



# 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 Pre-K – 12 Roman Catholic learning community that strives to promote spiritual, academic, social/emotional, and physical growth.

We believe in developing critical thinking skills, a lifelong love of learning, and preparing our students to enter an increasingly interconnected society.

Traditions here are embraced. Dedication is the norm. Excellence is the expectation.

## **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**

In fulfilling its mission, as declared in the mission statement, Marquette Academy is dedicated to its responsibility to proclaim the Catholic faith to its community and to minister to the spiritual, academic and personal growth needs of its students. Thus the teachers strive to help each student become aware of his or her talents and to accept the responsibility to use these gifts for the Glory of God and the good of mankind. It is this virtue-fostering and value-centered program, which Marquette High School offers to these students of the greater Ottawa area.

The philosophy of Marquette Academy is accomplished in the following ways:

1. Marquette Academy is committed to assisting the faith development of each student by providing a value-centered education in the Catholic tradition. The staff instills knowledge of the doctrine, teachings, traditions, rituals and ceremonies of the Catholic Church.
2. Marquette Academy is committed to making God a part of the daily school experience of each student through prayer, peer and teacher role modeling, concern for others, religion classes, retreats, campus ministry, and social justice activities.
3. Marquette Academy is committed to offering a sound, college-preparatory instructional program that is developed through the cooperation of academic departments and the administration. The challenging core courses are supplemented by electives, counseling services, and college exam review seminars which prepare students of varying academic abilities for success in college and their future life.
4. Marquette Academy is committed to demonstrating a concern for each individual student as shown by the daily interaction between students and faculty. This relationship can produce a positive attitude and respect for good conduct and school rules.
5. Marquette Academy is committed to providing extracurricular activities designed to enhance the artistic, athletic, academic, and social skills of students. An increased awareness of their abilities and talents helps to develop the self-worth of the students.
6. Marquette Academy is committed to developing an understanding of our democratic system and an awareness of local, national, and world events. Marquette students, through this process, are made aware of the multicultural and multiethnic concerns of the wider community.

Circumstances may arise in which Marquette Academy determines that changes are required in these guidelines and procedures. For this reason, Marquette Academy reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this handbook.

## **STUDENT EXPECTATIONS**

1. One of the primary functions of the faith community of Marquette Academy is to enable students to grow as a whole person. In this context, our life experience is to prepare one for everlasting life with our eternal God. As a student, we expect you to serve our school, church, and community as a person of integrity and compassion.
2. We expect all students to achieve to the best of their ability. Our school is responsible for providing skilled teachers and a good environment, which encourages learning. Students are responsible for reaching out for new ideas and experiences. Learning is enjoyable and rewarding, but it requires a student to work hard. We have high academic standards because our students have both the ability and the desire to learn. For those who plan a college career, a sound high school education is preparation for success in college. High school also represents a vital opportunity to obtain a well-rounded general education necessary for success in the workplace. We recognize the many degrees and forms of achievement which characterize excellence. We will not compromise any student's ability by accepting less than one's best effort.
3. We expect all students to consider their schooling as their first priority. Many of our students hold jobs that require them to work several hours a week. We generally support this practice unless it causes students to carry a minimum course load or to ignore their school obligations. If students are not available for extra help from teachers, for make-up work or for participation in extracurricular activities, we question the value of their jobs. Our teachers do not recognize a conflict with a job as a valid excuse to defer make-up work or extra help. Now is the time for our students to receive their formal high school education. Short-changing this for a job is neither wise nor acceptable.
4. We expect students to attend every meeting of every class. There are no "free cuts" or "ditch days". Students are required to attend each class period. It is impossible to benefit from classroom learning experiences without consistent daily attendance. Students who accumulate an excessive number of unexcused absences will be withdrawn from class and receive a failing course grade.
5. We expect students to complete all homework and class assignments. Student should expect to receive daily homework in each class. Work and study completed outside of class time is necessary to the learning process. Our teachers expect their students to complete all assignments on time.
6. We expect students to know and conform to our school's rules of conduct. Of great importance, are your personal behavior code, your ideals, and the respect you show yourself. We hope that you will further develop your values and your ability to make difficult moral and ethical decisions. Developing a sense of responsibility in the classroom and in extracurricular activities is essential and so is something more intangible - the value of your word. Missed appointments with teachers, broken promises to turn in missing work - all without explanation or apology - may slow a student's progress to his/her own measure of excellence and achievement. Your place in a democratic society and in a high school where individuality is respected imposes upon you the responsibility for your own behavior.

## **EXPECTATIONS AT RELIGIOUS SERVICES**

There are many opportunities at Marquette Academy for students to pray together, worship and give thanks to God. In order to gain the most from these experiences, a certain climate has to be established. Thus, certain rules of etiquette exist to preserve and foster a spirit of prayer and reverence when dealing with the sacred. The first rule is sacred silence, which provides each with the opportunity to pray, become recollected, and peacefully reflect on meaning of the ritual.

The second rule touches on sacred signs, which are indications of an interior reverence for the sacred.

The sign of the cross, a genuflection, the uses of holy water, and kneeling are all examples of sacred signs.

Thus, for example, upon entering and leaving a church or chapel, a genuflection is made toward the tabernacle. This gesture reflects an interior respect for the real presence of Christ in the Blessed Sacrament. The third rule involves active participation in religious services, which entails responding and singing when appropriate, and worthily receiving the sacraments offered (communion, reconciliation). Mass days are dress-up days. Dress code applies.

Adherence to these basic rules of etiquette does not assure the proper interior disposition (that, of course, rests solely on the individual) but it does assure an atmosphere conducive to real prayer. For this reason, breaches of etiquette will not be tolerated.

## **THIS WE ASK FROM OUR PARENTS**

To translate our philosophy into reality requires cooperation and maximum effort from our students, our parents, and our teachers. Parents play an essential role in helping students develop self-discipline and a positive attitude toward learning.

1. We ask parents to realize that we cannot do this important job without their participation. Their role in schooling may seem less direct but is perhaps more important than ours. When students report to school, they bring their homes and families with them. Family expectations, hopes, problems, fears and challenges greatly influence a student's performance in school. We need each parent's support; we welcome each parent's questions; and we welcome your active interest and your participation!
2. We ask parents to be aware of our student rules of conduct and our expectations. Parents can be informed by attending our Open House session, scheduled meetings, visitation days, parent/teacher conferences; by reading all issues of the Parent Digest and other mailings, as well as, all other correspondence; and by contacting us with any concerns. Good communication will enable us to solve problems TOGETHER!
3. We ask parents to assume responsibility for their student's regular class attendance. Success in school is directly related to consistent attendance. We follow the school calendar and check with care each student's attendance. No "free cut" or "skip days" and no holiday for competitors in co-curricular competitions are built into our calendar. If your student has an unauthorized absence, do not present us with an excuse that will cover it because you may be paving the way for future unauthorized absences.
4. We ask parents to return telephone calls and respond to behavior reports promptly. Teachers spend much effort and time preparing these so that you will be well informed about your student's progress. Through your response, you show your concern about your student's growth and achievement. Teachers need your cooperation in providing your student with the best educational program possible.
5. We ask parents to provide a study area at home where students can study and work each day. This area should include the space required for writing and for reading. It also should have good lighting and be relatively free of distractions and interruptions.
6. Parent Cooperation as a Condition of Enrollment The education of a student is a partnership between the parent/guardian and the school. The parent/guardian is expected to support the decisions of the people hired to administer the school and/or the diocesan system of schools. Just as a parent/guardian has the right to withdraw a child if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent/guardian is irretrievably broken.

**When a student is absent, parents should call the High school at 815- 433-0125 or Grade School 815-433-1199 before 9:00 a.m.** (a voice message is acceptable) In case of prolonged illness a daily telephone call is not necessary if a return date is given. Parents are asked to keep the school informed of the student's condition.

## GOVERNANCE

### Bishop of Peoria

The Most Revered Daniel R. Jenky

### Marquette Academy Pastors' Board

Fr. Philip Halfacre – President

Fr. David Kipfer – Vice President

Fr. Chris Haake

Fr. Jules Komi Adater

Fr. Charles McCarthy – C.S.Sp.

Fr. Dustin Schultz

Msgr. Brian Rejsek

Msgr. James Swaner

Fr. John Waugh

Fr. Joseph Donton

### Board of Trustees for Marquette Academy

Mr. Ryan Cantlin, Esq

Mr. James Conness

Fr. Joseph Donton

Dr. Michael Driscoll, Ph.D.Mrs.

Janet Graham

Fr. Philip Halfacre

Mr. Jerry Halterman

Mrs. Nicole Killelea

Fr. David Kipfer\*

Mr. William Kummer, Jr.

Mrs. DeNalda Maguire

Mr. Thomas Martini

Mrs. Peggy McGrath

Mr. Jeff Newbury

Mr. Ted Pumo, Jr.

Mr. Neil Reinhardt

Mr. Daniel Reynolds

Mrs. Brooke Rick\*

Mr. Matthew Skelly

Mr. William Walsh, Sr.

\* indicates *ex officio* members

## ADMINISTRATION

### 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 the school secretary.

### Chaplain - Fr. Ryan Mattingly

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.

### Assistant Principal/Dean of Students- Mr. Todd Glade

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

### Guidance Counselor- Mrs. Dorothy Fiesel

The guidance counselor provides counseling and support to students, parents, and staff as needed.

### Business Manager - Ms. 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 - Mrs. Sandy Kotek

The athletic director organizes, schedules, and maintains transportation, athletic functions, and facilities.

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**High School FACULTY/STAFF**

Kathryn Ewers	Science
Dorothy Fiesel	Guidance
Sarah Giffin	English, Yearbook, Division Chair
Todd Glade	Dean of Students
Fr. Phillip Halfacre	Religion, Philosophy, Division Chair
Mike Hall	Social Science, Football, Baseball
Jeff Herkelman	PE
Todd Hopkins	PE, Baseball, Boys Basketball
Tom Jobst	Director of Guidance, Football
Fr. David Kipfer	Religion
Ray Kotek	Transportation
Sandy Kotek	Athletic Director
Mindy McConnaughay	Secretary, Volleyball
Jane Mills	Art, Fine Arts, Division Chair
Cindy Murphy	Math
Naomi Pickens	Home Economics
Brooke Rick	Principal
Emily Riordan	English
Kesia Rodriguez	Spanish
Howard Sibert	Maintenance
Deb Snyder	Math
Heinz Suppan	Social Science
Lisa Tenut	Business Manager
Rob Thompson	Religion
Mark Vickroy	Music, Golf
Nadine Vicich	Maintenance
Diane Whalen	Advancement Secretary , Footprints
Barb Wielgopalan	Cafeteria Manager

PK-8 Teachers	Teachers and Staff
PK – Cam Dunn	Art – Jane Mills
PK – Maddie Steep	Computers – Naomi Pickens
PK – Micki Jewett	Music – Mark Vickroy
K – Katie Hopkins	PE – Jeff Herkelman
1 – Clara O’Neal	Religion – Fr. Corey Krengiel
2 – Denice Melody	Resource – Wendy Frick
3 – Jane Zollars	Spanish –
4 – Ryan Evans	Secretary – Mary Mann
5 – Patricia Sullivan	Teacher Assistant – Mary Dyche
JH –JH – Cassandra Rosencranz	
JH – Jeff Newbury	
JH – Tanya Thompson	

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## **ADMISSION POLICY**

### ***Non-Discrimination in Admission Policy:***

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The norms for the acceptance of non-Catholic students are developed in line with the basic mission of each school to provide a Catholic education for the children of the local parish(es). When non-Catholics or non-parishioners are accepted, care must be taken that room is left or provided on a timely basis for the Catholic students of the parish(es).

Once non-parishioners or non-Catholic have been admitted, it is not permissible to exclude them to make room for parish children unless a written agreement signed at the time of their admittance clearly specifies that admittance is guaranteed for only one year.

Catholic schools exist to educate students in the Catholic faith. Therefore, non-Catholic students must participate in the religion classes, liturgies, and prayer services scheduled during the school year. They must also satisfactory pass all the course requirements of the school's religious education classes.

**Policy D-111**

### ***Registration:***

Registration dates will be held in May, June and July. There will be a \$250.00 late registration fee assessed to anyone who does not register on or before the last date of registration in July.

All FACTs applications and referrals must be submitted by August 1st to receive benefit. If paying in full the school must receive full payment by August 1st to receive the 2% discount.

### ***Age Admission:***

Children admitted to the three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in the 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**

### ***Inclusion of Students 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**

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### **Policy D-111**

#### 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)

Students moving into the area may apply for admission to Marquette Academy at any time. Students transferring into Marquette Academy from area schools once the school year has already begun will be accepted on a probationary basis. During the time of probation (nine weeks), transfer students will be expected to maintain passing grades in all subjects and to be involved in no major disciplinary situations. If the student does not meet the probationary requirements, his acceptance may be withdrawn.

Transfer students from area schools normally are not accepted during the final quarter of the school year. Students seeking admission at a time other than the beginning of ninth grade will be admitted subject to the following criteria:

1. Interviews with the administration
2. Formal evidence of successful completion of work at another school
3. Required health records
4. Character reference from the school previously attended
5. Drug Screening



**High School Bell Schedules**

**First Bell Every day is at 7:55**

**DAILY SCHED.**

First Bell			7:55
1 <sup>st</sup> Hr.	8:00	-	8:46
Homeroom	8:49	-	8:59
2 <sup>nd</sup> Hr.	9:02	-	9:48
3 <sup>rd</sup> Hr.	9:51	-	10:37
4 <sup>th</sup> Hr.	10:40	-	11:26
Fr/So 5 <sup>th</sup> Hr.	11:29	-	12:14
Jr/Sr Lunch	11:26	-	11:50
Jr/Sr 5 <sup>th</sup> Hr.	11:53	-	12:39
Fr/So Lunch	12:14	-	12:39
6 <sup>th</sup> Hr.	12:41	-	1:27
7 <sup>th</sup> Hr.	1:30	-	2:16
8 <sup>th</sup> Hr.	2:19	-	3:05

**FRIDAYS & SPRING SCHEDULE**

Mon., Wed., Thurs., Fri.

First Bell			7:55
1 <sup>st</sup> Hr.	8:00	-	8:43
Homeroom	8:46	-	8:56
2 <sup>nd</sup> Hr.	8:59	-	9:42
3 <sup>rd</sup> Hr.	9:45	-	10:29
4 <sup>th</sup> Hr.	10:32	-	11:16
Jr/Sr Lunch	11:16	-	11:39
Fr/So 5 <sup>th</sup> Hr.	11:18	-	12:01
Jr/Sr 5 <sup>th</sup> Hr.	11:42	-	12:25
Fr/So Lunch	12:01	-	12:25
6 <sup>th</sup> Hr.	12:28	-	1:12
7 <sup>th</sup> Hr.	1:15	-	1:59
8 <sup>th</sup> Hr.	2:02	-	2:45

**WARM WEATHER RELEASE (Labor Day)**

First Bell			7:55
1st Hr.	8:00	-	8:46
Homeroom	8:49	-	8:59
2nd Hr.	9:01	-	9:46
3rd Hr.	9:49	-	10:24
4th Hr.	10:27	-	11:03
Jr/Sr Lunch	11:06	-	11:31
Fr/So 5th Hr.	11:06	-	11:46
Jr/Sr 5th Hr.	11:31	-	12:11
Fr/So Lunch	11:48	-	12:11
6th Hr.	12:14	-	12:50
7th Hr.	12:53	-	1:33
8th Hr.	1:36	-	2:15

**MASS SCHEDULE**

First Bell			7:55
1 <sup>st</sup> Hr.	8:00	-	8:40
No Homeroom			
2 <sup>nd</sup> Hr.	8:43	-	9:23
3 <sup>rd</sup> Hr.	9:26	-	10:06
MASS	10:09	-	11:19
Jr/Sr Lunch	11:19	-	11:41
Fr/So 5 <sup>th</sup> Hr.	11:22	-	11:54
Jr/Sr 5 <sup>th</sup> Hr.	11:44	-	12:16
Fr/So Lunch	11:54	-	12:16
4 <sup>th</sup> Hr.	12:19	-	12:58
6 <sup>th</sup> Hr.	1:01	-	1:40
7 <sup>th</sup> Hr.	1:43	-	2:22
8 <sup>th</sup> Hr.	2:25	-	3:05

**TUESDAY/SIP SCHEDULE**

First Bell			7:55
1st Hr.	8:00	-	8:40
2nd Hr.	8:43	-	9:19
3rd Hr.	9:22	-	9:57
4th Hr.	9:54	-	10:35
Chapel Mass/ Study Session	10:38	-	11:16
Jr/Sr Lunch	11:16	-	11:39
Fr/So 5th Hr.	11:18	-	12:01
Jr/Sr 5th Hr.	11:42	-	12:25
Fr/So Lunch	12:01	-	12:25
6th Hr.	12:28	-	1:05
7th Hr.	1:08	-	1:45
8th Hr.	1:48	-	2:25
Homeroom/Meetings	2:25	-	3:05

## ACADEMICS

### Cheating and Plagiarism

Cheating and plagiarism are serious academic and moral offenses. Cheating occurs when a student dishonestly copies some part or all of a classmate's homework or test to gain a higher grade or to avoid the negative consequences resulting from being incomplete. This offense also extends to any student who allows another student to copy his or her homework or test and to any students who try to confer during a test. A related act of dishonesty is plagiarism. Plagiarism occurs when a student steals the print or non-print ideas of another and passes them off as his or her own without crediting the original source. These acts of dishonesty are punishable offenses.

