

MARQUETTE CATHOLIC  
*a college preparatory school*  
★★★★

# Student Handbook

2017 - 2018



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Michigan City, Indiana 46360  
USA  
219.873.1325 [www.marquette-hs.org](http://www.marquette-hs.org)

#moreatMQTT

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**\*\*Items XI, XII, and XIII MUST BE SIGNED AND RETURNED TO Jan Wagner in Main Office by August 25, 2017**

## **I. ABOUT MARQUETTE CATHOLIC HIGH SCHOOL**

### **Leading the Future of Education**

Marquette Catholic's vision statement anchors itself in our Catholic tradition of high academic expectations and faith formation for all students. The statement illustrates and speaks to how the world will view Marquette Catholic High School five years from the present. The vision considers four themes inspiring Marquette's implementation and strategic plan, Leading the Future of Catholic Education.

- Teaching & Learning
- Catholic Faith & Service
- Diverse & Inclusive Culture
- Globalization

### **Belief Statement**

*...Be More Campaign*

In everything we do, we believe in challenging the traditional way of educating our students. We believe in thinking critically and inspiring them to do the same. We do this by encouraging them to be driven, to be global, to be passionate, to be connected, to find faith, to discover God and to work for the Common Good. We ask our students to embrace high expectations and become exceptional.

### **Mission Statement**

Marquette Catholic High School, open to students of all faiths and cultures, promotes a college preparatory and global curriculum rooted in the gospel values of peace, service, freedom, love and justice. We afford students opportunities to develop a personal relationship with Jesus and a love for His church. We challenge students academically, socially and spiritually.

### **Vision Statement**

Marquette Catholic High School, a Gary Diocesan urban school, is known globally for academic excellence and Catholic faith formation. Our students and teachers have a thirst for knowledge and learning. They live for the Common Good.

### **Diversity Statement**

Diversity is an integral and indispensable component of academic excellence and holistic student development. Marquette Catholic High School has the Christian responsibility to create and maintain a climate that affirms diversity of persons as well as diversity of views. A commitment to diversity means a commitment to the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community. Among these characteristics are race, ethnicity, national origin, gender, age, socioeconomic background, sexual orientation, geographic and linguistic background, religion, and physical ability. As we embrace and harness the power of diversity in our global world, we will provide students, faculty, and staff a high school experience rich in perspectives and opportunities to learn from each other.

## **II. ADMISSIONS**

### **Application**

Marquette Catholic High School proudly welcomes students from all over the world. Each prospective student is expected to complete the enrollment application and an essay (prompt provided on application). In addition, each prospective student is asked to submit their most recent credentials - report card and ISTEP (or equivalent) scores.

Beginning in December, and every first Saturday of the month thereafter, MQTT offers the HSPT (High School Placement Test). Every prospective, incoming freshman is required to sit for this exam. Registration for the exam is first come, first served and is it must be registered for online.

Once all credentials are received, the prospective student's application file is presented for consideration for enrollment. Initial acceptance/welcome packets are mailed out in after Easter Break.

### **Transfer Policy**

Welcome to Marquette Catholic High School, home of the Blazers! We are thrilled you have selected to transfer to our school. In an effort to support your success, we have structured an agreement intended to clarify academic, behavioral, and financial expectations. If you ever need assistance in any of these areas, please contact the following individuals:

Office of Academic Affairs: Mrs. Mary Kay Mary, Mrs. Emily Sorokes and Ms. Tracy Wagner

As a transfer student, I agree to the following conditions:

- Submit all application materials
- Pay registration fee
- Submit transcripts from sending school (Must be received prior to enrollment)
- Maintain a minimum cumulative GPA of 2.0 within the first year at Marquette
- Maintain 95% attendance
- Model expected behavior
- Remain in "good" financial standing

Being accepted as a transfer student is a privilege at Marquette Catholic High School. It is expected transfer students hold themselves to our high standards academically, behaviorally, and financially. We wish you the best on your continued education and success.

### **Change of Address/Email**

It is the responsibility of the parent/guardian to inform the main office of any change in address, phone number or significant information.

### **III. ACADEMICS**

#### **Academic Code of Conduct & Discipline**

At Marquette Catholic High School, we seek to create a healthy moral environment and to build a school community reflecting gospel values and the spirit of Jesus' love. We wish to develop an atmosphere that is conducive to learning, protect members of our school family from injury or malicious harm, and safeguard both private and school property. Our goal is to aid our students in growing into mature responsible Christian leaders. Firm and sound discipline of the individual is basic to this development. Respectful behavior must be taught, learned and practiced.

As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer should be exemplary. Students should always remain silent during Mass and prayer experiences except to pray aloud or sing as appropriate. Students who are not of the Catholic faith are expected to participate as fully as possible and to remain in respectful silence when not participating.

We expect everyone here, students, parents, teachers, administrators, and staff, to treat all others with respect. Courteous behavior and respect for the rights of others are expected of all students in classrooms, on campus, within the vicinity of school, and at all school functions both on and off campus. Off-campus conduct by the student and/or parent that reflects negatively on Marquette Catholic High School may be grounds for school disciplinary action, including, but not limited to, expulsion in the School's sole discretion. All conduct and disciplinary decisions are decided upon by the school administration.

#### **Materials/Resources**

Students are required to pay the \$250/year technology/materials fee. Please see Marquette's responsible use/insurance policy for further information. Additionally, a calculator may be required for mathematics class.

