been granted the privilege of driving on campus must obey the School's regulations regarding safe and proper behavior.

- If a student is leaving and returning for an appointment, etc., the Dean of Students' Office must give specific permission, and have communicated with the student's parent(s)/guardian(s), before they depart
- Drivers must possess a current valid driver's license
- Drivers must submit a vehicle registration form to the Dean of Students
- Transportation of any boarding student is not permitted on or off campus. This includes all boarders including 7-day boarders, 5-day boarders, and DSBE students.
- Leaving the campus - for any reason - before the student's last school commitment (note: this includes afternoon activities) without the permission of the Dean of Students is prohibited. In the event of illness, a student may not leave campus without first being released by the Nurse or the Dean of Students.
- Driving in an unsafe manner or at an unreasonable speed on campus (i.e., no faster than 15 mph) is prohibited
- Drivers must obey the one-way traffic signs
- Student parking is permitted only in the designated areas
  - There are three areas on campus designated for student parking
    - Students may park in the left row of parking spots in the parking lot closest to the path to St. John's



- Once those spaces are filled, it is expected that students then go around the circle again to park on the hill (road from Athletic Complex to Main Academic Building)
- Finally, the remaining spaces for students should be utilized at the Athletic Complex and spots adjacent to the Gustavson Track & Field. It is not appropriate for students to park in faculty or visitor spaces, nor leave their car outside of a designated parking area
- Drivers must behave appropriately on campus

*Please note any violation of the driving expectations may result in the revocation of on-campus driving privileges for a period of time as designated by the Dean of Students' Office.*

## **STUDENT LEADERSHIP**

For a complete list of leadership positions, please view the [Student Leadership Catalog](#).

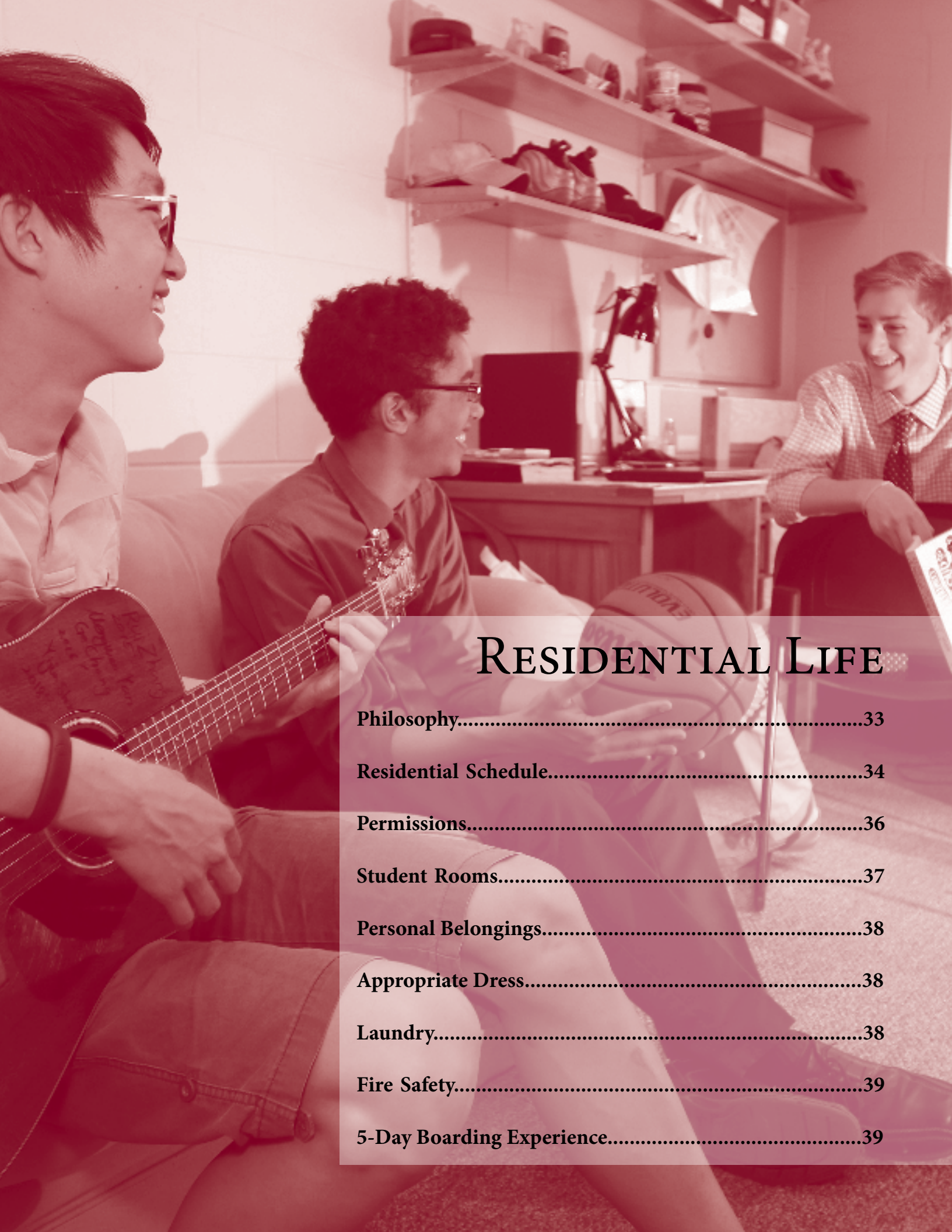
## **CLUBS AND ORGANIZATIONS 2020- 2021**

For a complete list of clubs and organizations, please click [here](#).

## **COMMUNITY SERVICE**

Students participate in community service because it is an essential part of a young person's growth. As stated in its mission, Marianapolis is dedicated to "building character with content, compassion, and integrity," and helping others is a key way to build these characteristics. Through active, hands-on experiences, students genuinely understand their unique gifts and talents, allowing them to see the exceptional impact they can have on the world. In this way, service helps students understand themselves, putting them in the position to become leaders in all they do.

To learn more about community service at Marianapolis, please click [here](#).



# RESIDENTIAL LIFE

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## PHILOSOPHY

At Marianapolis, dormitories are referred to as Houses or, in the case of St. John's, Halls. These Houses and Halls are the foundations of a diverse and global residential community unified by our work to grow, play, and live through Marianapolis' mission. House and Hall Parents provide boarding students with a level of support reflective of their developmental stage while continually stressing the importance of informed independent decision making. The opportunity to learn and grow, through programs and activities, as well as the cultural exchanges inherent in living together in a tight knit House or Hall, are significant and foster lifelong connections between students.