The student who cheats or plagiarizes will receive zero credit for any work associated with cheating or plagiarism. Detentions may be issued for the offense. Parents will be notified of the offense. Further disciplinary action will be taken as warranted by the nature and extent of the offense or by repeated offenses.

### Christian Service

The Christian service requirement is designed to encourage High School students to personally integrate the message of sharing and serving their fellow human beings and their community. All students are required to complete at least 30 hours of service each year. The Chaplain will monitor and approve the program.

### Class rank and cumulative grade point average

All students will be ranked at the end of each semester. The ranking is CUMULATIVE - that is, the rank is determined by ranking all students in a given class and using all grades in all classes up to that point in time. The grades are converted from an alphabetic index to a numeric index utilizing the following point basis.

#### **Junior-Senior**

<u>Description</u>	<u>Grade</u>	<u>Points For</u>		
		AP/IVCC	Honors	Regular
Superior	A	5	4.5	4
Good	B	4	3.5	3
Average	C	3	2.5	2
Poor	D	2	1.5	1
Failing F		0	0	0

#### **Freshman-Sophomore**

<u>Description</u>	<u>Grade</u>	<u>Points For</u>	
		Accelerated	Regular
Superior	A	4	4
Good	B	3	3
Average	C	2	2
Poor	D	1	1
Failing	F	0	0

### Course Offerings

The courses offered at Marquette Academy are analyzed and reviewed annually by a curriculum committee. By the end of the first semester, the committee makes recommendations to the administration and Education Commission. Where possible, these alterations in the curriculum are made in order to strengthen our programs.

### Drop/Add Class Policy

Students are not allowed to drop or add courses after 15 school days after the start of each semester. Extreme cases may be appealed through the principal.

### Education Options

Students who reside in the Ottawa Township High School District may take courses at the public high school which are not available at Marquette Academy. Admission to these courses is based upon available space.

Students with a cumulative grade point average of 3.0 or higher may take courses at Illinois Valley Community College with the approval of the administration.

All courses are described in the student curriculum guide. All students must take seven (7) classes per semester.

### Valedictorian/ Salutatorian

The class valedictorian and salutatorian shall be determined following the completion of the eighth semester.

### Graduation Requirements

To graduate from Marquette Academy a student needs to successfully complete the following courses:

<u>CLASS</u>	<u>CREDITS</u>
English	4.0
Science	3.0
Mathematics	3.0
Social Studies	3.0
Religion	4.0
Physical Education (1/4 credit)	1.0
Driver Education and Computer Applications	0.5
Humanities (Fine Arts/Home EC Department)	2.0
Electives	<u>3.5</u>
<b>Total Credits Required</b>	<b>24.0</b>

### Early Graduation Policy

All students are strongly encouraged to attend high school for eight semesters. In order for a student to be eligible for graduation after seven semesters of attendance, the following must be completed:

1. The student must be able to meet all graduation requirements.
2. The student must have a special need and an appropriately planned educational experience (vocational school, college, military service, or apprenticeship) for the remainder of the four-year period in which they would have been attending high school.
3. The student must have written evidence of approval and acceptance of the planned educational experience including, in writing, parental consent, school or employer verification, and administration approval.
4. The student must apply by August 15, prior to the seventh semester. Applications may be secured from the guidance office.

5. The student must be prepared to waive the right to relinquish any local scholarships, which will be based on eight semesters of attendance.
6. The student must be prepared to waive the right of participation in extracurricular activities, which would be scheduled during the eighth semester.
7. The student must be prepared to relinquish any academic status he/she may have attained in seven semesters (e.g. valedictorian, salutatorian, top ten rank, etc.)
8. The student will be allowed to participate in commencement exercises. The ordering of cap, gown, and announcements will be entirely the student's responsibility (including financial responsibility).

### Grading Policy – High School

Teachers outline course requirements and the manner of computing course grades at the beginning of the school term. Academic achievement marks are given in letters corresponding to the following percents:

A	-	100-92
B	-	91-84
C	-	83-75
D	-	74-70
F	-	below 69

### Honors Course Requirements

It has always been our goal at Marquette Academy to help encourage our students to achieve their highest potential. As a means of accomplishing this goal we have adopted the following policy. If a student is taking an honors caliber course and would like to continue on that honors course track, he or she must maintain a B average on an unweighted grading scale. This means that a student must maintain a B as an exit grade from the course **each** semester. Therefore, if a student receives a grade of C or lower in an honors class he or she may not take the next honors course in the sequence. Instead the student will be placed in the regular course track for that particular subject.

This placement change will take place the following school year. A placement change will be made only to the specific academic area in which the student has not met expectation. Therefore if a student receives a C in Honors English, but a B in Honors French, he or she would only be dropped to the regular education course in English, not French.

### Honor Roll

The honor roll is published at the end of each semester. Two separate groups of honor students are listed.

1. High Honors- A student will attain high honors when he or she achieves a semester grade point average of 3.5 or higher.
2. Honors- A student will attain honors when he or she achieves a semester grade point average of 3.0 to 3.49.
3. A student will have no grade lower than "C" to be eligible for placement on the Honor Roll.

### Report Cards

Report cards will be available at the end of each quarter online. One grade for each class will be indicated on the report at the end of each semester. The grade will reflect the work done during the first and second quarter, and the final exam grade. Generally speaking, the final grade is determined by using the following formula: 1st quarter = 40%, 2nd quarter = 40%, final exam = 20%. Constituting the official grade for each course, this grade will be placed on a student's transcript and will be used in computing class rank and grade point average.

First and third quarter grades are merely an indication of the quality of work up to the midpoint of the semester. They are not official grades and are not placed on the transcript nor held past the proceeding

quarter. There are no guarantees that the student will receive that grade for the semester. Teachers make every effort to keep parents informed of progress by the additional use of progress reports as well as parent/teacher conferences.

### **Grading (Elementary school)**

#### ***Report Cards:***

Hard copies of report cards for students K-8 will be sent home at the semester.

#### ***Midterms:***

Halfway through each quarter, parents/guardians will be notified to check TeacherEase to view their student's midterm grades. Only students in grades 3-8 who are earning a "D" or an "F" in a class will receive a hard copy of their midterm. Midterms featuring a "D" or an "F" must be signed by the student's parent/guardian and returned to the office.

#### ***Academic Honor Rolls:***

- Ⓢ Academic Honor Roll = To be included, a 5th-8th grade student must earn a 3.00-3.49 grade point average for all graded subjects during the 9-week quarter.
- Ⓢ Academic High Honor Roll = To be included, a 5<sup>th</sup>-8th grade student must earn a 3.50-4.00 grade point average for all graded subjects during the 9-week quarter.
- Ⓢ Students may not earn academic honor roll or high honor roll if they received any grade of D or F and are not passing all pass/fail classes.

### **Elementary School**

#### **Accelerated Program**

To be considered for the accelerated program, a student must meet all four of the following criteria:

- Ⓢ Test at or above the 80th percentile on the Iowa Test of Basic Skills
- Ⓢ Have maintained a B average in the content areas
- Ⓢ Have the recommendation from either the content area teacher(s) or the grade level teacher(s)
- Ⓢ Have parent/guardian approval

Students may be withdrawn/removed from the accelerated program for any of the following reasons:

- Ⓢ Parent/Guardian request or teacher request
- Ⓢ Lack of student interest or other special circumstances that are documented by the accelerated teacher(s)
- Ⓢ Student failure to maintain at least a B average in the accelerated program

If a student is withdrawn/removed from the accelerated program, he/she can return to the accelerated program the following academic school year if all eligibility requirements listed above are once again all met.

### **Accelerated Reader/STAR Reading**

#### ***STAR Reading:***

3rd -8th grade students will take the STAR Reading Assessment at least three times throughout the year in the computer lab to measure their reading comprehension. The assessment's results will help to guide instruction and interventions. For example, a student's STAR Reading

Assessment results will largely influence their Accelerated Reader quarter point's goal in Reading.

More information about STAR Reading is available at:  
<http://www.renlearn.com/parentspage/star.aspx>

***Accelerated Reader (AR):***

- Ⓢ Students in grades 3-8 will utilize AR to motivate themselves to read and to increase their reading comprehension.
- Ⓢ AR will make up 15% of all 3rd -8th grade students' grades in Reading.
- Ⓢ Students and parents may look up a book's summary, level, and if an AR quiz is available for it/the number of points the book's quiz is worth by going to:  
<http://www.arbookfind.com/UserType.aspx>
- Ⓢ More information about calculating AR point goals is available at:  
<http://argoads.renlearn.com/>
- Ⓢ More information about AR is available at: <http://www.renlearn.com/parentspage/ar.aspx>

***AR Rewards Program:***

To be eligible for the rewards program, a student must average an 85% or above on quizzes, and his/her average reading level must be at or above their assigned ZPD level.

Percent of AR Goal Met	Reward
100%	100% for the student's AR grade in Reading
150%	Dress Down Day
200%	Pizza Party

***Renaissance Home Connect:***

Parents/Guardians and their students are encouraged to check Renaissance Home Connect to monitor progress toward reaching quarterly AR point goals. Renaissance Home Connect may be accessed by going to:

<https://hosted54.renlearn.com/182535/HomeConnect/>

***Grading Scales:***

Kindergarten-2<sup>nd</sup> Grade

E	Excellent
S+	Very Good
S	Average
S-	Below Average
U	Unsatisfactory

**3 - 8 Grading Scale 2018**

Mode: Percentage

Calculate Average: Yes

Used For GPA: Yes

Round: Yes - Round above 0.5

Show on Report Card/Transcript: Yes

External ID: 3-8 Grading Scale 2018

Letter Grade	State Code	Min %	GPA	Notes	Passing	Letter Grade	State Code	Min %	GPA	Notes	Passing
A+	A+	99	4	Excellent	Yes	C	C	76	2	Average	Yes
A	A	93	4	Excellent	Yes	C-	C-	74	2	Below Average	Yes
A-	A-	92	4	Excellent	Yes	D+	D+	73	1	Average	Yes
B+	B+	91	3	Very Good	Yes	D	D	71	1	Below Average	Yes
B	B	85	3	Very Good	Yes	D-	D-	70	1	Below Average	Yes
B-	B-	84	3	Very Good	Yes	F	F	69	0	Failure	No
C+	C+	83	2	Average	Yes	F-	F	0	0	Failure	No

**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:

- ④ Reinforce and evaluate skills taught in class
- ④ Complete unfinished class assignments
- ④ Study for tests
- ④ Prepare special reports or long-range projects

## **ACADEMIC COMMITTEE**

Marquette Academy is dedicated to the cultivation of high standards and excellence in academic achievements. The Academic Evaluation Committee consists of the principal or her representative, three faculty members, and a guidance counselor. This body will concern itself with the students who experience difficulty in making academic progress.

Specifically, its functions are:

- A. Identify the underachiever and to determine the cause of poor academic growth
- B. Recommend diagnostic or remedial procedures appropriate to the student's needs
- C. Coordinate school and parental efforts for the academic advantage of the student
- D. Help in whatever way possible to foster the academic growth of the student

Students will be evaluated on the basis of grades, standardized tests, written reports of the teachers, and a profile submitted by the counselor. After careful consideration of these criteria, the committee will advise the parents concerning the student's poor achievement and of its conference with the student.

The committee may also set up an academic progress plan to improve student performance.

## **ACADEMIC STATUS**

### **Class Status**

1. To advance to sophomore status a student must have a minimum of six units of credit including graduation requirements.
2. To advance to junior status a student must have earned a minimum of twelve units of credit including graduation requirements.
3. To advance to senior status a student must have earned a minimum of eighteen units of credit including graduation requirements.

## **Extracurricular Eligibility/Scholastic Standing**

### **High School**

1. Students shall be doing passing work in at least twenty (25) credit hours of high school work per week. (Each class counts as 5 credit hours per week).
2. Students, unless entering high school for the first time, must have credit on the school records for twenty (25) credit hours of high school work for the previous semester. Such work shall have been completed in the semester for which credit is granted or in a recognized summer school program which has been approved by the Board of Education and for which graduation credit is received.
3. Students shall not have graduated from any four-year high school or its equivalent.
4. Passing work shall be defined as work of such a grade that if on any given date a student would transfer to another school, passing grades for the course would immediately be certified on the student's transcript to the school to which the student transfers.
5. Work taken in junior college, college, university, or by correspondence may be accepted toward meeting the requirements of this Section provided it is granted toward graduation from high school by the Marquette Academy Education Commission.

### **Grade School**

2.041 All contestants shall be in grades five through eight (5-8) and shall not have passed eighth-grade standing. At no time, may a student who is in 4th grade or lower practice or participate with a member school.

2.042 A student shall be doing passing work as determined by the local school district in all school subjects and the school shall certify compliance with this By-Law. Use of a player, contestant, or participant shall be deemed such certification.

2.043 For all IESA activities, athletic as well as non-athletic, passing work shall be checked weekly. Eligibility



will be applied to the Monday through Saturday following the week that was checked. Students must be passing each subject each week to be eligible. Grades shall be cumulative for the school's grading period.

2.044 The eligibility check shall be the same day each week unless school is not in session; then it must be taken on the last day of student attendance that week. 2.045 For fall sports, the first eligibility check shall be made following the first full week of attendance at the beginning of the school year. During the succeeding weeks of the school year, the eligibility check shall begin the week prior to the first contest in an activity.

Eligibility in extracurricular activities will be evaluated weekly.

### **AFTER SCHOOL HOURS**

Students are not to be in the building after 3:30 P.M. on school days or at any time on weekends unless a teacher, coach, or organization moderator supervises them.

Aftercare is available for a fee until 5:00 on most days. Students in extracurricular activities may go to aftercare immediately at the end of the school day and will be released to their coach/supervisor. Students may not go or return to aftercare after any activities or practices.

### **ASSEMBLIES**

Maturity and courtesy are expected at all assemblies. Conduct should be in accord with the purpose of the assembly. Students will sit with their assigned homeroom at all assemblies and Mass celebrations in the gym.

### **ATTENDANCE POLICIES**

The State of Illinois has a compulsory school attendance law (105 ILCS 5/Art. 26). Students and families who choose to attend a diocesan school are in compliance with the State of Illinois compulsory school attendance law. It is the responsibility of parents/guardians to make sure that their student is in attendance at school.

#### ***Truancy:***

A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

**105 ILCS 5/26-2a**

#### ***Excused "Valid Cause" Absences or Tardiness:***

An excused "valid cause" absence or tardiness is defined in the Illinois School Code as; "Illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the school administration, or such other circumstances which cause reasonable concern to the parent/guardian for the safety or health of the student."

**105 ILCS 5/26-2a**

Court appearances and medical/dental appointment will also be excused.

We encourage students to be in school when school is in session; however, we are aware that some parents get vacations at other times besides school vacation. Therefore absences due to vacation shall be considered excused when they are prearranged.

- A. A written notice must be given by the parent/guardian to the administrator and the teacher(s) at least 3 days before the vacation.

- B. All work missed shall be given full credit if it is turned in to the teacher(s) within the same number of days as the vacation.

After ten excused absences, the school may request physician verification for any future absences to be considered excused.