#### **Homework**

Homework is considered an integral part of the educational process. Success at Marquette Catholic requires students to be well organized, disciplined, and come to class prepared to learn each day. Students can expect between one and three hours of homework each night. In the event of an excused absence, student must meet with teacher immediately. Homework may not be submitted if the absence is unexcused or if the student was suspended from school. If in attendance for any portion of the school day, students are required to submit any homework that is due that day. In the event work is turned in late, student will lose one letter grade for every day assignment is not turned in.

#### **Grading Scale**

For the purpose of computing cumulative Grade Point Averages (GPA), and Honor Roll, Marquette Catholic High School uses a standard 4-point scale, except for the honors courses, which use a 5-point scale. Only Semester grades appear on the transcript and are used for computing Honor Roll.

The scale that follows shows the numerical equivalent of each letter grade.

<b>GRADE</b>	<b>PERCENT</b>	<b>COLLEGE PREP</b>	<b>HONORS</b>
A	100-90	4.0	5.0
B	89-80	3.0	4.0
C	79-70	0.0	3.0
D	69-60	0.0	2.0
F	59-BELOW	0.0	0.0

### Academic Honor Roll

Honor roll is based on the semester GPA.

Summa Cum Laude	4.0 or above
Magna Cum Laude	3.70 to 3.99
Cum Laude	3.00 to 3.69

### Honors Criteria

The following criteria will be considered when applying for an honors level course:

- 3.5 or higher cumulative GPA
- “A” in prerequisite course
- Test scores
- MAP scores
- Reading levels - Lexile Score 10+
- PSAT
- ECA
- Teacher Recommendation
- Minimum score of 70 on TOEFL Exam for International Students

*Students who do not maintain a B average in honors courses may be removed from the class upon teacher recommendation at the completion of a quarter and/or semester.*

### Final Exams

All students are required to be in attendance for final exams when assigned. All financial obligations must be current. This also includes athletic fees and all sport uniforms returned to Marquette Catholic. Final exams are generally schedule the final week of a semester. Two exams are scheduled daily. Each course will have a final exam during exam week.

### National Honors Society

National Honor Society is an organization that serves to recognize and challenge students who exhibit outstanding scholarship, leadership, service and character. NHS sponsors service projects

throughout the year - including peer tutoring and community blood drives, and raises funds for various charitable organizations. Members of NHS are expected to participate in these service-oriented activities while still maintaining the organization's high academic and personal standards.

To be considered for membership, the school administration will select a committee of five members consisting of teachers, staff members and administrators to facilitate the NHS member selection. Committee appointments are confidential per NHS by-laws. To be considered for membership, a student's cumulative GPA must be a minimum of 3.7 on a 4.0 grading scale. A student must be a sophomore, junior or senior. A student must have attended Marquette Catholic for a minimum of two semesters before he/she is considered for membership. A student will receive an invitation to complete an NHS application after first semester cumulative grades have been computed. Applications must be completed by the deadline to be considered for spring induction to NHS. The committee reviews all applications and determines a student's eligibility.

### **Schedule Change Policy**

Students are expected to complete courses for which they are enrolled. If changes are necessary, the student should meet with the Academic Advisor and complete a "Request for Schedule Change Form" to withdraw from or change a class. The form requires signatures from parents and advisor. Students will have the first day of any semester to change or withdraw from a course and/or the recommendation of the academic advisor.

Academic Advising may not be able to accommodate all schedule change requests, even if the "Request for Schedule Change Form" is completed and returned on time. Class size or section conflicts may prevent the student from receiving his or her first choice of elective and/or honors level courses. Additionally, if at the time when course selections and registration are available, a student receives approval for a particular course but subsequently drops in performance or fails to fulfill course prerequisites, the student will be placed in an alternative elective course based upon availability.

### **Academic Probation**

A student is placed on academic probation when the student earns less than a 2.00 grade point average for one semester and/or cumulative grade point average, and/or fails two or more classes in a semester. A student is subject to dismissal from Marquette Catholic if the student earns less than a 2.00 GPA for two consecutive semesters and/or cumulative grade point average, and/or fails 2 or more classes in a semester.. In addition to increasing the student's GPA, students on academic probation must maintain a 95% attendance rate.

It is our sincere desire to assist you in reaching your educational goal. Some areas of assistance we would like you to consider are:

- Office of Academic Affairs: Contact Mrs. Mark, Mrs. Sorokes & Ms. Wagner to schedule a meeting to review current grades and credits.
- Scaffolding plan with peer tutor.
- Speak with your instructor(s).

We strongly recommend you utilize these resources as soon as possible to develop a positive plan of action.

### **Academic Honor Code**

The administration and faculty of Marquette Catholic High School are dedicated not only to teaching academic skills but also to fostering integrity among our students. Recognizing that today's students are tomorrow's leaders, students must be encouraged to recognize, understand and practice ethical behavior. In an effort to accomplish this goal the following policy is presented to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct.

For assignments, papers, books reports, tests, quizzes:

Infractions are cumulative during the student's entire enrollment at MHS and are to be graduated in severity. (i.e., if a student cheats in a Math class and is reported and sometime later in the same year or during another year cheats in History class that will count as two violations.)

#### Consequences:

- 1st offense: a zero (O) for the assignment, parents notified by the teacher and a copy of the letter is to be put in the student's disciplinary file.
- 2nd offense: consequence as in #1, 4 hour service assigned
- 3rd offense: consequence as in #1 and #2, and the school administration, teacher, parent and student will meet for a final warning.
- 4th offense: Student may be expelled from school

Some examples of cheating are, but not limited to copying another person's work to be submitted as one's own work; plagiarism (see below); having, using, or attempting to use unauthorized aids books, notes, electronic aids on tests, quizzes, papers, or projects; writing formulas, notes, or anything on desks, paper, hands or clothing to be used or actually used on the assignment, test, or quiz; talking during a testing session; having a copy of the test or answers to the test; providing specific information about a test to someone who has not yet taken the test; giving unauthorized assistance to a fellow student, (i.e., giving student homework to copy, allowing another student to look on test papers, doing another student's assignment for them); forgery in connection with academic endeavors or school processes or procedures.

