



MARQUETTE ACADEMY

Academic Excellence in a Catholic Community

CATHOLIC SCHOOL STATEMENT OF PURPOSE

"From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics, an environment permeated with the Gospel spirit of love and freedom."

The Religious Dimension of Education in a Catholic School, #25

Catholic schools in the Diocese of Peoria are established to assist the Bishop and Pastors in the transmission of the Faith to the young people of the diocese. We welcome non-Catholic students into our schools who wish to take advantage of the opportunities provided by Catholic education. Every school must have as its main goal to help each student develop a personal and ecclesial relationship with our Lord Jesus Christ, who is "the Way, the Truth, and the Life" (John 14:6). The principles, practices, and beliefs of the Catholic Faith must be fully integrated throughout the school's curricula, service projects, co-curricular activities, and culture.

Students in our Catholic schools are reminded of their dignity as children of God through the study of Catholic doctrine, frequent opportunities for personal and communal prayer, and active participation in the sacramental life of the Church. Together with parents, the primary educators of their children, our Catholic schools pursue academic and spiritual excellence by helping students to develop their intellectual abilities, foster wholesome friendships, practice discipleship, strengthen their daily prayer life, grow in virtue, and become leaders through serving others.

All personnel that work in our Catholic schools must have at heart the promotion of the educational mission of the Church, and live as visible role models of faith within the parish/school community. Catholic doctrinal, moral and social teaching is an integral part of each school. Therefore, all faculty, staff, administrative, and volunteer personnel must support the teachings of the Church, actively practice their faith in daily life, and be loyal to the Church's Magisterium. Our Catholic school personnel share this educational mission and its various commitments and responsibilities with parents and the local Church communities.

"It is crucial that the policies and procedures of Catholic schools reflect the primary purpose and that the Catholicity of the school and its faithfulness to the teaching authority of the Catholic Church (Magisterium) are not compromised."



Sister Mary Angela Shaughnessy, SCN, J.D. Ph.D.

*A family is a link to our past and a bridge to our future.
Welcome to the Marquette Academy Family.*

MISSION STATEMENT

Marquette Academy is a Roman Catholic school community consisting of students, faculty, staff, parents and alumni under the direction of the Bishop of Peoria.

Marquette Academy recognizes that every person is created in the image and likeness of God and having an eternal destiny, strives to provide the spiritual, academic, social, emotional and physical formation necessary for an eternal destiny in an ever-changing global society.

We dedicate ourselves to academic excellence, lifelong learning, holistic growth and Christ-like leadership. We believe in the development of the whole person who is value-oriented, competent in communication, and skillful in creative and critical thinking skills.

Marquette Academy also serves as a college preparatory school as well, integrating eternal truth and values into a strong academic program whose goal is to stimulate the spiritual, intellectual, emotional and physical growth of the students, thus enabling them to become competent, concerned, responsible and ethical members of an ever-changing global society.

NON-DISCRIMINATION POLICY

Marquette Academy is in compliance with all Federal and State non-discrimination and equal opportunity laws and regulations regarding admissions and employment, as stated in Board of Education policies of the Diocese of Peoria.

(Policy D-100 and Policy C-100)

NON-DISCRIMINATION IN ADMISSIONS POLICIES

No student will be refused admission to Catholic schools on the basis of race, color, sex, national or ethnic origin. Students of religious denominations other than Catholic may be admitted according to local policy. The norm for the acceptance of non-Catholic students is developed in line with the basic mission of each school to provide a Catholic school education for the students of the parish(es). When non-Catholics or non-parishioners are accepted, care is taken to provide room for the Catholic students of the parish(es).

(Policy D – 111)

STATEMENT OF PHILOSOPHY

At Marquette Academy we educate the *whole person*. What we do is as much *formation* as it is education. Our interest is not merely in the *what* but in the *who*. Certainly we want our graduates to be successful, but we are more interested in *what kind of persons they become*. Because we are convinced that *character* is extremely important, we believe the ultimate value is not that they succeed but that they become *good* men and women in the sight of God and their fellow citizens.

Marquette Academy fosters the educational and spiritual development of children from Kindergarten through Twelfth Grade through a program emphasizing competence in basic skills throughout the core curriculum, the fine arts, physical fitness, religious education, and the Gospel value of service. Because we believe that *parents* are the *primary educators* of their children, we intend to complement, reinforce and extend what begins at home. This is a co-operative commitment based on frequent student, parent, faculty, and staff communication.

We believe that every person has a personal vocation given to them by God along with the gifts and talents needed to live that vocation. Our purpose is to encourage the student to recognize the fact that he or she has a vocation and to begin to discern what that vocation may be. We further intend to help each student develop the skills (academic and otherwise) needed to live that vocation.

Marquette Academy is committed to integrating the Gospel values throughout the school. This commitment flows from Bishop Myers' pastoral letter *To Reach Full Knowledge of the Truth*. This is part of our overall commitment to and fulsome communion with the Magisterium of the Roman Catholic Church.

The philosophy of Marquette Academy is accomplished by

1. To promote the goals of Catholic education, namely
 - a. to communicate the message of the gospel,
 - b. to teach the religious truths of the Catholic Church,
 - c. to develop a faith community and provide worship activities and
 - d. to motivate the student to service.
2. To respect the uniqueness and gifts of each teacher in supportive collaboration and service in the ministry of education.
3. To accept the students as they are, take them from where they are and challenge them to know they can do more.
4. To assist each student in feeling secure and self-confident in his/her abilities.
5. To introduce children to varied educational experiences in the basic core curriculum, as mandated by the State of Illinois and the Diocese of Peoria, and to give them meaningful responsibilities which lead to self-discipline so that the individual can achieve growth and maturity – spiritually, morally, psychologically, physically, academically and socially.
6. To encourage the student to share with his/her family the gospel values being developed in his/her life at Marquette Academy.
7. To reach out to students and parents/guardians in a spirit of warmth, welcome, understanding and compassion.

THIS WE ASK FROM OUR PARENTS

Because the education of children is the primary responsibility of the parents/guardians, it is essential that the parent/guardian:

- Be a Christian example.
- Assume prime responsibility for guiding and disciplining the child in moral and spiritual growth.
- Teach basic prayers before entrance into school.
- Pray with the child in family prayer and at Sunday liturgy.
- Teach respect for authority and the rights of others.
- Participate in sacramental preparation programs.
- Encourage the child to accept and be friendly with all children.
- Respect each child's abilities by not comparing him/her to others.
- Be alert to moments when one can praise and compliment the child.
- Develop open lines of communication with children and teachers that allow for mutual sharing of positive experiences or of difficulties.

- Provide time, place and atmosphere in the home that allows for mutual sharing of positive experiences or of difficulties.
- Share with the child the evaluation of the student's progress as indicated in reports and conferences, thereby encouraging continued success.
- Support school policies by helping the child to understand the rules and by enforcing those rules.
- Attend scheduled parent-teacher conferences.
- Approach the teacher initially with questions and/or problems relating to students; exercise discretion in discussing these with the child or others.
- Assume responsibility for the conduct of one's child(ren) when present with them at school activities.
- Support the clubs and organizations through attendance at meetings and participation in activities.
- Protocol when dealing with concerns: When parents/guardians wish to discuss a concern, please contact the teacher, either in writing or by telephone/voice mail, stating your concern. The teacher will address your concern and reply either in writing or by a telephone call. Most concerns will be resolved in this manner. If the concern is not resolved, you may contact the Principal or Vice-Principal.
- School Visitation by Parents: "Parents", unless otherwise specified, shall not include non-custodial parents – for example, any issue in regard to no visitation rights, custody issues, etc., may visit the school. If there are limitations to visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of any court orders. Non-custodial parent visitations are not permitted at school.

Marquette Academy administration reserves the right to designate special days when parents, including non-custodial parents, grandparents, or others, may visit with the students during an open house, cafeteria luncheon, or similar events. Lunch in the cafeteria with students is not permitted except on approved open house days.

ADMINISTRATION/STAFF

Principal - Mrs. Brooke Rick

The principal is responsible for the educational policies, programs and services at Marquette Academy. She supervises the business aspects of the school and all personnel. She is available to both students and parents. An appointment may be made with the principal through school secretary.

Chaplain - Fr. Dustin Schultz

The chaplain oversees the total religious program of the academy. As religious education coordinator his primary responsibility is the leadership and supervision of the Religion Department. As spiritual director he oversees all religious functions and serves as spiritual counselor to students.

Dean of Students—Mr. Joe Scarpino

The dean of students is responsible for the disciplinary actions and enforcing the school policies for the student body.

Business Manager - Mrs. Lisa Tenut

The business manager is responsible for all financial matters. She assists in collections, and bids on products and services. She also assists in the development of the annual budget.

Athletic Director - Mr. Todd Hopkins

Organizes, schedules, and maintains athletic functions and facilities.