During periods of heightened concerns around health, the School may issue specific guidelines that may dictate behavior in certain spaces. Failure to follow guidelines may be treated as a violation of a school rule. Please review the [COVID-19 section of our website](#) for specific guidelines as it applies to residential life.

In addition to dedicated House and Hall Parents, students are supported in the evening and on weekends by the Administrator on Duty (AOD). The adult serving in this role rotates however the contact number remains the same: 860-208-3777. While school is in session, this phone is carried 24 hours a day, seven days a week by an administrator.

The AOD assumes several different roles in areas that touch upon the lives of our faculty and students. These areas include but are not limited to: facilities, health, student life, and student discipline. While the AOD may often be helpful in immediately addressing the issues that may arise, the AOD will normally refer and communicate matters to school administrators who are chiefly responsible for the particular area of responsibility.

Students and their families should contact the AOD in the following circumstances:

- When they are seeking to go off campus, but have not received prior permission. These requests can be honored at the discretion of the AOD.
- If travel plans change especially as it relates to check in with a House/Hall Parent
- When there is an emergency situation in their House/Hall
- When they do not feel well and they cannot locate a House/Hall Parent

### **Living Within a Residential Community**

As a member of the Marianapolis community, it is imperative to constantly remember that one is part of a larger community. Each House or Hall is the home of students who live there and it is important to treat it as such. For example, behavior that can result in damage to property or injury is unacceptable. Music, played outside of study hours, whether played within a House or Hall or outside, must be kept to a volume that can only be heard by those in the immediate vicinity. In words and actions, intentional or unintentional, students are expected to make choices that positively affect their community.

## **RESIDENTIAL SCHEDULE**

### **Monday-Thursday Evening Schedule**

Evening Study Halls take place every academic night (Sunday – Thursday) from 7:30-9:30 p.m. Students in Cardinals and Villa Maria should check in with an adult on duty at their House or Hall at 7:00 p.m. Students in others houses/halls should check in by 7:30 p.m.

Students should be prepared to begin Study Hall promptly at 7:30 p.m.

- How and where a student studies during that time is determined by their grade level and academic standing
- In general, a student will study in their rooms
- Freshmen, new sophomores, and assigned students will attend supervised study hall in specific locations for the first trimester or until given permission to study in their room.
- Seniors may study in the student lounge, library, or another space with permission from their house/hall parent. Seniors must check in at the beginning of study hall. Seniors are reminded this is a privilege, and behavioral/academic concerns may lead to being assigned to alternative location.
- Students may work in another House or Hall's common room with permission from both their house/hall parent as well as the house/hall parent on duty in that common room during Study Hall
- Students who prefer to listen to music during study hours must use headphones. Headphones are allowed in the Supervised Study Hall with permission.
- Following Study Hall, the Houses or Halls should remain quiet enough that anyone wishing to study or go to bed early may do so

House or Hall meetings and residential activities often follow Study Hall.

- Students studying out of house/hall must return for house/hall commitment.
- Upon completion of House or Hall meetings, students have a period of free time. This usually includes the opening of the gym, fitness center, and weight room.

All student rooms are inspected by a House or Hall parent daily during the week and as needed over the weekend. It is the expectation that student rooms are presentable at all times.

Students must be in their House or Hall by 10:30 p.m. for a face-to-face check in with the adult on duty. In St. John's, students should be in their respective Hall by 10:40 p.m.

- Lights out: 11:00 p.m. Students should be in their beds at lights out.
- Students may request "late lights" for the purpose of studying later from their House or Hall parent
  - Students should request late lights by the end of Study Hall and use the time following Study Hall to complete work as well. House or Hall Parent approval of the request is contingent on this free time period being used wisely. If granted, only a desk lamp may be used so as not to disturb other students.

### **Friday and Saturday Schedule**

Students must check in, face-to-face, with the faculty on duty at the following times:

- Friday night: 11:00 p.m.
- Saturday: 11:00 p.m.

Friday and Saturday nights, lights out is at midnight.

*Note: Students may leave campus, with permission (see page 36), for a weekend following their last school commitment. Students must call the AOD if their weekend plans change from what was approved on their weekend permission form. All students should plan to return from their weekend by 6:00 p.m. Sunday night or in time for published residential activities (House Cup Challenge, etc.)*

### **Sunday Schedule**

Unless otherwise announced, Mass for all boarding students is required and generally at 10:30 a.m. or 5:00 p.m. (Weekend Mass attire required).

### **Weekend Mass Attire**

Sunday Mass Attire is different from the academic day Mass Attire.

Boys: Dress pants, non-ripped jeans, collared shirt, dress shorts, belt, closed toe shoes.

Girls: Dress or a skirt, non-ripped jeans, collared shirt, dress pants, dress shorts, belt, closed toe shoes.

If a student is not in proper Mass Attire, they will be sent back to their room to get changed.

### **Weekend Residential Programs**

During specific weekends, usually Sunday nights, the boarding community participates in activities and programs which are designed to provide skills and knowledge to better support their life within the Residential Program. These often begin with dinner together as a House or a Hall. Boarding students are reminded that they must return from off campus weekends in time to participate in these programs. Students are notified by email about these programs.

### **School Vacations**

Houses and Halls close, per the published school calendar, for Thanksgiving Break, Winter Break, and March Break. Students and their families should plan their arrivals and departures around the published calendar. Students must be with their family or non-enrolled over 18 during vacation. Failure to meet the published expectation will result in an unexcused absence. It is the expectation of the School that travel plans reported either before or after a vacation are accurate. It should be noted, misrepresentation of the truth in terms of details provided may be regarded as a serious disciplinary matter. The School will define, for each break, the level of information it needs and to what degree changes around travel during vacation need to be disclosed.

### **Riding in Vehicles**

As a general rule, students are allowed to ride in vehicles operated by a Marianapolis employee. A student who wishes to ride in a vehicle operated by any other person must have permission from their family. Students are allowed to take public transportation with permission. Students are not permitted to ride in any vehicles or private cars that participate in ride-sharing (such as Uber, Lyft, etc.). Boarding students are not allowed to ride in cars driven by other Marianapolis students. As a general expectation, boarding students may not keep a car on campus. In special circumstances, and for a limited and defined period of time, a boarding student may be granted



permission by the School to have access to a vehicle. Students and families with questions about this should contact the Dean of Students' Office.

