MARQUETTE ACADEMY

Academic Excellence in a Catholic Community

Early Education Handbook

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

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

Marquette Academy fosters the educational and spiritual development of children from Kindergarten through Twelfth Grade through a program emphasizing competence in basic skills throughout the core curriculum, the fine arts, physical fitness, religious education, and the Gospel value of service. Because we believe that *parents* are the *primary educators* of their children, we intend to complement, reinforce and extend what begins at home. This is a co-operative commitment based on frequent student, parent, faculty, and staff communication.
We believe that every person has a personal vocation given to them by God along with the gifts and talents needed to live that vocation. Our purpose is to encourage the student to recognize the fact that he or she has a vocation and to begin to discern what that vocation may be. We further intend to help each student develop the skills (academic and otherwise) needed to live that vocation.

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

The philosophy of Marquette Academy is accomplished by

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

THIS WE ASK FROM OUR PARENTS

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

Be a Christian example.

Assume prime responsibility for guiding and disciplining the child in moral and spiritual growth.

Teach basic prayers before entrance into school.

Pray with the child in family prayer and at Sunday liturgy.

Teach respect for authority and the rights of others.

Participate in sacramental preparation programs.

Encourage the child to accept and be friendly with all children.

Respect each child's abilities by not comparing him/her to others.

Be alert to moments when one can praise and compliment the child.

Develop open lines of communication with children and teachers that allow for mutual sharing of positive experiences or of difficulties.

Provide time, place and atmosphere in the home that allows for mutual sharing of positive experiences or of difficulties.

Share with the child the evaluation of the student's progress as indicated in reports and conferences, thereby encouraging continued success.

Support school policies by helping the child to understand the rules and by enforcing those rules.

Attend scheduled parent-teacher conferences.

Approach the teacher initially with questions and/or problems relating to students; exercise discretion in discussing these with the child or others.

Assume responsibility for the conduct of one's child(ren) when present with them at school activities.

Support the clubs and organizations through attendance at meetings and participation in activities.

Protocol when dealing with concerns: When parents/guardians wish to discuss a concern, please contact the teacher, either in writing or by telephone/voice mail, stating your concern. The teacher will address your concern and reply either in writing or by a telephone call. Most concerns will be resolved in this manner. If the concern is not resolved, you may contact the Principal or Vice-Principal.

School Visitation by Parents: "Parents", unless otherwise specified, shall not include non-custodial parents – for example, any issue in regard to no visitation rights, custody issues, etc., may visit the school. If there are limitations to visitation rights, it is the responsibility of the custodial parent to provide the school with an official copy of any court orders. Non-custodial parent visitations are not permitted at school.

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

ADMINISTRATION/STAFF

Principal - Mrs. Brooke Rick

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

Chaplain - Fr. Nicolas Wilson

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.

Athletic Director – Mr. Todd Hopkins
Organizes, schedules, and maintains athletic functions and facilities.

Deans of Students/Vice Principals – Mr. Todd Glade and Mr. Mike Hall

The dean of students is responsible for the disciplinary actions and enforcing the school policies for the student body. The Dean of Students also assists the principal in the day to day operation of the school.

Preschool Director – Ms. Michelle Jewett

The preschool director is responsible for the day-to-day operations of a preschool or childcare facility, including: Staff Management, Program development, Administrative duties, Safety, and Communication, Preschool director is, also, responsible for all aspects of their center's program, which may include before- and after-school care.

Staff

Please see the website for information.

Governance

Bishop of Peoria
The Most Revered Louis Tylka

Superintendent
Dr. Jerry Sanderson

Marquette Academy Pastors' Board
Rev. Msgr. Philip Halfacre, VG – President
Rev. Michael Driscoll, Ph.D
Rev. Ryan Mattingly
Rev. Msgr. Mark Merdian

Early Education Building

1110 LaSalle St
Ottawa IL 61350
815-433-1199

Early Education Program

- Our building is open Monday through Friday from 7:00am - 5:00pm
- Parents have the option of choosing 3 or 5 day Preschool for 3 year olds, 5 day Traditional Preschool (1/2 day) or Power Preschool (all day) for 4 year olds.
- Preschool students must bring their own lunch or they can purchase school lunch if they will be present during the lunch hour. Please call the office to find out more about purchasing school lunch. If the student brings their own lunch it should be sent ready to eat. Please do not send food that requires being heated or cooled.

Mornings: 8:15 am - 11:15 am (Half Day Preschool)
8:05 am -- 2:35 pm (Power Preschool-Monday, Wednesday, Thursday and Friday) and
8:05 am – 2:05 pm (Power Preschool – Tuesday)

Before Care/After Care costs: $7.00 per hour
Please see preschool website for costs.