Staff

K – Joanne Landers
1st – Clara O’Neal
2nd – Denice Melody
3rd – Jane Zollars
4th – Jennifer Rix
5th – Krissy Darm
JH – Sarah Alsene
JH – Dorothy Fiesel
JH – Tanya Thompson
Science – James Jobst
Math – Beth McGinnis
Secretary – Mary Mann
Spanish – Angela Cullen
Computers – Beth Schuett
Librarian – Karla Jones
Music – Mark Vickroy
Art – Terri Sancken/Jane Mills
PE – Jessica Kuhn
Religion – Fr. Ray Guthrie
Network Manager – Brian Patterson

Governance

Bishop of Peoria

The Most Reverend Daniel R. Jenky

Marquette Academy Pastors’ Board

Fr. Philip Halfacre – President
Fr. David Kipfer – Vice President
Msgr. Raymond Boyle – P.A.
Fr. Chris Haake
Fr. Jules Komi Adater
Fr. Joseph Donton
Fr. Charles McCarthy – C.S.Sp.
Msgr. John Prendergast
Msgr. Brian Rejsek
Msgr. James Swaner
Fr. John Waugh

Pre-School Staff

Camille Dunn – Director
Mary Vaccari
Katie Hopkins
Jodi Rix – Secretary

Cafeteria Staff

Susan Gregory
Maureen Greenway
Paula Wallace

Custodial Staff

Dave Buckley – Head Maintenance
Guy Rimmel
Brad Chamblis

Teacher Aids

<u>Elementary Campus</u>	<u>Pre-School Campus</u>
Mary Dyche	Natalie Moreno
Wendy Frick	Joann Alsvig
Jodi McLean	
Duanne Nelson	

Board of Trustees for Marquette Academy

Mr. Ryan Cantlin, Esq	Mr. James Conness
Dr. Michael Driscoll, Ph.D.	Br. William Dygert, Ph.D.*
Mrs. Kathleen Gibbons	Mr. Steven Gonzalo
Mrs. Janet Graham	Fr. Philip Halfacre
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Mr. Ted Pumo, Jr.	Mr. Neil Reinhardt
Mr. Daniel Reynolds	Mrs. Brooke Rick*
Mr. Matthew Skelly	Mr. William Walsh, Sr.

* indicates *ex officio* members

ADMISSION POLICY

Registration

Registration will be held two days in June and two days in July. Parents/Guardians will be notified of the dates of registration each spring.

Late Registration

There will be a \$50.00 late registration fee assessed to anyone who does not register on or before the last date of registration.

Age Admission

Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1. Students admitted to kindergarten shall be five years of age on or before September 1. Students entering first grade shall be six years of age on or before September 1 of the given school year.

For children entering school for the first time, age shall be verified through a copy of the official birth certificate. In addition, a baptismal certificate shall be submitted for Catholic students.

(Policy D – 112)

Student Admission from Another School

Any student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion shall not be admitted into an elementary or secondary school of the diocese without written permission from the Superintendent of Schools.

(Policy D – 110)

Admission of Student with Special Needs

All elementary and secondary schools of the Catholic Diocese of Peoria shall admit students with special needs whenever possible.

(Policy D – 105)

ATHLETIC PROGRAM

Marquette Academy will sponsor a variety of athletic/academic programs that will include boys and girls in grades 5 through 8. Please see Athletic Handbook for further details.

Eligibility and Participation

Students must be academically eligible to participate and must display a positive social and academic attitude in all school classes and activities. Please see the Athletic Handbook for further details.

ATTENDANCE/ABSENCE POLICY

It is the legal responsibility of the parent/guardian to make reasonable efforts to insure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code and to inform the school of any absence/tardiness and their causes.

Each student is allowed to miss up to five (5) days of school per year. All absences, except those listed below will count as part of the five days. The only absences that will not be included in the five days are:

1. An approved doctor's excuse.
(Doctors' excuses must be on his or her personal stationary and include the office phone and the time and date of the appointment.)
2. Participation in a school activity.
3. Funerals (members of immediate family)
4. Visiting a counselor or administrator, providing the official sent for the student
5. Extended illness or injury when so stated by the doctor.

The five absences allowed in each class are intended to cover illness and/or those situations which cannot be handled on non school days (college visits, court appearances, doctors' appointments, funerals etc. - these must be pre-excused.) Students are not entitled to time off and are expected to be in class.

After a student receives his/her tenth (10th) absence in any class, the parents/guardians will need to meet with the administration. The student may begin to receive consequences for unexcused absences.

After a student receives his/her twentieth (20th) absence in any class, the County Truancy Officer will be notified.

All suspensions from school will count as part of the five days. If an extenuating circumstance arises after the student's fifth absence, he/she may appeal in writing to the administration with an explanation of the circumstance.

While a great deal of learning can take place during travel, we discourage parents/guardians from taking students on vacation during periods when school is in session. It is difficult to gain the same level of understanding when a child is not in the classroom.

The school will expect that assignments which are deemed to be essential and appropriate, which are missed during any period of absence, to be made up by the student within a reasonable amount of time.

Guidelines to be followed when an absence occurs:

- A. A phone call from a parent/guardian is required for all absences. The parent/guardian should call the school office before 9:00 am.
- B. If a student arrives after 8:10am he/she is considered tardy. A student is given credit for a half-day attendance if he/she is in school by 11:30am.
- C. If possible, appointments for health requirements should be made for out of school hours.
- D. Students will be released from school only on presentation of a written request from the parent/guardian. Students will not be sent home for any reason unless the parent/guardian has been notified.
- E. Students will not be penalized for his/her excused absence, but will be required to make up all work deemed necessary and appropriate by the classroom teacher.
- F. Students will have the same number of school days to make up the work as the days of school missed.
- G. A student is tardy if he/she is not in his/her homeroom at 8:10am and shall be considered unexcused unless the parents clear it with the office staff. When students are late for school, they need to sign in at the office before going to class.

BICYCLES

Students may ride their bicycles to school. All bicycles should be properly parked and locked. Marquette Academy will not be responsible for damaged or stolen bicycles.

Bicycles should be walked on and off the playground and across intersections. Only one rider is permitted on a bicycle. Bicycle riders should obey all Rules of the Road.

BIRTHDAY POLICY

On a child's birthday, he/she may bring a treat for the class. Parents/Guardians must contact the teacher prior to sending treats to avoid any student allergy issues. All treats need to be approved by the teacher before they are sent.

If a treat is sent that requires plates, cups, napkins, or utensils, they must be sent with the treat.

If the child has a summer birthday and would like to bring a treat during the school year, arrangements must be made with the teacher.

Invitations to birthday parties can be distributed at school only if ALL students in the class are invited.

Marquette Academy's Elementary Campus is a Peanut Free environment. Please see School Safety Guidelines section of this handbook.

BUS STUDENTS

Only those students who live one and one half (1½) miles or more from school are eligible for transportation by the Ottawa Public School bus according to State Law.

It is the duty of the public school official to see that the busses are not overloaded. Therefore, students may not ride a bus other than the one assigned to them. Non-bus riders may not choose to ride a bus to a friend's home.

Bus riders may not leave the playground after school before getting on the bus, nor before school begins in the morning. The following regulations and penalties for unacceptable behavior have been formulated in conjunction with the Public School District in order to provide the greatest assurance for each rider's rights and safety.

Rowdiness, standing when the bus is in motion, excessive noise, rude/discourteous behavior, non-compliance with the bus driver's requests, abusive/vulgar language, smoking, shooting or throwing projectiles, lighting matches or lighters, fighting, snowballing, destruction of property, etc. are not permitted on buses. Students are not to bring radios or tape players, DVD s, or electronic devices on the bus. The Ottawa Public School Transportation Office also prohibits gum, candy, pop, and balloons. Please discuss this policy with your child/children.

The following bus penalties will be assessed:

1st offense Warning – parents/guardians notified

2nd offense 3-5 days bus off the bus

3rd offense Bus report and 10 days off the bus

4th offense Off the bus for the rest of the year

This action will be taken after the parent/guardian and administration view the tape.

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other electronic devices such as (but not limited to) Ipods/MP3 players, walkmans, and pagers are not allowed during school hours. These devices must remain off and out of sight during the school day. If the device is seen or heard, it will be confiscated and taken to the Main Office. The student will be allowed to pick up the device at the end of the school day. Repeated violations may include demerits and detentions, as well as, contact from the administration to the parents/guardians to make arrangements for them to come to the school collect the electronic device.

CHRISTIAN SERVICE PHILOSOPHY AND PROGRAM

Marquette Academy has a philosophy based on the gospel message – community service and worship. To give form to the goal of service, all within this community are called to develop means of sharing Christ’s life and spirit with others within and beyond the school community. Service activities will draw from the love of Christ that is fostered at home and school and will become visible gifts from the heart- not seeking reward, but sharing love.

Marquette Academy faculty invites and encourages student participation and involvement in Christian service activities at all grade levels. Service projects and retreats are determined according to school goals. Students are expected to participate in all service projects and retreats. The Junior High will have at least one retreat each year.

A copy of the Pastoral Plan is kept in the main office.

COMMUNICATIONS

Students will not be permitted to use the school telephone except for special needs. Homework, books, gym shoes, field trip permission slips or other forgotten items will not be considered sufficient reason for telephoning. Students in grades 5-8 need a written note from their teacher to use the phone. Parents/Guardians may call to leave messages for a teacher of their child(ren), but we do not call students or teachers from class to answer the telephone except for an emergency.

Whenever there is a change in a child's school routine, please write a note.