## PERMISSIONS

*During the 2020-2021 school year, the School will issue specific guidelines around boarding students including accessing and departing campus. These guidelines will evolve during the year. Please see the [COVID-19 section](#) of the Marianapolis website for most up-to-date information. The protocol below reflects how permission will be handled when there are no COVID-19 based guidelines/adjustments.*

### **Weekend Permission**

With the exception of certain "closed" weekends, students have the opportunity to leave campus any weekend after their last school commitment. As in any other case, students who leave the campus for the weekend should remember that they are representatives of Marianapolis and are responsible for their actions off-campus.

Any student wishing to leave campus for a night must submit a "Weekend Permission Form" to the School by no later than the lunch period on the previous Thursday. On this form, students will indicate specific plans for the weekend including location, appropriate adult supervision (over 18, non-enrolled individual at Marianapolis), transportation plans, phone numbers, etc. The School depends upon students to be thorough and accurate in completing this form; misrepresentation of the truth in terms of details provided may be regarded as a serious disciplinary matter. The form is located on the Student Portal.

The School will receive permission from the student's parents/guardians. If a student is going to someone else's home, permission is required not only from the student's parents/guardians but also from the host family. This permission is the responsibility of the student to obtain by their lunch period on Thursday. Students who fail to plan accordingly may not be granted weekend permission.

Students who are on disciplinary warning, academic warning, etc. may have their weekend privileges revoked for a specific time period by the Dean of Students' Office.

Marianapolis recognizes unplanned opportunities will arise for students to spend time with family and friends on a weekend. If a student wishes to spend the night off campus, and because of the timing of the opportunity, cannot complete a weekend permission form, they should call the AOD. The AOD will need to communicate with the student's family and, if appropriate, host before the permission is granted. Students should not depart before permission is granted by the AOD. The AOD reserves the right to refuse permission or limit permission granted.

### **Permission to Leave Campus**

Should students need to leave campus for any reason during the school day, permission may only be granted by the Dean of Students. During non-academic day hours and on weekends, the Dean of Students' Office or AOD may grant students permission to leave campus.

The Dean of Students' Office and/or the AOD have the right to deny any requests.

## STUDENT ROOMS

Students are responsible for day-to-day cleanliness of their rooms. The residential faculty will inspect student rooms nightly. Students who fail to abide by the minimum standards may be subject to denial of weekend permission and/or weekend activities. The minimum standards include but are not limited to dirty laundry picked up in a laundry bag or hamper, garbage emptied, food removed, and floor clean.

The School will furnish each room with the following pieces of equipment for use during the school year: bed, mattress, desk, straight chair, dresser, and closet. The provided equipment may not be modified in any way. Students will be charged for any damages or modifications to their rooms or provided equipment. This includes damages/costs arising from a failure to follow vacation check out/check in forms, screening of luggage, etc.

- Because of fire and insurance regulations, there should always be clear and easy access to the exit from any part of the room
- Students wishing to hang any posters, pictures, blankets, or tapestries must do so with tape or putty. It is prohibited to use stickers, nails, tacks, paste, or any other items of a similar nature. Nothing may be hung from the ceiling. Material displayed in students' rooms must not be offensive or degrading in any way. Marianapolis faculty have the right to require students to remove any inappropriate materials.
- With the exception of hair dryers, fans, lamps, computers, and stereos, no electrical appliances are permitted in student rooms. Because of the intense heat they create, halogen lights and extension cords are not permitted in the Houses and Halls and can be confiscated.
- Each student in the Houses and Halls are provided a lockable space for the purpose of storing valuables
- Students are provided the opportunity to store their possessions over the summer in designated storage areas in each House or Hall. Items must be stored in plastic, sealed containers. Storage in cardboard boxes is not allowed due to the fire hazard. Returning students are permitted at least two sealed containers.
- Additional regulations may apply depending on specific House or Hall conditions
- Animals are not permitted in houses/halls

The School reserves the right to update a list of prohibited items at any time.

### Room Searches

If the School concludes that it is in the interest of the student or community at large, a room search may be conducted. There should be no expectation of privacy as the School reserves this right at its sole discretion.

### Guests

*Effective for the 2020-2021 school year, and in place until further notice, students (boarding or day) are not permitted to enter a House/Hall unless they are residents of it and/or are directed to do so by a faculty member. Please see [COVID-19 section of the website](#) for residential life update.*

*If, and when, suspension of visitation ends, the expectations below will be in place:*

Generally, guests are not allowed during the week because of student commitments. As a rule, non-Marianapolis guests are not allowed to spend the night. Permission may be granted to day students on weekends to spend the night. Boarders may not spend the night in another student's House or Hall room.

### **Visitation**

No student, boarding or day, may enter a House or Hall of the opposite gender without permission from a faculty member. A faculty member must be present for the duration of the visit.

During coed visitation, students must check in with the faculty member on duty before they enter and when they leave. All coed visitations must take place in the common room. Under no circumstances should a member of the opposite sex be in another student's room.

St. John's is both an academic and residential space. During the evenings, and on weekends, students wishing to use the space should check in with an adult on duty first.

## **PERSONAL BELONGINGS**

The corridors and hallways of the houses/halls are not acceptable places to store one's belongings. Each student is given designated personal space in their rooms as well as a lockable space to secure their valuables until the student bank is open. Students should deposit money in the student bank located in the Business Office. Marianapolis is not responsible for money and belongings that are lost, stolen, or damaged.

### **Prescription and Non-Prescription Medications**

Students are prohibited from keeping any medication in their rooms without the permission of the school nurse. All prescription medications are to be registered with the school nurse who will be responsible for assigning a faculty member to administer medication, if necessary. Failure to comply with this policy may result in disciplinary action.

## **APPROPRIATE DRESS**

Students must wear appropriate clothing in their House or Hall, especially when in public areas. While the academic dress code does not apply, Houses/Halls are community spaces and community expectations apply. We ask that all students be respectfully dressed. Items with inappropriate text or images (at the sole discretion of the School) are not permitted.

## **LAUNDRY**

Boarding students may sign up to send personal laundry and dry cleaning to a laundry service, E&R Laundry, through a private contract. Pick-up and delivery is made weekly at predetermined times.

For the convenience of boarding students, there are card-operated washers and dryers in each House or Hall. Laundry cards will be provided by the School.

## **FIRE SAFETY**

Tampering with smoke detectors or fire equipment is in violation of a Major School Rule. Houses and Halls will be required to have periodic fire drills to ensure the proper execution of safety regulations. Students should leave room doors unlocked at night to ensure safety. Students cooperation and attention to these instructions are important and could save lives. Remember that fire prevention is a community expectation.