ADMISSION POLICY

Registration

Registration will begin in May for the next school as announced by the administration of Marquette Academy.

Eligibility requirements for Admission

1. Age requirements are fulfilled:
   Students must reach the age of 3 to be admitted to the Early Education Program.

2. Verification of age is provided by means of birth certificate for children entering school or the first time.

3. Physical exams are necessary for all students.
   Shot records must be up to date.

4. All students must be able to use the restroom by themselves – this including wiping.
   Bathroom accidents may take place due to many reasons. If these accidents are continual, parents/guardians will be notified and the next steps will be discussed. If the student is to have a bowel movement as his/her bathroom accident, the student's underwear will be thrown away due to sanitation and health protocols.

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

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

(Policy D – 112)

Student Admission from Another School

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

(Policy D – 110)

Admission of Student with Special Needs

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

(Policy D – 105)

ATTENDANCE/ABSENCE POLICY

A phone call from a parent/guardian is required for all absences. The parent/guardian will be contacted by the school office if we are not contacted 30 minutes after the start of the preschool session. If you know your child will be absent in advance please notify the teacher with a written note or email.

Students will be released from school early on the presentation of a written (email or note) request from a parent/guardian. Students will not be sent home for any reason unless the parent/guardian has been notified.

BIRTHDAYS

Children enjoy having their birthdays recognized at school. You may send in a treat as long as they are pre-packaged, individually wrapped, store bought, and peanut/nut-free. The celebration will take place during the scheduled snack time. Please respect our peanut/nut-free policy. If your child has a nut allergy, you are welcome to send a favorite snack(s) of theirs to have on hand. This way if a student/teacher is unsure if they can eat a treat that has been brought in, they can enjoy one of their own treats. We will label these items with your child's name and keep them in the kitchen. *Invitations to birthday or other parties may be passed out at school **ONLY** if each child in the class receives an invitation or you invite all girls for your daughter's party or all boys for your son's party.*

BULLYING

See Harassment/Bullying Policy

CONFIDENTIALITY

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

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

CONFLICT RESOLUTION

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

educational ministry of the Church in the Diocese of Peoria.

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

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

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

Conflict Resolution for Local and Diocesan Process

Statement of Policy:

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

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

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

Statement of Process

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

This letter must clearly cover each of the following points:

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

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

In most cases, the decision of the Pastor or Pastors' Board is final. However, those who have requested the appeal or review may further appeal the decision of the governing pastor or pastors' board to the local Vicar

within thirty (30) days. The local vicar has the authority to summarily dismiss the appeal or he may forward the appeal to the Vicar-General of the Catholic Diocese of Peoria and the Office of Catholic Schools. The Vicar General shall make a final decision on the appeal in such cases. If the local vicar decides to dismiss the case he must, as a matter of record, forward a copy of such decision to the Vicar General and the Office of Catholic Schools.

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

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

COUNSELING SERVICES

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

COURTESY GUIDLINES

Faculty, parents/guardians and students are encouraged to:

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

All students are expected to practice good manners:

Use courteous responses: “Please” and “Thank you”
Wait for turn in line without pushing or taking “cuts”
Subdued talking in the line and at the tables.
Spend at least ten minutes eating at the table.
Raise hand to let Supervisor know you need assistance.
Leave table clean and place trays or lunch boxes in assigned place in cafeteria.
Proceed directly to playground through the cafeteria door when going outside, or return to the classroom in

inclement weather.

A student may be asked to go to the end of the line if he/she is misbehaving.

DISCIPLINE

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

The purpose of discipline is to:

- provide a classroom conducive to teaching and learning
- educate students to an appreciation of the importance of developing responsibility and self-control
- increase student awareness of respect due to the individual student, peers, school

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

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

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

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

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

One of the major goals of our program is to help the children learn to live and grow with the ability to find joy in being part of a group. As we get to know your child and his/her classmates better, we will be able to guide them

in positive social interaction – helping each learn skills of sharing, taking turns and negotiating differences. We believe parents and teachers must work together and support each other in reaching this goal, and so open communication is a very important aspect of this process. Most potential problems can be redirected and handled within the classroom setting between the teacher and individual child with love and respect for the child's feelings.

Sometimes a child may need several minutes of "thinking time" within the classroom, but apart from the conflict situation to relax and consider alternative ways to approach a problem before being welcomed back into classroom activity.

If a negative behavior continues, a child may be asked to visit the Director. Any child who is in jeopardy of physically hurting himself/herself or another classmate by his/her actions will be immediately taken to the office and a parent notified.

EMERGENCY PLANNING

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

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

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

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

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

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

GOALS FOR THE SCHOOL YEAR

The goals for Marquette Academy Preschool follow the Illinois State guidelines for Early Learning Standards.