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such acknowledgment was required.

Plagiarism includes, but not limited to the following:

- Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference;
- Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgment and citation of the source;



- Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.

### **Transcripts**

Marquette is now sending electronic transcripts to colleges and the NCAA through Parchment. All requests must be made through the Parchment web-site by clicking on the link below. <http://www.parchment.com> You must create an account and then add Marquette as your high school and request the transcript to your specific location. You will receive an e-mail confirmation when it has been sent.

Transcript request forms for scholarship applications ONLY are available in the Academic Affairs office in the Scholl Center.

### **Transcript Request Policy**

Current Seniors: Marquette students who are currently in high school should request transcripts for colleges and universities using our partner and online transcript request program, Parchment. Please click to view the Parchment Guide to Ordering Official Transcripts. Students will be instructed to select the destination of their transcript and authorize the release of their transcript. Please allow 3-5 business days from the time your request is completed in Parchment for processing of your request.

School Holidays: Transcripts may be ordered during a school holiday, but will not be approved and processed until school is back in session. Please check your student emails for more information.

Marquette Alumni (Class of 2012 and beyond): Marquette alumni from the class of 2012 and beyond may request transcripts using our partner and online transcript request program, Parchment. Please select the destination of your transcript, authorize the release of the transcript and pay a \$3.00 transcript fee to Parchment. Please allow 3-7 business days from the time for your request to be processed.

### **Transcript Request for Scholarships**

All requests for scholarships must follow the above instructions and notify an Academic Advisor with the name of the scholarship you are applying for.

REMINDER::: If you have taken a dual-credit class through Ivy Tech, PNW or IU, please contact the university directly for a copy of your college transcript.

### **College Field Trips**

Marquette will offer several field trips to college campuses throughout Indiana, Michigan and Illinois each semester. Each field trip will be announced via an email from the Academic Advising team. Once the email has been sent out, students will be able to sign up in Mrs. Sorokes' office. Please note, several factors are involved with selecting the students to go on the field trips, including but not limited to: good academic standing, prior behavior on field trips, grade level (seniors then juniors have priority) and so forth.

Required for Field Trips:

- Students will be required to pick up and hand in permission slip by due date.
- All students must hand in college visit questions by due date.
- Students must be in full uniform when attending the college field trips.
- ALL students must be on best behavior during field trip.
- It is the student's responsibility to notify your teachers in advance about your absence.

The following link is a great website for virtual tours to many colleges nationwide:  
<http://www.campustours.com/>

### **College Representative Visits to Marquette**

Throughout the school year, college representatives visit Marquette Catholic High school to speak with potential students. Please see the calendar and check your emails for the most current list of visits. This is a FANTASTIC way to meet face-to-face with a rep and ask specific questions you may have. In many cases, the reps that visit our school are from admissions and may be the person who may be evaluating their application. Often, the college reps will assess students "fit" at their institutions and assist with improving chances of getting in. Please view the PDF from College Board with 20 questions to ask college reps. College Representatives: Please contact Mrs. Emily Sorokes at [Emily.sorokes@marquette-hs.org](mailto:Emily.sorokes@marquette-hs.org) or by phone (219.873.1325 extension 231) to schedule your visit today!

### **Student Services**

The Office of Academic Affairs at Marquette Catholic High School subscribes to the philosophy that students are to be treated as individuals in a caring, supportive environment that fosters the intellectual, personal and spiritual growth of all. We engage with students, parents, and faculty in the mission and spirit of Marquette Catholic High School.

Services provided are as follows:

- Direct students through the college application process leading to 100% post-secondary placement;
- Academic counseling to schedule students with courses necessary to meet diploma requirements;
- Communicate confidentially with teachers, parents, administration and students;
- Maintain reporting of grades and transcripts;
- Coordinate with teachers the administration of Indiana Dept. of Education ECA exams;
- Administer PSAT/NMSQT exams to all Sophomores and Juniors;
- Supervise Advanced College Project with Indiana University;
- Coordinate with M.C.A.S. Special Education Dept. services for eligible students;
- Plan and accommodate regional college campus visits;
- Schedule college representative on-site visits;
- Provide class presentations enlightening students on expectations for each grade level in regards to graduation and college preparedness;

- Provide Financial Aid Night setting to assist families with college aid resources and information;
- Assist the student athlete in their eligibility process with the NCAA Clearinghouse;
- Facilitate and implement a master course schedule;
- Promote high academic expectations for all students;
- Encourage student to enroll in dual credit, Advanced Placement, and honors classes;
- Document and communicate school data and student achievement to all stakeholders;
- Ensure compliance with applicable local, state, and federal laws, standards, and regulations;
- Serve as students' academic, social and developmental advocate;
- Foster collaboration with community stakeholders to support student learning;
- Direct students through the college application process leading to 100% post-secondary placement;
- Academic counseling to schedule students with courses necessary to meet diploma requirements;
- Communicate confidentially with teachers, parents, administration and students;
- Maintain reporting of grades and transcripts;
- Coordinate with teachers the administration of Indiana Dept. of Education ECA exams;
- Administer PSAT/NMSQT exams to all Sophomores and Juniors;
- Supervise Dual/Concurrent courses with Indiana University, Purdue University, and Ivy Tech College;
- Coordinate with M.C.A.S. Special Education Dept. services for eligible students;
- Plan and accommodate regional college campus visits;
- Schedule college representative on-site visits;
- Provide class presentations enlightening students on expectations for each grade level in regards to graduation and college preparedness;
- Provide Financial Aid Night setting to assist families with college aid resources and information;
- Assist the student athlete in their eligibility process with the NCAA Clearinghouse;
- Facilitate and implement a master course schedule;
- Promote high academic expectations for all students;
- Encourage student to enroll in dual/concurrent credit, Advanced Placement, and honors classes;
- Document and communicate school data and student achievement to all stakeholders;
- Ensure compliance with applicable local, state, and federal laws, standards, and regulations;
- Serve as students' academic, social and developmental advocate-meet with every student every semester;
- Foster collaboration with community stakeholders to support student learning;
- Facilitate College visits (Fridays);

