MARQUETTE ACADEMY HIGH SCHOOL

Student & Parent Handbook

Forming Faith, Character, and Excellence Since 1859

Cooperating with parents in educating and forming joyful disciples of Christ.

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MISSION & CATHOLIC IDENTITY

MARQUETTE ACADEMY STATEMENT REGARDING HANDBOOK

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.

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.

OUR HISTORY

Marquette Academy traces its roots to 1859, when the Sisters of Mercy established St. Joseph High School in Ottawa, Illinois. At a time when the city was growing rapidly with immigrant families - many of them Irish Catholics - the Sisters recognized a critical need for faith-filled education. With remarkable courage, determination, and trust in God, they dedicated themselves to providing young people with both academic excellence and a strong foundation in the Catholic faith.

The Sisters of Mercy were pioneers. In an era when travel was difficult, resources were limited, and opportunities for women in leadership were rare, they built schools, served the poor, cared for the sick, and transformed communities through education. Their commitment required sacrifice and perseverance, yet they remained steadfast in their mission to form young people in faith, character, and knowledge.

More than 165 years later, the legacy of those courageous women continues. While the school's name, facilities, and structure have evolved over time, its mission remains rooted in the same principles that inspired the Sisters of Mercy in 1859. Following the consolidation of Ottawa's Catholic schools, Marquette Academy became a unified PreK–12 academy dedicated to serving students and families throughout the region.

Today, Marquette Academy continues the work begun by the Sisters of Mercy by partnering with parents to educate and form joyful disciples of Christ. Grounded in the teachings of the Catholic Church and centered on Jesus Christ, we strive to develop the spiritual, intellectual, moral, and social gifts of every student. As we look to the future, we remain committed to the enduring mission established by the Sisters of Mercy: forming young men and women of faith, character, service, and excellence.

SCHOOL TRADITIONS & HERITAGE

For more than 165 years, Marquette Academy has formed young men and women in faith, character, and excellence. Our traditions connect today's students to the generations of Crusaders who came before them and help preserve the rich Catholic heritage established by the Sisters of Mercy in 1859.

School Colors

Navy Blue and Vegas Gold

Our colors symbolize the tradition, excellence, and pride of Marquette Academy and are proudly displayed throughout our school community.

School Mascot

Crusader

The Crusader represents courage, faith, perseverance, and a commitment to living as disciples of Jesus Christ. As Crusaders, students are called to pursue excellence, serve others, and stand firm in their faith.

Founded in 1859
Marquette Academy traces its origins to 1859, when the Sisters of Mercy established Catholic education in Ottawa. Their vision of educating the whole person - mind, body, and spirit - continues to guide our mission today.

School Song: Marquette Loyalty
Hail to thee, our dear old Marquette High,
We will raise our banner to the sky.
We will fight against the foe;
We will never let them go
Until the victory finally is won.
Rah! Rah!
For the Blue and Gold will always stand,
And the laurels that we gain will remain.
We will keep them alive,
For our school we will strive,
Ever onward, Marquette High!

The school song is an important tradition that unites students, alumni, faculty, and families in celebrating Marquette Academy. It is performed at school events and serves as a reminder of pride, loyalty, and shared heritage that connect all Crusaders

The Marquette Tradition
Being a Crusader means more than attending a school. It means becoming part of a community that has educated generations of students in the Catholic faith since 1859. Through prayer, service, academics, athletics, and leadership, students are called to uphold the traditions of those who came before them while helping shape the future of Marquette Academy.

MISSION STATEMENT
Marquette Academy exists to cooperate with parents in educating and forming joyful disciples of Christ.
Traditions are embraced. Dedication is the norm. Excellence is the expectation.

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:

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.

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.

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 curriculum is supplemented by electives, counseling services, dual-credit opportunities, and college and career preparation.

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.

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.

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.

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.

1. Abortion- Students who are known to have procured an abortion, or participated directly in such a decision, may be required to withdraw from school.
2. 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.
3. 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 students' 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 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. **Revised 7/2019**
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**
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ADMISSIONS & ENROLLMENT

NON-DISCRIMINATION IN ADMISSION POLICY

No student shall be refused admission to Catholic schools based on race, color, gender, national or ethnic origin.
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

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**

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.

International students cannot be admitted without a valid F-1, L-2, J-2, M-2, or G-4 visa. **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, the student's acceptance may be withdrawn.

Each school will follow local policies and procedures for admission. If an administrator believes that there is merit in admitting a student who has previously been expelled from a school, asked to leave a school, or left a school to avoid expulsion, the administrator shall obtain written approval from the school's pastor/canonical pastor prior to petitioning the Superintendent of Schools. The Superintendent will review all pertinent information, with consideration being given but not limited to the following:

1. Nature and circumstances of the expulsion or withdrawal
2. Attendance records
3. Disciplinary records
4. Academic records
5. Counseling records

After reviewing all pertinent information, the Superintendent shall make a final decision regarding admission to the school. Admission will be granted on a case-by-case basis and only if enrollment is in the best interest of the school and the students. If permission is granted to the school to admit the student, the student shall be placed on probation for a period to be determined by the principal and not to exceed one semester.

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

TUITION, FEES, & PAYMENT INFORMATION

To prepare for the upcoming school year, families are asked to pay all registration fees (excluding cafeteria and high school transportation fees) at the time of registration. The remaining balance will consist of tuition, cafeteria, and high school transportation charges.
Current tuition and fee schedules are available on the school website. **All fees are non-refundable.**

Payment Options

Option 1: Full Payment

Pay tuition, cafeteria fees, and all registration fees in full at registration and receive a **2% discount** on the total amount due.

Option 2: Two-Payment Plan

Pay one-half of tuition, cafeteria fees, and all registration fees at registration. The remaining tuition and cafeteria balance are due in January.

Option 3: Monthly Payment Plan

Pay all registration fees at registration. A minimum registration payment of $400 is required (or more if fees exceed that amount). The remaining tuition, transportation, and cafeteria balance may be paid through monthly installments.
Automatic withdrawal from a checking or savings account is the preferred payment method. Families choosing this option must complete a payment agreement and provide a voided check.
Monthly payments may be scheduled on:

- The 1st Wednesday of each month,
- The 3rd Wednesday of each month, or
- Half-payments on both the 1st and 3rd Wednesdays.