In the event of a fire/fire alarm students should:

- Wake roommates
- Turn on lights so faculty can make quick room checks
- Close all windows and open shades/curtains
- Go to windows and wait for assistance
- Dress as warmly as necessary
- Check door handles
  - Do not open the doors if handles are hot
  - Close but do not lock doors when leaving
  - Alert neighbors
- Leave buildings by assigned escape routes and proceed to check-in points
- Remain quiet and wait for instructions after leaving the building
- Always practice two escape routes

To report a fire:

- Students and/or faculty who detect a fire in a building should sound the alarm
- Students should immediately exit the building and meet at the predetermined assembly point
- Notify the fire department immediately at 911...speak clearly, giving the location of the fire
- House/hall parents (on duty or not) must check all rooms and restrooms to be certain no students are left in the building
- Notify the AOD

## **5-DAY BOARDING EXPERIENCE**

*During the 2020-201 school year, the School will issue specific guidelines around boarding students including the 5-day boarding experience. These guidelines will evolve during the year. Please see the [COVID-19 section of the Marianapolis website](#) for most up-to-date information. The language below describes 5-day boarding when there are no COVID-19 based guidelines/adjustments.*

### **Philosophy, Practice, & Policy**

Each and every boarding student at Marianapolis is a valued member of the residential community. Accordingly, within the Student Handbook, unless specifically stated, “boarding student” refers to both 5- and 7-day boarding students.

Events required for all boarding students, unless otherwise noted, are required for 5-day boarding students. This includes, but is not limited to, boarding orientation, closed weekends (student is

required to be on campus), House Cup Challenges, Community Dinners, etc. The School publishes these dates in August of each school year. The School reserves the right to adjust dates or events as needed during the school year.

In their first year, boarding students will be placed with students with whom the School feels they will be a successful match. The School often matches students of the same or similar grade levels or ages. A 5-day boarder may be placed with another 5-day boarder or a 7-day boarding student. Returning boarders are asked to complete a rooming preference form which, among other things, allows them to share with the School specific students with whom they would like to live. This form is completed in the spring before students depart for the summer.

### **Leaving Campus**

Every Thursday, by the end of lunch, 5-day boarders must complete their weekend permission form. This is required each week. The student's family or guardian must either call or email the Dean of Students' Office to give permission for the submitted weekend plan by Thursday at 5:00 p.m. In cases when a boarding student is spending the night off campus other than with their family, we require permission from both the host and the student's family. Please note, the host must be over 18 and not an enrolled student at Marianapolis.

5-day boarding students must depart campus on Friday by 6:30 p.m. or after their last required school commitment. For example, if a soccer player has a home game on Saturday morning, that student may remain on campus Friday night. The student, in this example, would be required to leave campus after the completion of their game.

If a student/family is interested in staying on campus on a Friday or Saturday night, unrelated to a required school commitment, please contact the School to discuss this. Please note, this may incur additional charges.

### **Return to Campus**

5-day boarding students are expected to return to campus by the beginning of Study Hall (7:30 p.m.) on Sunday. In cases when there is a required special event (House Cup Challenge, etc.) they are required to be back for that event, usually 6:00 p.m. Students return as early as 5:00 p.m. on Sunday. Note: Students on campus during Sunday Mass are expected to attend Mass with their House/Hall.



The background of the entire page is a photograph with a strong red color cast. It depicts a statue of a man, likely a religious figure, holding a small child. The statue is positioned on the left side of the frame. Behind the statue is a rough, textured wall. To the right, a brick building is partially visible. The foreground is filled with dense, dark foliage. A semi-transparent white rectangular box is overlaid on the right side of the image, containing the title and table of contents.

# SPIRITUAL LIFE

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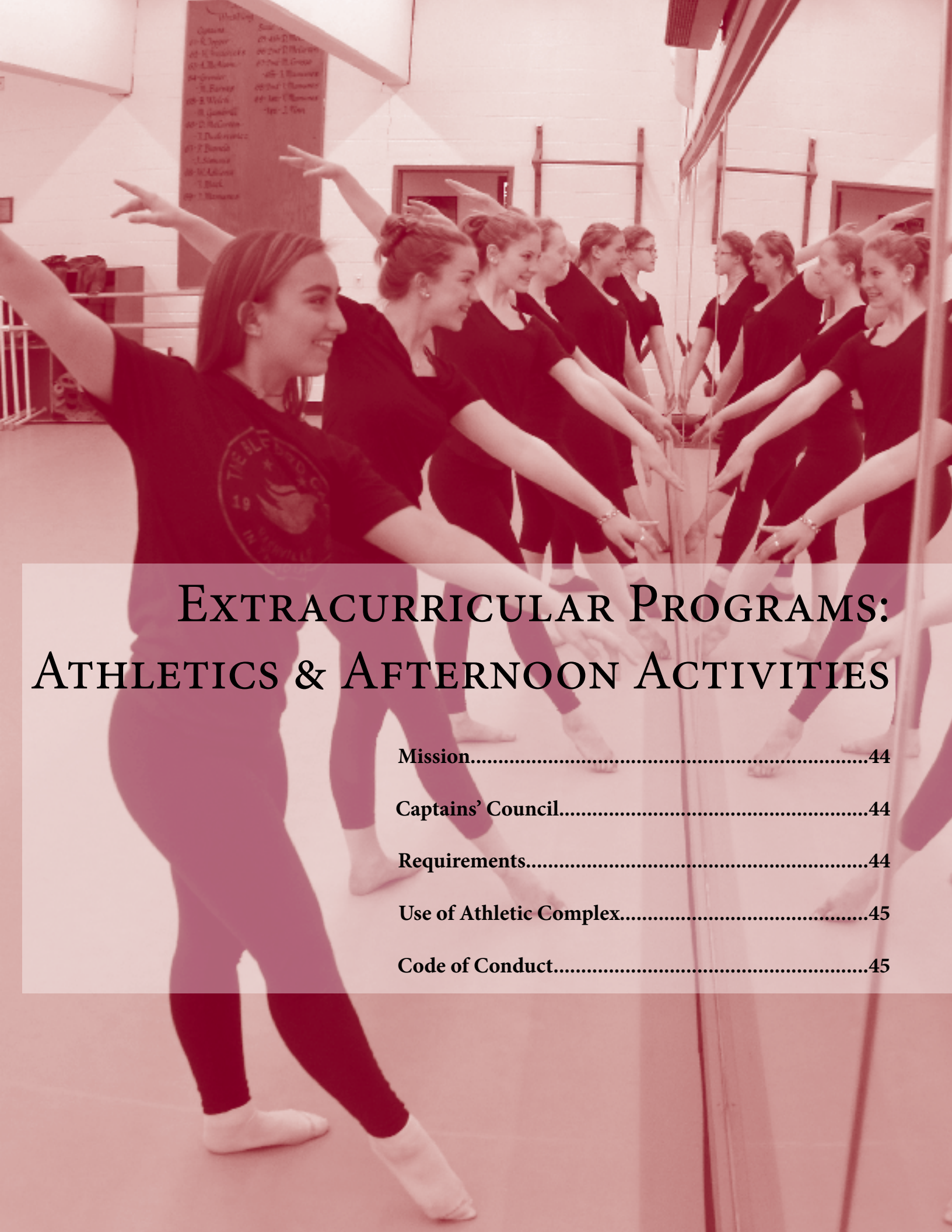
## **PHILOSOPHY**