***Chronic or Habitual Truant:***

A child who is subject to compulsory school attendance and who is absent without valid cause for such attendance for 5% (9 school days) or more of the previous 180 regular attendance days.

**105 ILCS 5/26-2a**

***Unexcused Absences or Unexcused Tardiness:***

Unexcused absences and tardiness include: missing the bus, oversleeping, car trouble, personal appointments, needed at home (babysitting, waiting for repairman, etc.), family vacations (not prearranged), out-of-school suspensions, and other avoidable absences.

Teachers do not have to provide makeup assignments for unexcused absences or tardiness.

***Reporting an Absence:***

Parents/guardians are expected to notify the office by 9:00 am each day their student is absent.

**When a student is absent, parents should call the High school at 815-433-0125 or Grade School 815-433-1199 before 9:00 a.m.** (a voice message is acceptable) In case of prolonged illness a daily telephone call is not necessary if a return date is given. Parents are asked to keep the school informed of the student's condition.

***Homework:***

Parents/guardians who wish to pick up their student's homework after dismissal, or have the homework sent home with another student, must make this request by 9:05 am.

The "Day-for-a-Day" rule applies to absent work. Example: A student is sick from school for two days. When the student returns to school, he/she will have two days to complete the missed work. The student must turn in his/her work on the third day back to school to receive appropriate credit.

If a student misses the day an assignment is due, including homework, a project, or a quiz/test, the assignment is due the student's first day back to school. Example: A student misses the day a test was given. He/She will take the test the day the student returns to school.

**TARDY PROCEDURES – High School**

It is important for students to be in class on time. In order to maximize instructional time, students are expected to be at their assigned area before the tardy bell rings. Tardiness is a class disruption and is grounds for disciplinary action.

- 1st Unexcused tardy - Warning
- 2nd Unexcused tardy – Warning
- 3rd Unexcused tardy – Detention
- 4<sup>th</sup> Unexcused tardy- Detention
- 5<sup>th</sup> Unexcused tardy- Detention
- 6<sup>th</sup> Unexcused tardy- In school suspension

Students, who arrive to class more than ten minutes after the tardy bell without a pass, will be considered unexcused (truant) and will be sent to the administration.

### **TRUANCY**

Truancies should be viewed as behavior patterns not isolated incidents. Any student who accumulates three (3) unexcused absence days in any semester will be subject to an immediate review of their attendance to determine what action may be taken. Truancies are cumulative within classes and not across classes. The review could result in a student being dropped from class without credit. Students dropped from a class will be assigned to a study hall, or if appropriate, another course. Students and parents will be informed if any action is taken.

#### One (1) Unexcused Absence

1. Detention
2. Parental notification

#### Two (2) Unexcused Absences

1. Multiple Detentions
2. Parent notification and phone conferences

#### Three (3) Unexcused Absences

1. In-school suspension
2. Social Probation
2. Mandatory parent conferences
3. May be dropped from class(es) with loss of credit and placed in study hall.

Under extenuating circumstances, the administration has the right to institute change in any of the above-listed procedures. The decision of the Disciplinary Committee may be appealed to the principal. After a student has been dropped from their third class, the principal will recommend the student to the Pastor's Board for expulsion.

A student is tardy if he/she is not in school by 8:00 am High School or 8:10 am Elementary School. Students arriving after the tardy bell must report to the office before going to class.

Students in grades 5-8 will receive three demerits beginning with the fourth unexcused tardy to school and for each additional unexcused tardy thereafter.

### ***Additional Information:***

Marquette Academy urges students and families to remember:

- Ⓢ All absences, whether excused "valid cause" or unexcused, are accumulated on the student's attendance record.
- Ⓢ A .5 absence will be recorded on a student's attendance record if he/she arrives after or leaves before 11:20 am.
- Ⓢ Absences may result in retention when a student fails to successfully complete the prescribed curriculum.
- Ⓢ Students shall not be promoted based upon age or any social reasons not related to academic performance.
- Ⓢ On the 18th absence (10%) of the school year, the County Truancy Officer may be notified.
- Ⓢ Students who leave the building without administrative approval will receive an in-school suspension.

A student does not have to be in school on the day he/she wishes to participate in an IESA contest.

Regular and punctual attendance is required. Experience has indicated that there is a positive correlation between class attendance and successful academic achievement. Attendance records are kept on file and are important to a student's future advancement. Those who look forward to securing work after graduation and those going on to college are advised to build attendance records of which they will be proud.

**When a student is absent, parents should call the High school at 815- 433-0125 or Grade School 815-433-1199 before 9:00 a.m.** (a voice message is acceptable) In case of prolonged illness a daily telephone call is not necessary if a return date is given. Parents are asked to keep the school informed of the student's condition.

**When the student returns to school, he or she must present a note from his or her parents to the main office.** This must be done before school starts in the morning. The student will then be marked as excused in the Teacherease system. If a student arrives at any other time of the day, he or she should report to the office upon arrival and present his or her note. The student will be marked as excused in the Teacherease system and given an admit slip for the current class period.

A student who returns to school without a written note from parents will receive an unexcused admit. Unless the student presents a written excuse within 24 hours, he or she will be assigned a detention.

If the absence is excused, the student will obtain the make up assignments from his or her teachers. If unexcused, students may receive partial credit for make up work. This work is required to be completed in a reasonable period of time.

Any student who leaves school for any reason must first report to the office for permission to leave.

Any falsification of an excuse will result in an unexcused absence and will be followed by disciplinary action.

All work missed by a student during a period of absence must be made up before a grade will be given. If the work is not completed, the student receives a failing grade for that period. All work, depending upon the length of absence, should be made up and given to the teacher in a reasonable amount of time. In case additional time is needed, the student should secure permission from his or her teachers. The responsibility for makeup work rests entirely with the student.

The procedure for obtaining a pre-excused absence is to bring a note from home explaining the reason for the expected absence. An admission slip will then be issued and the student will follow the same procedure as if he or she had been absent.

#### Attendance Information

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 approved the student visit
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. Students are expected to be in class.

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

#### Attendance Communication

In an effort to keep parents informed, as well as to enlist their support in resolving attendance problems, the school will make every effort to disseminate timely information concerning attendance records. Parents are encouraged to call the school at any time to check on the attendance of their student.

After a student receives his or her fifth absence in any class, a letter will be sent home to the parents informing them of this situation. After the tenth absence, a parent conference will be held.

#### Excused Absences

An absence is excused with the consent of both the parents and school. The following are excused absences:

1. Illness verified by parent or doctor with a note
2. Emergencies, to be individually verified and accepted by the school

#### Pre Excused Absences

A pre-excused absence may be granted to the student who is directed by a parent to miss school for reasons other than illness or emergency, such as:

1. To stay home to take care of family
2. To keep dental or medical appointments (Every effort must be made to have dental or medical appointments after school or on Saturday)
3. To take business trips with parents
4. Funerals
5. College visits (see school policy for college visits)
6. Court appearances

#### Unexcused Absences/tardy

Below is a partial list of unexcused absences

1. Oversleeps
2. Misses the bus
3. Has car trouble
4. Business that could have been taken care of outside school hours
5. Fails to have suitable absences pre-excused
6. Truant (see additional consequences under truancy).

The absence will be unexcused if the student is sufficiently well to engage in social activities or work outside the home after school hours. Students may receive partial credit for make-up work for all days that are unexcused. That work will be completed in a reasonable period of time. All unexcused absences will count toward the five-day limit.

#### Extra-Curricular Activity Absence Policy

All students not in school by 11:00 am on the day of an activity, unless pre-excused, cannot participate in or attend the extra-curricular activity. Student athletes are expected to be in school the day following an activity.

### Vacation Policy

While a great deal of learning can take place during travel, we discourage parents 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. However, students may request a planned absence form for family vacation trips. Based upon the legitimacy and time of the trips, excused absences may be assigned. In any event, family vacations will also count as part of a student's total number of absences.

1. Parents must send written notice of a planned vacation at least two weeks prior to the planned vacation.
2. The student must request and complete a planned absence form. This form must be signed by each of the student's teachers.
3. Students may request assignments but teachers have no obligation to provide assignments for the student for the time absent for vacation. Students will have a day for a day to complete missed assignments or make arrangements with individual teachers for the completion of missed work. If the teacher provides assignments for the student to complete while absent they will be due on the day the student returns to school.

### BUS/VAN GUIDELINES

Students who use the transportation provided by the school or its vendors are under the jurisdiction of the bus driver who may assign seats to any or all of the students involved. The authority of the bus driver should be considered the same as the authority of the classroom teacher. If it becomes necessary for the bus driver to ask students to show or surrender their ID, they are required to do so without argument.

1. Students are to be seated and are not permitted to change seats while the bus is in motion.
2. Students must not, under any circumstance, put their heads or arms out of bus windows.
3. Students are expected to treat bus/van equipment properly. The offender must pay for damage to the vehicle.
4. In case of emergency, students are to remain in the vehicle until the driver gives instructions.
5. Smoking, food or drinks and the use of profane or abusive language are prohibited.
6. The throwing of any objects on the bus or out of the bus windows is prohibited.

### CELL PHONES AND ELECTRONIC DEVICES

It is recommended that Cell phones are to be left in the student's locker or outside of the school building and must be kept out of sight during the school day. If deemed necessary by the classroom teacher a student may use a cell phone in the classroom. Other electronic devices such as (but not limited to) Laptop, Tablet computers, and headphones are not to be used during school hours without permission from the teacher. Cell phones must remain off and out of sight during the school day including passing periods, study hall, and lunch. Teachers may give permission to use an electronic device for class related purposes only. If any device is being used without permission for use it will be confiscated and turned in to the office. The student may pick up their device at the end of the day. Additional violations will result in the device being confiscated and turned in to the office and the student may lose the privilege to carry any electronic device for a time to be determined by the administration. Detentions may also be issued. Continued violations will result in additional disciplinary measures and may require a parent to contact the administration to make arrangements to collect the electronic device. If a student loses their electronic device privilege they may not be able complete assignments with the rest of their class which may result in late credit or no credit for these assignments.

### CLOSED CAMPUS

Marquette Academy has a closed campus. Students may not leave school without permission from the administration.

## **COLLEGE DAYS**

Juniors and seniors are allowed to take a college day to visit a college campus. The purpose of the visit is to allow students to gain a better understanding of what college life and classes are like while the college is in session. Generally, juniors are allowed to take one college day and seniors are allowed to take two college days. College days are recorded as excused absences. Failure to follow the stated policy will result in the absence being recorded as unexcused.

The guidelines for taking a college day are:

1. The visit to a college must be pre-arranged at least five days in advance by seeing the guidance counselor
2. An appointment must be made with the college admissions office before the visit
3. The appropriate college day form must be completed and signed by the student's teachers and returned to the guidance office before the visit will be allowed
4. Upon returning to school after a college day visit, a note on college letterhead, stating that the student kept the appointment with the college admissions office
5. Parental supervision and attendance on the college visit are encouraged.
6. No college days will be allowed after April 15.

*NOTE: MARQUETTE ACADEMY DOES NOT RECOGNIZE "PERSONAL" DAYS FOR STUDENTS.*

## **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. Users may not use the computer, network, or Internet for any illegal purpose or for profit. Any intentional misuse of this media can result in the revocation of the students' computer privileges. Improper or prohibited use of the school's electronic media may also result in the imposition of disciplinary measures as defined by the disciplinary code found in the student handbook, up to and including 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 High School. No student shall have any expectation of privacy in their access to the media or their communications or work on the system on the school computers.

### Acceptable use

All electronic media at Marquette Academy is to be used for educational purposes only. The following is acceptable etiquette/accountability that all students should exhibit. This list is not exhaustive and teachers may use their discretion in determining acceptable use.

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 give your password or I.D. number to anyone

#### Unacceptable Use

Students must at all times comply with school policy and classroom rules regarding use of school technology. Any use of the technology at Marquette Academy deemed unacceptable might 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 or access code
8. Loading or saving non-system software onto the school's system without prior approval.

#### Compensation/Restitution

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

#### Computer Technology and Electronic Media Violations

Any intentional damage to computer equipment, supplies, programs or files; any unauthorized use of programs, program materials and files; any use of restricted access codes; any addition, deletion or alteration of programs or files; any interference with telecommunications networks; any interference in or duplication of programs or files of students, staff or the school; any release of confidential information; any disruption of school record keeping functions; and other similar acts of computer violations or vandalism are strictly prohibited. Any unauthorized use of computer program or computer equipment is also strictly prohibited.

#### Chrome Books

All students should have their own chrome book or similar device for use in the classroom. The office will have chrome books available to rent with an ID and a \$5 per day charge to be paid at the time of rental. If a student device is turned in for repair they will be issued a waiver for the rental fee while their device is being repaired.

#### **CONFIDENTIALITY**

Generally, schools must have written permission from the parent or legal 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' name, address, telephone number, date and place of birth, awards, and dates of attendance. Parents 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, GO 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 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.

### **Dances**

All school dances are held periodically throughout the school year. Students may bring a guest that does not attend Marquette as long as the guest is in at least 9<sup>th</sup> grade, is less than 21 years old, and has been approved by the school administrators. A guest permission form (available in the main office) with a copy of the guest's current photo ID (school ID, State ID, or Driver's license) must be turned in and approved prior to purchasing tickets to the dance. Students and guests must follow the guidelines of the MA student handbook. Students and guests may also be required to submit to a breathalyzer test before entrance to the dance.

### **Discipline**

Marquette Academy expects every student to act in a Christian manner. The disciplinary policies of the school are intended to help the student assume responsibility for himself/herself and his or her actions, and are meant to be an extension of the basic discipline that is a part of every Christian home. 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, that 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 is an essential aspect of Christian development and is to be considered an aspect of moral guidance, not a form of punishment. Parents/Guardians are an integral part of the success of Marquette Academy. In order for this disciplinary policy to work, the faculty/staff and the administration needs and depends upon the continued support of parents/guardians.

Any action that is deemed inappropriate by the administration either because it violates a commandment or disrupts the learning process is subject to discipline.

To promote an atmosphere of learning for all students, the school makes use of the following measures.

1. The administration generally handles discipline problems in the school.
2. A Discipline Committee will be appointed annually by the principal. The committee will make specific recommendations for particular students who hinder the educational process or from whom the school cannot benefit.

### **Reciprocal reporting of criminal offenses**

In response to the mandate of P.A. 88-376 and in an attempt to address violence and criminal activities in

our schools, Marquette Academy has agreed to reciprocal reporting of criminal offenses committed by students in LaSalle County. The law enforcement designee and the school designee will verbally report criminal offenses committed by or against a student enrolled in Marquette Academy which include (but not limited to) the following:

1. All cases involving illegal or controlled substances
2. All cases involving weapons of any type
3. All cases involving criminal gang activity
4. All cases involving a serious crime or felony

#### Disciplinary committee

The purpose of the Disciplinary Committee is to constitute a body that will promote discipline within the school and provide maximum educational benefits to each student. In addition, the committee serves as an entity to assist the administrator in complex discipline problems.

Students that have repeated disciplinary problems, as well as those who fail to respond to the normal disciplinary policies of the school, may also be referred to the committee for evaluation or decision. On the recommendation of the committee, a student may incur a loss of privileges, be suspended, be advised to consider alternative educational possibilities, or be recommended to the Pastors' Board for expulsion. Privileges that might be lost for infractions of school rules include participation in interscholastic activities, participation in extracurricular activities, the holding of offices of student leadership or other activities of a non-academic nature.

The Disciplinary Committee will use the following procedures:

1. Consult with the teachers who are having problems with a given student.
2. The committee will hear the student's presentation of his or her case.
3. It will examine the student's records, both academic and behavioral.

If the committee decides that the school can benefit a student referred to it, and the student shows a sincere willingness to improve, the student may be allowed to return to class after he/she and his/her parents have met with the principal or vice-principal. The student's continued attendance at Marquette is dependent upon the fulfillment of any conditions that the committee may have imposed. The student will be reevaluated at the end of the time period set by the committee for reevaluation.

#### Behavior during non-school times

The school recognizes the parent's responsibility and right to discipline their children during non-school times. Marquette Academy stands ready to assist parents in the discipline. Students should remember that at no time are public actions contrary to the Catholic/Christian moral principles acceptable.