- Develop a four year plan for every student.

### **Service learning**

The Service Learning Program at Marquette Catholic High School is a basic part of our school's mission that fosters a life of service and witness to the message of the Word of God. By volunteering their energies and talents to the people and organizations in our community, students fulfill their obligations to perform corporal and spiritual works of mercy. Service at our school is part of who we are as a people of faith in Christ. Although there are prescribed hours of service for students to complete, in each Theology class, facilitated by the instructor, it is our hope the school's culture naturally promotes service endeavors.

Service hours may be completed only during the semester class in which the student is enrolled. Hours completed beyond class will be considered for the Presidential Award.

Special Recognition: Seniors who have accumulated a minimum 200 or more hours of service during their time at Marquette Catholic will be recognized for their outstanding efforts at graduation. 200 hours - Red, white and blue cord for service.

Presidents Service Award:

Bronze 100-174

Silver 175-249

Gold 250 +

Portfolio: Once 25 hours have been completed, each student must document their service hours via an electronic and/or binder style portfolio. Portfolios are to be submitted to the Service Coordinator, Kathleen Beeler, for approval as service hour requirements are met. Prior to graduation portfolios are collected to ensure a comprehensive collection of service opportunities totaling 100 hours or more of service learning experiences has been documented. Those student portfolios demonstrating 200 plus hours of service will be selected for special recognition at graduation. Additionally, students may receive the Presidential Service Award as prescribed above. All service experiences complete the Hours Verification Form Letter as a minimum for experience documentation signed by the event facilitator or supervisor. These forms are available online at [Marquette-hs.org](http://Marquette-hs.org). Additional artifacts should include:

- Thank you letters to the student from the organization
- Pictures (cell phones)
- Letters documenting the experience written by the supervisor on organization letterhead
- Description/reflection from the service experience
- Video
- Additionally approved artifacts

## **Student Government**

Student Government will consist of two representatives from each class (male/female), a teacher moderator, and Principal. Student elections for President, Vice President, Treasurer and Secretary will take place the first week of September.

## **Academic Progress Reports**

Academic progress may be accessed by using ReWeb. Passwords are issued to each student and their parents at the start of the school year. Grades are updated at Mid-Term (8 weeks) and final grades at the conclusion of the semester. It is the prerogative of the teacher to inform and communicate with parents and students daily/weekly etc. Students receive online report cards at the end of each semester. It is expected parents, teachers, and students share the responsibility of communicating student progress. *It is the responsibility of the teacher to inform parents of any student receiving a D/F in a course at any given time during the semester.*

## **IV. HEALTH SERVICES**

### **Health Services**

Medications. Students are not allowed to be in possession of any medications while in school. All medicine must be brought to the office along with a parental note stating directions for administering the medication. Please keep the main office informed of any medical conditions.

### **Insurance**

Marquette Catholic High School has a continuing concern about the increasing cost of medical care as it relates to both student and athletic accidents. As a result of this concern, we have purchased a program of blanket student & athletic accident coverage for all students.

This program is intended to supplement your family or employer group coverage or plan. It is NOT designed to replace your present coverage. The policy is held by the school.

The coverage is for medical bills only resulting from ACCIDENTS only that take place during supervised and sponsored school activities including the official play and practice of interscholastic sports. An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions which result from participation in school activities do not necessarily constitute an accident. Illnesses, disease, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are NOT covered.

The plan is excess coverage and payment is made only after payment has been made by the primary carrier. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within 60 days of the accident. Only expenses incurred within 52 weeks of the date of the original accident are considered. All bills and insurance information must be submitted within 15 months of the date of the original

accident. Benefits are determined by the REASONABLE AND NECESSARY charges for the geographic region.

If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.

If your son or daughter should be injured in a school activity, report the accident to the school administration immediately and obtain an insurance claim form. Follow the instructions on the claim form. The claims are processed by Student Athletic Protection, Inc. of Kalamazoo, MI. If you should have any questions about the claim filing procedure, please call them at 1-800-232-1579.

The following items are not covered by insurance:

- Suicide or a suicide attempt while sane: or self-destruction or an attempt to self-destroy while sane.
- Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers.
- Loss covered by other valid and collectible insurance or plan.
- Hernia, in any form.
- Sickness or disease in any form.
- Fighting, unless as an innocent victim.
- Expense incurred for the use of orthotics unless used exclusively to promote healing.
- Use of electric, bio-mechanical devices.
- Non-prescription drugs.

## **V. ATTENDANCE**

### **Attendance Policy**

Marquette Catholic High School believes strongly that regular attendance and punctuality are essential to good performance in school. Through the combined efforts of students, parents, and school personnel, the goals of punctuality, self-discipline, and responsibility can be developed as we prepare students for the adult world. Regular attendance is a necessary part of this preparation.