Although Marianapolis is a diverse community in many aspects, including the religious, we are a Roman Catholic School. It is important that our students learn to respect one another and live peaceably with our differences. Students from a wide variety of faiths and backgrounds live together, forming friendships and finding that respect for one another is the ultimate expression of respect for one's self. Our Chaplain works with students interested in pursuing their own spiritual growth, regardless of their religious tradition.

The Chapel at Marianapolis is where we gather many times each year for services of blessing and celebration, penance and thanksgiving. In addition to attending First Friday Mass and Mass on holy days of obligation, each student makes an annual retreat, and may participate in a variety of faith-based activities and the Eucharistic Ministry. Boarding Students attend Mass on Sundays. An option for students not of the Catholic faith is our Sunday discussion group which meets at the same time as Mass and provides an opportunity to explore further faith-based topics.

To learn more about Campus Ministry, please click [here](#).





# EXTRACURRICULAR PROGRAMS: ATHLETICS & AFTERNOON ACTIVITIES

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## MISSION

### Extracurricular Activities Mission

Our extracurricular activities are designed to develop the skills of teamwork, collaboration, integration, and relationship building through challenges and common goals. Each student will develop the core values of resilience, cooperation, personal excellence, courage, humility, and respect for others.

## CAPTAINS' COUNCIL

### Captains' Council Description

Captains' Council is made up of the varsity team captains at Marianapolis. The team captains meet to discuss strategies of teamwork, leadership development, team building, conflict resolution, and communication.

### Captains' Council Mission

The mission of Captains' Council is to empower our captains to strengthen their teams, our school, and our community by modeling sportsmanship, leadership, and character, both on and off the competition environment.

## REQUIREMENTS

*As noted on the [COVID-19 section of the website](#), the two-season requirement has been suspended for the 2020-2021 school year. Please see the COVID-19 website for details about the Extracurricular program. Any area not covered there should be understood to be addressed below.*

All Marianapolis students are required to participate in two extracurricular activities each year.

### Guidelines

- All new students must participate in a fall extracurricular activity.
- Every student must submit a signed consent form and medical clearance form by the first day of school in order to participate in practices or games.
- All students must wear their clothes as defined by the Athletic Department for all athletic commitments. Modifications to any practice or game wear must be approved by the Athletic Department.
- All athletic practices and games are considered school commitments and attendance is mandatory. Any student seeking to be excused from a practice or competition must gain clearance from the Athletic Director and Dean of Students' Office. Unexcused absences will be handled as a discipline issue by the Athletic Department and Dean of Students' Office and may result in a loss of extracurricular credit.
- Like in the classroom, there is an add/drop period to change an extracurricular activity. Students have until the fourth day of the start of the season to make their final decision as to what they will participate. Any student needing assistance with their selection should seek out the Athletic Director.
- The 12-season participation recognition will be awarded to students who participate in 12 consecutive seasons of competitive athletics at Marianapolis.

- Students are not permitted to drive themselves or others to off campus practices or games without permission from the Athletic Director and Dean of Students. Any questions regarding transportation should be brought to the Athletic Director.

## **USE OF THE ATHLETIC COMPLEX**

The Athletic Complex is available to students throughout the day under faculty, staff, or coach supervision. On designated evenings during the week and appointed times on the weekend, students may use the athletic facilities during designated “Open Gym” times. Under no circumstances should students be using the equipment or facilities without an adult member of the Marianapolis community present.