#### Dismissal from class

When an instructor, for disciplinary reasons in most cases, sends students to the office, the following policy will be followed:

1. The first offense may result in a one (1)-day suspension from that class.
2. The second offense will result in suspension from class and may receive additional detentions. A parent may be required to meet with the administration before the student will be readmitted to class.
3. The third offense will necessitate the student appearing before the disciplinary committee with the possibility of the student losing credit for the course.

#### Detention/Referral Policy – High School

Referrals for disciplinary issues will be sent from classroom teachers to the administration. Detentions will be issued when appropriate by the administration. The administration may determine the number of detentions given based upon the severity of the infraction. Detentions may be given for (but not limited to) the following reasons:

1. Being in the hall or an unauthorized place during a class without a pass
2. Dress code violation
3. Running and/or pushing in the halls - general horseplay
4. Taking food out of the cafeteria
5. Throwing snowballs
6. Using improper or vulgar language - written or oral
7. Parking in an unauthorized place
8. Harassing other students
9. Cheating on class work
10. Excessive noise or other inappropriate conduct in the classroom or cafeteria
11. Inappropriate behavior during all school Masses or assemblies
12. Littering the school building or grounds
13. Being in an unauthorized area of the school
14. Cell phones/electronic devices
15. Missing a classroom detention

Detentions may be served on Monday, Tuesday, and Wednesday immediately after school for a 40 minute period. Detentions may also be served Monday through Friday from 7:15 to 7:55 a.m. with administrative approval. All detentions time must be served by the assigned date and prior to final exams in each semester. Accumulation of excessive detentions may result in In-school Suspension (ISS)

1. Failure to report for detention will result in in school suspension.
2. Failure to report a second time will result in 30 days social probation and in school suspension will be doubled.
3. Failure to report a third time will result in social probation for the remainder of the school year the student receiving an in-school suspension

If this process has to be used again for a separate offense of not reporting for detention, it will result in out-of-school suspension.

Discipline will be based upon careful assessment of circumstances of each case. Factors for consideration will include, but are not limited to:

- Ⓢ Seriousness of the offense
- Ⓢ Student's age
- Ⓢ Frequency of misconduct
- Ⓢ Student's attitude
- Ⓢ Potential effect of the misconduct on the school environment

Corporal punishment is never allowed under any circumstances.

The Pastors' Board is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at its discretion.

**The 5th-8th grade students follow a demerit system for consistent classroom discipline procedures.**

**Demerit System:**

Date of Misconduct: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Demerits Issued By: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Deadline to Return Signed Demerits: \_\_\_\_\_

- † A student begins each new quarter with 0 demerits.
- † Parents/guardians must acknowledge all issued demerits. Demerits can be acknowledged electronically by replying to the emailed demerits, or by signing this document and having their student return it to school.
- † Detentions are served after school every Wednesday from 2:40-3:20.
- † If a student receives an in-school or out-of-school suspension, he/she will serve the suspension on the next academic school day.
- † A student is ineligible to participate (practice or compete in a game/match/etc...) in any after school activity on the date in which an in-school or out-of-school suspension is served.
- † Students who have served an in-school suspension (accumulated 36 demerits) cannot attend any field trip until the first academic day of the subsequent quarter. This includes the 8<sup>th</sup> grade class trip!

Accumulated Demerits	Consequences
12 and 24	Detention
36 and 48	In-School Suspension
60, 72, 84, etc...	Out-of-School Suspension

**Detentions:**

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

- Ⓢ Aggressive actions toward others – punching, shoving, tripping, kicking, throwing snowballs, etc...
- Ⓢ Being in an unauthorized area of the school.
- Ⓢ Bullying/Harassment – other students, faculty/staff, visitors, etc...
- Ⓢ Cheating – class work, quizzes/tests, etc...
- Ⓢ Forgery.
- Ⓢ Inappropriate/Obscene/Offensive/Vulgar language – oral or written.
- Ⓢ Irreverent/Inappropriate behavior during Mass.
- Ⓢ Littering – in school or on its grounds.
- Ⓢ Misuse/Mishandling/Destruction of school equipment or property – writing on books/desks, damaging computers or its components, mistreatment of Prometheus Boards, etc...

Detentions are served after school every Wednesday from 2:40-3:20.

**Suspensions:**

Suspensions can be given for (but not limited to) the following reasons:

- ④ Arson – student will be suspended, recommended for expulsion, and referred to the local police.
- ④ Assault of Student/Staff – student will be suspended, may be recommended for expulsion, and referred to the local police.
- ④ Bullying.
- ④ Bus Conduct – student may be suspended from bus privileges for a period of time.
- ④ Cheating – class work, quizzes/tests, etc...
- ④ Class Disruption:
  - ④ Students who repeatedly disrupt the education process in a given classroom or the entire school will be suspended and/or recommended for expulsion
  - ④ Extortion/Threat of Extortion – student shall be suspended, may be recommended for expulsion, and/or referred to local authorities.
  - ④ Exiting the building before dismissal without signing out in the office.
  - ④ False Alarm – student may be suspended and recommended for expulsion. The local authorities will be notified.
  - ④ Firecrackers – possession of firecrackers, explosives, stink bombs, or incendiaries is prohibited and is grounds for suspension and/or expulsion.
  - ④ 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.
  - ④ Gambling – gambling is prohibited and may be grounds for suspension and/or expulsion.
  - ④ 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.
  - ④ Inappropriate/Obscene /Offensive/Vulgar language – oral or written.
  - ④ Insubordination – failure to comply with faculty/staff directives.
  - ④ Physical fighting.
  - ④ 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.
  - ④ 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.
  - ④ Sexual Harassment – consisting of requests for sexual favors and other inappropriate verbal or physical contact of a sexual nature.
  - ④ Tobacco/Drugs/Alcohol/Smoking – Students are prohibited from possessing or use of tobacco/drugs/alcohol/smoking products or paraphernalia in school or on school grounds. Tobacco/drugs/alcohol will be confiscated and authorities may be contacted.
  - ④ Theft – theft may result in suspension. Restitution will be a requisite for reinstatement. The student may be recommended for expulsion.
  - ④ 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.
  - ④ Vandalism – vandalism is grounds for suspension and/or expulsion. Restitution will be a requisite for reinstatement.

- Ⓢ Trespassing – any person including a suspended or expelled student who comes on school property is subject to arrest.
- Ⓢ 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. Continual disruption of the educational process will not be tolerated

***Additional Information:***

- Ⓢ If a student receives an in-school or out-of school suspension, he/she will serve the suspension on the next academic school day.
- Ⓢ After serving an out-of-school suspension, the student will not be permitted to return to school until the parents/guardians have met with the administration.
- Ⓢ A student is ineligible to participate (practice or compete in a game/match/etc...) in any after school activity on the date in which an in-school or out-of-school suspension is served.
- Ⓢ Students who have served an in-school suspension (accumulated 36 demerits) cannot attend any field trip until the first academic day of the subsequent quarter. This includes the 8th grade class trip!
- Ⓢ The work missed by a student during an out-of-school suspension must be picked up at school by the parent/guardian and be completed. The recorded grade for any assignment given during an out-of-school suspension will be 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. 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. 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.

***Permanent Dismissal/Refusal to Register:***

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 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 the 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. 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, or the student or the student's parent/guardian disregard the discipline rules of the school, Marquette Academy may exercise the right to remove a registered student from the school or to refuse to register a student.

Parents will be notified when a student has accumulated ten (10) detentions. A student accumulating twenty (20) detentions or more will be required to appear before the Disciplinary Committee for disciplinary action.

The administration will determine the number of detentions given based on the severity of the action.

Social Probation

A student on social probation may not attend any school function held on or off campus during the period of social probation either as a participant or as a spectator. In other words, a student must leave campus at the end of the school day and not return for any reason until the beginning of the next school day. Students involved in an activity may not attend any practices, and may not attend any contests, meetings, or social events.

### Suspension Policy

The function which suspension serves is as follows:

1. To impress the student with the seriousness of his/her offense
2. To draw parent attention to the student's disruptive behavior
3. To promote the educational process by the elimination of the disruption

Persistent discipline problems and/or situations not spelled out in the code may result in suspension. Before a suspended student may return to class, he/she and his/her parents must meet with an administrator. The student and his/her parents will be made aware that any future disciplinary problems after suspension will necessitate referral to the Disciplinary Committee with a grave possibility of expulsion.

The Disciplinary Committee as a result of their deliberations concerning a given student's actions may recommend suspending a student. A student is automatically suspended for refusal to comply with the administration's requests, or for unseemly conduct which threatens the general discipline of the school.

### Serious Disciplinary Actions

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

1. Arson - Student will be suspended, recommended for expulsion, and referred to the local police.
2. Assault of Staff - Student will be suspended, recommended for expulsion, and referred to local police.
3. Assault of Student - Student will be suspended, may be recommended for expulsion, and possibly referred to local police.
4. Bus Conduct - The student may be suspended from bus privileges for a period of time.
5. Class Disruption
  - a. Students who disrupt the education process in a given classroom or the entire school will be suspended and/or recommended for expulsion.
  - b. 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.
6. Extortion or Threat of Extortion - Student shall be suspended, may be recommended for expulsion and/ or referred to local authorities.
7. False Alarm - Student may be suspended and recommended for expulsion. Such act will also be reported to local authorities.
8. Firecrackers - Possession of firecrackers, explosives, stink bombs, or incendiaries is prohibited and is grounds for suspension and/or expulsion.
9. 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.
10. Gambling - Student gambling is prohibited and may be grounds for suspension and/or expulsion.
11. 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.
12. Inappropriate/Vulgar/Obscene Language - may result in suspension.
13. Insubordination - Failure to comply with staff directives may result in suspension.
14. 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.
15. Search Policy - Marquette High School reserves the right to search the locker, coat, and personal belongings of the student at the school or at a school sponsored event. Students who do not cooperate are subject to expulsion.
  16. 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.
  17. Tobacco - Students are prohibited from possessing or using tobacco products in school. Any student who uses tobacco in school or on school grounds may be suspended. Tobacco products will be confiscated and will not be returned. The City of Ottawa's ordinance on tobacco shall be enforced. Vape pipes and related products will be considered the same as a tobacco violation.
  18. Theft - Theft may result in suspension. Restitution will be a requisite for reinstatement. The student may be recommended for expulsion.
  19. 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.
  20. Vandalism - Vandalism is grounds for suspension and/or expulsion. Restitution will be a requisite for reinstatement.
  21. Trespassing - Any person including a suspended or expelled student who comes on school property is subject to arrest.
  22. 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. Continual disruption of the educational process will not be tolerated.

Several of the above actions may also result in a student receiving detention(s) and/ or social probation and may also be reported to proper civil authorities.

### Discipline Appeals

In cases wherein the Discipline Committee would choose to impose sentences such as expulsion, more than ten (10) days of out-of-school suspension, more than thirty (30) days of social probation or other recommendations of this magnitude, the parents may APPEAL the decision of the committee. The first appeal is to the principal. No student who is the subject of the action of the Discipline Committee may appeal to the principal. Only parents can appeal the action. Only for the most serious of reasons may parents appeal to the principal. The principal must see that the parents have been informed of the recommendations of the Discipline Committee and have been given a reasonable amount of time within which to make an appeal. The appeal must be presented in writing to the principal and must specify the discipline situation, the consequences handed down by the committee, the remedy sought by the parents, and the reasons(s) they feel the Discipline Committee was unjust. If the conflict is not resolved, the petitioner notifies the principal of the intent to proceed to the next step and forwards a copy of the written presentation to Pastor Board President.

It is the responsibility of the principal to notify the petitioner of the name and address of the Pastor Board President in the case of the consolidated or area school. Within ten (10) days upon the receipt of the written presentation, the Pastor Board President may engage the Pastors' Board or subcommittee for advice in resolving the conflict. Even in those cases where a Pastor Board President elects to include the Pastors' Board or subcommittee in the deliberation, it must be the Pastor Board President who so refers the issue to the Pastors' Board or subcommittee. In no circumstances, will the aggrieved person approach the Pastors' Board or any of its members directly. It will be the decision of the Pastor Board President to decide if a formal meeting will be called. Procedures for a formal meeting are enforced.

### Alcohol/Drug and Tobacco Policy Statement

We do not, at any time, approve of our students drinking alcohol or using illicit drugs and are prepared to do all that is within our power to discourage such practices. We also realize that we cannot monitor every move that a student makes. The involvement with, use and/or possession of, any form of alcohol or illegal controlled substance other than prescribed by a physician will constitute a violation. A student will be found in violation if the behavior is observed by or admitted to a coach, staff member, school official, or police official.

As a private Catholic/Christian institution we hold parents/guardians and students to a code of behavior that reflects the Catholic/Christian values that we are trying to instill. The Administration and Marquette Academy Board of Trustees is committed to inhibiting those behaviors that prevent our students from reaching fulfillment.

Alcohol/ illicit drug abuse is a serious moral problem that has far reaching negative effects on young people. The use of alcohol/illicit drugs at parties is a problem in all high schools. Since many parents have experienced difficulty in dealing with this problem, the Marquette Academy Board of Trustees has established the following policy for Marquette Academy.

The policy contains two sets of consequences for students involved with alcohol/illicit drugs. The first set of consequences deals with off-campus violations and the student's attendance at school. The second set of consequences deals with on-campus violations.

#### Off-Campus Violations

Any Marquette Academy student who engages in any drug/alcohol incident off campus will be considered in violation of the drug/alcohol policy. The matter will be handled by the Discipline Committee. Given careful evaluation of all factors involved the Discipline Committee will impose strict sanctions on the student(s) when any of the following criteria has been met and verified:

1. A credible complaint is received by a school employee and the principal and his/her designee investigates the complaint to determine whether the school's drug/alcohol policies have been violated. Rumor, innuendo, and anonymous complaints are not grounds for an investigation.
2. A police incident report is obtained
3. A published newspaper article indicating civil or criminal misconduct is obtained

#### Possession, Acquisition, Selling, or Distribution of Illicit Drugs

1. Any student in the possession of or participating in the transfer of illicit drugs will be suspended for up to ten (10) days, recommended for expulsion, and referred to the proper authorities for possible prosecution.
2. Possession of drug paraphernalia that contains a residue shall be considered possession of any illicit drug and shall be treated with suspension. Possession of drug paraphernalia, which does not contain a residue, may result in suspension.

Any student involved in the transfer of a legal substance, which is represented as or thought to be an illicit or controlled substance (commonly termed "look-alike" drugs), will be suspended for ten (10) days and recommended for expulsion.

#### On-Campus Violations

On-campus violations include violations that occur on campus or at any school-sponsored activity. The parent will be asked to come to the school to take the student home. A breath analysis may be given by the administration or designee to verify the consumption of alcohol/illicit drugs and may be given at random for students and guests of students at MA dances. The student and his/her parent(s) must meet with an administrator before he/she can be readmitted to school.

##### A. First Violation

1. The first violation will result in an out-of-school suspension for one (1) day beginning with the discovery of the incident. The student will also be placed on social probation for

thirty (28) calendar days beginning the day the infraction occurred.

**B. Second Violation**

1. A second violation will result in the suspension from school for a period of ten (10) days. In addition, the student will be placed on social probation for 365 days. The parent/guardian must make an appointment with the administration prior to the student's return to school.
2. The student will be required to be evaluated by a licensed alcohol/illicit drug counselor and to comply with the recommendations of such evaluators.
  - a) The student and the student's parent have participated jointly in a chemical dependency evaluation selected with concurrence by the school principal or her designee.
  - b) The student and parent agree to comply fully with any treatment plan developed on the basis of self-evaluation.
  - c) The student agrees to submit proof of being successfully involved with or having successfully completed the agreed upon treatment plan.
  - d) The student agrees to submit proof of being continually free from substance use of any kind for the remainder of the school year the student received such consequences.
  - e) The cost of evaluation, treatment plans, or counseling programs will be the responsibility of the student or parent.

**C. Third Violation**

The student will be suspended from school until the next regularly scheduled Board of Trustees/Pastor's Board meeting at which time the student will be recommended for expulsion.

**D. Failure to Comply**

A student who fails to comply with any of the requirements of the alcohol/drug policy will have his or her case immediately reviewed by the Disciplinary Committee with the strong possibility that he or she will be recommended for immediate expulsion.

**E. Approved Testing**

Marquette Academy reserves the right to request school approved testing for illegal substances with or without cause

**DRESS CODE POLICY**

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.