Payments begin in August and must be paid in full no later than the third Wednesday in May.

Payment Policies

1. Credit card payments may be made in person or by phone. A **3% processing fee** will be added to all credit card transactions.
2. Checks should be made payable to Marquette Academy. Please include your student(s)' name(s) in the memo line.
3. Returned checks or automatic withdrawals due to insufficient funds will incur a **$25 NSF fee**.
4. Tuition accounts must remain current through the first two quarters for students to take December semester exams.

5. Tuition accounts must remain current at the end of each quarter for report cards and grades to be released.
6. Students may be required to remain at home if tuition obligations become significantly delinquent.
7. Accounts must be current for students to participate in Prom.
8. All tuition fees, fundraising obligations, athletic fees, library fines, and other school-related charges must be paid in full by the third Wednesday in May. Students with outstanding balances may be excluded from end-of-year activities, including but not limited to picnics, Prom, graduation, and final exams. Unpaid balances may also result in an incomplete transcript.
9. Students with unpaid balances from the previous school year may not be permitted to return and may be withdrawn from enrollment.
10. Delinquent accounts may be referred to a collection agency.

Financial Aid
Families seeking financial assistance must submit financial information through FACTS, an independent tuition assistance evaluation service. FACTS reviews each application and assesses a family's demonstrated financial need.

The FACTS application must be completed by the published February deadline.
All families are encouraged to complete the FACTS application, even if they do not anticipate requesting aid. A completed FACTS application is required for consideration of scholarships, including the Spalding and Honer Scholarships. Families who do not submit a FACTS application by the deadline may not be eligible for scholarship consideration or financial aid appeals.

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.

WITHDRAWAL AND TRANSFER

Students withdrawing from Marquette Academy must return all school property and obtain a withdrawal form from the main office. It is the student's responsibility to secure all required signatures and return the completed form to the office. Student records will not be released until all financial obligations have been satisfied.

1. Registration fees are non-refundable, regardless of whether a student withdraws or does not attend.
2. Students enrolling during a quarter will be charged the full tuition amount for that quarter, regardless of the date of enrollment.
3. Students withdrawing after the first full week of a quarter will be responsible for the full tuition amount for that quarter. Tuition is calculated by dividing the annual tuition amount into four equal quarterly payments.
4. Upon withdrawal, all school-based financial assistance, including grants and scholarships, may be adjusted or revoked in accordance with school policy.

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FAITH FORMATION & STUDENT LIFE

STUDENT EXPECTATIONS

1. Live Your Faith and Character

Marquette Academy encourages students to grow spiritually, academically, and personally. Students are expected to serve their school, church, and community with integrity, respect, compassion, and responsibility.

2. Strive for Academic Excellence

Students are expected to do their best in every class. While the school provides qualified teachers and a positive learning environment, students are responsible for their own effort and engagement. Success requires hard work, personal responsibility, and a commitment to learning.

3. Make School Your Priority

School responsibilities come before employment and other outside commitments. Jobs should not interfere with academic performance, attendance, extracurricular participation, or the ability to seek extra help from teachers when needed.

4. Attend School Consistently

Regular attendance is essential for academic success. Students are expected to attend every class and arrive on time. Excessive unexcused absences may result in academic consequences, including loss of credit.

5. Complete All Assignments

Students are expected to complete and submit all homework, classwork, projects, and assessments on time. Consistent effort outside the classroom is an important part of the learning process.

6. Follow School Rules and Take Responsibility

Students are expected to know and follow all school policies and conduct themselves in a respectful and responsible manner. Honesty, accountability, good decision-making, and keeping commitments are essential qualities of a Marquette Academy student.

EXPECTATIONS AT RELIGIOUS SERVICES

Marquette Academy provides many opportunities for students to pray, worship, and grow in their faith. To foster a respectful and prayerful environment, students are expected to:

1. Observe Sacred Silence – Enter and leave churches, chapels, and prayer services quietly, allowing others the opportunity for prayer and reflection.
2. Show Reverence – Respect sacred signs and practices of the Catholic faith, including the Sign of the Cross, genuflection, the use of holy water, and appropriate posture during prayer and worship.
3. Participate Actively – Students are expected to participate respectfully in Masses, prayer services, and other religious activities through prayer, responses, singing, and attentive behavior.

Mass days are dress-up days, and the school dress code applies.

These expectations help create an atmosphere that encourages prayer, worship, and respect for the sacred.

ASSEMBLIES

Students are expected to demonstrate maturity, respect, and courtesy at all assemblies. Behavior should reflect the purpose and dignity of the event. Students will sit with their assigned House or

class at assemblies and Mass celebrations held in the gym and are expected to participate appropriately and attentively.

BELL SCHEDULES

MARQUETTE ACADEMY HIGH SCHOOL
BELL SCHEDULES

DAILY BELL SCHEDULE (M, W, TH)

First Bell	7:55 am
1st Hour	8:00 - 8:47 am
2nd Hour	8:50 - 9:37 am
3rd Hour	9:40 - 10:27 am
4th Hour	10:30 - 11:17 am
House	11:20 - 11:49 am
JSL/FSA	11:52 - 12:13 pm
FSL/JSA	12:16 - 12:37 pm
6th Hour	12:40 - 1:26 pm
7th Hour	1:29 - 2:15 pm
8th Hour	2:18 - 3:05 pm

WARM WEATHER SCHEDULE

First Bell	7:55 am
1st Hour	8:00 - 8:45 am
2nd Hour	8:48 - 9:30 am
3rd Hour	9:33 - 10:13 am
4th Hour	10:16 - 10:56 am
House	10:59 - 11:22 am
JSL/FSA	11:25 - 11:46 am
FSL/JSA	11:49 - 12:09 pm
6th Hour	12:12 - 12:51 pm
7th Hour	12:54 - 1:33 pm
8th Hour	1:36 - 2:15 pm