### **Excused Absence**

Excused absences are defined as absences that the school regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian (no more than three per semester)
- Illness verified by note from Physician (after three parent excused calls)
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment/return)
- Excused by the school administration

### **Unexcused Absence**

An unexcused absence is any absence not covered under the definition of excused or exempt.

*Upon the sixth (6<sup>th</sup>) UNEXCUSED absence, the student places him or herself in jeopardy of losing all credits for the semester.* The administration will advise on all situations. Students are not considered absent when attending field trips, college visits, masses, school directed activities, traveling abroad, etc.

### **Attendance Procedures**

The parent/guardian is expected to notify the school before 8:30 a.m. on the day of the student's absence. Parents are expected to write a note explaining an absence, and this note is to be presented to school personnel in the main office by the student on the day of his/her return. Failure to follow these procedures will result in the student receiving unexcused absence.

### **Attendance Guidelines**

If a student is to be absent for reasons other than illness, a note detailing the absence is requested at least two days in advance. If at all possible, parents should not schedule doctor appointments, driving tests, and other personal business during the school day. Requests for early dismissal must be accompanied by a note from a parent. If a student becomes ill during the day, he/she must first call his/her parents from the main office to receive permission before leaving.

### **Extracurricular Activities**

Daily attendance at school is expected. Students involved in any extracurricular activity (including sports) must have attended class ALL DAY on the day of the activity in order to be able to participate in that activity. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, for example) must be approved by the school administration. "Sleeping in" with parental approval is not an allowable exemption.

### **Tardiness**

Marquette Catholic High School is responsible for students developing a sense of self-management. Demanding punctuality is directed toward that goal. Punctuality is the duty and responsibility of each student. Students are expected to be on time for all classes and scheduled activities during the school day. If a student is more than 10 minutes late from the class, it will be considered an unexcused absence.

Students who form a pattern of being tardy for any period of the day, are in jeopardy of receiving no credit for the course. *Teacher will contact parent after 3rd tardy. Upon the 6th tardy, the student may receive no credit for the class.*

### **Tardiness Defined**

Tardiness is defined as a student not being in an assigned area or classroom when the allowed passing time has expired. A student is tardy if not in the classroom when the bell rings, unless he/she has an admit pass from school personnel.

### **Emergency Closing**

In the case of a school cancellation or delay, students are to check the Marquette home-page. The

announcement for school closing/delay will be broadcast over the local radio station and television stations. WE DO NOT FOLLOW THE MICHIGAN CITY AREA SCHOOLS DECISION. The following stations are the official sources for the announcement of a school closing:

WEFM 96FM, WLOI (LaPorte) & WIMS Radio  
TV Channel 22 (WSBT - South Bend)  
emergencyclosings.com, [www.marquette-hs.org](http://www.marquette-hs.org)

*Students will be responsible for virtual learning opportunities on Emergency Weather Days*

## **VI. DRESS CODE**

### **Philosophy**

As a Marquette Catholic student, you represent all members of the school community: administration, faculty, staff, the current student body, your family, and all of Marquette's alumni and friends. The school and team sport uniforms that you wear identify you as a member of our Catholic community. Uniforms are to be worn daily unless specified by the administration: Blazerwear days, (only as approved by the school administration) severe weather (pants/shorts/jackets), school sponsored jean days, special events, Mass (boys wear ties and girls must wear skirts). All shirts, sweaters, ties and girls' skirts must be purchased through the school selected vendor (Stitches) which is located at 1405 Franklin Street, Michigan City. All items will be made available to students at registration and during the spring and summer months prior to enrollment. Wearing your uniform properly and with pride reflects positively on yourself and all of the Marquette Catholic community.

At Marquette Catholic High School we seek to maintain an atmosphere that is conducive to the highest quality of academic pursuit. Since the appearance of students contributes greatly to their attitude in school and the respect they earn in public, all students are expected to adhere to the following uniform expectations.

### **General Expectations**

It is recommended students wear closed-toe shoes for their safety as well as shoes with backs. Socks/hosiery must be worn with shoes (blue, white, grey) recommended by Marquette, socks of any height and tights. Polo shirts are permitted to be un-tucked. Female style button-down oxford shirt tails must be tucked appropriately. Plain-style belts are to be worn when belt loops are present. Academic and athletic uniforms are to be sized correctly, clean, and worn appropriately. Only approved sweaters and quarter zipped uniform tops are permitted.

### **Boys' Uniform:**

- Pants or Bermuda Style shorts: navy blue, or tan/khaki docker-style slacks/shorts, (no cargo pants, joggers, no sweats). Belts are to be worn if belt loops are present
- Shorts are allowed during the months of August, September, May and June ONLY
- Shirt: Oxford-style white/French-blue button down long or short sleeve w/Marquette Catholic logo



- Shirt: Polo-style white/navy blue short sleeve w/Marquette Catholic logo
- Sweater: vest, v-neck, cardigan navy w/Marquette Catholic crest and three quarter zip w/Marquette crest. Collared shirts MUST be worn under all sweaters and quarter zip sweatshirts
- Ties: worn on Mass days and other days as announced by the principal
- Navy Blazers are permitted
- No facial/tongue/mouth piercings (Safety)
- Not Permitted: Tattoos (visible), body piercings, earrings, head coverings, jackets in class and non-approved uniform clothing
- We ask students promote good hygiene and be well groomed daily, long hair must be tied back