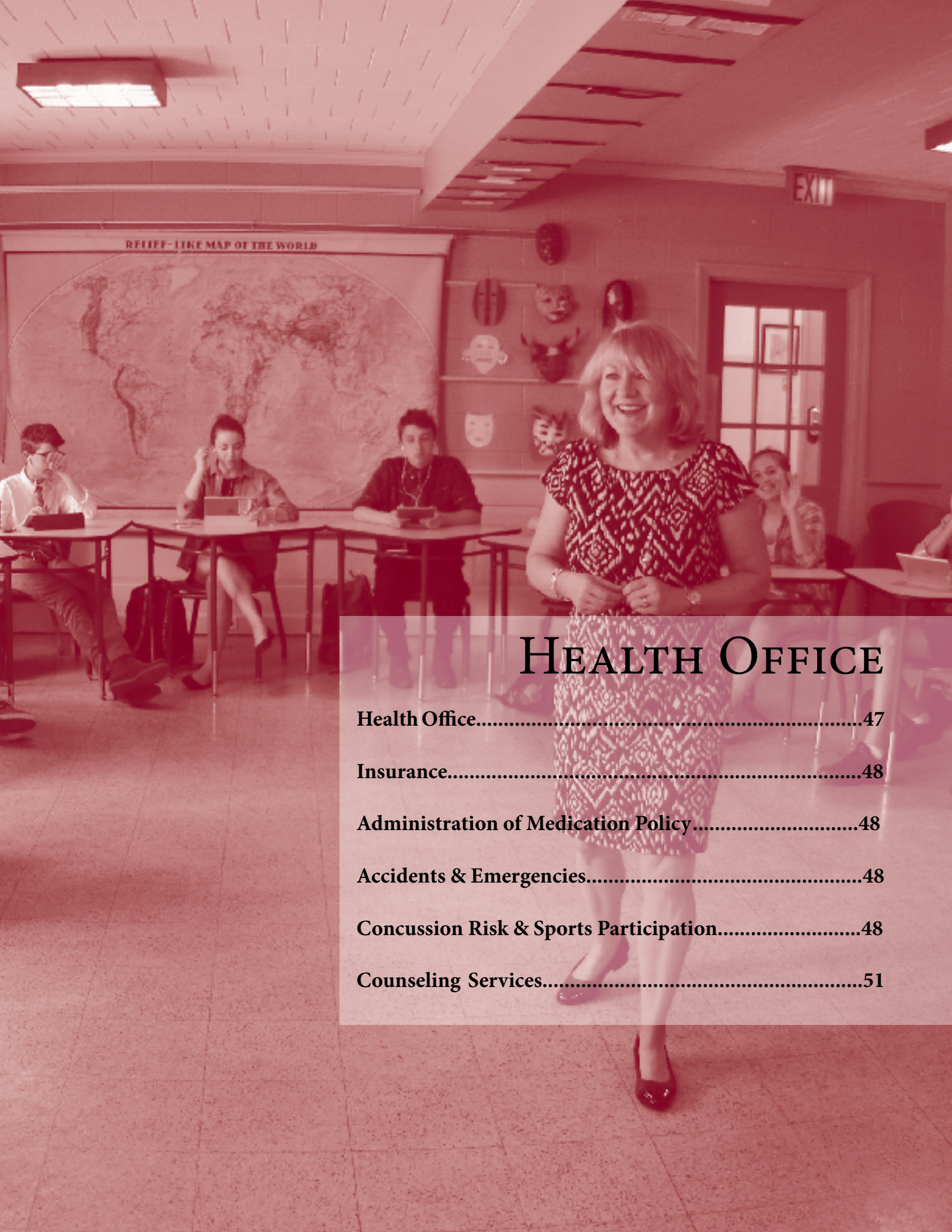
## **CODE OF ATHLETIC CONDUCT**

Marianapolis is proud of the behavior and sportsmanship displayed by its players, coaches, and fans. We value spirited and fair play as well as positive support for our players and teams. In order to ensure that our expected level of decorum continues each season and each game, we ask that all members of our community abide by the following ideals.

Marianapolis Community Members should always:

- Honor visiting teams, officials, and spectators as Marianapolis guests and treat them as such
- Remember that Marianapolis values and encourages enthusiastic and positive spectator support of our athletes. Marianapolis should always cheer for their team and not against the opposing team. They should never criticize or direct negative comments to opposing players; such disrespect for opponents is unsportsmanlike and lessens the value of rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after the games.
- Exemplify through teamwork, fair play, and emotional control the strong moral character and pride of Marianapolis





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## HEALTH OFFICE

Effective for the 2020-2021 school year, the Health Office will be based out of the first floor of Villa St. Joseph. *Please see the [COVID-19 section of the Website](#) for updated information on how the Health Office will be working in support of community Health and Safety.*

The Health Office is staffed by a Registered Nurse who may do physical assessments of common illnesses and injuries, under the direction of the on-call school physician. The school nurse will administer medications and/or determine the course of action in accordance with the instructions of the school physician. Whenever possible the nurse will coordinate and continue treatments prescribed by the student's own family physician.

Our approach is to treat the whole person and teach good health practices. The nurse is skilled and willing to discuss private health issues or anything else about which students may have questions. The school nurse is the sole custodian of medical records for every student enrolled and is required to maintain a complete medical record in accordance with State Infirmery Licensure regulations.

The Health Office is open Monday through Friday beginning at 7:30 a.m. Please see "Illness" under the attendance section for details about accessing the Health Office. In the event that a student needs care after the Health Office is closed, the AOD will be on-call (860-208-3777) to coordinate care for the student.

The local hospital, Day Kimball Hospital, is 4 miles from campus. The hospital provides emergency treatment, x-ray services, CAT scans, MRIs, and outpatient laboratory services to our students. Inpatient treatment will be arranged through our school nurse.

After consultation with the student's family orthodontist, the local practitioners will be able to continue orthodontic work for our boarding students. Parents should contact the Health Office if they wish to have us coordinate their child's treatment. For emergency dental work, we have a dedicated local dentist for routine dental emergencies as well as specialists to endodontic and oral surgery if determined necessary.

Our on-call local physician is a local family practitioner. All visits to doctors, dentists, physical therapists, or any other medical appointment not covered by insurance will be billed directly to the parents.

Regardless of athletic involvement, every student must have a complete physical exam before their arrival on campus. No student may participate in extracurricular activities without a current physical. Physical exams before June 1 of the new school year or after the August 1 deadline for yearly health forms will be required to provide a signed extracurricular sports clearance letter located in the health forms packet.

Our school has a comprehensive concussion protocol in place to ensure a safe return to play while providing academic support during the recovery phase. Please click this [link](#) for further information.

## **INSURANCE**

Students must possess health and accident insurance. If family insurance is not provided, insurance will be assigned through the School and billed to the student's family.

## **ADMINISTRATION OF MEDICATION POLICY**

Marianapolis has a clear and firm policy regarding the administration of prescription and non-prescription medications. All medications for students, including prescription and over-the-counter, need to be processed by the school nurse. Students are not allowed to possess, administer, ingest, or otherwise take medication without the approval of the school nurse.

## **ACCIDENTS & EMERGENCIES**

If a student is injured or involved in an accident during a school event, the faculty member in charge, or an adult delegated by them, shall immediately report the incident to 911 and/or the AOD and follow standard First Aid procedures. The School will attempt to contact the parents/guardians and reserves the right to act In Loco Parentis if the parents/guardians are unavailable in an emergency situation. Emergency treatment authorization forms are kept on file at the local hospital and with the AOD.

## **CONCUSSION RISK AND SPORTS PARTICIPATION**

Participation in extracurricular activities is a requirement for all students. It allows for team building, emotional and physical growth, and opportunities for students to try something new who might never be exposed otherwise. It instills a healthy lifestyle by increasing physical activity, can be a stress reliever and, over the course of a season, provides an opportunity to develop long lasting, bonding friendships. Participation is not without its risks. It is important for students/families to understand the risks of mild traumatic brain injuries; otherwise known as concussions. Concussions can occur on the sports field, but they can also be caused off the field as well.