COMPUTER TECHNOLOGY AND ELECTRONIC MEDIA

Rationale

Marquette Academy has made available to its students technology and electronic media to strengthen the curriculum and the learning environment of the classroom. Federal money has been used to help purchase some of our computer technology and electronic media; as well as other school resources.

Privilege

The use of our networked computer resources and Internet access is a privilege, not a right. The Internet, all of its accompanying electronic forms of media, and all of the computer hardware, networking, equipment and software at Marquette Academy shall be used for educational purposes only. Any intentional misuse of this media may result the loss of computer privileges. Improper or prohibited use of the school’s electronic media may also result in disciplinary measures including detentions, suspensions, and expulsion.

Student accounts

Marquette Academy has the right to monitor the student usage of all of its electronic media, which includes, but is not limited to, the Internet, e-mail, chat rooms, list services, printed material, etc. Each student is responsible to properly use any of the electronic media that is available at Marquette Academy. No student shall have any expectation of privacy.

Acceptable use

All electronic media at Marquette Academy is to be used for educational purposes only. The following is acceptable use of technology that all students shall exhibit. This list is not all inclusive and teachers may use their discretion.

1. Always use the electronic media in a responsible manner
2. Report any problems immediately to your teacher or other staff member
3. Never disclose any personal information about yourself or other students or staff members, unless instructed to do so by your teacher
4. Topics and language that are inappropriate at school are also inappropriate over electronic media. Always be courteous and polite
5. Never divulge your password or I.D. number to anyone

Unacceptable Use

Any unacceptable use of the technology at Marquette Academy may result in disciplinary action. The following list includes, but is not limited to, unacceptable uses of the electronic media at Marquette Academy.

1. Accessing unacceptable or prohibited territory within the school network
2. Causing a virus to corrupt any of the computer systems
3. Downloading any unauthorized copyrighted material or copying any school software, which violates any of the licensing agreements
4. Transference of any material that is considered to be obscene, pornographic, racist or in any way indecent
5. Sending e-mail or other communications using a false identity
6. Making any financial gains from any of the electronic media at Marquette Academy
7. Using someone else's password and/or access code
8. Loading or saving non-system software onto the school's system without prior approval.

Compensation/Restitution

The user agrees to pay for all costs associated with any damage that may result from any misuse of the electronic media.

CONFIDENTIALITY

Generally, schools must have written permission from the parent/guardian before releasing any information from the student's record.

The school may disclose, without consent, "directory" type of information such as a student's name, parents/guardians name, address, telephone number, date and place of birth, awards, and dates of attendance. Parents/Guardians have the opportunity to request that the school not release this information. Contact the school's office if you prefer the "directory" type information not be released for newspaper articles, Parents Club director, etc.

CONFLICT RESOLUTION

The Diocese shall provide a process for the resolution of conflicts, disputes and disagreements which arise between any person or group in conflict with any person, group or institution exercising a function in the educational ministry of the Church in the Diocese of Peoria.

The diocesan process will become effective after local efforts as outlined by the Diocese have been exhausted.

The process at the Diocesan level is available to any member of the Diocese.

Both the local and Diocesan process are the first remedy for employment claims. (c.f. Employment Agreement).

Conflict Resolution for Local and Diocesan Process

Statement of Policy:

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under the following conditions only:

- The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
- The decision violates or is in conflict with an applicable diocesan policy, or
- The decision violates or is in conflict with a policy or procedure of the parish, the school, or other entity that takes precedence over the decision in question, or
- The decision violates or is in conflict with an applicable federal, state or local civil law.

It is to be noted that dissatisfaction with a decision is not a sufficient condition for appeal.

Statement of Process

The individual or group desiring the appeal or the review must make that request known to the competent authority whose decision they question in the form of a letter. As a matter of record, a copy of that letter is to be forwarded to the Office of the Superintendent of Schools for the Catholic Diocese of Peoria and to the local vicar by the competent authority.

This letter must clearly cover each of the following points:

- The decision that is being questioned and which competent authority made it.
- The grounds for the appeal or the review with specific reference to one (1) or more of the four (4) conditions listed above, and
- The proposed resolution.

The governing Pastor or Pastors' Board, having received the request for appeal or review, is to respond in writing to those making the request within thirty (30) days of receiving the request. A copy of the response letter is to be forwarded to the local vicar having jurisdiction over the particular parish/school and to the Superintendent of Schools.

In most cases, the decision of the Pastor or Pastors' Board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local Vicar within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar-General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The

Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

It is at the sole discretion of the Bishop of the Catholic Diocese of Peoria to intervene in any matter at any time and to modify, reverse, or rescind any action taken by the above-referenced officials.

Catholic Diocese of Peoria, Administrative Regulation issued: 1/03

COUNSELING SERVICES

Catholic Charities of the Diocese of Peoria is a comprehensive professional social service agency serving all people in Christ's name and according to His teachings. Catholic Charities provides a full range of services to children and their families. Catholic Charities can be contacted through the school or calling (815) 223-4007.

COURTESY GUIDLINES

Faculty, parents/guardians and students are encouraged to:

- Welcome others with a smile and friendly greeting.
- Use the person's name when possible: "Good morning, Father"; "Hello, Mrs. Smith".
- Use the proper title for a Priest, Sister, Teacher, Staff Member, and Volunteer.
- Show a visitor to the office if she/he appears to need direction.
- Hold doors open for adults and each other.
- Use "please" and "thank you".
- Wait for others to finish speaking instead of interrupting.
- Walk around people, not in front of them.
- Walk quietly in the halls and on the stairs.
- Keep to the right on stairs.
- Laugh with others and not at them.
- Respect the property of other students.
- Respect school property.
- Rude and/or abusive language will not be tolerated.

DISCIPLINE

Discipline is an essential aspect of Christian development and is to be considered an aspect of moral guidance, not a form of punishment.

The purpose of discipline is to:

- provide a classroom conducive to teaching and learning
- educate students to an appreciation of the importance of developing responsibility and self-control
- increase student awareness of respect due to the individual student, peers, school personnel, family members, and the greater family of God
- strengthen a "sense of belonging" within the student
- provide a safe environment

Marquette Academy expects every student to act in a Christian manner with administrative staff and other students. As a Catholic school, we challenge all students to live up to the moral ideals given to us by Jesus Christ. Any student who engages in conduct, whether inside or outside of school, which is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion.

Discipline problems are handled by each teacher who is responsible to the Administration. Mutual interest, cooperation, and frequent communication between parents/guardians and teachers is essential to the successful solution of more serious problems. The Principal or Vice-Principal is informed of serious problems. The Pastors' Board is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his discretion.

Discipline will be administered when necessary to protect students, school employees, and/or property to maintain essential order. Students will be treated in a fair and equitable manner. Discipline will be based upon careful assessment of circumstances of each case. Factors for consideration will include but not limited to:

- A. Seriousness of the offense
- B. Student's age
- C. Frequency of misconduct
- D. Student's attitude
- E. Potential effect of the misconduct on the school environment.

Classroom discipline is handled by the classroom teacher. When a student disregards the rules of proper behavior or disrupts a classroom, disciplinary action must be taken. The Jr. High students (grades 5-8) follow a demerit system for consistent classroom discipline procedures.

Classroom discipline policies are on file in the Main Office.

Corporal punishment is never allowed under any circumstances.

1. Demerit Policy

Demerits will be issued for the following acts of misconduct for all students in grades 5 through 8. The accumulation of 12 demerits will result in 1 behavioral detention. The accumulation of 36 demerits will result in 1 in-school suspension. After an in-school suspension, the accumulation of every 12 demerits will result in an additional in-school suspension.

Demerits:

a. Dress Code Violation	3
b. Gum Chewing	4
c. Refusal of failure to follow directions	4
d. Inappropriate hallway, restroom, or cafeteria behavior (Creating a mess, throwing food, fooling around in the bathroom, etc.)...	4
e. Tardy to school or class	4
f. Coming to class unprepared (books, paper, PE uniform, etc.)	4
g. Failure to return school papers/forms (homework, report cards, permission slips, etc.)	4
h. Homework not done	3
i. Class disruption (excessive and/or loud talking throwing objects, tipping chair back, obnoxious noises, etc.)	6
j. Misuse or mishandling of school equipment or property (writing on desks, books, mistreatment video or computers)	6

k. Forgery or the use of forged notes or excuses	6
l. Cheating on assignments or tests	6
m. Inappropriate language or offensive gestures to others	6
n. Disrespect to a student/adult	6
o. Aggressive actions toward others	6
p. Uncooperative attitude/behavior (arguing, failure to work in a group, etc.)	6
q. Cell Phone/IPods/MP3/etc	6

2. Detention Policy

Detentions may be given for (but not limited to) the following reasons:

- a. Being in the hall or an unauthorized place during a class without a pass.
- b. Dress code violation.
- c. Running and/or pushing in the halls - general horseplay.
- d. Taking food out of the cafeteria
- e. Throwing snowballs
- f. Using improper or vulgar language - written or oral
- g. Harassing other students
- h. Cheating on class work
- i. Excessive noise or other inappropriate conduct in the cafeteria
- j. Inappropriate behavior during all school Masses or assemblies
- k. Littering the school building or grounds
- l. Being in an unauthorized area of the school
- m. Possession or use of radios, ipods, beepers, cell phones, dvd players, video games, and/or television during the school day. The school authorities will also confiscate the equipment.