### **Girls' Uniform:**

- Skirts: Uniform skirt
- Slacks/Capri/Bermuda style shorts: navy blue, or tan/khaki docker-style slacks/shorts, (no cargo pants, joggers, or sweats).
- Shorts and Capris are allowed in August, September, May and June ONLY
- Shirt: Oxford-style white/French-blue button down long or short sleeve w/Marquette Catholic logo
- Shirt: Polo-style white/navy blue short sleeve w/Marquette Catholic logo
- Sweater: vest, v-neck, cardigan navy w/Marquette Catholic crest and three quarter zip w/Marquette crest. Collared shirts MUST be worn under all sweaters and quarter zip sweatshirts.
- Navy Blazers are permitted
- Girls may wear ties
- Tights (navy blue/white/grey.) No yoga pants/sweats/leggings of any kind under the skirts are to be worn)
- No facial/tongue/mouth piercings (Safety)
- Not Permitted: Tattoos (visible), head coverings, jackets in class and any non-approved uniform clothing.
- We ask students to promote good hygiene and be well groomed daily

*Parents are asked to help in controlling the length of skirts and the overall application of the dress code. The school administration has the authority, at any time, to determine if a student is out of uniform and/or drawing undue attention to themselves.*

Uniform items are to be purchased at Stitches, 1405 Franklin Street, Michigan City, Indiana, 46360, 219/878-0542.

### **Dress for Functions**

Students representing Marquette Catholic at any function such as field trips, workshops, academic competitions, trips to hear speakers, dinners, luncheons, award presentations, etc. or when having a photo taken for the newspapers are required to be in uniform. If a need arises for a uniform deviation, the sponsoring faculty member must receive from the school administration permission (in writing) for the alternate dress code.

## VII. BEHAVIOR POLICIES AND PROCEDURES

### Code of Conduct

According to the mission and vision of Marquette Catholic High School that emphasizes deep respect for the human dignity and the value of every individual, each student is to be considerate of the rights' of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, personal responsibility and a Christian attitude. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.

### Conferences for Behavioral Concerns

Conferences to discuss behaviors that affect successful school performance are scheduled by a school administrator and usually include the school administration, the guidance counselor, teachers and parent(s). The use of recording devices during conferences is prohibited. The secretive recording by a student or parent will result in immediate withdrawal or expulsion of the student. **Because parent cooperation is essential to successful education and discipline, the administration of Marquette Catholic High School has the right to involuntarily withdraw a student when the parent/guardian of the student acts in ways not helpful to the successful education of the student as determined by the administration. If a member of administration or faculty is not permitted to communicate or meet with a student per a parent's instructions, the student will be withdrawn from the school.**

### Disciplinary Consequences

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all reasonable courses of action have been tried or considered, the student will be sent to the school administration for further action.

Administrators and teachers document behavior incidents in student files and on RenWeb when appropriate. When a behavior infraction is entered, a consequence is determined and the incident will be reported to the parent(s) via RenWeb and/or email.

- Level-One infractions incur a verbal warning and/or detention as determined by the classroom teacher/staff member.

Level-One includes, but is not limited to:

1. Classroom Disruption as defined by the classroom teacher
2. Gum, Food in Class, Spitting
3. Note Writing
4. Teasing, Name Calling
5. Tardy to Class
6. Failure to Follow Directions
7. Lacking Supplies
8. Touching Other's Property

9. Dress Code Violation
10. Profanity, Obscenity

- Level-two infractions incur a detention, in-school suspension, and/or an out-of-school suspension as determined by the administration.

Level-Two includes, but is not limited to:

1. Repeated Level-One Violation (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Internet Violation
3. Forgery
4. Cheating
5. Making Threats
6. Bullying
7. Fighting
8. Possession of Inappropriate Items as determined by Administration or a teacher
9. Open Defiance, Insubordination, or Disrespecting of school staff or employees
10. Plagiarism

- Level-Three infractions incur at least a suspension and at the discretion of the Administration, expulsion from Marquette Catholic High School.

Level-Three including, but not limited to:

1. Repeated Level-Two Violation or Continual Level-One Violations (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Firearms/Weapon Possession
3. Attack on school employee or other students.
4. Threats to school employee or other students or their property
5. Leaving Campus without Permission
6. Bomb Threat or False Fire Alarm
7. Gang Involvement
8. Endangering the Well-Being of Self and Others
9. Not cooperating in School Evacuation
10. Use or Possession of Drugs and Drug Paraphernalia
11. Use or Possession of Tobacco Products
12. Serious Inappropriate Behavior (as determined by the Administration)
13. Stealing
14. Harassment whether sexual, physical, verbal, cyber, etc.
15. Damage to School Property

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

Consequences may include, but are not limited to:

### **Detention**

Detentions are time spent fulfilling service to the school. The purpose is to discourage negative behaviors and/or activities, and give back to the school. Parents are notified and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention. Three detentions from any level may result in an in-school suspension or an out-of-school suspension. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

### **Probation**

The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the School Administration, at which point the student may not participate in any school activity or be a member of a Marquette Catholic High School athletic team. If the student's behavior does not improve during this period, the School administration will decide if withdrawal is appropriate.

### **Suspension**

Suspension demonstrates to the student that his/her conduct is not acceptable. It tells the student that if continued, such conduct will cause a permanent separation. If a student is placed on out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return.