It is important for parents/guardians/students to recognize the signs and symptoms of a concussion, the recommended treatment, as well as the importance of following the guidelines for a safe return to play. Following a concussion, the brain needs time to heal. A student is at an increased risk of sustaining a repeat concussion if they are returning to play and doing other activities before all symptoms have resolved. In rare cases, repeat concussions can cause permanent brain damage and even death. The majority of athletic head injuries are minor and symptoms typically resolve within weeks, however the risk of "Second Impact Syndrome" increases if an athlete returns to play or other activities before fully healed. The effects of a second concussion will be greater, last longer, and could lead to death. It is imperative that parents/guardians/students who suspect they may be suffering from a concussion report their symptoms to the School's Athletic Trainer, Director of Health Services, or their Marianapolis coach immediately.

Marianapolis Preparatory School has a specific protocol it follows with any student suspected of suffering from concussion syndrome (detailed below).



The first and most important goal for a student who has suffered a concussion is for the student's health and recovery. Academics and sports are put on hold to allow for the student to recover. The second is to support the student academically through their recovery phase which is done in incremental steps of academic participation and lastly to be able to return to their sport safely which is accomplished through our Athletic Trainer's "Return to Play" program (RTP). This is a progressive exercise program that prepares the student to return to their prior level of activity. The student must be symptom free throughout each stage of the exercise program before progressing to the next stage.

### **Concussion Evaluation Policy**

All students will take a baseline test to obtain a baseline of their cognitive level, reaction time, and memory recall at the beginning of the school year. These results will be kept on file, and in the event of a suspected head injury, they will be used to compare current brain function. Our Athletic Trainer and coaches will reinforce neck strengthening and conditioning exercises to help prevent concussions. Coaches will be educated during their annual in-service training.

1. If a day student has been identified as sustaining a possible head injury, they must see the family's primary care physician and deliver documentation of the visit and the physician's findings to the Health Office.
2. If a boarding student has been identified as sustaining a possible head injury, they will be taken to the hospital emergency room for evaluation and deliver documentation of the visit and the physician's findings to the Health Office.
3. If a student is found to have a concussion based on either #1 or #2 above, they will be placed on academic restriction.
4. The Health Office will supply the Academic Office with the orders of either the primary care physician or the emergency room, including all restrictions that may apply, and the Dean will inform the student's teachers.
5. The Health Office will send the parent(s)/guardian(s) information that provides details of the concussion syndrome, along with the following recommendations for home care:
  - need for total "brain rest"
  - the student is to eat, sleep, and rest only
  - there should be no use of electronics
  - there should be no viewing of T.V.
  - there should be no listening to music with ear buds
  - a quiet, dark environment is recommended
6. Once symptoms have improved, the student may return to school but must report to the Health Office first thing in the morning each day for a concussion evaluation. Check-ins at the Health Office may be advised throughout the day as deemed necessary. In any event, the student will report to the registered nurse in the Health Office to complete a full concussion assessment, which includes evaluating the following:
  - Subjective Symptoms
  - Memory Recall Assessment
  - Motor-Sensory Assessment
  - Objective Symptoms

- Neurological Assessment
- Math Logic Reasoning Assessment

7. The Health Office will remain in regular contact with the parent(s)/guardian(s), the Athletic Trainer, and the Academic Office to report the result of these periodic checks on the student's symptoms.

### **Progression Based on Concussion Evaluation and Symptoms**

1. If the student has symptoms, the Health Office will follow a progression of academic activities to be allowed based on the presence of symptoms. The Health Office will write a note for the student to present to teachers outlining the academic restrictions and trial recommendations that will apply.
  - a. **Attending classes** – Sit and listen only. No note taking. No viewing of electronics. If this activity causes any symptoms or worsening of symptoms, the student has been instructed to stop.
  - b. **Note taking** – If this activity causes any symptoms or worsening of symptoms, the student has been instructed to stop.
  - c. **Viewing teacher electronics** – If the student has no symptoms the next day and no sensitivity to light, the student will be allowed a trial period to view teachers' electronics only. If this activity causes any symptoms or worsening of symptoms, the student has been instructed to stop.
  - d. **Sensitivity to light** – If the student has sensitivity to light, the student has been advised to wear sunglasses in the classroom. A trial period of viewing teacher's electronics wearing sunglasses will be allowed. If this activity causes any symptoms or worsening of symptoms, the student has been instructed to stop.
  - e. **Viewing student electronics** – If the student is doing well with no sensitivity to light and mild or no symptoms, the student may start a trial of viewing their own electronics. If this activity causes any symptoms or worsening of symptoms, the student has been instructed to stop.
  - f. **Reading** – If the student is doing well with no sensitivity to light and mild or no symptoms, the student may start a trial of reading with breaks in between.
2. Once the student shows significant improvement, the Health Office makes a recommendation to the Athletic Trainer to repeat the baseline test. If the student passes the baseline test, they are discharged from Health Office checks, unless the student develops new symptoms. The student is instructed to see the Academic Office to work on a plan for making up missed work.
3. Students who have suffered a concussion may not be required to make up all of the work missed. The Academic Office works with the student's teachers to adjust the work for each class to reflect that which is essential to demonstrate understanding.
4. Students are advised that, once they have returned to a full schedule, they should pace themselves, working for 20- to 30-minute intervals, taking breaks as indicated by fatigue. The Associate Head of School will reinforce with students and their parents that, just because the student has been cleared does not mean they are to go "full speed." The student must gradually increase cognitive activity as they return to a normal pace and load.



## **COUNSELING SERVICES**

Historically, Marianapolis Preparatory School has taken pride in being a caring and compassionate community. Through the close and supportive relationships formed between students and faculty in the classroom, in the residential halls, during extracurricular activities, and in other facets of Marianapolis life, students have gained much more than an academic experience.

Within the residential community, the forming of values and making choices on the part of students is vital as these choices affect the health of the individual and, in turn, the well-being of the community. Students often seek support in decision making from adults, which requires that faculty and staff members act responsibly in their understanding manner in their role of “in loco parentis.”

The School Counselor is a resource for faculty and staff in the event that a student brings forth concerns that involve a change in their well-being. A referral form can be found on the Marianapolis Portal.

The School Counselor follows the ethical codes of the American School Counseling Association, which includes but is not limited to confidentiality practices, mandated reporting, dual relationships, and managing boundaries.

The School Counselor is required to be informed if a student, on or off campus, expresses statements regarding self-harm, suicidal ideation or thoughts/intent of harming another student.



# TECHNOLOGY

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## USE OF TECHNOLOGY

### **Recording**

School events such as Morning Gathering, Concerts, Athletic Competition, etc. may be recorded by the School without prior notification or consent for use by the School. WebEx meetings may also be recorded by the School for future reference and use. WebEx actively notifies all participants when the session is being recorded.