The administration may issue detentions for the more serious situations. The severity of the action and the number of incidences will be considered.

Detentions will be after school every Wednesday, unless otherwise approved by the administration, for a 50-minute period.

Parents/Guardians will be notified when a student has earned a detention. Parents/Guardians will be notified in writing when a student has accumulated ten (10) detentions. A student accumulating twenty (20) detentions will be required to appear before the Disciplinary Committee for disciplinary action.

3. Suspension Policy

The following offenses may result in an immediate suspension:

- a. Physical fighting
- b. Offensive/lewd behavior – written or verbal
- c. Other serious offenses

Serious Disciplinary Actions

The following is a partial list of potential consequences of suspension.

- a. Arson - Student will be suspended, recommended for expulsion, and referred to the local police.
- b. Assault of Staff - Student will be suspended, recommended for expulsion, and referred to local police.
- c. Assault of Student - Student will be suspended, may be recommended for expulsion, and possibly referred to local police.
- d. Bus Conduct - The student may be suspended from bus privileges for a period of time.
- e. Class Disruption
 - i. Students who disrupt the education process in a given classroom or the entire school will be suspended and/or recommended for expulsion.
 - ii. A student sent to the office may not return to the class the same period unless returned by the administration. A proper referral should be sent as soon as possible.
- f. Extortion or Threat of Extortion - Student shall be suspended, may be recommended for expulsion/and or referred to local authorities.
- g. False Alarm - Student may be suspended and recommended for expulsion. Such act will also be reported to local authorities.
- h. Firecrackers - Possession of firecrackers, explosives, stink bombs, or incendiaries is prohibited and is grounds for suspension and/or expulsion.
- i. Forgery - Misrepresentation of signatures, use of restricted school codes, entering the school's data processing/attendance systems or the use of restricted codes is prohibited and may be grounds for suspension and/or expulsion.
- j. Gambling - Student gambling is prohibited and may be grounds for suspension and/or expulsion.
- k. Harassment - Verbal or physical conduct by any student, which harasses another individual, will not be tolerated. Harassment includes, but is not limited to unwanted touching, name-calling, rumor spreading and intimidation, whether physical, spoken, or written. Violation of this policy is grounds for suspension and/or expulsion.
- l. Inappropriate/Vulgar/Obscene Language - may result in suspension.
- m. Insubordination - Failure to comply with staff directives may result in suspension.
- n. Possession of a Weapon - Items or objects that have the potential to cause physical harm and which, in the reasonable judgment of the school administration, is intended for use or used by a student to cause or threaten physical harm may result in suspension, recommendation for expulsion and referral to the local authorities.
- o. Search Policy - Marquette Academy reserves the right to search the locker, coat, and personal property of the student at the school or at a school sponsored event. Students who do not cooperate are subject to expulsion.
- p. Sexual Harassment - Sexual harassment will consist of requests for sexual favors and other inappropriate verbal or physical contact of a sexual nature. Students who violate this policy may be suspended.
- q. Tobacco/Drugs/Alcohol - Students are prohibited from possessing or use tobacco/drugs/alcohol in school. Any student who uses tobacco/drugs/alcohol in school or on school grounds may be suspended. Tobacco/drugs/alcohol will be confiscated and authorities may be contacted.
- r. Theft - Theft may result in suspension. Restitution will be a requisite for reinstatement. The student may be recommended for expulsion.
- s. Unauthorized Organization/Gangs - Any activity related to a gang or unauthorized organization is strictly prohibited. Students who engage in such activity may be suspended and may be recommended for expulsion and referred to the local authorities.
- t. Vandalism - Vandalism is grounds for suspension and/or expulsion. Restitution will be a requisite for reinstatement.
- u. Trespassing - Any person including a suspended or expelled student who comes on school property is subject to arrest.
- v. Violation of Good Conduct - We expect students to form the habit of not only observing the regulations listed in this book, but also the general rule of good conduct and common sense. Continually disruption of the educational process will not be tolerated.

The child is suspended for the rest of that day. The following day the parents/guardians must meet with the administration. The student will not be permitted to return to class until the parents/guardians have met with the administration.

The work missed by the student during an out of school suspension must be picked up at school by the parent/guardian and will be completed. It is required the student complete the work to keep up with classmates and be prepared for the upcoming test or quiz. However, the recorded grade for any assignment given during the in school suspension will be half credit (50%) and out of school suspension will be a zero (0%). If a test was given during an in school suspension, the student will be required to take the test during the suspension for full credit. If a test is given during an out of school suspension, the classroom teacher will give a re-test on the first day the student returns to class for full credit. Major class projects that were due on a day of suspension will be accepted on the first day the student returns to class for full credit. Students will not be permitted to attend any athletic activities, school assemblies or field trips during the duration of the suspension.

Parents/Guardians are an integral part of the success of Marquette Academy. In order for this disciplinary policy to work, the administration, faculty, and staff need and depend upon the continued support of parents/guardians.

If a student receives an in-school suspension, he/she will serve the suspension at the discretion of the administration. The student may also lose the next fieldtrip privilege. It is possible that if a student receives an in-school suspension all fieldtrips for the remainder of the school year will be lost. That will depend on the seriousness of the offense and at the discretion of the administration.

4. Permanent Dismissal

The permanent termination of a student's enrollment is a most serious matter and is invoked only as a last resort. Preferably, it should be preceded by at least one (1) suspension. Prior to permanent dismissal, the student and the parents/guardians must be granted a hearing by the administration, the president of the Pastors' Board, and teacher(s) involved with consideration given to the extent of the school's previous efforts to remedy the problem.

Students must abide by the discipline policies of the school, and parents are expected to uphold these policies. Disregard of the discipline rules of the school will result in non-acceptance or dismissal of the student.

If, in the judgment of the Administration and Pastors' Board, the educational process is severely hindered by the presence of either a student or the student's parent/guardian, they may exercise the right to refuse to register or remove a registered student from the school.

DRESS CODE

Proper dress for Marquette Academy students is important. The uniform and the traditions it conveys demonstrate our commitment to quality in Catholic education. It is an expression of unity that eliminates materialistic competition and creates a sense of belonging which strengthens our academic focus and discipline.

General Regulations

- Students are expected to be clean, well-groomed and wear clothing neatly. Shirts and blouses are to be tucked in at all times.
- Hair should be neatly styled and of reasonable length. It should not be cut in a manner that is a distraction to other students. Boys' hair must be neatly groomed. The cut needs to be well above the collar, above the eyebrows, and above the ear lobe.
- All shirts worn under the collared shirts and blouse need to be plain white.

- Students are required to bring a written excuse from a parent if an exception to the dress code becomes necessary. This note is presented to the homeroom teacher and forwarded to the Main Office.
- Girl Scouts, Boy Scouts, Brownies and Cub Scouts may wear their full Scout Uniform on meeting days. Students participating in the D.A.R.E. program may wear their t-shirts with or without their collared uniform shirts on D.A.R.E. days.

Uniform Dress Code

- Solid navy blue or khaki slacks (no cargo or camouflage pants), jumpers, skirts (*these must touch the top of the knee*) and loose fitting knit slacks and pants throughout the year.
- Solid white or solid navy blue colored shirts or blouses with a collar (no logos) are to be worn throughout the year. Turtlenecks and mock turtlenecks are acceptable. T-shirts and Henley's are not acceptable.
- Junior High Students (grades 6-8) have the option to wear the navy blue or white Marquette Academy uniform polo shirts with the Marquette Academy (may be purchased at the High School Campus).
- Plain navy blue or white sweaters may be worn over collared shirts or blouses.
- Marquette Academy sweatshirts may be worn over collared shirts or blouses.
- All shirts and blouses must be tucked in. Do not leave these hanging out - even under a sweatshirt or sweater.
- Acceptable jewelry - wristwatches, simple functional hair accessories, small earrings (no dangles), and religious necklaces.
- Minimal make-up may be worn. The determination of “too much” will be made by the administration.
- Shoes: Students' feet must be completely covered at all times. No clogs may be worn. Students are permitted to wear Crocs or sandals during the warm weather dress period, as long as they have a back strap (no flip-flops). During the winter months, students must have shoes to wear and may not wear boots or shoe boots for classes. Socks must be worn.

The school reserves the right to decide whether or not certain dress accessories and hairstyles are appropriate for its students. The final decision as to whether a student's appearance is proper for the school will be made by the school administration.

Warm Weather Dress Code

Warm weather dress code will be in effect for the start date of school until October 31st and from May 1st until the end date of school. Chronic violators of the warm weather dress code policy will lose the privilege of relaxed dress during this time.

The guideline for warm weather dress:

- Capri's and Shorts – NO SHORTER THAN THE KNEES (no cut-offs, cargo, or camouflage shorts).
- A polo/dress shirt/blouse must be worn.
- No T-shirts may be worn.

These items may not be worn:

Cargo pants/shorts, camouflage pants/shorts, sweatpants/shorts, bib-overalls, mini-skirts, jogging suits, leggings, painter and stirrups, sleeveless tops, tank tops, sundresses and any plaid not designated for “uniform” may not be worn. All hats cannot be worn. Hoods on hooded sweatshirts must be down.