Students must complete all assignments and assessments missed during the suspension. During a behavioral suspension the student is not permitted to participate in extra-curricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other Marquette Catholic High School event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

### **Expulsion**

Student behavior that is a continual source of harassment to teachers and/or fellow students, may result in involuntary withdrawal or expulsion from the school. Such a request is made at the discretion of the school administration. Any conduct not consistent with Catholic moral teaching and the philosophy of Marquette Catholic High School constitutes grounds for possible expulsion. Possession of illegal substances, a weapon or item judged by the administration as posing a threat to the safety of other students, will result in immediate expulsion. The school administration will in all instances be the final arbiter in determining the grounds for expulsion.

Students expelled from Marquette Catholic High School are not permitted to attend any school function, on or off school property, unless readmitted to school or when the expulsion period has expired.

### **Off Campus Conduct**

The administration of Marquette Catholic High School reserves the right to discipline its students and parents for off-campus actions that are in violation of the Code of Conduct and behavioral expectations of students.

## **Searches**

Any vehicle parked in the student parking lot is subject to drug dog searches. Any item that is prohibited in the School is also prohibited in the student vehicles. Should a drug dog discover any prohibited or illegal item, the same disciplinary procedure would apply as if the item were found on the student's person. If a drug dog indicates the possible presence of any material that the dog is trained to detect within a vehicle, then an immediate search of the vehicle can take place. Any student who drives a vehicle to school is deemed to have consented To such search. Upon a drug dog alerting its handler to a student vehicle, a School administrator will request the student to allow a further search of the vehicle. If a minor student refuses to allow such search, School personnel will immediately contact the student's parent or guardian. Illegal items may be seized by School authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Any student who refuses to allow his or her vehicle to be searched shall be considered to be in possession of Prohibited Substances as explained and is subject to discipline as explained above.

**Lockers.** Lockers issued to students are the property of Marquette Catholic High School and are subject to inspection and/or search and seizure of its contents at any time at the discretion of the administration. Drug dogs may periodically search student lockers, and any prohibited or illegal items found in the student's locker are considered to be in the possession of the student.

**Classrooms.** Drug dogs may also periodically search randomly selected classrooms. A drug dog alert to an individual, a backpack, or a desk during a search will lead to further searching and investigation by School officials or law enforcement officers.

**Beverages.** All beverage containers, including cups, cans, and bottles (including water bottles), are subject to search and testing by School administration, with or without any suspicion of the presence of a Prohibited Substance.

**Breathalyzer/Drug Testing.** Any student who the administration suspects to be under the influence of a Prohibited Substance is subject to breathalyzer and/or drug testing pursuant to the testing procedure described below.

**Extracurricular Activities.** Certain extracurricular activities, including dances and prom, may require all students and guests attending to submit to a breathalyzer test prior to admission to the event. Consent forms will be provided and sent home with the student for signature by the student's parent or guardian. Signed consent forms must be presented at the door prior to breathalyzer testing in order for the student to be admitted to the event. Throughout the extracurricular activity, School administration may require students to submit to an additional breathalyzer test or tests.

## **VIII. GENERAL INFORMATION**

### **Building Hours**

The Scholl Center is open daily from 7:00AM to 5PM. The school building is open 8:10AM to 3:30PM.

### **Website & Electronic Communication**

The Marquette website ([www.marquette-hs.org](http://www.marquette-hs.org)) is the most current and powerful line of communication between the school and parents. Everything you ever needed to know about Marquette Catholic (course descriptions, community service, sport schedules, etc) can be found at the website. Please know the school communicates with parents and students electronically. It is a parent and student responsibility to check email, access the home page, and stay in touch through social media resources.\

### **Lockers**

The lockers and locks are the property of Marquette Catholic, which reserves the right to appoint school personnel to inspect and regulate their usage. Lockers will be assigned alphabetically. No locks other than those issued by the school may be used. Students, however, should exercise discretion in keeping their combinations secret. The school is not responsible for items stolen. Students who have valuables that they hesitate to keep in their lockers should consult with the school office staff for possible alternatives. Lockers are to be kept clean, and any decoration of locker interiors must be nondestructive. Students may be asked to share a locker when needed. Students must turn their locks in at the end of each school year. Parents will be billed a \$10.00 locker fee.

THE ADMINISTRATION RESERVES THE RIGHT TO SEARCH LOCKERS AT ITS DISCRETION.

### **Lunches**

The traditional "brown bag" lunch is the most popular and most highly recommended option. Monday-Friday lunch is available, for purchase, in the School Deli. The concession stand is open during lunch hours.

*Please note that no student should ever go without lunch (for any reason). Peanut butter and jelly sandwiches are available upon request at the Concession Stand. For the safety of the students, we ask that if needed, parents please drop off lunches in the main office.*

### **Concession Stand**

The concession stand which is located in the Scholl Center will be open daily at lunch hour and during athletic events.

### **Mass Day**

Students will be attending Mass at either St. Mary's church or in our Commons Area. Boys are required to wear uniform neck ties. Blazers are optional.

### **Parking**

In cases where it is necessary for a student to drive a car to school, it is essential that he respect the following guidelines:

- Observe safe driving rules at all times.
- Students are to park in the Marquette Student Scholl Center/Gym designated parking areas.
- Students should avoid parking in the Faculty/Visitors parking lot or on Buffalo Street between 10th and 11th Streets.
- Cars that are parked on the street are subject to administrative search upon request.
- Students that drive in a reckless manner will be subject to disciplinary action by the administration.

### **Physical Fitness Activities**

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities, at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you. You are assuming the risk of participating in this physical activity.

### **Safety Drills**

Fire and tornado drills along with code red and blue drills are held regularly by the laws of the State of Indiana to develop safety practices that will help students move quickly and in an orderly manner to designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill, personal safety will depend on the way in which students carry out regular procedures or modified instructions which the situation may face. Any disturbance, including talking during emergency drills, will result in disciplinary action.