TUESDAY SCHEDULE

First Bell	7:55 am
1st Hour	8:00 - 8:45 am
2nd Hour	8:48 - 9:30 am
3rd Hour	9:33 - 10:15 am
4th Hour	10:18 - 11:00 am
JSL/FSA	11:03 - 11:30 am
FSL/JSA	11:33 - 11:59 am
6th Hour	12:02 - 12:44 pm
7th Hour	12:47 - 1:29 pm
8th Hour	1:32 - 2:15 pm

ALL ACADEMY MASS SCHEDULE

First Bell	7:55 am	4th Hour	11:18 - 11:56 am
1st Hour	8:00 - 8:45 am	JSL/FSA	11:59 - 12:18 pm
2nd Hour	8:48 - 9:26 am	FSL/JSA	12:21 - 12:40 pm
3rd Hour	9:30 - 10:08 am	House	12:43 - 1:01 pm
MASS	10:08 - 11:18 am	6th Hour	1:04 - 1:43 pm
		7th Hour	1:46 - 2:24 pm
		8th Hour	2:27 - 3:05 pm

FRIDAY/SPRING RELEASE SCHEDULE

First Bell	7:55 am
1st Hour	8:00 - 8:45 am
2nd Hour	8:48 - 9:32 am
3rd Hour	9:35 - 10:19 am
4th Hour	10:22 - 11:07 am
House	11:10 - 11:38 am
JSL/FSA	11:41 - 12:01 pm
FSL/JSA	12:04 - 12:24 pm
6th Hour	12:27 - 1:11 pm
7th Hour	1:14 - 1:58 pm
8th Hour	2:01 - 2:45 pm

FAITH • EXCELLENCE • LEADERSHIP

CHRISTIAN SERVICE HOUR REQUIREMENT

Christian service is an essential part of a Marquette Academy education. Through service, students put their faith into action by responding to the needs of others and living out Christ's call to love and serve their neighbor.

All high school students are required to complete a minimum of 30 service hours each school year and 120 total service hours as a graduation requirement.

Service hours must be recorded through the MobileServe app. The school chaplain oversees the Christian Service Program and is responsible for monitoring and approving all submitted service hours.

Students are encouraged to seek meaningful opportunities that serve their parish, school, and community while developing a lifelong commitment to Christian service.

DANCES

School dances are held periodically throughout the school year and are intended to provide students with a safe, enjoyable, and supervised social environment.

Students may bring a guest who does not attend Marquette Academy provided the guest is at least in the 9th grade, is under 21 years of age, and has received prior approval from the administration. A completed guest permission form, along with a copy of the guest's current photo identification (school ID, state ID, or driver's license), must be submitted and approved before tickets may be purchased.

Students and guests are expected to conduct themselves in a manner consistent with the values and expectations of Marquette Academy. All school rules remain in effect during dances and other school-sponsored social events. Inappropriate behavior, including but not limited to disruptive conduct, inappropriate dancing, vulgar language, harassment, possession or use of alcohol, tobacco, vaping devices, or illegal substances, may result in removal from the event, disciplinary action, and the loss of future dance privileges.

To help ensure a safe environment, students and guests may be required to submit to a breathalyzer test before admission to a dance.

HOUSE & ADVISORY

Marquette Academy's House System is designed to promote faith, fellowship, leadership, and a sense of belonging among students. Each student is assigned to one of four Houses, each named in honor of individuals or religious communities that played an important role in the history and mission of Catholic education in our community:

- Xavier House – Named for St. Francis Xavier, the great Jesuit missionary and predecessor of Fr. Jacques Marquette.
- Marian House – Named in honor of the Blessed Virgin Mary, patroness of our school community.
- Vincentian House – Named for the Vincentian priests who first ministered throughout the Illinois Valley.
- Mercy House – Named in honor of the Sisters of Mercy, who founded Catholic education in Ottawa in 1859.

House Time provides opportunities for students to build relationships across grade levels, participate in faith formation activities, engage in friendly competition, receive academic support, and strengthen the school community. Students may also use House Time to work on assignments, seek assistance from teachers, or participate in approved recreational activities.

Advisory is a structured study hall period intended to support academic success. Students are expected to use Advisory productively by completing schoolwork, studying, reading, or meeting with teachers for additional help. All school rules remain in effect during both House and Advisory periods.

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**

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ACADEMIC POLICIES

ACADEMIC EVALUATION COMMITTEE

Marquette Academy is committed to helping every student achieve academic success. The Academic Evaluation Committee assists students who are experiencing academic difficulties and works collaboratively with students, parents, teachers, and counselors to support improvement.
The committee consists of the Principal (or designee), faculty representatives, and the Guidance Counselor. The committee may:

1. Identify students who are experiencing academic difficulties.
2. Review factors that may be affecting academic performance.
3. Recommend appropriate interventions, support services, or academic strategies.
4. Coordinate efforts between the school and family to promote student success.
5. Develop an Academic Improvement Plan when appropriate.

In evaluating a student's academic progress, the committee may consider grades, standardized test results, teacher feedback, counselor recommendations, attendance, and other relevant information. Parents will be notified of significant concerns and may be invited to participate in developing a plan to help the student achieve academic success.

ACADEMIC 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

To participate in athletics and other extracurricular activities, students must meet all applicable academic eligibility requirements established by Marquette Academy and the Illinois High School Association (IHSA).

1. Students must pass at least 25 credit hours of coursework each week (five full-credit classes).
2. Students must have successfully completed and earned credit for at least 25 credit hours of coursework during the previous semester, unless they are entering high school for the first time.
3. Students must not have graduated from a four-year high school or its equivalent.

4. Passing work is defined as coursework that would be recorded as passing on an official transcript if the student were to transfer schools.
5. Coursework completed through a college, university, junior college, correspondence program, or approved summer school may be considered toward eligibility if it is accepted for high school graduation credit by Marquette Academy.

Questions regarding eligibility should be directed to the Athletic Director or school administration.

REPORT CARDS

Report cards are issued at the end of each quarter and are available online.
Official semester grades are recorded at the end of each semester and are placed on the student's transcript. Semester grades are used in calculating cumulative grade point average (GPA) and class rank.