All clothing is to be loose fitting.

EMERGENCY PLANNING

1. Emergency Management Plan:

Marquette Academy School's Emergency Management Plan is available in the school office.

2. Emergency Dismissals:

In case of an emergency dismissal, children should have an alternate place to go should a parent/guardian not be at home. Parents/Guardians are asked to discuss an alternative plan with their child(ren) and to make appropriate arrangements for use of the plan.

3. Fire Drills:

Fire drills are conducted periodically during the school year as required by State Code. Students are instructed in proper evacuation procedures. Local and state officials annually visit the school to inspect fire hazards or conduct a fire drill. Students are asked to comply strictly with the rules of quiet and walking at times of emergency drills.

4. Tornado Warnings:

In the event of a tornado warning, children will be told to go to an assigned area for their class. Periodic drills are conducted for these routines. If an actual tornado warning occurs near the end of a school day, children will not be dismissed until the "all clear" signal is given. No student will be dismissed except by personal parent/guardian request.

5. Diagrams of Procedure:

Diagrams of procedures for fire, tornado and earthquake evacuations are posted in each room. These reminders are appropriate to all who may be located in the school if an event occurs.

6. Weather Dismissals:

In the event that school cannot be held due to snow, ice, extreme cold or heat, announcements will be given over the following stations: WCMY, WLPO, WALZ, WSPL, WJDK-FM & WCSJ AM. Parents/Guardians will also receive a phone message from our automated dialer system.

FIELD TRIPS:

1. All field trips shall have the approval of the Principal.
2. Transportation shall be provided by a bus company unless private transportation is authorized by the administration.
3. All drivers of cars must complete a form: Driver proof of Insurance/Licenses and Liability. This form requires a copy of Driver's License and a proof of liability insurance. The form and required attachments are to be submitted to the homeroom teacher, who will forward them to the office. This process is required for each driving event.
4. On bus trips, a fee may be set to defray the cost of transportation. This fee will be based on a quote from the bus company.
5. All field trips will be adequately supervised by faculty members and other approved adults. Only those persons who have completed the Adult Safe Environment Program, and have had their background checks and fingerprints completed, will be allowed to chaperone school-sponsored field trips.

Responsibilities of Chaperones:

- a. Parents/guardians may be asked to serve as chaperones on all school trips.
 - b. The teacher will assign each chaperone a group of students. The chaperones are required to be physically and mentally present to their assigned group at all times.
 - c. Non-school aged children will not be allowed since chaperones will need to provide full attention to their assigned students on the trip.
 - d. Remind students if they become separated from the group to seek help from a Guide, Police Officer, or employee of the facility.
 - e. Children will be allowed to go to the restroom only when accompanied by an adult.
 - f. When appropriate, "Bus Rules" include: No eating, Keep noise to a minimum, Remain seated at all times, No radios, No head-sets, No electronic game systems, and No IPOD players.
 - g. All chaperones must wear labels identifying their name (the name you wish to be called by students) and the school name and address.
 - h. As a representative of Marquette Academy, please assist the teacher in any way needed or requested by that supervising teacher.
6. Students who have accumulated 36 demerits in a single 9-week period will not be allowed to attend the next field trip. Attending a field trip is considered a privilege, not a right.
7. Parents/Guardians will be notified of the date, time and details of the trip.
8. Parental permission, in writing, must be obtained before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will remain at the school.
9. The parent/guardian will be required to sign a release and agreement to indemnify and hold harmless the School, the School's employees and agents, the Diocese of Peoria, and the volunteers assisting the School, from any and all liability for injuries, medical expenses or any other loss suffered to your child or your family due to the child's participation in this activity.

School Trips

All school trips (e.g. field trips, class trips, etc.) shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent/guardian signatures shall be required for students to attend any trip and shall be kept on file in the school office.

(Policy D – 128)

FOOD AND DRINK

Students may bring their lunch from home, but they must take part in the lunch program. Students may not have food delivered to the school or bring in orders from other establishments (Subway, McDonald's, etc). A variety of foods are offered daily in the cafeteria. Lunches must be eaten in the cafeteria. Food and drinks may be brought and consumed in the cafeteria only. Food and drink are not allowed in other locations of the school at any time.

FOREIGN LANGUAGE

Spanish will be taught to students in all grades K-8.

HARASSMENT AND BULLYING POLICY

The term “harassment” includes, but is not limited to slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual’s race, color, sex, religion, national origin, citizenship, age, marital status, veteran status or mental handicap.

Harassment, as defined above, is opposed to the mission of Marquette Academy and will not be tolerated. Harassment of any person on school grounds or by any employee, while acting as a representative of this institution, is not acceptable. Any individual judged to harass another will be subject to appropriate disciplinary action.

A student who feels he/she has been harassed must notify the parent/guardian and a faculty member. The matter must also be reported to the administration. An investigation of the incident will take place. In the case of substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation. Offensive/lewd behavior, written or verbal, will not be tolerated in the school.

Bullying

All elementary and secondary schools of the diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, putdowns, or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form.

(Policy D-147)

HOME-SCHOOL ORGANIZATIONS

Parents’ Club

All parents/guardians of children enrolled at Marquette Academy are welcome to be members of the Parents’ Club (Parent-Teacher Organization) and any person (grandparents, aunts, uncles, friends, etc.) interested in the development of Catholic youth in Marquette Academy is eligible for membership.

The purpose of the Marquette Academy Parents’ Club is:

- To support the school financially through fundraising events.
- To assist at any school function as requested by the administrator and faculty.
- To encourage family support of the school through their participation in Parents’ Club and school events.

Dues are \$15.00 per family and must be paid to the club's treasurer or school office in the fall of each school year. Meetings are scheduled periodically during the year for all to attend.

Booster Club

Marquette Academy Boosters’ Club has been established to promote the participation of members in the athletic program for the students of Marquette Academy.

- The Boosters’ Club, recognizing that athletic participation and competition is a worthwhile and valuable activity, has been formed to promote and organize such athletic activities that will contribute to the student body’s spiritual, mental physical and social growth.

- Parents/Guardians who have a child participating in the athletic program are encouraged to be active members of the Boosters' Club.
- The Boosters' Club supports the sports program through fundraising activities.

Dues are \$10.00 per family and must be paid to the club's treasurer or school office in the fall of each school year. Meetings are scheduled periodically during the year for all to attend.

HOMEWORK

Homework is a crucial aspect of the learning process for Marquette Academy students. Since it is an important component to help young people become responsible persons, homework is used to teach appropriate responsibility and to assist parents/guardians in being aware of what the child is learning in school.

Homework is given to:

- reinforce and evaluate skills taught in class
- complete unfinished class assignments
- study for tests
- prepare special reports or long-range projects

Homework Pick-up: If your child is absent, please phone the office if you wish to pick up his/her homework, or if you wish another student to bring your child's homework home. You may pick up the homework at the office anytime prior to 2:30 P.M. (prior to 2:00 P.M. on Tuesdays).

Homework Policy for Grades 5-8:

If a student fails to complete a homework assignment, a ten percent (20%) reduction will be taken off that assignment and the student will receive three (3) demerits. On the second day to complete a homework assignment, a zero (0) will be given on that assignment and the student will receive three (3) additional demerits.

Homework passes can be used to defer the above rule for one day only. After the pass is used, the next day the rule will be enforced.

ILLNESS, ACCIDENTS, OR DISEASE EXPOSURE

If a child becomes ill or injured, the parent/guardian will be notified immediately. If the parent/guardian is not available, persons listed on the emergency card will be contacted. This process is channeled through the office.

Parents/Guardians are notified by note if a child has been exposed to head lice or any other contagious contact.

Policy for head lice:

Parents/Guardians will be notified immediately if a child is suspected of having head lice. The child will be sent home after the parents/guardians are notified. Parents/Guardians will be instructed to begin treatment or contact their physician.

A child found to be infested with head lice may be re-admitted to school upon presentation of proof of appropriate treatment (i.e., a note from physician, copy of prescription, or proof of purchase of an over-the-counter product).

The date is recorded when a child is sent home and a second inspection is made after ten days or earlier if deemed necessary.

There will be periodic inspections of the entire school by the Health Department and/or the Office personnel and/or any trained designee.

INSPECTION POLICY

Individuals entering Marquette Academy, whether they are students, employees, or guests, are expected to conduct themselves with established norms for personal conduct. In order to provide students and employees with a safe and healthful environment, the administration reserves the right, in its discretion, to conduct inspections of school property and the property of students and visitors existing on the school's premises.

Included with this Inspection Policy is the right to inspect the following:

- desks
- bookbags, knapsacks, briefcases, athletic bags or similar carriers brought onto or existing on the school premises.
- vehicles on school premises
- clothing (with appropriate safeguards for the individual's personal privacy)
- other property (whether school, student, visitor) existing on school premises.

LIBRARY

Library books may be signed out for use and taken home. A fine of \$.10 per day will be charged for an overdue book. Students may not check books out of the library until fines are paid in full. Additionally, all fines must be paid in full by the last day of school in order to receive report cards.

LUNCH HOUR

Lunch/Recess period are

K-2 is 11:00 am to 11:35 am
6-8 is 11:30 am to 12:05 pm
3-5 is 12:00 noon to 12:35 pm

All students will remain at school for lunch. Students may never leave the playground during lunch period. All lunches will be paid concurrently with tuition payments by the method selected at the time of registration.