### **Field Trips**

If the teacher and the school administration consider it an enriching, educational experience for students to attend a program or visit a place of interest, parental permission must be secured in writing, in advance, for any student to be a part of the field trip. Students must be in school uniform for field trips. Field trips will be taken on Fridays. Students are NOT considered absent from a class when attending a field trip, nor are there to be any tests, quizzes, projects, papers or speeches due on Fridays.

### **Withdrawal Procedures**

Students withdrawing from Marquette must first complete a "withdrawal form". These forms must be completed and signed by both student and parent, and returned to main office. All financial responsibilities must be current in order for transcripts to be forwarded to new school. An exit interview will also be conducted.

## **IX. TECHNOLOGY POLICY**

Please note: All of Marquette Catholic's communication is done via electronic mail. We remind all student/parents to check their email on a daily basis.

Use of the Internet is determined to be a privilege and not a right of Marquette students. As such, Internet usage will be regulated.

Please see the responsible use policy for further information on our 1:1 platform with the Apple iPad.

School respects the right of parents/students to use social media and networking sites, message boards and forums, as well as, personal websites and biogs. It is important, however, that the use of these sites does not damage the reputation of the school, its administrators, faculty, employees, other students or their families.

If what is posted inside or outside of the school results in the disruption of normal school operations and detrimentally impacts another student, a family, a faculty or staff member, the school and/or the school's reputation, the administration will pursue disciplinary action.

The school administration has the right to pursue legal or civil avenues for on-campus and off-campus Internet use that disrupts the learning environment or is contrary to the principles and teachings of the Catholic Church.

The school does not intend to police web sites, blogs or social networking sites outside of the school. However, if sites are brought to the attention of the school administration by students, parents or other individuals, the school reserves the right to address the behavior in accordance with diocesan/school policies, as well as civil laws.

- Parents/students should set appropriate boundaries for their online behavior; even personal communications reflects the school.
- Parents/students should carefully review the privacy settings on any social media and networking sites and exercise care and good judgment when posting content and/or information.
- Students may not access social media or networking sites through the school's network.
- Parents/students must never pretend to be someone else when they post. Tracking tools enable an anonymous post to be traced back to the author.
- Parents/students shall avoid defamatory statements about the school, its administrators, employees, students or students' families.
- Parents/students shall not make statements that are discriminatory, sexually explicit or include offensive language.
- Parents/students shall not post rumors, slander or threats of violence; cyberbullying is never allowed.
- Parents/students shall not access, post or distribute obscene or pornographic materials.
- Parents/students shall not disclose any confidential information of the school or any individuals, including students and their families.



If Marquette believes that a student has violated this policy, the student may lose access to the Internet, school network and/or technological equipment. Additionally, other disciplinary action, including dismissal, may be taken as determined appropriate by the administration. If applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

*Parents will be held accountable to this policy.* The administration will address violations in a manner appropriate to the violation; this may include removal from the school; and, if applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

## **X. AGREEMENT FOR STUDENT ENROLLMENT**

All parents and guardians (herein “parents”) who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church.<sup>1</sup> Among other things, the Catholic Catechism states: “*By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.*” (2393 Catechism of the Catholic Church.)

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated “*Our body itself establishes us in a direct relationship with the environment and with other living beings,*” and that “*learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.*” ..... “*Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.*”

In application of these religious beliefs, students will be limited to using the restroom/locker room matching the student’s biological gender as created, meaning as it would be defined by the student’s chromosomes. This means, for example, that no person with a Y chromosome may enter the girls restroom/locker room.

If serious concerns arise as to a student’s and/or parent’s position or action(s) with respect to the tenets of the Catholic faith, then parents will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with the school administration and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological and/or social situation.

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<sup>1</sup>The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops: [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/)

**XI. Student and Parent Verification**

***2017-2018***

**We have received and reviewed the Marquette Catholic High School handbook for the 2017-2018 school year.**

**We agree to abide by the policies and procedures set forth within and understand that all final decisions rest with the Marquette Catholic High School administration. We understand and agree that the “school administration” as used throughout this handbook means the Principal or the Principal’s designee. We further agree to accept all notices and communications regarding any matter, including disciplinary matters, via email.**

\_\_\_\_\_  
Student Signature                      Print Student Name                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Print Parent/Guardian Name                      Date

\_\_\_\_\_  
Parent/Guardian Email Address

**XII. TRAVEL PERMISSION SLIP**

This is a blanket permission slip to cover trips taken during regular school hours.

Student Name Printed \_\_\_\_\_ Grade \_\_\_\_\_

I understand that my student may have the opportunity to participate in field trips that will take him/her away from campus. I understand that these trips will be under the direct supervision of a Marquette faculty member and that my child will be transported in a Marquette bus. I request that my student be allowed to attend such field trips. The undersigned agrees to release, hold harmless

and indemnify Marquette it agents, representatives and employees from all claims, damages, or other liabilities for injuries to my student which are not the result of gross negligence, intentional neglect or willful or wanton conduct by the school or its agents, representatives, or employees.

Signature of Parent \_\_\_\_\_

Parent Name Printed \_\_\_\_\_ Dated: \_\_\_\_\_

Please complete this form and return to the Main Office by September 9, 2017.

**XIII. PHOTO RELEASE PERMISSION FORM**

I, \_\_\_\_\_, authorize the use of images of my child/children/host child, \_\_\_\_\_. I give permission to the use of these photographs for placement in local newspapers, school publications, and associated educational documents and publications, including official school website/ official school media site.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date