Semester grades are calculated using the following formula:

Component	Weight
First Quarter	40%
Second Quarter	40%
Semester Final Exam	20%

The same formula applies to the second semester using third quarter grades, fourth quarter grades, and the second semester final exam.

First and third quarter grades serve as progress indicators and are not recorded on the student's permanent transcript. These grades reflect student performance at the midpoint of each semester and may not necessarily predict the final semester grade.

Parents and students are encouraged to monitor academic progress regularly through TeacherEase and communicate with teachers regarding academic concerns.

CLASS RANK

Class rank is calculated at the end of each semester based on a student's cumulative grade point average (GPA). A student's class rank reflects his or her academic standing compared to other students in the same graduating class and includes all eligible coursework completed to that point.

EARLY GRADUATION

Marquette Academy strongly encourages students to complete eight semesters of high school. However, a student may apply for early graduation after seven semesters if all of the following conditions are met:

1. The student must satisfy all graduation requirements.
2. The student must have a clearly defined post-secondary plan, such as enrollment in a college, vocational program, military service, apprenticeship, or other approved educational experience.
3. The student must provide written documentation of acceptance into the planned program, along with parental consent and administrative approval.

4. Applications for early graduation must be submitted to the Guidance Office by August 15 prior to the student's seventh semester.
5. Students who graduate early may forfeit eligibility for certain local scholarships that require eight semesters of attendance.
6. Students who graduate early are not eligible to participate in extracurricular activities during what would have been their eighth semester.
7. Students who graduate early are not eligible for academic distinctions determined after eight semesters, including valedictorian, salutatorian, class rank honors, and similar recognitions.
8. Students approved for early graduation may participate in commencement exercises. The student is responsible for ordering and paying for graduation-related items, including cap, gown, and announcements.

The administration reserves the right to approve or deny requests for early graduation based on the student's academic standing, graduation requirements, and overall educational interests.

GRADUATION REQUIREMENTS

To earn a diploma from Marquette Academy, students must successfully complete **24 credits** and satisfy all graduation requirements.

Credit Requirements

Subject Area	Credits Required
English	4.0
Religion	4.0
Mathematics	3.0
Science	3.0
Social Studies*	3.0
Humanities (Fine Arts / Home Economics)	2.0
Electives	4.0
Physical Education	0.75
Health	0.25
Total Credits Required	**24.0**

*Social Studies requirements include:

- 1.0 credit U.S. History, 0.5 credit Economics, 0.5 credit American Government

Students must also fulfill all Christian Service, academic, and financial obligations of the school in order to participate in graduation ceremonies and receive a diploma.

GRADING SCALE & GRADE POINT VALUES

Marquette Academy uses the following grading scale for all courses unless otherwise specified by the instructor.

Grade	Percentage Range	Description
A	92–100%	Superior
B	84–91%	Good
C	75–83%	Average
D	70–74%	Poor
F	69% and below	Failing

Grades are reported each quarter and semester and are used to determine course credit, Honor Roll eligibility, grade point averages, and class rank.

Grade Point Values

Marquette Academy uses a weighted grading system to recognize the additional rigor of Honors, Accelerated, and dual-credit coursework. Grade point values are used to calculate cumulative grade point averages (GPA), class rank, Honor Roll eligibility, and academic honors.

Junior and Senior Grade Point Values

Grade	Description	IVCC Dual Credit	Honors	Regular
A	Superior	5.0	4.5	4.0
B	Good	4.0	3.5	3.0
C	Average	3.0	2.5	2.0
D	Poor	2.0	1.5	1.0
F	Failing	0.0	0.0	0.0

Freshman and Sophomore Grade Point Values

Grade	Description	Accelerated	Regular
A	Superior	4.0	4.0
B	Good	3.0	3.0
C	Average	2.0	2.0
D	Poor	1.0	1.0
F	Failing	0.0	0.0

GRADE POINT AVERAGE

A student's cumulative GPA is calculated using all eligible coursework completed at Marquette Academy. GPA is updated at the conclusion of each semester and is used to determine class rank, Honor Roll recognition, graduation honors, and other academic distinctions.

Questions regarding GPA calculations, weighted courses, or class rank should be directed to the Guidance Office.

HONOR ROLL

Marquette Academy recognizes students who demonstrate outstanding academic achievement through its Honor Roll program. Honor Roll recognition is determined at the conclusion of each semester.

Recognition	Semester GPA Requirement
High Honors	3.50 or higher
Honors	3.00 – 3.49

To be eligible for either designation, a student must have no semester grade lower than a C in any course.

VALEDICTORIAN & SALUTATORIAN

The valedictorian and salutatorian shall be determined based on cumulative grade point average (GPA) following the completion of the eighth semester and the fulfillment of all graduation requirements.
The student with the highest cumulative GPA will be named valedictorian. The student with the second-highest cumulative GPA will be named salutatorian.
In the event of a tie, the administration will determine the appropriate recognition in accordance with school policy.

ADDITIONAL ACADEMIC OPPORTUNITIES

Marquette Academy offers a variety of programs designed to help students challenge themselves academically, explore career interests, earn college credit, and prepare for future success.

Running Start Program

The Running Start Program is available to qualified juniors and seniors who are academically motivated and prepared for college-level coursework. Through a partnership with Illinois Valley Community College (IVCC), students may earn both a Marquette Academy diploma and an Associate of Arts or Associate of Science degree while completing their high school education.
Benefits of Running Start include:

- Earning college credit while in high school
- Reduced college tuition costs
- A smoother transition from high school to college
- The opportunity to complete significant progress toward a bachelor's degree before high school graduation

Illinois Articulation Initiative (IAI)

Many college-level courses taken through IVCC are part of the Illinois Articulation Initiative (IAI), a statewide transfer agreement among participating colleges and universities. Students who complete approved coursework may satisfy general education requirements that transfer to many Illinois colleges and universities.

Independent Study
Independent Study provides qualified students with the opportunity to pursue advanced or specialized learning under the supervision of a Marquette Academy faculty member. Independent Study courses are designed for highly motivated students who wish to explore a particular area of interest beyond the traditional curriculum.