Common sense and modesty are two of the principles that govern our dress code. Our faculty and staff will check compliances with the code early in the day and students who choose to violate the code may be removed from class until they have corrected the violation. Once the student is removed from class he or she will receive a referral for each dress code violation. Students who receive 5 referrals for dress code violations will lose dress down privileges for the remainder of the semester and may receive detention. Any attire deemed inappropriate, does not fit properly, extraordinary, distracting, and/or obscene by the administration is in violation of the dress code. This includes but is not limited to clothes and accessories, tattoos, jewelry/piercings, hair colors (extreme colors), etc., that are offensive and/or distracting to the learning

environment. The administration will determine when a student's appearance is in violation of the dress code and may confiscate non-conforming articles. The articles of clothing will be returned to the parent or to the student at an appropriate time. If a student is reprimanded for a dress code violation, corrects the violation, and then is found to be in violation again discipline will be issued for insubordination.

### **Dress Code for Young Women**

- Slacks - Dress pants only. Modesty is the key; tight fitting pants are not permitted. No cargo pants or camouflage pants will be allowed. A belt must be worn if there are belt loops.
- Skirts (no shorter than 2" above the knee when seated)
- Blouses/Shirts - Marquette polo/dress shirt must be worn every day during school. All but the top two buttons must be buttoned. Shirts must be properly fitted without alterations of any kind. The Marquette polo/dress shirt is a board-approved shirt that carries the Marquette or Marquette Academy design logos. This is the only style of shirt that may be worn to school when this dress code is in effect.
- Sweatshirts –The only acceptable outerwear is a Marquette Academy sweatshirt or Marquette Academy outerwear with the Marquette Academy dress code shirt underneath. (NO Athletic style jackets or Fleece (Nike, Under Armor, Columbia, etc) are allowed  
Sweaters – Dress sweaters and Marquette Academy sweatshirts are the only acceptable outerwear. **MUST BE WORN OVER A MARQUETTE ACADEMY DRESS CODE SHIRT.** Apparel items with logos cannot be worn, even if a Marquette Academy insignia is added. Marquette University items are not acceptable. Marquette Academy Athletic team Apparel is not to be worn during the school day except when approved. (game days)
- Jackets - No coats or jackets are permitted in the classroom.
- Shoes – dress shoes and tennis shoes.
- Hats - No hats or bandannas are permitted in the school.
- Hair will be neat, clean and well-groomed. Before students get extreme haircuts or haircolors, they are advised to check with the dean of students.
- Jewelry - Simple jewelry only. No more than two earrings per ear. No nose, eyebrow, or tongue rings. No slogan buttons not connected with the school.
- No sunglasses or chains hanging from the pocket are allowed.

The final decision as to whether a young woman's appearance is proper for the school will be made by the school administration. A student without an appropriate shirt will be sent to the office and will be out of school until the situation can be rectified.

### **Warm weather dress code**

Warm weather dress code will be in effect from 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 guidelines for warm weather dress are:

- Shorts- **NO SHORTER THAN THE KNEES** (no cut-offs, cargo, or camouflage shorts). Capri pants may be worn at this time.
- The Marquette polo/dress shirt must be worn.
- Dress sandals only. No flip-flop sandals or slides.
- Tennis shoes may be worn.
- Sandals that go between the toe **MUST** have a back strap to be worn.

- No T-shirts may be worn.
- Skirts (must be Knee length or no more than 2 inches above knee when seated)

### **Jeans Day dress code**

Regular dress code policy applies with the exception of blue jeans and tennis shoes.

- Blue jeans are allowed provided that they are not torn or tattered. No bib overalls. No writing on the pants.
- Only Marquette or Marquette Academy T-shirts or sweatshirts are permitted.
- Tennis shoes are permitted. NO flip-flops.

### **Dress up/Mass day dress code**

- Dress slacks, blouses or dresses/skirts (Knee length or no more than 2 inches above knee when seated)
- No shirts that have spaghetti straps or dresses that are strapless or that have spaghetti straps may be worn.

### **Dress Code for Young Men**

- Slacks or Pants – Dress pants only. Cargo pants, camouflage pants, tight-fitting pants, or torn pants are not permitted.
- Shirts – Marquette polo/dress shirt must be worn every day during school. All but the top two buttons must be buttoned. Shirts must be properly fitted. The Marquette polo/dress shirt is the approved shirt that carries the MHS or Marquette Academy design logo. This is the only style of shirt that may be worn to school when this dress code is in effect.
- Sweatshirts – The only acceptable outerwear is a Marquette Academy sweatshirt or Marquette Academy outerwear with the Marquette Academy dress code shirt underneath. (NO Athletic style jackets (Nike, Under Armor, Columbia, etc) are allowed)
- Sweaters – Dress sweaters and Marquette Academy sweatshirts are the only acceptable outerwear. **MUST BE WORN OVER A MARQUETTE ACADEMY DRESS CODE SHIRT. Marquette University items are not acceptable.** Marquette Academy Athletic team Apparel is not to be worn during the school day except on approved days.
- Jackets - No coats or jackets are permitted in the classroom.
- Shoes - dress shoes and tennis shoes are permitted.
- Hats - No hats may be worn in the building.
- Hair will be neat, clean, and well groomed. Hair must be cut so that the entire ear is showing and may not touch the collar of the shirt or go past the eyebrows. Curly hair may not touch the collar when pulled straight. Before students get extreme haircuts, they are advised to check with the dean of students. The final decision on length of hair is up to administrations discretion. If you are asked to cut your hair it needs to be done promptly.  
No facial hair is allowed.  
Students who are not in compliance with dress code in regard to hair will not be allowed to participate in extracurricular activities including games, performances, and practices.  
Beards and Sideburns- Students are to be clean shaven and sideburns are not to go past the bottom of the ear.
- Jewelry- No piercings of any kind. No slogan buttons that are not connected with the school.
- No sunglasses or chains hanging from the pocket are allowed in the school

The final decision as to whether a young man's appearance is proper for the school will be made by the school administration. A student without appropriate dress will be sent to the office and will be out of class until the situation can be rectified.

### **Warm weather dress code**

Warm weather dress code will be in effect from 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 guidelines for warm weather dress are:

- Shorts - NO SHORTER THAN THE KNEES (no cut-offs, cargo, or camouflage shorts).
- The Marquette polo/dress shirt must be worn.
- Dress sandals only. No flip-flop sandals or Sandals – Dress sandals only (NO FLIP FLOP SANDALS or SLIDES)
- Sandals that go between the toe MUST have a back strap to be worn
- Tennis shoes may be worn.
- No T-shirts may be worn.

### **Jeans Day dress code**

Regular dress code applies with the exception of blue jeans and tennis shoes.

- Blue jeans are allowed provided that they are not torn or tattered. No bib overalls. No writing on the pants.
- Only Marquette or Marquette Academy T-shirts or sweatshirts are permitted.
- Tennis shoes are permitted. NO flip-flops or slides

### **Dress up/Mass day dress code**

Dress shirt, tie, dress shoes and dress slacks. No Shorts

### **Dress Code for Elementary Students**

Only the apparel items listed below can be worn unless special permission is granted by the administration for students to be out of dress code for a particular day/event/activity. At no time can a student wear clothing items that support or imply the support of alcohol, drugs, sex, violence, or that are demeaning or discriminatory.

If a student has a medical need that requires him/her to be out of dress code, a physician's statement is required to authorize that the student be exempt from dress code requirements for a specified number of days. Students are to be covered from shoulder to the top of the knee at all school sponsored events. This includes during the school day, on field trips, D<sup>3</sup>s , Confirmation, 8th grade graduation, etc... Strapless dresses/dresses with spaghetti straps are not allowed.

Failure to comply with the dress code can ultimately lead to the recommendation of removal from school. The administration has final jurisdiction regarding the dress code.

### ***Dress Code (Mondays, Tuesdays, Thursdays, and Fridays):***

- Solid navy blue or solid white colored shirts or blouses. Turtlenecks and mock turtlenecks are acceptable. Students grades 6-8 have the option to wear the navy blue or white Marquette Academy uniform polo shirts. These may be purchased at the High School.

- Ⓢ Solid navy blue or khaki slacks, jumpers, skirts (must touch the top of the knee) and loose fitting knit slacks and pants.
- Ⓢ Socks must be worn.
- Ⓢ Shoes – Tennis shoes, dress shoes, or fashion boots must be worn. To play in the snow, a student must bring a pair of boots that he/she will change into and use outside and then not wear them in classrooms.
- Ⓢ Hair should not be cut in a manner that is a distraction to other students. Boys' hair must be above the collar, above the eyebrows, and above the ear lobe.
- Ⓢ Non-natural hair color dye is prohibited.
- Ⓢ Hats and hoods are not allowed to be worn inside of the school.
- Ⓢ Girls' acceptable jewelry – wristwatches, simple functional hair accessories, small earrings (no dangles), and religious necklaces may be worn.
- Ⓢ Boys' acceptable jewelry – wristwatches and religious necklaces may be worn.
- Ⓢ Piercings – Girls can have up to three in their ears only (three includes lobe and cartilage). Boys cannot have piercings.
- Ⓢ Minimal make-up may be worn by girls. The determination of "too much" will be made by the administration.
- Ⓢ Shirts/blouses must be tucked in at all times, even under a sweatshirt, hoody, or sweater.
- Ⓢ All undershirts must be plain white, gray, navy blue, or gold.
- Ⓢ Plain white, gray, navy blue, or gold sweatshirts can be worn over collared shirts/blouses. Marquette Academy sweatshirts can be worn over collared shirts/blouses.
- Ⓢ Apparel items with logos cannot be worn, even if a Marquette Academy insignia is added.
- Ⓢ Boy Scouts can wear their full uniforms on meeting days.
- Ⓢ Students participating in the D.A.R.E. program can wear their D.A.R.E. T-shirts on D.A.R.E. days.

***Mass Dress Code:***

- Ⓢ No dress down cards will be allowed to be used on Mass days.
- Ⓢ On All Academy Mass days students will be allowed to dress up the same as a picture day (please remember to send a change of shoes incase students need to be on the gym floor during recess or PE)
- Ⓢ No Spirit Days will be observed if an All Academy Mass or normal Mass falls on a Wednesday.

***Spirit Days (Wednesdays) (Not observed on Mass Days):***

On Wednesdays throughout the school year (Not observed on Mass Days), the following modifications to the dress code are permitted:

- Ⓢ Students can choose to wear a Marquette Academy top
- Ⓢ Blue jeans can be worn – no holes or rips
- Ⓢ No blue jean shorts

***Warm Weather Dress Code (daily from 8/17/15-10/30/15 and from 4/4/16-End of School):***

During this time, the following modifications to the dress code are permitted:

- Ⓢ Students can choose to wear Crocs or sandals – provided that they have a back strap. Socks do not have to be worn.
- Ⓢ Shorts/Capri's Khaki/Navy (must touch the top of the knee) may be worn. Cut-offs cannot be worn.

***Dress Down Days (D3):***

D3 will usually occur once or twice a month. A minimum \$1 donation will typically be collected on these days. On these days, the following modifications to the dress code are permitted:

- Ⓢ Students can wear a non-uniform/non-Marquette Academy top. (Shoulders and midriffs must be covered)
- Ⓢ Students can choose to wear non-uniform pants. Acceptable attire includes – pajama pants, sweatpants, blue jeans, Shorts/Capri’s (must touch the top of the knee), basketball shorts, etc...
- Ⓢ Students can choose to wear Crocs or sandals – provided that they have a back strap. Socks do not have to be worn.

**Prohibited Dress:**

- Ⓢ Leggings/Jeggings/Yoga Pants by themselves. They may be worn under skirts, dresses, or shorts.
- Ⓢ Cowboy boots
- Ⓢ Combat boots
- Ⓢ Cargo Pants/Shorts

**DRUG USAGE SCREENING POLICY**

**Statement of Purpose**

The Catechism of the Catholic Church states that:

The political community has a duty to honor the family, to assist it, and to ensure especially...the protection of security and health, especially with respect to dangers like drugs, pornography, alcoholism, etc.; and ... the use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct co-operation in evil, since they encourage people to practices gravely contrary to the moral law.

**Catechism of the Catholic Church § 2211, § 2291**

The Catholic Diocese of Peoria is committed to providing the most optimal educational environment possible for all students attending the schools of the diocese. In order to assist parents, the primary educators of their children, and to work toward the establishment of a safe and drug-free environment, screening of all students for drug usage was adopted in all high schools of the diocese in the 2000-2001 school year.

The church community recognizes its duty to honor the family and to assist it. This same community wishes to ensure the protection of security and health in all matters, but in a special way with regard to dangers such as drug usage.

The program of screening for drug usage is intended to:

1. Deter young adults from beginning or continuing drug use; and
2. Identify young adults who are harmfully involved in drug use so that they can be steered into appropriate drug education and treatment.

We wish to empower our students with knowledge and skills in order to make responsible decisions about their behaviors. We believe that the most effective deterrent to drug usage is openness and



communication among students, parents, and the school community. This collaborative effort serves to enhance all aspects of school life in order to develop healthy, positive and productive citizens.

Attendance at a Catholic high school is not a right, but it is a privilege. With the privilege, come certain responsibilities. We hold students and their parents, or guardians, to a high standard of behavior in areas that affect the well being and safety of all students. Therefore, students and parents are required to consent to participation in all the aspects of this policy as a condition of the student's continued enrollment at a Catholic high school of the diocese.

### Upon Receiving a positive result from a drug test

#### A. First Violation

1. The first violation will result in the student being placed on social probation for 28 calendar days beginning the day the infraction occurred.
2. The student will be required to be evaluated by a licensed alcohol/illicit drug counselor and to comply with the recommendations of such evaluators.
  - a) The student and the student's parent have participated jointly in a chemical dependency evaluation selected with concurrence by the school principal or her designee.
  - b) The student and parent agree to comply fully with any treatment plan developed on the basis of self-evaluation.
  - c) The student agrees to submit proof of being successfully involved with or having successfully completed the agreed upon treatment plan.
  - d) The student agrees to submit proof of being continually free from substance use of any kind for the remainder of the school year the student received such consequences.
  - e) The cost of evaluation, treatment plans, or counseling programs will be the responsibility of the student or parent.

#### B. Second Violation

1. A second violation will result in the suspension from school for a period up to ten (10) days. In addition, the student will be placed on social probation for 365 days. The parent/guardian must make an appointment with the administration prior to the student's return to school.
2. The student will be required to be evaluated by a licensed alcohol/illicit drug counselor and to comply with the recommendations of such evaluators.
  - a)The student and the student's parent have participated jointly in a chemical dependency evaluation selected with concurrence by the school principal or her designee.
  - b)The student and parent agree to comply fully with any treatment plan developed on the basis of self-evaluation.
  - c)The student agrees to submit proof of being successfully involved with or having successfully completed the agreed upon treatment plan.
  - d)The student agrees to submit proof of being continually free from substance use of any kind for the remainder of the school year the student received such consequences.
  - e)The cost of evaluation, treatment plans, or counseling programs will be the responsibility of the student or parent.

#### C. Third Violation

The student will be suspended from school until the next regularly scheduled Board of Trustees/Pastor's Board meeting at which time the student will be recommended for expulsion.

#### D. Failure to Comply

A student who fails to comply with any of the requirements of the alcohol/drug policy will have his or her case immediately reviewed by the Disciplinary Committee with the strong possibility that he or she will be recommended for immediate expulsion.

E. Approved Testing

Marquette Academy reserves the right to request school approved testing for illegal substances with or without cause

**Drug, Alcohol, and Tobacco policy for Students in extra-curricular activities and athletics**

In addition to the standard policy students involved in extra-curricular activities and athletics will be required to meet with activity supervisors, Coaches and/or the Athletic Director to determine their eligibility to return to participation.

**Athletic/Extracurricular Activities Drug and Alcohol Code**

*This is in addition to the on-campus code.* Participants in athletics and extracurricular activities are expected to be solid role models at all times. The involvement with use and/or possession of any form of alcohol, tobacco, or illegal controlled substance other than prescribed by a physician will constitute a violation. A student will be found in violation if the behavior is observed by or admitted to a coach, staff member, school official, or police official. (This part of the code is in effect year round)

Incidents not covered in this policy will adhere to the IHSA code for student athletes and participants.