A free or reduced price lunch is available for those who qualify according to Federal regulations. If your state of finances should decrease due to strikes, lay-offs, or unforeseen medical bills, do not hesitate to make an application for free or reduced-price lunches.

A doctor's written order is to be presented if milk or other food is to be substituted.

Students may not have food delivered to the school or bring in orders from other establishments (Subway, McDonald's, etc).

Cafeteria Procedures

Students pray the Blessing Before Meals in the classrooms prior to lunch. Students come to the cafeteria in single file. Each teacher accompanies his/her class until they have their trays.

In order to minimize waste, students who possess a sack lunch will be allowed to refuse all or part of the school's lunch. Sack lunches must be Peanut Free (see School Safety Guidelines: Special Circumstances).

All students are expected to practice good manners:

- Use courteous responses: "Please" and "Thank you"
- Wait for turn in line without pushing or taking "cuts"
- Subdued talking in the line and at the tables.
- Spend at least ten minutes eating at the table.
- Raise hand to let Supervisor know you need assistance.
- Leave table clean and place trays or lunch boxes in assigned place in cafeteria.
- Proceed directly to playground through the cafeteria door when going outside, or return to the classroom in inclement weather.
- A student may be asked to go to the end of the line if he/she is misbehaving.

The following will not be permitted:

- Throwing of food
- Popping of sacks
- Taking food outside
- Sharing of food.
- Chewing gum
- Changing places at table
- Disrespect to anyone

All classroom/school rules and policies apply in the cafeteria.

MANAGEMENT PLANS

The Asbestos Plan, The Emergency Management Plan, and The Wellness Plan are on file in the School Office and may be reviewed at any time upon request.

Safety of the Educational Facility

Schools shall have safe access, free from traffic hazards and shall be clean and in good repair. Proper precautions shall be taken to protect pupils and employees from health hazards and injuries. In-services on proper safety and supervision requirements shall be provided for all employees and volunteers.

(Policy D – 142)

MEDICATION

If it is determined by a doctor that it is necessary for a child to take medication during school hours, the following procedure is to be used:

1. Written orders must be provided to the school from the doctor giving the name of the medication, the dosage, and the times it is to be taken.
2. A written request from the parent/guardian authorizing the administering of any prescribed medication at school.

3. Medication must be brought to school by the parent/guardian in a container appropriately labeled by the druggist or pharmacy.
4. Any student self-administering asthma medication or using an Epi-pen prescribed by a physician must have a completed and signed authorization form in the school office. These must be updated annually.

Authorization forms can be picked up at the school office.

It is recommended that parents/guardians administer all medications either before or after school hours when doctor's orders comply. This includes aspirin, cough drops and Tylenol. School personnel cannot administer medications to students without a signature from the parent/guardian and the appropriate forms on file. See the Medication Policy found in the Main Office.

NON-CUSTODIAL PARENTS

Marquette Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

NON-PROMOTION

If it is determined that retention (non-promotion) is to be considered as a necessary action for the benefit of the student, the teacher will keep the parent/guardian informed of student progress throughout the year. The teacher will offer a variety of remedial work to aid the student and include diagnostic testing. Communication will be maintained between conferences and progress reports.

The teacher informs the principal and/or vice-principal of the potential need for retaining a student prior to or by the third quarter and will then communicate with the parent/guardian regarding the need/possibility of retention and gives rationale for proposing it.

Parent/Guardian may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration or failure in the student due to learning difficulties.

Summer school is available to students living within the Ottawa Elementary School District. Paperwork is sent home in the spring. Class sizes are limited; therefore time constraints are put on registration forms.

PARENT-TEACHER CONFERENCES

Conferences are scheduled at the end of the first quarter for all parents/guardians. Additional conferences may be arranged at the request of parent/guardian or teacher.

PHYSICAL EDUCATION PROGRAM

A Physical Education Program will be offered to grades K-8.

PE clothes are required for students in grades 3-8. Students in grades 3-5 will need plain navy blue cotton shorts and a plain white t-shirt. Students in grades 6-8 will need to purchase a PE uniform. It is advised that the

student's first initial and last name be printed on the inside tag of the t-shirt and on the front right hem of the shorts. Uniforms may be purchased at the High School Campus.

All students (K-8) are required to wear a good pair of athletic shoes to school that "tie to fasten", which will also be worn for the PE Program. Girls in grades K-2 should not wear skirts or jumpers on PE days. Unexcused reasons for not having appropriate clothes will not be tolerated.

PHYSICAL EXAMINATIONS AND TESTING

Students entering kindergarten or sixth grade must have a physical examination before entering that grade. Kindergarten students are also required to have an eye examination.

All children in kindergarten and the second and sixth grades shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination of (ii) the child presents proof that a dental examination will take place within 60 days after May 15th.

A complete record of required dental exams, vision exams, physical exams, and immunizations will be kept on file for each student. Students are excluded from school beginning October 16th if requirements for health examinations, immunizations, and vision examinations have not been met.

All students entering Marquette Academy from outside the local school districts must have these examinations regardless of grades being entered. Dates of all immunizations must be recorded on the physical examination forms according to State Law.

Children entering the 6th grade will be required to show evidence of having received two doses of live measles virus vaccine. Kindergarten students are also required to show proof of Chickenpox disease or obtain the vaccine.

Hearing and Vision Testing: The LaSalle County Health Department technicians test hearing and vision annually. Teacher or parent/guardian may test students on referral. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision and hearing screening is mandated in the State of Illinois.

PLAYGROUND

Rough playing, tackling, wrestling, fighting, "pretend fighting," name calling, spitting, strong aggressive actions, etc. are not permitted on the playground. Students who offend in this manner will be denied playground privileges for a specified period of time depending on the nature of the action.

Offensive/lewd behavior, written or verbal, will not be tolerated.

Gum chewing or food is not permitted in the building or on the playground without special permission from classroom teacher or administration.

Throwing of snowballs or kicking snow at others is inappropriate behavior. Playing on top of snow mounds or on ice patches is not allowed.

The following rules will be in effect:

- No kicking of ANY equipment including balls.
- No climbing on ANY playground equipment (Grades 4-8).
- No dodge ball of ANY kind. This includes throwing balls at or into a group of people.
- When the bell rings you should stop all play and proceed to your respective class line.
- All equipment should be placed in the bins NOT thrown.
- No rough housing – (example pushing, hitting, etc.)
- No climbing on any fences
- No leaving the playground area without permission
- No ball/equipment can hit school, rectory, or church
- No balls/equipment can be thrown outside of playground area

Failure to follow the playground rules will result in demerits and /or loss of recess time.

Students are instructed by the supervisors as to the location of their play areas. Children remain in playground areas until the bell rings. Appropriate use of balls and playground equipment during the congested times will be monitored by the supervisor.

Leaving the playground without the permission of the administration or coming back into the building without permission will not be permitted. Each homeroom is responsible for its own equipment. Students are asked to walk to assigned areas when bell rings and quietly enter the building. All classroom/school rules and policies apply on the playground.

PROGRESS REPORTS

Four weeks prior to report card time, parents/guardians will be notified of student grades.

REPORT CARDS

Report Cards will be given out quarterly. A copy of the report card used by Marquette Academy may be found on the schools website.

Parents/Guardians are asked to review the report card and sign the report card before returning the envelope to the teacher. The report card needs to be returned in the envelope. A new report card will NOT be issued each quarter.

Progress Report Dates and Report Card Schedules will be given to the students at the start of each school year.

Students in Grades K-2 will be marked according to the following code:

- VG - Very Good. Unusually fine work
- S - Satisfactory. Average
- I - Improvement Needed
- G - Good
- P - Passing (Special Subjects)

Students in Grades 3-8 will be marked according to the following code:

- | | | | | |
|--------|-------|-------|-------|--------|
| A+ 100 | B+ 91 | C+ 83 | D+ 74 | 69 ↓ F |
| A- 92 | B- 84 | C- 75 | D- 70 | |

Grading Scale

100	A+
94-99	A
92-93	A-
90-91	B+
86-89	B
84-85	B-
82-83	C+
77-81	C
75-76	C-
73-74	D+
72	D
70-71	D-
69 ↓	F

All students will be marked according to the effort expended. This mark will appear in the Effort column next to the specific academic subject.

We call attention to the fact that an "S" or "C" grade indicates that a student is mastering the work expected on the grade level. Some students are Above Average, and only a small number of students rank in the "A – Excellent" category. All students will be encouraged to work to their potential.

Academic Honor Roll: To be included on the school honor roll, a student must accumulate a grade point average of 84% or higher for all graded subjects during the 9-week quarter. Students will not be placed on the honor roll if they have received any grades of D or F.

Conduct Honor Roll: To be included on the school conduct honor roll, a student must conduct himself/herself in a Christian manner. He/She cannot receive any demerits for inappropriate behavior or get any detentions (for any reason) during the 9-week quarter. Grades are not a factor when determining Conduct Honor Roll.

Student Records

A cumulative folder shall be established for each child who enters school for the first time and should be retained permanently in the school. This folder shall contain a transcript, an academic testing record, a health form and an emergency sheet.