Shared Time Courses
Students may enroll in select courses offered through Ottawa Township High School that are not available at Marquette Academy. Course availability and prerequisites are determined by Ottawa Township High School and are subject to administrative approval.

Work Study Opportunities
Work Study programs may be available to students seeking practical, hands-on experience in a skilled occupation or career field. These opportunities combine classroom learning with supervised workplace experience and must be approved by the school administration.

Students interested in any of these opportunities should contact the Guidance Office for eligibility requirements and application information.

HOMEWORK POLICY

Late Work Policy
Students are expected to complete and submit all assignments by the deadlines established by their teachers. Timely completion of assignments is an important part of academic responsibility and success.

Because assignment types, course requirements, and instructional goals vary, teachers may establish their own late work policies, including deadlines, grade reductions, and acceptance of late assignments. Students are responsible for understanding and following the late work expectations outlined by each teacher.

Work missed due to an **excused absence** may be completed in accordance with the school's absence and make-up work policies.
Work missed due to an **unexcused absence** is not required to be accepted for credit. Acceptance of such work, including any partial credit awarded, is at the discretion of the teacher and administration.

Absent Work Policy
Parents or guardians who wish to pick up assignments after school or have materials sent home with another student should contact the school office by **9:05 a.m.**

Students are responsible for completing all missed assignments following an absence. Marquette Academy follows a "day-for-a-day" make-up policy. For each day a student is absent, he or she will be granted an equal number of school days to complete missed work.

Example: A student absent for two school days will have two school days after returning to complete missed assignments. The work would be due on the third day back at school unless otherwise directed by the teacher.

ACADEMIC INTEGRITY

Academic integrity is an essential part of a Marquette Academy education and reflects our commitment to honesty, responsibility, and Christian character. Students are expected to complete their own work and give proper credit to the ideas and contributions of others.

Cheating includes, but is not limited to:

- Copying another student's homework, classwork, quiz, test, or examination.
- Allowing another student to copy your work.
- Communicating with another student during a quiz or test without permission.
- Using unauthorized notes, devices, websites, applications, or other resources.
- Submitting work completed by another person.

Plagiarism occurs when a student presents another person's words, ideas, research, images, or creative work as his or her own without proper acknowledgment of the original source.

Artificial Intelligence (AI) tools may be used only when permitted by the teacher. Submitting AI-generated content as one's own work, or using AI in a manner that violates teacher expectations, may be considered cheating or plagiarism.

Violations of academic integrity are serious academic and moral offenses. A student found to have cheated or plagiarized will receive **zero credit** for the assignment, assessment, or work involved.

Academic Integrity Referrals

Academic Integrity Referrals will be issued by the teacher to the Dean of Students, parents will be notified, and detention or other disciplinary consequences may be assigned.

Repeated offenses or particularly serious violations may result in additional disciplinary action, including loss of privileges, academic honors, leadership positions, extracurricular eligibility, or other consequences deemed appropriate by the administration.

ARTIFICIAL INTELLIGENCE

Artificial intelligence (AI) can be a valuable educational tool when used appropriately. At Marquette Academy, however, we believe that learning is built upon the relationship between students and teachers. AI is intended to support learning and not to replace independent thinking, classroom instruction, teacher feedback, or a student's own work.

Students may use AI only when specifically authorized by their teacher and only for the purpose permitted. Students remain responsible for all work they submit, including the accuracy, originality, and integrity of any content developed with AI assistance. Submitting AI-generated work as one's own, using AI to complete assignments without permission, or using AI to cheat, deceive, or gain an unfair

academic advantage is considered academic dishonesty and will result in disciplinary consequences in accordance with the school's Academic Integrity Policy.

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ATTENDANCE

ATTENDANCE GENERAL

Regular attendance is essential to academic success. Parents/guardians are responsible for ensuring that students attend school regularly and arrive on time. Marquette Academy follows all applicable Illinois attendance laws.

REPORTING AN ABSENCE

Parents/guardians must notify the school office by 9:00 a.m. each day a student is absent.

- Call 815-433-0125
- Voice messages are acceptable.
- For extended illnesses, a daily call is not required if a return date has been provided.
- Parents should keep the school informed regarding the student's condition.

CLOSED CAMPUS

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

EXCUSED ABSENCES

Under Illinois law, a valid cause absence includes:

- Illness
- College Visits
- Religious observances
- Death in the immediate family
- Family emergencies
- Circumstances beyond the student's control
- Other situations determined by the administration to affect the student's health or safety

105 ILCS 5/26-2a

The following are generally considered excused absences:

- Illness verified by a parent or physician
- Family emergencies approved by the school
- Other situations approved by the administration

After **10 excused absences**, physician verification may be required for future absences to be considered excused.

PRE-EXCUSED ABSENCES

Students may receive a pre-excused absence for:

- Medical or dental appointments
- Funerals
- Court appearances
- College visits

- Family responsibilities
- Family travel or vacations approved by the administration

Whenever possible, appointments should be scheduled outside school hours.

RECORDING ABSENCES

All absences, whether excused or unexcused, are recorded on a student's attendance record.

- Out-of-school suspensions are recorded as unexcused absences.
- In-school suspensions are recorded as excused absences, and students remain responsible for assigned work.

A student who misses 5% or more of attendance days without valid cause may be considered truant under Illinois law. The school will provide appropriate support for students with chronic medical conditions that affect attendance. **Policy D-113**

UNEXCUSED ABSENCES

An absence is unexcused when a student misses school without a valid reason or required approval. Examples include:

- Oversleeping
- Missing the bus
- Car trouble
- Personal business that could be handled outside school hours
- Failure to obtain a pre-approved absence
- Leaving school without permission

Teachers are not required to accept work missed due to an unexcused absence.

Consequences

First Unexcused Absence

- Detention
- Parent notification

Second Unexcused Absence

- Additional detention(s)
- Parent conference

Third Unexcused Absence

- In-school suspension
- Social probation
- Parent conference
- Possible loss of course credit

The administration reserves the right to modify consequences based on individual circumstances.

TARDINESS

Students are expected to be in class before the tardy bell rings.

Tardiness Policy

Students are expected to arrive at school and class on time each day. Prompt attendance maximizes instructional time, minimizes disruptions, and promotes personal responsibility.