HARASSMENT AND BULLYING POLICY

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

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

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

Bullying

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

(Policy D-147)

ILLNESS, ACCIDENTS, OR DISEASE EXPOSURE

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

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

Policy for head lice:

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

A child found to be infested with head lice may be re-admitted to school upon presentation of proof of

appropriate treatment (i.e., a note from physician, copy of prescription, or proof of purchase of an over-the-counter product).
The date is recorded when a child is sent home and a second inspection is made after ten days or earlier if deemed necessary.

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

INSPECTION POLICY

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

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

- desks
- 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 school, student, visitor) existing on school premises.

MANAGEMENT PLANS

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

Safety of the Educational Facility

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

(Policy D – 142)

MEDICATION

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

1. Written orders must be provided to the school from the doctor giving the name of the medication, the dosage, and the times it is to be taken.

2. A written request from the parent/guardian authorizing the administering of any prescribed medication at school.
3. Medication must be brought to school by the parent/guardian in a container appropriately labeled by the 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/guardians administer all medications either before or after school hours when doctor's orders comply. This includes aspirin, cough drops and Tylenol. School personnel cannot administer medications to students without a signature from the parent/guardian and the appropriate forms on file. See the Medication Policy found in the Main Office.

NON-CUSTODIAL PARENTS

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

NON-PAYMENT

In the case of non-payment of tuition, you will be notified by mail that unless the balance is paid in full or a payment plan is submitted by the end of the current month, the student(s) will not be allowed to return to school on the first day of the following month or thereafter until tuition is current. If a submitted payment plan is not followed, the account will be considered delinquent. In the case of delinquent, the parent/guardian will be notified by written letter. Families with delinquent accounts that are not taken resolved may be asked to remove their child(ren) from school and will be required to pay future year's tuition in advance in addition to any and all delinquent amounts. Individual cases may be reviewed and waivers issued where appropriate.

In the event that bills/fees are not paid by the last day of school:

Registration for the following year will be rescinded until arrangements for payments are made. Student records will not be forwarded to other schools until arrangements for payment are made.
Final Report Cards will not be issued.

OUTDOOR PLAY AND WALKS

Outdoor play is a scheduled part of the daily program. Please make sure that your child is dressed appropriately for the days' weather conditions. Occasionally we may go on an unscheduled walk that pertains to the day's learning environment.

PRESCHOOL ARRIVAL/DEPARTURE PROCEDURES

Drop off: School begins between 8:05 and 8:15. You may bring your child after 7:30 and students will wait in

the Daycare/Aftercare Room until it is time to walk down to their classroom. If you need to drop your child off earlier, our before school daycare opens at 7:00 a.m. Please sign your child in on the daycare sheet when you need to drop them off before 7:30. Thank you for being considerate of this rule.

Pick-Up: At 11:15 a.m./2:05 pm or 2:35 pm (depending on the program you are in) we will have the children waiting for you inside the preschool entrance of the school (North end of building on Superior St.). Please pull your vehicles parallel to the curb on the north side of the building (Superior St.). Please walk up to the building and wait outside for your child. The teachers will walk your child out of the building and will have a sign-out sheet for you to sign.

If you need to speak with one of the teachers or the secretary, please call the office or email the teacher to set a time to meet.

Thank you for assisting us in making our preschool dismissal time safe and effective. It is a safe way for us to know that everyone has been accounted for! If you are running late your child will be taken to the Daycare/Aftercare room and you may pick them up there. There may be a charge for this.

PRESCHOOL PARKING

There is to be parking available around the entire building, but preschool parking is designated on the north end of the building for your convenience.

PRESCHOOL SNACKS

A small healthy snack will be provided for your child. The snack will have at least two different servings from the food pyramid

PRESCHOOL SUPPLY LIST

A supply list for each class will be provided to each family during registration. Supply lists area also available online on the schools website.

SCHEDULE

Preschool times are as follows: 8:15 am - 11:15 am for Half Day Preschool (3 and 4 yr olds) and 8:05 am- 2:30 pm for Power Preschool (Mon., Wed., Thurs., Fri) and 2:05 pm on Tues. Each Individual classroom follows a specific daily schedule. This information will be conveyed to all parents by their child's teacher.

SECURITY

The building is locked during school hours. If you need entrance to the school outside of pick up and drop off times you can enter the building only through the main doors located off of the main parking lot. If you have already communicated with the office or teachers, you can ring the doorbell located at the Superior Entrance. Through the use of a secure system the secretary will allow entrance.

VISITORS

Parents/Guardians and visitors are welcome at Marquette Academy with a scheduled time.

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

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

The school day begins promptly between 8:05 and 8:15 am. Parents/Guardians are asked to exit the building by that time.

VOLUNTEERS

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

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

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

WELLNESS PLAN

A copy of the school wellness plan is available in the Main office.

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.

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