- A. First Offense - If the violation occurs while the athlete/student is not currently participating in a sport/activity, the penalty will be imposed during the next season.
  1. The athlete/student will be suspended from athletic/extracurricular competition for a minimum of **20 PERCENT** (20%) of the season. After completing 28 days of Social Probation.
  2. An athlete/student must attend all practices but will not be allowed to attend any games/contests during this time.
  3. For athletes, a conference with the athletic director, coach, parent, and student is required prior to reinstatement on the team.
  4. The student is subject to mandatory drug testing before he/she will be allowed to participate in any activity and may be subject to random tests thereafter.
  5. Students involved in noncompetitive activities will follow the same standards.
  
- B. Second Offense - If necessary, this suspension will carry over from one sport season into another.
  1. The athlete/student will be suspended from participating in athletics or extracurricular activities for a minimum of **40 PERCENT** (40%) of the season. After completing 365 days of social probation.
  2. The athlete/student must attend all practices but will not be allowed to attend any games/contests during this time.
  3. The student will be evaluated by a qualified substance abuse counselor and will comply with recommendations from the evaluation.
  4. The student may be subject to a mandatory drug test before they will be allowed to participate in activities and may be subject to random tests thereafter.
  5. For athletes, a conference with the athletic director, coach, parent and student is required prior to reinstatement on the team.
  6. In addition to the above penalty, if the second offense occurs during the same sport season in the same school year, the student will lose eligibility for all practices and contests for the remainder of that season.
  
- C. Third Offense

1. After confirmation of a third violation, the student will lose interscholastic eligibility for the remainder of the school year.
2. A mandatory conference with the athletic director, the parents, and the student is required for participation the following year.

\*Competition includes all IHSA sponsored activities, (athletic teams, WYSE, scholastic bowl, cheerleading, pompons, and plays, etc.)

## SECTION I—PROHIBITIONS

Students will be screened for drug usage utilizing diocesan approved drug testing services employing radioimmunoassay technology in the analysis of hair (RIAH) and post-positive GC/MS, LC/MS or MS/MS confirmation testing. Specifically, samples will be submitted to a diocesan approved drug testing company for RIAH detection of the presence of Cocaine, Opiates, Phencyclidine (PCP), Marijuana, and Methamphetamine. Post-positive testing includes GC/MS, LC/MS or MS/MS confirmation for Benzoylcegonine (Cocaine Metabolite), Opiates (Heroin/Morphine/Codeine), PCP, Carboxy-THC (Marijuana Metabolite), Methamphetamine, and Ecstasy. The use of such drugs or *any controlled substance analog*\* by students without legitimate medical authorization is prohibited. The Catholic Diocese of Peoria reserves the right to test for additional drug substances as such screening becomes available. *\*“Controlled substance analog” or “analog” means a substance...that has a chemical structure similar to that of a controlled substance...or that was specifically designed to produce an effect substantially similar to that of a controlled substance...(720 ILCS 570/402).*

## SECTION II SCREENING FOR DRUG USAGE

Students enrolled in any of the Catholic high schools of the Diocese of Peoria will be screened for drug usage as follows:

- 1. Annual Screening** - All students will be screened for drugs at least once per year.
- 2. Random Screening** - Any student enrolled in any of the Catholic high schools of the Diocese of Peoria is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Each school will test ten percent (10%) of the student body on a random basis each year. Consequently, some students may be tested more than once a year.
- 3. Screening Based upon Behavior** - Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy will, with the concurrence of the school-identified drug screening coordinator of the screening program (hereafter referred to as "drug screening coordinator"), be required to submit to screening. If the observed conduct could possibly endanger the student or others, the student may be removed from the school immediately and placed in the care of the student's parents or guardians. A student may be directed to submit to screening based upon their behavior before, during or after the school day or a school-sponsored activity.
- 4. Follow-up Screening** - Any student found to be in violation of this policy would be subject to follow-up screening. Such follow-up screening will take place ninety (90) days after the student has received a positive test result.

**5. Transfer Students** - All transfer students shall submit to screening for drug usage on a date as soon as possible after applying for admission. Admission is not complete until the screening has taken place and results showing the absence of drug usage are obtained.

### **SECTION III DRUG SCREENING METHOD**

The Catholic high schools of the Diocese of Peoria will use hair-sampling procedures for the purposes of this policy implementation. Normally, trained personnel will collect a small sample of head hair from the students. However, students who wear a short hairstyle must understand that body hair collected from the arm or leg will be used for the drug screening method if the trained personnel are unable to obtain a sufficient amount of head hair.

### **SECTION IV NOTIFICATION OF TEST RESULTS**

Psychemedics Corporation will give notification of test results to the drug screening coordinator of the program in each school. The drug screening coordinator will also notify the chaplain. The drug screening coordinator shall notify parents, guardians, and students of a positive test result as soon as possible. It is left to the discretion of each local high school as to whether or not they will notify parents or guardians in regard to a negative test result. If a student tests positive for prohibited substances, that student and his or her parents or guardians shall be required to meet with the drug screening coordinator to determine appropriate follow-up steps. Such a student will be required to receive an immediate assessment by a substance abuse professional approved by the drug screening coordinator. This student and his or her family must agree to follow the plan of treatment established by the substance abuse professional and must agree to provide the school with the initial assessment and information regarding a plan of treatment. The assessment of any student engaged in extracurricular activities must consider whether this student will be allowed to continue to engage in extracurricular activities or what limitations will be placed upon such activities. Furthermore, each local high school with the approval of the Office of Catholic Education may adopt further punitive or disciplinary policies to be implemented if the student tests positive for prohibited substances. Such local policies will be noted in the parent/student handbook. The substance abuse professional shall be required to advise the school if the student fails to follow the plan of treatment, in which case the student will be subject to school discipline, including the possibility of expulsion. Upon completion of necessary treatment, the student must submit to follow-up testing as set forth in Section III, above, or such other method as proposed by the substance abuse professional and agreed to by the high school. All costs associated with assessment, treatment and follow-up testing shall be borne by the student or the student's parents or guardians.

In the case of students who test positively for prohibited substances on a second or more occasions during their high school career, the principal of the high school may determine to exercise discipline including the possibility of recommending expulsion.

Marquette Academy will make reasonable attempts to keep information respecting positive drug tests and the follow-up procedures of the school confidential. However, the school cannot be responsible for information that must be shared (for example, with a coach, if that student will be limited with respect to participation in an extracurricular activity) or as required by law or for information that is shared with others by the student or the parents or guardians of the student.

### **SECTION V APPEAL OF TEST RESULTS**

If the student or his or her family feels the test results are erroneous, the student or family has the right to

request that a second test be taken. This test must be requested and taken within three (3) days of the positive result. The cost shall be borne by the student, parents, or guardians. Furthermore, all requests for a second test will also be submitted to Psychemedics Corporation for hair analysis and the student may not alter their hairstyle prior to the second test. If the second test results vary from the first test results, the school and the parents or guardians will discuss the further action to be taken.

## **SECTION VI RETENTION OF RECORDS**

No documentation pertaining to each student's screening for drug usage will be made part of the student's permanent record. All documentation will be kept in a separate confidential file with the drug screening coordinator and will be destroyed upon three years of the student's graduation from high school.

## **SECTION VII ANNUAL NOTIFICATION**

Each secondary school shall, following the first year of testing, submit an annual report to the Office of the Catholic Schools by June 15<sup>th</sup> of each year. This report shall include data on the number of students tested (but not their names), the dates of the tests and the number of positive and the number of negative results obtained. A short descriptive analysis of the program for that year shall also be included.

## **EMERGENCY PLANNING**

### ***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**

#### 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 not be at home. Parents 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 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 will also receive a phone message from our automated dialer system.

**FIELDTRIPS**

1. All field trips shall have the approval of the Principal before scheduling.

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.

**FOOD AND DRINK**

Food and drinks (other than water) are allowed in the Cafeteria only. High school students will store lunches in the coolers provided in the cafeteria. Please have your name on your lunch.

**NO FOOD OR DRINKS INCLUDING WATER ARE ALLOWED IN THE LIBRARY OR COMPUTER LAB**

**Lunch**

All students will remain at school for lunch. Students cannot have food delivered to the school or bring in food from other establishments – Subway, McDonald's, Little Caesars, etc...

Parents/Guardians who send home lunches to school must ensure that all of the lunch contents are peanut/tree nut free and have not been manufactured/processed in a factory that may contain peanuts/tree nuts.

**High School**

Students may either bring their lunch from home or take part in the lunch program. Students may not have food delivered to the school or bring in orders from other establishments. A variety of foods are served daily in the cafeteria. Lunches must be eaten in the cafeteria. Soft drinks may be purchased and consumed in the cafeteria. Food and drink are not allowed in other locations of the school at any time. Students will not be allowed to charge lunch purchases to the school. All food must be paid for at the time it is received. All classroom and school rules/policies apply in the cafeteria.

### Elementary School

Students can bring their lunch from home, but they must take part in the lunch program.

All lunch program fees will be paid concurrently with tuition payments by the method selected at the time of registration. A doctor's written order is to be presented if milk or other food is to be substituted. All food and drinks may be consumed in the cafeteria only. Food and drink are not allowed in other locations of the school unless authorized by the administration. All classroom and school rules/policies apply in the cafeteria.

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.

*Lunch Periods : see High School and Elementary schedules*

### **HARASSMENT AND BULLYING POLICY**

Harassment, including sexual harassment, of any student by another student is unethical, illegal and prohibited. It is the responsibility of the complainant or any witnesses to report incidents of harassment. Students are subject to disciplinary procedures up to and including expulsion.

The term "harassment" includes but is not limited to "slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect [seriously and] adversely on a person's race, color, sex, religion, national origin, citizenship, or physical or mental condition." Harassment under this policy includes sexual harassment which means any unwelcome sexual advance or any conduct of a sexual nature when such conduct has the effect of substantially interfering with a student's performance or creating an intimidating, hostile or offensive school environment even if the actions take place off school property or outside of school hours. The term shall also include any other conduct or actions as defined as harassment under the Illinois Human Rights Act as amended from time to time. Further, cases of retaliation against a complainant or witness who initiates a case under this policy are included within the term "harassment" as used herein and shall be handled under this policy.

When intervention strategies are suggested as in the case of what the Supreme Court has called "simple acts of teasing and name-calling among school children," such acts do not constitute harassment under this policy.

Harassment, including but not limited to, sexual harassment, of any employee or other person is unethical, is illegal and is prohibited. This policy is intended to clarify the roles and responsibilities of Diocesan or parish personnel who have administrative responsibility involving the diocese, a parish, a parish institution, school or organization in situations involving possible sexual harassment. It sets forth the Diocesan response to victims.

### Definition

The term "harassment" includes, but is not limited to, slurs, jokes, or any other form of verbal, written, graphic, or physical conduct or advances which reflect adversely on an individual's race, color, sex, religion, national origin, citizenship, age, marital status, veteran status, or physical or mental handicap. Harassment under this policy includes sexual harassment which means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's

work performance or creating an intimidating, hostile or offensive working environment; or (4) such other conduct or actions as are defined as "harassment" under the Illinois Human Rights Act as amended from time to time. Further, retaliation against a complainant or witness who initiates a case under this policy is included within the term "harassment" as used herein and shall be handled under this policy.

#### Procedure

1. This policy encourages the reporting of harassment by the person harassed (the complainant) or any witness to harassment. It includes harassment by any cleric, religious, a lay person employed by or in the diocese or its parishes, or by any volunteer of the diocese or its parishes.
2. If a complainant believes that he/she has been harassed, he/she may wish first to deal with the harasser on an informal basis with the harasser. A witness to harassment may wish to do the same. However, if harassment continues, or if a single instance of harassment is of such magnitude that the complainant or witness feels that an informal resolution is inappropriate, the harassment should be reported by the complainant or witness to his/her supervisor, department head, principal, pastor, Chancellor, or Vicar General of the Diocese of Peoria. The preceding sentence does not establish "steps" of giving notice and the complainant or witness can give notice to any of those identified people. The notice of harassment should be given within ten (10) calendar days of the alleged harassment to promote a prompt and fair response.
3. Whoever receives the notice of alleged harassment from a complainant or witness should make a written account of what has been reported, the parties involved, the facts alleged, and the date of the report. This written report shall be given to the pastor, Chancellor and Vicar General in a case at the parish level, and to the Chancellor and Vicar General in a case at the Diocesan level. The Chancellor shall immediately inform the Diocesan insurance carrier/administrator and the Diocesan attorney.
4. At the direction of the Chancellor and Vicar General, an investigation will be conducted of the alleged harassment. The Chancellor and Vicar General shall be responsible for determining who will serve in the investigatory role. This investigation shall include interviewing the complainant, the accused, any witnesses, and any pertinent third parties. In all cases, concern shall be shown for the alleged victim and family. Alleged offenders shall be considered for professional evaluation.
5. The Chancellor and Vicar General (in consultation with the local pastor, if occurring in a parish setting) shall make an immediate determination of whether an alleged offender shall be limited in activity during the investigation. They may take such actions as they deem appropriate. Where the alleged offender is a paid employee and is to be temporarily suspended, this may be with or without pay. The alleged offender's supervisor shall be notified of the complaint, if appropriate.
6. If the harassment is alleged to have occurred at the Diocesan level, it shall be the responsibility of the Chancellor and Vicar General to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred. If the alleged harassment has taken place at the parish level, it shall be the responsibility of the Chancellor, Vicar General and pastor to determine if harassment has occurred, if harassment has not occurred, or if sufficient evidence does not exist to support a finding of whether harassment has occurred.
7. If it is determined that harassment has occurred, the Chancellor and Vicar General, in cases at a Diocesan level, shall determine what disciplinary action is warranted. If it is found that harassment has taken place at a parish level, the Chancellor and Vicar General, in consultation with the pastor, will determine what disciplinary action is warranted. The severity of the disciplinary action will relate to the nature, context and seriousness of the actions and can include disciplinary actions up to and including immediate termination and canonical sanction.
8. If it is determined that harassment has not occurred, the complaint and investigatory report shall not be made part of the alleged offender's general personnel file. If suspended, the alleged offender shall be fully reinstated with appropriate back pay and benefits.
9. The diocese shall notify an alleged offender's superior in the case of claims made against any non-Diocesan cleric or religious and shall keep that superior advised as to the status and outcome of the proceedings. If a claim of harassment is made in respect to a cleric of this diocese who is working in another diocese, the Bishop of that diocese shall be notified that a claim is pending against the cleric and be advised as to additional developments which occur in the case, including the final determination. In appropriate cases, future supervisors or superiors of Diocesan clerics working outside the diocese should be advised of past offenses against this policy.



10. If a cleric is advised in a confessional setting of harassment by laity, religious or nonreligious clergy employed by or in this diocese or in a Diocesan parish, by a cleric of this diocese, or by a volunteer in this diocese or in a Diocesan parish, the cleric shall not violate the seal of the confessional. A cleric faced with such a confession should encourage the penitent to make disclosure of the alleged harassment outside the confessional setting. The diocese recognizes that it is sometimes difficult to determine whether such information confided to a priest outside the confessional setting should be disclosed under this policy. In all such circumstances, clergy should consult privately with the Bishop or Vicar General to determine if information regarding harassment should be disclosed pursuant to this policy.
11. If a determination is made that sufficient evidence does not exist to determine whether or not harassment has occurred, the Chancellor and Vicar General (in consultation with the pastor, if occurring in a parish setting) may still take such actions against the alleged offender as they deem appropriate under the circumstances.
12. Alleged victims who report harassment have the right to know the general disposition of the harassment investigation.
13. Notwithstanding any of the foregoing, the diocese may suspend its investigation and determination if a criminal or civil claim is filed or is threatened in respect to the incident(s) at issue to allow for appropriate legal handling of such claim.
14. It is against the policy of this diocese, and it is a civil rights violation, for a person, or for two or more persons, to conspire and/or retaliate against a person because that person has opposed that which he or she reasonably and in good faith believes to be unlawful discrimination, sexual harassment, discrimination based on citizenship status and employment, or because that person has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act. Any such retaliation shall not be tolerated and the person(s) accused of such retaliation shall be subject to investigation and disciplinary action under this Diocesan policy and/or under the Illinois Human Rights Act.
15. Aggrieved parties shall have the right at any time during the investigative process or upon resolution of a complaint to contact the Illinois Department of Human Rights at 222 S. College, Floor 1, Springfield, IL 62704, or the Illinois Human Rights Commission at William G. Stratton Office Building, Room 404, Springfield, IL 62706. Aggrieved parties shall be entitled to those rights and procedures established in Article 7A of the Illinois Human Rights Act (775 ILCS 5/7A) and by the Department and Commission.
16. All personnel of the diocese and Diocesan parishes should also be aware that harassment can consist of harassment of employees or volunteers by third parties who are not employees of the diocese or parish. In such circumstances, the victim or a witness should advise his/her supervisor that such a problem exists, and the supervisor should take appropriate actions to terminate the harassment against the employee or volunteer. Notice of such harassment shall be given at the parish level by the supervisor to the pastor, who shall also advise the Chancellor and Vicar General, and at the Diocesan level, the supervisor shall advise the Chancellor and Vicar General. The Chancellor and Vicar General shall monitor the case to determine what further steps may be required. Any employee or volunteer so harassed whose concerns are not addressed may proceed under this policy.
17. It is the policy of the diocese that victims must be treated justly. The Diocese presently offers a program of counseling to alleged victims of harassment. Any person who feels he or she has been harassed may contact the Chancellor and/or Vicar General to discuss the availability of counseling. The Diocese in its sole discretion shall determine whether to provide ongoing assistance and the extent thereof.
18. All clergy, religious and lay staff at the Diocese, Diocesan parishes, and Diocesan institutions should be acquainted with the seriousness of the harassment policies of the Diocese (including the Policy and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Volunteers). Pastors should inform parish employees of this policy. The diocese shall so inform Diocesan employees.