Unexcused tardies are cumulative throughout each semester and will result in the following consequences:

Unexcused Tardies	Consequence
1st–2nd	Warning
3rd	Parent contact for each tardy that follows by phone or email
6th	Parent contact and detention
9th	Parent contact and two detentions
12th	Parent meeting, behavior contract, and seven (7) days of Social Probation
Additional Tardies	Subject to further disciplinary action as determined by the administration

Students who arrive more than ten (10) minutes late to class without a pass may be considered truant and subject to additional disciplinary consequences.

The administration reserves the right to modify consequences when warranted by the circumstances of a particular case.

TRUANCY

A student is considered truant when absent from school or class without valid cause.

105 ILCS 5/26-2a

A student who accumulates excessive unexcused absences may:

- Be assigned to study hall
- Lose course credit
- Be removed from a class
- Be referred for additional disciplinary action

Parents will be notified of any attendance review.

RETURNING AFTER AN ABSENCE

Upon returning to school:

1. Students must provide a parent note to the office.
2. Students arriving during the school day must report to the office before attending class.
3. Failure to provide documentation within 24 hours may result in the absence being recorded as unexcused.

LEAVING DURING THE SCHOOL DAY

Students may not leave campus during the school day without approval from the office.

ATTENDANCE COMMUNICATION

Parents are encouraged to monitor attendance regularly.

As attendance concerns develop, the school may:

- Send attendance notices

- Require parent conferences
- Develop attendance improvement plans

EXTRACURRICULAR PARTICIPATION

Students must be in attendance by 11:00 a.m. on the day of extracurricular activity unless the absence has been pre-approved.

Student-athletes are expected to attend school on the day following extracurricular events.

VACATION POLICY

Family vacations during the school year are discouraged.
Students requesting an excused vacation absence must:

1. Submit written notice at least two weeks in advance.
2. Complete a Planned Absence Form.
3. Obtain required teacher signatures.

Teachers are not required to provide assignments before a vacation. Students will generally receive one day for each day absent to complete missed work unless otherwise directed by the teacher.
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STUDENT CONDUCT & DISCIPLINE

DISCIPLINARY PHILOSOPHY

Marquette Academy expects all students to conduct themselves in a manner consistent with Christian values and the teachings of the Catholic Church. Discipline is intended to help students develop personal responsibility, self-discipline, good judgment, and respect for others. As such, discipline is viewed as a form of guidance and growth rather than simply punishment.

Students are expected to uphold the mission and values of Marquette Academy both on and off campus. Conduct that is disruptive to the educational environment, harmful to the reputation of the school, or inconsistent with the teachings of the Catholic Church may result in disciplinary action, including suspension or expulsion.

Parents and guardians play a vital role in supporting student growth and accountability. The success of the school's disciplinary program depends upon the partnership between students, parents, faculty, and administration.

Any behavior that violates school policy, disrupts the learning environment, threatens the safety or well-being of others, or is otherwise deemed inappropriate by the administration may be subject to disciplinary action.
To promote a safe, orderly, and productive learning environment:

1. The administration is primarily responsible for addressing student disciplinary matters.
2. A Discipline Committee may be appointed annually by the Principal to review significant disciplinary concerns and make recommendations regarding students whose behavior seriously interferes with the educational process.

RECIPROCAL REPORTING OF CRIMINAL OFFENSES

In accordance with Illinois law and local agreements with law enforcement agencies, Marquette Academy participates in the reciprocal reporting of serious criminal offenses involving students. Such offenses may include, but are not limited to:

- Illegal drugs or controlled substances
- Weapons offenses
- Criminal gang activity
- Felonies and other serious criminal acts

Information may be shared between school officials and law enforcement as permitted by law.

DISCIPLINE REFERRAL PROCESS

Marquette Academy utilizes a collaborative and progressive approach to student discipline. Teachers are responsible for addressing minor classroom concerns and encouraging positive student behavior through clear expectations, communication, and appropriate interventions.

When a student's behavior becomes repeated, serious, or disruptive to the learning environment, the teacher may submit a discipline referral to the Dean of Students. The Dean of Students will review the referral, gather relevant information, communicate with parents when appropriate, and determine any disciplinary consequences.

The goal of the referral process is to work collaboratively with students, parents, teachers, and administrators to promote accountability, restore relationships, and support positive behavioral growth. Consequences may increase progressively when misconduct is repeated or when previous interventions have not been successful.

DETENTIONS

Detentions may be assigned for violations of school rules, including but not limited to:

- Classroom disruption
- Dress code violations
- Hallway misconduct
- Unauthorized areas or leaving assigned locations without permission
- Inappropriate language
- Cell phone or electronic device violations
- Harassment or disrespectful behavior
- Academic integrity violations
- Inappropriate conduct during Masses, assemblies, or school activities
- Failure to follow school procedures or staff directives

Detentions must be served on the assigned date and prior to final examinations each semester. Failure to report for detention will result in additional disciplinary consequences, including in-school suspension and possible social probation.

Parents will be notified when a student accumulates ten (10) detentions. Students who accumulate twenty (20) detentions may be referred to the Disciplinary Committee.

DISMISSAL FROM CLASS

A student whose behavior significantly disrupts the learning environment may be removed from class and referred to the office.
Repeated removals from the same class may result in:

1. Temporary suspension from the class.
2. Parent conference and disciplinary consequences.
3. Referral to the Disciplinary Committee.
4. Loss of course credit or reassignment when warranted.

DISCIPLINARY COMMITTEE

The Disciplinary Committee assists the administration in addressing serious or recurring disciplinary concerns.
The committee may review:

- Repeated disciplinary violations
- Serious misconduct
- Students who fail to respond to ordinary disciplinary interventions

The committee may review academic and disciplinary records, consult with faculty and administration, and meet with students and parents when appropriate.
Possible recommendations include:

- Behavior contracts
- Social probation
- Suspension
- Loss of privileges
- Alternative educational placement
- Recommendation to the Pastors' Board for expulsion

SOCIAL PROBATION

Students placed on social probation may not participate in or attend school-sponsored activities outside the regular school day, either as participants or spectators.
This restriction includes:

- Athletic practices and contests
- Dances
- Clubs and organizations
- School-sponsored social events
- Other extracurricular activities

The administration will determine the length and conditions of social probation.