Please see “Recording of Classes” for additional information. Students should not record and/or distribute recordings of class, advisory, or other WebEx meetings.

Marianapolis is deeply committed to maintaining the information technology infrastructure at the School at a level that ensures the continued provision of the highest quality education to its students. Tampering with any electronic appliance belonging to the School or another student is considered a serious offense to our community. Students are also reminded that access to the Internet from any location on campus is considered a privilege and that each student should recognize their responsibility in having access to its vast resources.

Marianapolis has a right to protect its technology resources as it sees fit. The School reserves the right to monitor any and all use of its technology equipment and facilities, as well as to define what constitutes unauthorized student uses. The Director of Technology, Technology Staff, and the Dean of Students can monitor student user accounts, files, and/or log-in sessions. Students should have no expectations of privacy when they use the Marianapolis network, equipment, or facilities. Inappropriate use of the facilities can lead to discipline. Students must use technology appropriately or risk losing the privilege of such access within the Marianapolis community. This includes iPads, cell phones, laptops, the network, and other such devices. Property may be confiscated if students violate the expectations set forth each year. A technology sign-out procedure will be initiated for all classes where technology is necessary. The Director of Technology can immediately limit or suspend a student’s access to school computer resources with notification of charges and actions to the Dean of Students. Such violations might be, but are not limited to, the following:

### Internet Appropriate Use Policy

#### 1.0 Purpose and Scope

This policy applies to all users of the Marianapolis Preparatory School network or systems. This applies to Marianapolis Preparatory School and its staff, contractors, students, and all others seeking or granted access. This policy applies to the use of the Marianapolis Preparatory School network, even when carried out on a privately-owned computer not managed or maintained by Marianapolis Preparatory School.

This policy also applies to Marianapolis Preparatory School staff located at remote locations with alternate access to the Internet, which includes but not limited to all faculty housing that is owned or leased by Marianapolis Preparatory School.

The purpose of this policy is to ensure that the information technology infrastructure promotes and provides a safe, secure, and reliable computing environment to support the care, administration, and business needs of Marianapolis Preparatory School.

## 2.0 Policy Statement

Internet access is provided to authorized network users to facilitate access to external resources and knowledge. Any network user who is assigned a network logon is provided with Internet Access.

2.1 “Generic” network logons are provided with restricted Internet access to relevant business sites only.

2.2 All Internet access is filtered to block known objectionable or dangerous sites. It is a strict violation of this policy to access, or attempt to access, any Internet site that may be considered objectionable, including but not limited to: pornography or adult sites, gambling/gaming sites, or any site that might be considered offensive, or content deemed inappropriate by the School.

2.3 Any use of Internet ‘anonymizers,’ such as and not limited to, Proxy Web Sites, TOR, Proxy Servers, and websites through which a person browsing can visit the World Wide Web without leaving any identity traces, to avoid Internet filtering is strictly prohibited.

2.4 All use of the Internet is logged and monitored. Excessive usage, attempts to access blocked sites, etc., may be reported to the Human Resources Department.

2.5 The network is for the exclusive benefit of Marianapolis Preparatory School. It is not to be used for any other business activity. Incidental personal use is acceptable provided it does not interfere with normal job duties and does not violate this or any other policies.

**The Department of Information Technology retains the right to employ electronic surveillance to monitor the network and its systems.**

## 3.0 Procedures

**For clarification of any Acceptable Use policy, the user may contact the Help Desk, HR, Student or Faculty Handbook.**

Any user who is aware of any unacceptable use should immediately report this to the Help Desk or Human Resources. Anonymous reports may be made through the Human Resource Department.

## System and Network Security Policy

### 1.0 Purpose and Scope

This policy establishes IT security requirements for Marianapolis Preparatory School and its staff, contractors, students, and all others accessing the computer systems. This includes systems used on-campus as well as from remote locations, such as home, hotels, and other off-campus locations. The mandatory IT security requirements for Marianapolis Preparatory School and its affiliates’ HIPAA Covered Components are described in HIPAA Security Policy.

## 2.0 Policy Statement

This policy defines Marianapolis Preparatory School standards for managing computing and communications systems and access to Marianapolis Preparatory School's data network and electronic data resources. All confidential information including electronically stored information must be protected in a manner commensurate with its sensitivity, value, and criticality; this includes protecting computing and communications systems containing that data accordingly. Safeguards regarding confidentiality and privacy of Marianapolis Preparatory School's information apply equally at on-campus locations and at any remote location. Procedures associated with this policy establish currently appropriate required and best practices for managing computing and communications systems and network access. Marianapolis Preparatory School may, at any time, change any or all of the conditions under which any individual is granted computing or communications systems or data network access privileges and may terminate such privileges at any time.

Sound business practice as well as compliance with regulations requires appropriately protecting the confidentiality, integrity, and availability of Marianapolis Preparatory School's electronic information. The efficiency of conducting Marianapolis Preparatory School's business depends on minimizing the impact of information security vulnerabilities.

## 3.0 Procedures

### **Use and Configuration of Computing or Communication Systems**

Any individual who uses a computing or communications system to create, access, transmit, or receive Marianapolis Preparatory School related information is responsible for protecting that information in a manner commensurate with its sensitivity, value, and criticality. Appropriate procedures regarding confidentiality and privacy of information are to be followed at all times regardless of location on or off-campus. Appropriate procedures are detailed in the Systems Security procedure. Sharing of passwords is strictly forbidden.

Damage to, loss, or unauthorized disclosure of any Marianapolis Preparatory School and its affiliates' physical or information assets must be promptly reported to the employee's immediate supervisor. Any incident where data is thought to have been compromised must be reported to the Director of Human Resources and the Director of Technology.

Individuals who are granted access to Marianapolis Preparatory School's systems, including the data network, whether from on-campus or via Remote Access, are responsible for protecting against the loss, damage, or compromise of Marianapolis Preparatory School's physical and electronic information assets.

### **Remote Access for Individuals not affiliated with Marianapolis Preparatory School**

Individuals not associated with the agency (vendors/contractors) with remote access privileges must utilize a secure access method. Non-Marianapolis vendors/contractors with data network access privileges must utilize a secure method for access that provides equivalent or better security as that of Marianapolis Preparatory School's Virtual Private Network connection, and be able to provide documentation of those methods.

### **Remote Access for staff and students affiliated with Marianapolis Preparatory School**



Individuals associated with the agency with remote access privileges must utilize a secure access method. This method will only be approved and granted by the Information Technology department. Special guidance and training will be provided upon approval.