19. The Chancellor and Vicar General shall determine on a case-by-case basis what public announcement is appropriate at any time regarding an investigation, determination, or sanction. Any requests for public comment shall be referred to the Chancellor and Vicar General.
20. If inquiries are made for a job reference for an offender, the diocese may advise the inquirer of the finding of the diocese. If a case is pending, the diocese may advise that a case is pending. In either case, the decision on whether to release such information shall be made by the Chancellor and Vicar General.
21. If the diocese is made aware the alleged offender is in a position which poses a public risk, after the diocese has made a determination that harassment has occurred or that sufficient evidence does not exist to warrant a finding, the Chancellor and Vicar General may advise the alleged offender's supervisors of the claim made to the diocese and the Diocese's determination
22. This policy shall be made known to alleged victims who report harassment.
23. This policy shall be reviewed on an annual basis.
24. This policy shall prevail over other Diocesan or parish harassment policies.

Adopted/Modified 07/07

### **BULLYING POLICY**

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)

Verbal, written, online, electronically transmitted or physical threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats may face disciplinary action.

### **LIBRARY – High School**

The library is open on school days from 7:45 a.m. to 3:30 p.m. During unstructured periods, the students may use the library for research. A student must secure a pass from the teacher for whom the research is required and from the study hall moderator.

Ordinarily, books and records may be borrowed for a two-week period. Magazines and pamphlets may be checked out for one week. They may be renewed unless another student has placed a reserve on the item. Materials must be brought to the library for renewal. Ten cents a day will be charged for each book or record which is overdue. Lost or damaged materials must be paid for by the student or parents.

### **Library - Elementary**

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.

### **LOCKERS**

Lockers must be kept clean and free from clutter and defacement. School approved locks must be placed on all lockers including those in the locker rooms. These locks may be purchased in the school office. The cost is \$5.00 for a new lock. To prevent loss of personal property the student must observe the following:

1. Keep his/her locker locked
2. Not share combination numbers with other students
3. Use only his/her lockers

Students are asked to report lock and locker problems to the office so that they may be corrected. Any misuse or tampering with lockers will be referred to the office for action. School officials reserve the right to search a student's locker if they deem the search is necessary to maintain the integrity of the school environment and/or to protect other students. The student is held responsible for his/her locker being locked and will be held responsible for lost books, etc.

### **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.

### **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 authorizing the administering of any prescribed medication at school.
3. Medication must be brought to school by the parent in a container appropriately labeled by the doctor 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 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 parent's signatures on the appropriate forms. See the Medication Policy found in the office.

### **MOTOR VEHICLES**

Motor vehicles are to be parked in the designated areas. Entrances, driveways, fire lanes and "No Parking" areas must be kept clear. Students that park in unauthorized places may have their vehicle towed and may face disciplinary action. The school retains the right to suspend or to revoke student-driving privileges based upon the student's attendance/discipline record. Reasonable speed and careful driving around school and to and from school are expected. Special caution must be observed at the blind corners of the gym area. Pedestrians always have the right of way. Students are not to park in front of the building on Washington Street.

**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.

**PASSES**

Each student must have a pass when outside the classroom while classes are in session. This includes being in the hall after the bell has rung.

**PHYSICAL EXAMINATIONS AND HEALTH RECORDS**

Physical examinations as prescribed by the Department of Public Health, State of Illinois, will be required of all pupils anytime within six (6) months prior to their entrance into the 9th grade. Additionally, every pupil must be immunized in accordance with the state regulations and must furnish a complete immunization record. All transfer students must have their former school forward these records to Marquette Academy upon entering the school. A noncompliance with the above state directives may result in the exclusion of the student from classes until the proper records have been furnished. *All records must be on file by October 15<sup>th</sup>.*

In accordance with the Illinois General Assembly Public Act 093-0504, “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 twelve (12) months.” Vision and hearing screening is mandated in the State of Illinois.

**Rules and Regulations of the Illinois Departments of Public Health for Immunization**

<b><u>AGE</u></b>	<b><u>IMMUNIZATION NEEDED</u></b>
2 mos.	DTP (Diphtheria, Peruses, Tetanus) and TOPV Trivalent (oral) Polio Vaccine
4 mos.	DTP & TOPV
6 mos.	DTP
15 mos.	2 MMR (Measles, Mumps & Rubella)
1-11/2yrs.	DTP & TOPV
4-6yrs.	DTP & TOPV
TD every 10 years	(Adult Tetanus, Diphtheria) Booster

**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)

## **RECORDS**

The student's records, both permanent and temporary, are kept at Marquette Academy. These records are maintained in accordance with the Family Education Rights and Privacy Act of 1974.

Permanent student records contain basic identifying information including, name of student and parents, address, birth date, gender; academic information including subjects taken, semester grades, attendance information, final rank, and grade point average; test information such as standardized achievement and aptitude tests, college entrance exams; and lists of activities and honors. This information is what is contained in a "transcript."

The guidance office keeps these permanent records in its files; test results from IQ tests, achievement and aptitude tests, placement tests, college entrance exam results, deficiency slips, teacher referrals, and psychological reports if applicable.

The dean of students maintains temporary records. These records include school infractions and subsequent disciplinary actions, attendance records, and health data.

Parents of students have the right to inspect and copy permanent and temporary records. They may also challenge the information contained in a student record regarding its accuracy, relevance, or propriety. If a parent desires to inspect a student record, an appointment must be made with the school official having charge of the particular record to be reviewed. If copies are desired, a charge of 25 cents per copy will be assessed.

If the content of the record is challenged, the parent has the right to request a formal hearing if an informal agreement cannot be reached. The principal at the conclusion of the hearing will render the final decision. A statement of explanation may be inserted into the record by the parent if the questionable information is not removed.

Parents also have the right to control access to and release of student records. No student record may be released unless authorized by the parent. This special release is not necessary for the transfer of records to another school within the system or out of the district if the student is transferring to that school nor is it necessary for college transcripts. It is assumed that in these cases, the parents will review the records if they feel there is a need sometime during the year before the transcript is sent out.

Directory information which consists of the identifying information in the permanent record, academic awards or honor, information regarding school activities, and athletics, may be released to the general public unless the parent requests in writing that any or all such information should not be released for his/her child.

### **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.

**RIGHT TO LIFE**

Schools shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of human life and the right of the unborn child. Compromise of these doctrines, by word or deed, may be cause for immediate expulsion.

Abortion- Students who are known to have procured an abortion, or participated directly in such a decision, may be required to withdraw from school.

Pregnancy- In keeping with the ancient belief and practice of the Roman Catholic Church, abortion is not an option for pregnant women. Diocesan schools believe, support, and emphasize the need to make moral choices in compliance with the doctrines and teachings of the Roman Catholic Church regarding sexual abstinence, pre-marital sex, abortion, and marriage. Diocesan schools recognize their moral responsibility toward the pregnant student, the student body, and the general public. The pastor, the principal and the school chaplain (if applicable) shall make every effort to assist and support the pregnant student and the student known to have fathered the child and their parents/guardians in continuing the students' Catholic education program.

Married Students- Students enrolled in Diocesan schools are expected to be unmarried.

(Policy D-149)

Administrative Regulation for Pregnancy (female)

1. Pregnancy is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student is pregnant, designated personnel shall meet with the pregnant student and her family to inform them of the information given to them indicating that their daughter is pregnant.
3. School personnel will inform the student and her family of the services that are available within the Catholic community for medical and neo-natal care.
4. School personnel will review the student's schedule and discuss what adjustments need to be made to enable the student to continue her educational plan.
5. Pregnant students are expected to exercise appropriate discretion regarding the pregnancy in relationship to members of the student body.
6. Out of concern for the health of the pregnant student and her child, pregnant students are not eligible to participate in any athletic, cheerleading or dance team activities sponsored by the school. Participation in all other school-sponsored activities shall be determined on a case by- case basis by the school principal in consultation with the canonical pastor.
7. Children born of a female student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school sponsored events.

Administrative Regulation for Pregnancy (male)

1. Fathering a child is not a condition that constitutes a reason for exclusion or expulsion.
2. When school personnel are informed that a student has fathered a child, designated personnel shall meet with the young man and his family to inform them of the situation.
3. School personnel will inform the student and his family of support services that are available within the Catholic community.
4. Participation in school-sponsored activities shall be determined on a case by case basis by the school principal.
5. Children born to a male student are not to be brought to the campus during the school day. Permission must be obtained from the school principal for the child to attend other school sponsored events.

Administrative Regulations for Married Students

1. Any marriage contracted by a student attending a Diocesan school must be a marriage that is considered valid by the Roman Catholic Church.

2. Students who have contracted invalid marriages are no longer eligible for enrollment and will be required to withdraw.
3. Students who have contracted an invalid marriage and have had the marriage validated by the Church may be re-admitted on a case-by-case basis.

(Policy D-149)

### **RUNNING START PROGRAM**

The Running Start Program is a collaborative program between Marquette Academy and Illinois Valley Community College in which students will be able to earn their high school diploma and associates degree simultaneously. Contact the guidance office for more details.

### **SCHOOL PROPERTY**

Students as well as teachers and custodians share in the cleanliness and care of all items in the school. Any breakage or damage to school property should be reported to the administration or the head custodian. A student is financially responsible for repairing or replacing property he or she has damaged.

### **SOCIAL PROBATION**

A student on social probation may not attend any school function held on or off campus during the period of social probation either as a participant or as a spectator. In other words, a student must leave campus at the end of the school day and not return for any reason until the beginning of the next school day.

### **STUDENT PLANNERS**

Students are issued a Student Planner at the beginning of the school year. Students are expected to have their planners at all times. The planner, when signed by a faculty member, acts as a student's pass in and out of class. If a student is in the hallway or out of the classroom without his or her planner he or she will be issued a referral. If the planner is lost, a student must purchase a new one in the main office.

### **Amending the Handbook**

The Administration reserves the right to amend this Elementary Handbook at any time. Parents/Guardians and students will be promptly notified if changes to the handbook are made.

### **Bake Sales/Classroom Snacks**

Homemade edible items cannot be sent with a student to school. All food brought into the school for bake sales/classroom snack time must be store-bought and feature a complete ingredient declaration. Foods containing peanuts/tree nuts or that were manufactured/processed in a factory that may contain peanuts/tree nuts cannot be sold, distributed, or consumed during the school day. Fresh fruit and vegetables can be sent. Students can carry a water bottle with them.

### **Bicycles**

Students may ride their bicycles to school. Only one rider is permitted on a bicycle. Bicycles should be walked on and off the playground and across intersections. Bicycle riders should obey all Rules of the Road. All bicycles should be properly parked and locked. Marquette Academy will not be responsible for damaged or stolen bicycles.

### **Birthday Policy**

- Ⓢ On a student’s birthday, he/she can choose to bring something to share with the class – religious items, pencils, a snack, etc...
- Ⓢ Parents/Guardians must contact the student’s homeroom teacher at least one day prior to sending any items. All items need to be approved by the teacher before they are sent to school.
- Ⓢ Homemade edible items cannot be sent with a student to school. All food brought into the school for birthday celebrations must be store-bought and feature a complete ingredient declaration. Foods containing peanuts/tree nuts or that were manufactured/processed in a factory that may contain peanuts/tree nuts cannot be sold, distributed, or consumed during the school day.
- Ⓢ If plates, cups, napkins, or utensils are required, the parent/guardian must provide them.
- Ⓢ If the child has a summer birthday and would like to bring something during the school year, arrangements must be made with the teacher.
- Ⓢ Invitations to birthday parties can only be distributed at school if all students in the grade are invited or all students of the same gender are invited.

**Bus Students**

Only those students who live 1.5 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 leave the school on a bus.

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:

Number of Offenses	Disciplinary Action
1	Warning, parents/guardians notified
2	3-5 days off the bus
3	Bus report and 10 days off the bus
4	Off the bus for the rest of the year. This action will be taken after the parent/guardian and administration view the tape.

**Christian Service Requirement**

See Appendix A.

**Confidentiality**



The administration is prohibited from discussing with parents/guardians staffing or disciplinary situations involving parties other than their own students.

Marquette Academy must receive written permission to disclose personal information, including “directory type” information such as a student's name, parents/guardians name, address, and telephone numbers. Please complete Appendix B to be included in the 2015-2016 Marquette Academy Directory.

### **Electronic Devices**

Electronic devices such as (but not limited to) cell phones, iPods, and e-Readers are not allowed during school hours unless authorized by the administration. 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 office. Students in grades 5-8 will also receive 3 demerits. Following the first offense, a student will be allowed to pick up his/her device at the end of the school day. Beginning with the second offense, a parent/guardian will need to come to the school to collect the electronic device.

### **Eligibility**

Please see Appendix D.

### **Field Trips**

All school trips (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-131**

Students who have served an in-school suspension (accumulated 36 demerits) cannot attend any field trip until the first academic day of the subsequent quarter. This includes the 8th grade class trip!

- Ⓢ All field trips shall have the approval of the administration.
- Ⓢ On bus trips, a fee may be set to defray the cost of fuel/transportation. This fee will be based on a quote from the bus company.
- Ⓢ 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.

### ***Chaperones:***

- Ⓢ Teachers or the administration can require a parent/guardian to serve as a chaperone on a field trip. In such cases, the parent/guardian will be notified. If the parent/guardian may not or chooses not to attend, their student would remain in the school during the field trip.
- Ⓢ The teacher will assign each chaperone a group of students. Chaperones must be physically and mentally present to their assigned group at all times.
- Ⓢ Chaperones cannot bring non-school aged children.

### ***Absences:***

Parents/guardians who wish to pick up their student's homework after dismissal, or have the homework sent home with another student must make this request by 9:05 am.

The “Day-for-a-Day” rule applies to absent work. Example: A student is sick from school for two days. When the student returns to school, he/she will have two days to complete the missed work. The student must turn in his/her work on the third day back to school to receive appropriate credit.

If a student misses the day an assignment is due, including homework, a project, or a quiz/test, the assignment is due the student’s first day back to school. Example: A student misses the day a test was given. He/She will take the test the day the student returns to school.

***Homework Policies:***

Each classroom teacher will communicate in writing their policies regarding late homework, corrections/retakes, and extra credit at the start of the school year.

**Illness/Accidents/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.

***Head Lice Policy:***

- ④ Students will be checked periodically for nits/head lice.
- ④ If a student is found to have nits/head lice, his/her parents will be notified immediately to come pickup their student. Parents/Guardians are instructed to begin treatment and/or contact their physician.
- ④ A student found to have nits/head lice may return to school the day after the first pediculicide application.
- ④ The date is recorded when a student is sent home and a second inspection is made after ten days or earlier if deemed necessary.
- ④ Parent/Guardians must accompany student(s) back to school the morning of rescreening. Parent/Guardians should bring students to the office prior to the start of school to assure students pass rescreening.