SUSPENSION

Suspension may be assigned for serious misconduct or repeated violations of school rules.
Examples include, but are not limited to:

- Bullying, harassment, or intimidation
- Fighting or assault

- Threats of violence
- Insubordination
- Academic dishonesty
- Theft
- Vandalism
- Gambling
- Possession or use of tobacco, nicotine products, vaping devices, alcohol, or illegal drugs
- Possession of weapons or dangerous objects
- Unauthorized gang activity
- Technology misuse
- Leaving campus without permission
- Conduct that seriously disrupts the educational environment

Students serving suspension may not participate in or attend extracurricular activities during the suspension period.

Following an out-of-school suspension, a parent conference may be required before the student returns to school.

SEARCHES & INSPECTIONS

Marquette Academy reserves the right to search student lockers, desks, vehicles on school property, personal belongings, and other items when there is reasonable suspicion that a school rule or law has been violated.

Refusal to cooperate with a lawful search may result in disciplinary action.

PERMANENT DISMISSAL OR REFUSAL OF REGISTRATION

Permanent dismissal or refusal to re-enroll a student is considered a last resort and is reserved for situations in which the school determines that a student's conduct, or the conduct of a parent or guardian, seriously interferes with the educational mission of Marquette Academy.

Prior to permanent dismissal, students and parents will generally be provided an opportunity to meet with school administration and other appropriate parties.
The Pastors' Board serves as the final authority in matters involving expulsion or refusal of registration.

DISCIPLINE APPEALS

Parents may appeal significant disciplinary decisions, including recommendations for expulsion, extended suspensions, or lengthy periods of social probation.
Appeals must be submitted in writing to the Principal and must clearly identify:

- The disciplinary action being appealed
- The reason for the appeal
- The requested remedy

If the matter is not resolved at the administrative level, further appeal procedures involving the Pastors' Board may be available in accordance with school policy.

ADDITIONAL PROVISIONS

Disciplinary decisions are based on the individual circumstances of each case. Factors considered may include:

- The seriousness of the offense
- The student's age and maturity
- Prior disciplinary history
- The student's attitude and cooperation
- The impact on the school community

Corporal punishment is prohibited under all circumstances.
The administration reserves the right to address behaviors not specifically listed in this handbook when such conduct is inconsistent with the mission, safety, or orderly operation of the school.

STUDENT IDENTIFICATION BADGES

Marquette Academy issues student identification badges to all students. While students are not required to wear their ID badges during the school day, badges are required for cafeteria purchases and may be needed for other school-related purposes.

Students should take reasonable care of their ID badges. Lost or stolen badges must be reported promptly to the Dean of Students. Replacement badges may be issued and a replacement fee may apply.

FOOD & DRINK POLICY

To maintain a clean and productive learning environment, food is not permitted in classrooms unless specifically authorized by a teacher or administrator.

Students may have **water only** in classrooms. Water must be in a sealed container. All other beverages, including soft drinks, energy drinks, coffee, and sports drinks, must remain in student lockers or be consumed in the cafeteria.

Lunch

All students are required to remain on campus during lunch. Students may either bring a lunch from home or participate in the school lunch program. Food deliveries and food brought from restaurants or other establishments are not permitted.

Lunches must be eaten in the cafeteria, and all cafeteria and school rules apply during lunch periods. Food and beverages may not be consumed elsewhere in the building unless specifically authorized.

Lunch accounts may be funded online through **TeacherEase**. Students may carry a negative lunch balance of up to **$20.00**. Any outstanding lunch balance must be paid in full by the end of each semester. Positive balances will automatically roll over to the next semester and school year.

Food Allergies and Special Events
To help ensure student safety, all food brought to school for classroom celebrations, bake sales, or other school-sponsored activities must be commercially packaged with a complete ingredient label. Homemade food items are not permitted.

Foods containing peanuts, tree nuts, or items processed in facilities that also process peanuts or tree nuts may not be sold, distributed, or consumed during the school day. Fresh fruits and vegetables are permitted.

Parents and guardians who send lunches from home are asked to be mindful of these allergy guidelines.

HALL PASSES

Marquette Academy utilizes Securly as its digital hall pass system. Students must have an approved Securly Pass whenever they are outside of a classroom while classes are in session. This requirement includes being in the hallways after the bell has rung.

Students are expected to travel directly to their destination and return promptly to class. Misuse of the Securly pass system or being outside of class without an approved pass may result in disciplinary action.

SCHOOL LOCKERS AND BOOKBAGS

Each student is assigned a locker for the storage of books, supplies, and personal belongings. Students are expected to keep their lockers clean, organized, and free from clutter, damage, or defacement.

Students are responsible for the security and contents of their assigned lockers and should:

- Keep lockers locked at all times.
- Use only school-approved locks.
- Not share locker combinations with other students.
- Use only the locker assigned to them.

School-approved locks are available for purchase in the school office. Students should promptly report locker or lock problems to the office.

Students may not tamper with or use another student's locker without permission. Any misuse of lockers may result in disciplinary action.

Students may be held financially responsible for lost school property or damage resulting from misuse of their locker.

Bookbags, backpacks, duffel bags, and similar large bags must be stored in student lockers during the school day and are not permitted in classrooms unless specifically authorized by a teacher or administrator.

Students are also responsible for maintaining a neat and orderly area around their locker. Items may not be left on the floor, in hallways, or around lockers in a manner that creates clutter, obstructs traffic, or presents a safety concern.

Lockers remain the property of Marquette Academy. School officials reserve the right to inspect or search lockers and their contents when deemed necessary to maintain a safe and orderly school environment.

BUILDING & GROUNDS BEFORE & AFTER SCHOOL

The school building is open to students beginning at 7:00 a.m. each school day.

Unless participating in a school-sponsored activity under the direct supervision of a faculty member, coach, moderator, or other approved adult, students must leave the building and school grounds at the conclusion of the school day. The school building closes at 4:00 p.m.