A record of daily attendance shall be maintained in the local school office and these records shall be kept among the permanent records of the institution.

(Policy D – 115)

Transfer of Student Records

Elementary and secondary schools shall adopt procedures that are in accordance with State regulations for the transfer of student records from non-public schools.

(Policy D – 116)

SCHOOL COMMUNICATION

The youngest child in each family is designated to take communication notes from the office to the home. Parents/Guardians are asked to check with this student regularly. The School Newsletter will be sent home via e-mail.

Information will be sent home with students containing information that requires your attention. We encourage parents/guardians to check student folders/bags daily.

SCHOOL FUNCTIONS

Parent/Guardian assistance and supervision are needed to guarantee both student safety and better control at school functions. All students should be aware that their conduct represents Marquette Academy and that good conduct is required to make any event successful.

Children should be made aware that the blacktop near the gym door is not a play area while it is being used as a parking lot, nor is it a safe play area after dark.

Students attending school and other-sponsored events at school are expected to remain in the building and not wander in and out during the time of the event. Students in the fourth grade or younger must be accompanied by an adult at late afternoon and evening extra-curricular activities.

SCHOOL HOURS

Doors are opened 7:30 am
First bell 8:05 am
Tardy Bell. 8:10 am
Every Tuesday's Dismissal . . 2:05 pm
Regular Daily Dismissal . . . 2:30 pm
1/2 day dismissal 12:20 pm

For security and educational reasons, we ask that all parents/guardians exit the building by 8:10 am.

Students are not allowed to arrive at school before doors open at 7:30am. Students will report directly to the cafeteria. Weather permitting, at 7:50am the students will then go playground outside until the first bell (8:05am). Marquette Academy offers Before Care at the Early Education Campus starting at 6:30am. Students will be bused to the Elementary Campus at 7:30am. The cost for the Before/After Care program is \$3.00 per hour. After Care for k-8 students will be at the Elementary Campus.

If a student forgets something in a classroom, he/she will only be allowed to retrieve it up to 15 minutes after the school day. Teachers, custodians, and the secretary will not unlock classrooms after 2:20 on Tuesday and after 2:45 on Monday, Wednesday, Thursday and Friday.

In consideration for the children's safety and other's property, students must be instructed to:

- Cross streets only at the corner, and obey your school patrol. WALK, don't run.
- Never walk on any person's lawn.
- Never accept a ride from a stranger. Report to your Principal, Vice-Principal, teacher, secretary or parent/guardian, any offer of a ride made by a stranger or any kind of communication from any person you do not know.

Parents/Guardians are asked to schedule medical and dental appointments for non-school hours whenever possible. All parental requests for an early dismissal are expected to be in writing and must be shown to the homeroom teacher and any other teacher involved at the time in question. Children will be released from school only on the personal or written request of parent/guardian and signed out in the office by the responsible adult picking the student up early or bringing the student in late.

SCHOOL PICTURES

School pictures are usually scheduled in the autumn of the year. Announcements are sent home informing parents/guardians of the date. Pictures must be paid for at the return of the order. Retakes are scheduled to help assure parent/guardian satisfaction. Students may wear dress clothes (dress up) on "picture day" and throughout the year as group pictures are scheduled. Picture day is not a dress down day, no jeans and t-shirts.

SCHOOL SAFETY GUIDELINES

1. Marquette Academy prohibits the use of tobacco on school grounds.
2. Supervision of students is maintained at all times and the policy is clearly expressed in the Faculty Handbook.

3. Lunch time activity is supervised at all times by adult personnel. Teachers and supervisors inform students of specific recess/noon-time playground rules.
4. Student participation in extra-curricular activities is supervised by adults who will inform parents/guardians of scheduled times for activities.
5. Indoor and outdoor premises are properly maintained during inclement weather to insure the safety of children and adults.
6. All handrails, steps in corridors and stairwells are regularly checked for safety. All are encouraged to report potential hazards to the office.
7. Playground areas, school and gym equipment are periodically checked for safe performance and hazardous conditions.
8. Parents/Guardians should inform the administration and the teacher if there is any medical reason why their child cannot participate in gym class or in other activities.
9. An emergency card file is maintained in the office. Parent/Guardian fills out a family card, indicating who to call in an emergency.
10. If a child becomes ill or injured, parents/guardians or delegated persons are notified immediately.
11. Medication for students is maintained in the school office with the exception of an inhaler/Epi-pen. Parents/Guardians must authorize the administration and are responsible for keeping the supply renewed according to their doctor's guidelines.
12. Parents/Guardians are asked to have an alternative plan for children to use in case of emergency dismissal. As requested earlier in this handbook, parents/guardians should discuss this plan with their child(ren) and make appropriate arrangements in the event that a parent/guardian may not be home if an emergency occurs.
13. Fire drills are held regularly according to state and local regulations. Evacuation includes all persons from the building. Students have emergency procedures thoroughly explained to them. Drill routes are posted in each room and office.
14. Tornado drills are annually conducted and children are prepared by word and practice. Drill routes are posted. Earthquake procedures are also reviewed and posted.
15. Signed field trip permission slips are obtained for each student before a trip is taken and the teacher keeps these on file.

SPECIAL CIRCUMSTANCES, PEANUT FREE

Some of the children at Marquette Academy have severe allergies to foods, especially peanuts and tree nuts.

In an effort to allow these students to participate fully in all class and school activities, we ask all families and students to be aware of the contents of the foods they bring to school each day. We ask you to not bring food into the school that contains peanuts, nuts and/or their oils.

Every time you choose to send peanut and nut containing products, you are putting the health of allergic children in jeopardy. We have some young students in the primary grades that are at an age and development stage where they need additional adult support, supervision and awareness in regard to keeping them in a safe and healthy environment. Our faculty and staff agree that striving to keep the school environment as peanut and nut free as possible is an important step to making this happen.

Foods brought to school for special events, birthdays, or celebrations should be prepackaged with a complete ingredient declaration. The teachers have been advised to check the labels of foods brought into the classrooms before they are distributed, and to contact the parents/guardians of the children with allergies about the foods eaten in class. All Head Room Parents should talk with the teachers about classroom parties before buying food/treats for the parties. All homemade treats need pre-approval.

Thank you for partnering with the administration, faculty, and staff in making Marquette Academy a place where all of the children feel happy and safe.

SELECT PROGRAMS

Accelerated Program

Philosophy: The purpose of the accelerated Program of Marquette Academy is to develop each individual student's unique abilities. The program is designed to provide opportunities that allow for maximum student development socially, emotionally, academically, and personally. The program is designed to promote and encourage critical and creative thinking skills of students while helping them to become self guided and sufficient learners.

The overall goals of the program are to develop advanced critical and creative thinking skills, as well as problem solving abilities. The Accelerated Program will also evaluate each student's personal strengths and students will be challenged by learning experiences that are not ordinarily a part of the regular classroom experience.

Curriculum and Instructional Strategies

- All materials and activities will be selected based on each student's particular abilities and will be appropriate for the accelerated learner, while surpassing those of the regular education classroom.
- Content will be advanced and involve more complex themes and concepts than a regular education classroom.
- All curriculum and lessons will move at a faster pace than a regular education classroom. Curriculum will be differentiated based on student's particular needs and abilities.
- Students will be removed daily from their traditional classroom and report to the Accelerated Program classroom to receive Accelerated Program services in the specific content areas in which they qualify for.

Identification of students for Accelerated Program

- All students' in grades 6-8 are eligible to be recommended for the accelerated program.
- To be considered for the program a student must meet all four of the following criteria.
 - Student must test in an appropriate percentile on the Iowa Test of Basic Skills.
 - Student must have maintained A/B average on all content academic areas.
 - Student must have appropriate paperwork of recommendation forms from either specific content area or grade level teacher.
 - Student must have approval from parent/guardian.
- All students will be required to reapply each school year to continue or reenter the Accelerated Program. Acceptance into the program is only for the specific school year in which the student is applying.

Once a student has provided all necessary documentation and paperwork the student's information will be reviewed by the selection committee. If the student is selected for the Accelerated Program for that school year, additional permission forms must be filed by the parent/guardian of the student before he/she may begin the program. If the student is not selected by the committee the parent/guardian or teacher may appeal using the appeal process that is described below.

Appeal Process by Parent or Teacher

If a student has gone through the recommendation process and has not been approved for the Accelerated Program, the parent/guardian or teacher of the student may wish to begin the Appeal Process.

- The parent/guardian or teacher may begin the Appeal Process by filing the appropriate paperwork and returning it to the Selection Committee. The parent/guardian or teacher has 60 days from the date of notification to begin the appeal process.
- The test scores and Appeal paperwork will then go back before the committee to be reconsidered for placement in the program.
- A parent/guardian or teacher may only appeal placement once a school year. If the student is not recommended after the appeal process the parent/guardian or teacher must wait until the following school year to apply again for placement in the Accelerated Program.

Withdrawal or Removal from Accelerated Program

Students may withdraw from the Accelerated Program for the following reasons:

- Parent/Guardian request for removal
- Teacher request for removal
- Lack of student interest or other special circumstances that are documented by Accelerated Teacher or Program Director
- Failure of student to maintain at least a B average in Accelerated Program course work and academic areas.
 - If a student is dismissed from the program or withdraws he/she may attempt to return to the program in the following academic school year. At the time of removal or dismissal the student will return to a regular academic classroom and course work. Removal from the program does not ban a student from attempting to regain placement in the program the following year.