***Fever/Vomiting Policy:***

- ④ If a student has a fever, their parents/guardians will be notified immediately. If the student’s fever is greater than or equal to 101 degrees, he/she must be picked up and taken home. The student can return to school when he/she he has been fever free for 24 hours without the use of fever reducing medication.
- ④ If a student vomits at school, the parents/guardians will be notified to come and take the child home. A child who vomits MUST leave school.

**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.
- Ⓢ Book bags, 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 belonging to the school, a student, or a visitor) on the school premises.

### **Medical Entrance Examinations**

- Ⓢ All students K-8 entering Marquette Academy from out-of-state or from a homeschool setting must have a physical examination completed by a doctor, a dental examination, and a vision examination.
- Ⓢ Students entering kindergarten must have a physical examination completed by a doctor, a dental examination, and a vision examination. Kindergarten students are also required to show proof of having had the Chickenpox disease or having received the vaccine.
- Ⓢ Students entering second grade must have a dental examination.
- Ⓢ Students entering sixth grade must have a physical examination completed by a doctor and a dental examination. Sixth grade students are also required to show evidence of having received two doses of live measles virus vaccine.
- Ⓢ Kindergarten, second, and sixth grade students 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:
  - The child presents proof of a completed dental examination
  - The child presents proof that a dental examination will take place within 60 days after May 15th

A complete record of required physical exams, vision exams, dental exams, and immunizations will be kept on file for each student. Students are excluded from school beginning October 16th if requirements for health examinations, vision examinations, and immunizations have not been met. Dates of all immunizations must be recorded on the physical examination forms according to State Law.

### ***Hearing and Vision Testing:***

The LaSalle County Health Department technicians test hearing and vision annually. Vision screening is not a substitute for a complete eye and vision evaluation by an optometrist. 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 screenings are mandated in the State of Illinois.

### **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:

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

- Ⓢ Medication must be brought to school by the parent/guardian in a container appropriately labeled by a pharmacy.
- Ⓢ 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 for such items as cough drops, Ibuprofen, Tylenol, etc...

School personnel may only administer medications to students by personal request made over the phone or the presentation of a written request from the parent/guardian. This includes for such items as cough drops, Ibuprofen, Tylenol, etc...

### **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**

Teachers are expected to keep parents/guardians informed of student progress throughout the year.

If a teacher believes that retention (non-promotion) should be considered for a student, he/she will inform the administration before the end of the third quarter. The teacher, administration, and parents/guardians will meet to discuss the possibility/need of retention and the rationale behind it prior to making a final decision.

Parent/Guardian may also request or discuss retention with the teacher at any time.

Summer school is available to students living within the Ottawa Elementary School District if summer school is offered through 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 Organizations**

#### ***Parents' Club:***

The Parents' Club exists to:

- Ⓢ Support the school financially through fundraising events.
- Ⓢ Assist at any school function as requested by the administrator and faculty.
- Ⓢ Encourage family support of the school through their participation in Parents' Club and school events.

Dues are \$15.00 per family and are due at registration.

ALL PARENTS are required to work a four hour shift at the Turkey Dinner, the Parents' Club's largest fundraiser.

***Booster Club:***

The Booster Club has been established to promote the participation of members in the athletic program for the students of Marquette Academy. The Booster 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 students' 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 Booster Club. The Booster Club supports the sports program through fundraising activities. Dues are \$10.00 per family and must be paid at registration. Meetings are held monthly during the year for all to attend.

**Parent-Teacher Conferences**

Parent-Teacher Conferences will be held in the fall. Additional conferences may be arranged throughout the school year at the request of parents/guardians or the teacher.

**Peanut/Tree Nut Free Policy**

Some of the children at Marquette Academy have severe allergies to foods, especially to 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 the children with food allergies 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 snack time, birthdays, bake sales, room parties, etc... must be store-bought and feature a complete ingredient declaration. Foods containing peanuts/tree nuts or that were manufactured/processed in a factory that may contain peanuts/tree nuts cannot be distributed or consumed during the school day. Teachers have been advised to check the labels of foods brought into the classrooms before they are passed out, and to contact the parents/guardians of the children with allergies about the foods eaten in class.

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.

**Playground**

When a recess supervisor rings a bell/blows a whistle indicating the end of recess, students should immediately stop their play and line up in their respective class line. Students should then reenter the building in a quiet, single file line.

All equipment – balls, jump ropes, hippity hops, etc... should be placed in their storage bins/racks, not thrown.

**Rules:**

- Ⓢ No rough playing – tackling, wrestling, “pretend” fighting, hitting, pushing, strong aggressive actions, etc...
- Ⓢ No name calling.
- Ⓢ No spitting.
- Ⓢ No gum, food, or drink.
- Ⓢ No throwing or kicking snow. No playing on top of snow mounds or ice patches.
- Ⓢ No kicking of any equipment, including all types of balls in the gym.
- Ⓢ Students grades 3-8 may not climb on or use the playground equipment (slides).
- Ⓢ No dodge ball of any kind. This includes throwing balls at or into a group of people.
- Ⓢ No climbing on any fences.
- Ⓢ No ball/equipment may hit the school, rectory, or church.
- Ⓢ No balls/equipment may be thrown outside of playground area (over a fence).
- Ⓢ Students may not leave the playground or come back into the building without permission.
- Ⓢ All classroom and school rules/policies apply on the playground.
- Ⓢ No balls or running in the bleachers.

Students who fail to follow the above playground rules will be denied playground privileges for a specified period of time. Students in grades 5-8 may also receive demerits in addition to the loss of recess time.

**School Communication**

Information requiring your attention will be sent home with students. Parents/guardians are encouraged to check their email, TeacherEase, and student folders/bags regularly. The school newsletter will be sent home via e-mail.

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 daily.

***Phone Calls:***

Students may 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. Parents/Guardians can call to leave messages for a teacher of their student, but we do not page students or teachers from class to answer the telephone except for an emergency.

**School Hours**

The Academy School Offices are open 7:30-3:30 Monday-Friday when school is in session.  
The Elementary School Office is open 8:00-12:00 Monday-Thursday during the summer.  
The High School Office is open 9:00-1:00 Monday-Thursday during the summer.  
During special schedules the office may close 30 minutes after the last bell.  
(Please check bell schedules for class and dismissal times)

High School first bell is always at 7:55 unless emergency situation (weather, etc.) which will be announced through the emergency notification protocol.

Elementary first bell is always at 8:00 with the tardy bell ringing at 8:10.

For security and educational reasons, parents/guardians must exit the building by 8:10 am.

Students are not allowed to arrive at school before 7:30am. (unless in Before Care) Marquette Academy offers Before Care starting at 7:00am. Students will be housed in the preschool wing play room until 7:30 am and then sent to the gymnasium with the rest of the students.

The cost for before care from 7:00 – 7:30 am is \$2.30.

After care is also available from dismissal until the last student is picked up or 5:00 (whichever comes first) for Elementary students enrolled at the Elementary Campus.

Students are to report to aftercare immediately after school. Students will not be admitted to aftercare after extracurricular activities, practices, etc.

The cost for the After Care program is \$4.60 per hour.

Students can arrive at school from 7:30 am on without being charged. They go directly to the gymnasium from 7:30 am. Please do not drop off students before 7:30 to wait on the playground for the building to open.

If a student forgets something in a classroom, he/she/a parent/guardian will only be allowed to retrieve it up to 15 minutes after the school day.

Teachers, maintenance staff, and the secretary will not unlock classrooms after 2:20 on Tuesday and after 2:50 on Monday, Wednesday, Thursday, and Friday.

### **School Pictures**

School pictures are usually scheduled during the fall and spring. 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”. Picture day is not a dress down day. Jeans and t-shirts are not permitted.

### **Sign in/Sign out Policy**

Parents/Guardians must be physically present in the elementary school office to sign their student in/out of school any time after 8:10 am or before the day’s scheduled dismissal time.

### **Standardized Testing**

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

### **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**

**TeacherEase**

Parents/Guardians are encouraged to check TeacherEase with their child(ren) to monitor academic wellbeing. Missing homework, scores earned on assignments, and report cards can also be viewed using TeacherEase. Teachers' grades will be updated at minimum biweekly.

Parents/Guardians of students grades 5-8 can also view Behavior Logs, which serve as an electronic record of issued demerits.

***Login Procedures:***

- ④ Go to <https://www.teacherease.com/common/Login.aspx>
- ④ Enter your email and password.
- ④ If you are in need of your email and/or password, please contact the office and the secretary/administration will have TeacherEase send the requested information.
- ④ Select the desired child from the pull down menu.
- ④ Student grades may be found under Academics. Click on the Student Progress Update link.
- ④ Report cards may be found under Academics. Click on the Report Cards link.
- ④ Behavior Logs may be found under Miscellaneous. Click on the Behavior Logs link.

**Tobacco**

The use of tobacco is prohibited on school grounds.

**105 ILCS 5/10-20.5b and 105 ILCS § 5/34-18.11.**

**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 to.

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/Financial Aid**

***Tuition:***

To review to current academic year's tuition rates, please visit:

<http://www.marquetteacademy.net/elementarytuition.cfm>

To review the K-12 Tuition Policy, please visit:



<http://www.marquetteacademy.net/download-forms.cfm>

***Financial Aid:***

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/Volunteers**

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 an identification tag to wear while in the building. All persons coming into the building must report to the office.

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.

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. 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.

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 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.

**Additional Diocesan Policies**

Visit <http://www.cdop.org/pages/EdSchoolsPolicyBook.aspx> to view the complete Diocesan policies related to:

- ④ D-111 Non-Discrimination in Admission Policies
- ④ D-147 Bullying

- Ⓢ D-150 Possession or Use of Weapons or Look Alike Weapons in Schools
- Ⓢ C-404 Computer Software Use and the Federal Copyright Law
- Ⓢ G-111 Appeal and Review
- Ⓢ C-401 Diocese of Peoria Harassment Policy

C-402 Diocese of Peoria Policies and Procedures Relating to Allegations of Sexual Abuse of Minors by Priests or Deacons or by Lay Employees or Voluntee

**TUITION - 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).*

*All updated tuition and fee rates are available on the school website.*

**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.***
- 3. Pay all fees at registration. (a minimum registration payment of \$400 is requested of all: more if fees exceed that amount) Make monthly payments toward tuition, bus and cafeteria balance. Automatic withdrawal from checking or savings account is the preferred method. (be sure to sign agreement and provide a voided check, not a deposit slip.)***

***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.*

- *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 the third Wednesday in May 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 may not be allowed to 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 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.

## **VIOLENCE and WEAPONS**

### **POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL**

Catholic schools in the Diocese of Peoria teach and uphold the sanctity of human life. Virtues such as respect for others, peacemaking, and self-discipline are foundations of Catholic education. Furthermore, a safe academic and social environment is essential for learning and Christian formation. The possession or use of weapons not only disrupts the school's learning environment, it fundamentally violates the sanctity of human life by threatening the very health and safety of teachers and students.

It is strictly forbidden for any student to possess, use, attempt to use, manufacture, distribute, purchase, trade or sell (or seek the sale or trade of) any weapon on school premises or at any school-related activity or function, including but not limited to travel to and from school and/or school-related functions.

Possession means having a weapon on one's person or in an area subject to the student's control such as desks, lockers, backpacks, and vehicles. Any student possessing, using, attempting to use, manufacturing, distributing, purchasing, trading or selling (or seeking the sale or trade of) weapons at school or any school-related function shall, at the discretion of the pastor and principal, be subject to immediate expulsion. Weapons are defined as any object, device, or instrument that has been designed, created, adapted or used for the purpose of intimidating, threatening, and/or inflicting physical injury (including but not limited to anything which resembles such items). Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated and police officials contacted. The student's parents will be notified, and there will be an administrative review. The normal consequence shall be expulsion from school. In cases where there are substantial mitigating circumstances, the pastor may impose a suspension rather than an expulsion after consultation with the Superintendent of Schools (especially with students in grades K-3). In the event that a student finds a weapon at school or a school-related function, the student shall immediately notify a teacher, coach, or administrator about the weapon's location. In such cases, the student shall not be regarded as possessing a weapon. Teachers or students who require a facsimile of a weapon for a legitimate school/class project must first obtain approval from the principal prior to bringing the item into the school.

Diocesan schools reserve the right to dismiss any student at anytime whatsoever for conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or the continued well-being and safety of students.

(Policy D-150)

### **POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL**

In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:

1. The weapon shall be immediately confiscated by the school administration. Proper discretion shall be used in confiscating weapons from students, taking into consideration such factors as the age of the student, the circumstances surrounding the event, and the potential danger posed by the student. If there is any potential risk to the safety of students and/or staff, school authorities shall call 911 and wait for law enforcement officers to disarm the student.
2. The Superintendent of Schools shall be contacted promptly and informed about the situation. The Superintendent will discuss the required procedures to be followed.
3. The student shall be immediately suspended pending the completion of an administrative review of the events.
4. The student's parents or guardians will be notified of the incident and asked to come to the school to remove their student from the building.
5. The police will be contacted, and the weapon turned over to their custody. Depending upon the nature of the incident, criminal charges may be filed.

6. The principal will conduct a complete investigation into the incident. All involved parties shall be interviewed and any pertinent information shall be documented in writing.

7. A meeting will be held with the principal, pastor, student, and parents. If the principal's investigation verified that the student possessed and/or used a weapon or look alike weapon, the student shall be expelled from school.

8. In the event of mitigating circumstances, the pastor may elect a disciplinary action other than an expulsion, especially for students in Gr. K-3. The pastor may consider circumstances such as:

- Is the violation merely technical in nature (e.g. squirt guns)?
- Was the weapon displayed or used in a threatening manner?
- Has the weapon caused any harm, injury, destruction, or damage?
- Is the weapon commonly used by people for purposes other than use as a weapon (e.g. table knife)?
- Did verbal threats precede the possession of the weapon?
- Does the student have a prior disciplinary record of physical violence, aggression, causing injury or damage, and/or making threats to others?

9. The decision of the canonical pastor shall be final (cf. D-114). Any appeal of the decision must be submitted in writing directly to the Superintendent of Schools. A review of the decision will only consider whether it violates the applicable policy.

10. Parents may withdraw their child from the school at any point during the process. If the decision is made to withdraw, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.

11. If a student who has been expelled for a weapons violation applies for readmission in a subsequent school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.

12. Upon advance written approval from the principal, a student, or school visitor may possess a weapon and/or look alike for the following reasons:

- Possession and/or use is required as part of an authorized class or course
- Possession is part of an authorized school and/or class display or presentation
- Possession and/or use is part of an official ceremony (e.g. honor guards, Knights of Columbus, etc.)
- Possession is authorized as a stage prop
- Possession and/or use is part of an authorized interscholastic sports activity
- Prior to granting such approval, the principal shall require a written outline documenting how student safety will be guarded throughout the duration of the project, display, presentation, or activity.

(Policy D-150)

### **WITHDRAWAL FROM SCHOOL**

All school property will be returned to the office. It is the student's responsibility to obtain a "withdraw form" from the administration. Each teacher must sign the form, placing the student's present grade beside the signature. After the form has been signed, it must be returned to the office. All balances must be paid before records will be sent.

- Registration fees are non-refundable, even if a student withdraws or does not attend the school.
- Incoming students will be charged the full amount for a quarter even if only attending a portion of the quarter.
- Outgoing students will be charged the full amount for a quarter if exiting after the first full week of the quarter. Tuition is based on the total base tuition divided by the four quarters of the school year. When a student leaves during the school year, all financial aid, (grants, scholarships, etc.) is negated.

**Handbook Agreement**

A copy of the Elementary Handbook is available at <http://www.marquetteacademy.net>  
Parents/Guardians, please detach, complete, and return page 74 of the Elementary Handbook to the office.

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

*All the policies of the diocese can be found on the Diocesan website [www.cdop.org](http://www.cdop.org)*

***Acknowledgement:***

We have read and understand the contents of the Elementary Handbook, and agree to abide by the rules and expectations stated therein.

Student(s) Name: \_\_\_\_\_

\_\_\_\_\_

Parent/Guardian(s) signatures:

\_\_\_\_\_

Date: \_\_\_\_\_

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

*All the policies of the diocese can be found on the Diocesan website [www.cdop.org](http://www.cdop.org)*