Selection/ Advisory Committee

- The selection committee will be made up of 5-6 members.
- The selection committee will include the school Principal, Vice-Principal, the Accelerated Teacher, The Director of Student Services and one to two classroom teachers.
- Members of the selection committee will meet bi-quarterly to review the program and its components.
- Members of the selection committee will notify parents/guardians of the results of admission or appeal process through appropriate school channels.

Accelerated Program Calendar:

July: Selection committee will meet to review all recommended students to determine placement within the program.

August: parents/guardians will be notified in early August of the student's current standings in the program, all permission forms will be sent at this time. If a student is not accepted at this time parents/guardians may begin the appeal process.

September through December: The Selection/ Advisory Committee will meet bi-monthly to review current program and its components. The Director of Student Services will begin to compile test scores of all students to help determine which students score at or above the 85th percentile on the Iowa Test of Basic Skills.

January: Teacher or Parent Recommendations will be accepted for students to take part in the Accelerated Program for the following year. This would include all students currently in the program, those who may wish to reenter the program, or those who are currently not in the program, but wish to gain access.

February: The deadline for ALL Teacher and Parent Recommendations for acceptance into the Accelerated Program for the 2011-2012 school year are due to the Selection Committee by February 28th.

March: The Selection Committee will meet to review all recommendations. A list will be compiled for further testing and Parent Permission Letters will be mailed.

April: The deadline for Parent Permission Letters to be returned to the Selection Committee is April 15th

May- June: All testing will be completed on all eligible students.

Retreats and Days of Recollection

Each school of the diocese must provide time for students to reflect and to pray on a daily basis. Elementary schools are encouraged to provide days of recollection, especially as part of sacramental preparation programs. Additionally, each secondary school of the diocese will provide for not less than one day of recollection each year for its 9th, 10th, and 11th grade students and days of retreat for all seniors. All students of the school shall participate in these days of recollection and retreat.

(Policy D – 128)

SWIM PROGRAM

The Ottawa Public School System sponsors this program which provides an opportunity for students in grade 2 to obtain eight (8) swimming lessons at the YMCA during the year. Three (3) instructors work with our students for one half hour. The public school provides transportation to the lessons.

TARDY POLICY

When a child is late arriving in the classroom, the instruction or activity of the entire class is interrupted. Such interruptions rob all the students of learning time. A student is tardy if he/she is not in his/her homeroom at 8:10 am. All tardies will be considered unexcused unless the parents/guardians clear it with the office staff. When students are late for school, a parent/guardian or person providing transportation should sign them in at the office. The following discipline action will be taken for unexcused tardies within one quarter.

1-2 Tardies . . . Verbal Warning – No action taken

3 TardiesWarning letter sent home grades K-4 from the teacher and the administration will be notified (See below for grades 5-8)

5+ Tardies. . . . Students will make up for lost time during their recess (K-4)

Students in grades 5-8 receive 4 demerits for each tardy infraction beginning with the third tardy and each tardy following the third tardy.

TESTING PROGRAM

All students in grades 3, through 8 are scheduled to take the Iowa Tests of Basic Skills Achievement Test and the Cognitive Ability Tests during the month of September. Students in grades 4 and 7 are scheduled to take a Writing Assessment in March. Students in Grade 5 and 8 will take the Faith Assessment in January to evaluate our religious education program. Please prepare the students by getting them to bed on time and by providing them with a healthy breakfast.

The parents/guardians will receive the results of the Iowa Tests of Basic Skills Achievement Test shortly after the results are received. The Writing Assessment and Faith Assessment results will be sent home.

TEXT BOOK PROGRAM

Marquette Academy will access the book program that is funded by the State of Illinois. Each parent in the school has signed a request for this program. Each year certain grades, kindergarten through high school, are funded for the purchase of one text per student. As a result, the amount of funding we receive each year depends on the State rotation plan.

TITLE I PROGRAM

Title I is a federally funded program which gives extra help to students who need assistance to achieve learning goals.

TRANSFER OF RECORDS

Parents/Guardians must fill out the Diocesan Student Transfer Form when student records are to be transferred. Marquette Academy will forward within 10 days of the receipt of the request a record of the student’s grades, health records, and a most current set of standardized test reports to the school that the student is transferring.

All students’ permanent and temporary records are kept on file by the office after the student graduate, transfer, or withdrawal from the school. Copies of these records may be requested at any time.

TUITION

Grades K-5

Catholic

Tuition	2520
Cafeteria	375
Book Fees	250
Total	3145

Non-Catholic

Tuition	4520
Cafeteria	375
Book Fees	250
Total	5145

Kindergarten Milk Fee	\$55.00		\$55.00
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Grades 6-8

Catholic

Tuition	2545
Cafeteria	375
Book Fees	250
Total	3170

Non-Catholic

Tuition	4560
Cafeteria	375
Book Fees	250
Total	5185

TUITION 2011 – 2012 Kindergarten through 12th

In order to prepare for the upcoming school year we ask that **all fees** (excluding café and High School bus) **be paid at registration** (*so the balance due will be tuition, café & H. S. bus only*).

Fees are non-refundable.

Payment options:

1. Pay tuition, café & **all fees** in full at registration and receive a 2% discount off your total.
2. Pay ½ tuition & café & **all fees** at registration; Pay balance of tuition & café in January 2012.
3. Pay **all fees** at registration. Pay tuition & café balance with automatic withdrawals from your checking or savings account. (must sign agreement & provide a voided check, ***not a deposit slip.***)

Please contact us immediately if you experience financial difficulties & need to make changes to your payment plan.

The balance may be paid over 10 months, choose the 1st or 3rd Wednesday of each month (or pay ½ your monthly payment on the 1st **AND** 3rd Wednesday of each month), beginning in August and concluding, with balance paid in full, no later than the third Wednesday in May.

**Credit cards may be used in person or by phone. We incur an additional charge from the bank to process credit card charges which we pass onto you. Therefore, a fee of 3% will be added to all credit card payments (the 3% is not deducted from your balance).

** Checks may be made out to Marquette Academy. Please put your student's name(s) on the Memo line.

** If your checks/auto-withdrawals are returned due to insufficient funds you will incur a \$25 NSF fee that will be added to your next payment.

- ***The first monthly payment/auto-withdrawal will be August 3rd or August 17th, 2011.***
- ***Payments must be current for the first two quarters in order for students to take exams in December.***
- ***Payments must be current at the end of each quarter in order for students to receive their grades/report cards.***
- ***Parents may be asked to keep students at home if payments do not remain current.***
- ***All payments must be current in order for students to participate in Prom.***
- ***All tuition & fees (including fundraising monies, sports fees, library fines, etc.) must be paid in full by May 16, 2012 or students will not be allowed to participate in the end of year activities; this includes but is not limited to picnics, prom, graduation and final exams, which will result in an incomplete transcript.***
- ***Students cannot return to school if they have a balance due from the prior year; they will be withdrawn. Stagnant accounts may be sent to a collection agency.***

Financial Aid

The Financial Aid Awards for 2011-2012 have been determined. All families applying for financial aid are required to submit financial information to FACTS, an independent agency. FACTS evaluates all applicants and ranks the families by their ability to pay. Parents/Guardians are reminded that the FACTS form needs to be filled out by the deadline date in February. All families are encouraged to fill out the FACTS form whether or not they wish to receive aid. The FACTS form is needed to receive the Spalding or Honer Scholarships. In addition, Appeals cannot be made if the FACTS form was not submitted or in on time.

VISITORS

Parents/Guardians and visitors are welcome at Marquette Academy.

Parents/Guardians and visitors are asked to use the main entrance and proceed directly to the Main Office to obtain a "Visitors Tag" to wear while in the building. All persons coming into the building must report to the office. For security reasons all non-staff will be asked to wear the "Visitor Tag" at all times during school hours.

If it is necessary to deliver a message or item to a student, please come to the office to have it delivered to the student. Classes should not be disturbed during school hours.

All persons who pick up/drop off a student because of illness or for an appointment must come to the office. Students must sign out when leaving the building and sign in when entering the building.

The school day begins promptly at 8:10 am. Parents/Guardians are asked to exit the building by that time.

VOLUNTEERS

Marquette Academy recognizes the value of volunteers in the overall function of the school and encourages their involvement. These volunteers enrich educational experiences. We welcome talented individuals with skills, knowledge, services and time to share with students and staff.

Volunteers may be parents/guardians, grandparents, high school and college students, or any other interested persons. They play a vital role in the total education program of the school as classroom assistants, teacher aides, office help, chaperones and supervisors. All volunteers will receive orientation that will inform them of their expected duties, school rules, etc.

All volunteers who engage in activities with the students of Marquette Academy are also requested to comply with the philosophy and policies of the school. State and DCFS background checks are necessary. (*Forms are available in the school office*) All volunteers must also attend an Adult Safe Environment Program.

The Administration reserves the right to amend this Parent-Student Handbook. Parents/Guardians will be promptly notified if changes are made.

All the policies of the diocese can be found on the Diocesan website www.cdop.org.