Students remaining after school for athletics, clubs, rehearsals, academic support, or other approved activities must remain in their designated supervised area and follow all school rules and expectations. Students who are not under adult supervision may be asked to leave the building or campus.

ALCOHOL & DRUG POLICY

Philosophy

Marquette Academy is committed to fostering a safe, healthy, and Christ-centered environment. The use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, cannabis/THC products, intoxicants, or the misuse of prescription medications is prohibited.

As a Catholic school, we expect students to make choices that reflect Christian values and support their physical, emotional, and spiritual well-being. Substance use by minors is both unlawful and harmful and will be addressed seriously by the school.

This policy applies both on and off campus when student conduct impacts the school community, the reputation of the school, or a student's ability to participate in school programs and activities.

Determination of a Violation

A student may be found in violation of this policy through:

- Admission by the student.
- Observation by a school employee, coach, administrator, or law enforcement officer.
- A verified police report or other credible evidence.
- A positive result from school-authorized testing.

Rumors, anonymous allegations, or unverified reports alone will not be considered sufficient evidence of a violation.

On-Campus Violations

On-campus violations include violations occurring:

- On school property

- In school vehicles
- At school-sponsored events
- During school-sponsored travel

A student suspected of being under the influence may be required to leave school with a parent or guardian and may be required to meet with administration before returning to school.

First Violation
- One (1) day Out-of-School Suspension
- Twenty-eight (28) days of Social Probation
- Parent conference with administration

Second Violation
- Ten (10) day Out-of-School Suspension
- Three hundred sixty-five (365) days of Social Probation
- Mandatory substance abuse evaluation by a qualified counselor
- Compliance with all recommended treatment or educational programs
- Parent conference prior to returning to school

All costs associated with evaluations, counseling, or treatment are the responsibility of the family.

Third Violation
A third violation will result in immediate review by the Disciplinary Committee and recommendation for expulsion to the Pastors' Board.

Off-Campus Violations
Students may also be subject to disciplinary action for verified alcohol or drug violations occurring off campus.

When credible evidence establishes that a student has violated this policy, the matter may be referred to the Disciplinary Committee for review. Consequences may include suspension, social probation, counseling requirements, loss of privileges, or other disciplinary measures deemed appropriate by the administration.

Distribution, Sale, or Possession with Intent to Distribute
The possession, sale, transfer, distribution, or attempted distribution of alcohol, illegal drugs, cannabis products, controlled substances, look-alike substances, or related paraphernalia is considered a major violation.

Students found responsible for such conduct may:
- Be suspended for up to ten (10) school days
- Be referred to law enforcement
- Be recommended for expulsion

Possession of drug paraphernalia containing drug residue will be treated as possession of the substance itself.

Extracurricular and Athletic Consequences
Students participating in athletics or extracurricular activities are expected to serve as positive role models.

The following consequences apply in addition to any school disciplinary consequences:

Offense	Consequence
First	Suspension from 20% of contests, performances, or competitions
Second	Suspension from 40% of contests, performances, or competitions
Third	Loss of extracurricular eligibility for the remainder of the school year

Students serving activity suspensions must continue to attend required practices, meetings, rehearsals, and team activities unless otherwise directed by the administration.
Additional requirements may include counseling, parent conferences, substance abuse evaluations, and compliance with treatment recommendations.

Testing
Marquette Academy reserves the right to require school-approved testing for alcohol, illegal drugs, or other prohibited substances when warranted by circumstances or as a condition of continued participation in school programs and activities.

Failure to Comply
Failure to comply with any requirement of this policy, including counseling recommendations, treatment plans, testing requirements, or disciplinary consequences, may result in additional disciplinary action, including referral to the Disciplinary Committee and possible expulsion.

NICOTINE, TOBACCO, VAPING POLICY

Philosophy
As a Catholic school, Marquette Academy is committed to promoting the physical, emotional, and spiritual well-being of every student. The possession, use, distribution, or sale of nicotine, tobacco, vaping devices, e-cigarettes, or related products is prohibited on school property, in school vehicles, and at all school-sponsored events.
To support a safe and healthy learning environment, vape-detection sensors are installed in school restrooms. This policy applies to all students, including those participating in athletics, clubs, activities, performances, and other extracurricular programs.

General Procedures
For each violation:

1. The student will meet with an administrator.
2. Parents/guardians will be notified.
3. A disciplinary referral will be issued and documented.
4. Coaches, moderators, and activity sponsors will be informed when applicable.
5. Extracurricular consequences will apply to games, contests, performances, and other school-sponsored activities.

First Violation
School Consequences
- Four (4) hours of school service.
- Completion of a reflection activity on the risks of nicotine, tobacco, and vaping.

Extracurricular Consequences
- Suspension from 10% of regular-season contests, competitions, or performances.

The student must continue to attend all practices, meetings, rehearsals, and team activities.

Second Violation
School Consequences
- One (1) day In-School Suspension.
- Seven (7) days of Social Probation.
- Mandatory parent conference with administration.

Extracurricular Consequences
- Suspension from 20% of regular-season contests, competitions, or performances.

The student must continue to attend all practices, meetings, rehearsals, and team activities.

Third Violation
School Consequences
- Two (2) days In-School Suspension.
- Twenty-eight (28) days of Social Probation.
- Completion of a school-approved counseling, educational, or cessation program.

Extracurricular Consequences
- Suspension from all remaining contests, competitions, or performances for the current season.

The student may not participate in practices, meetings, rehearsals, contests, or performances during this suspension.

Fourth Violation
A fourth violation demonstrates a pattern of repeated misconduct and will be referred to the administration and Disciplinary Committee for review.
Additional consequences may include:
- Extended social probation
- Additional suspension
- Removal from extracurricular activities for the remainder of the school year
- Other disciplinary action deemed appropriate by the administration

Self-Referral
Students who voluntarily seek assistance for nicotine or vaping dependency before a policy violation occurs are encouraged to speak with a counselor, chaplain, coach, teacher, or administrator. The school's goal is to support students in making healthy choices and overcoming harmful behaviors.

SOCIAL MEDIA & DIGITAL CONDUCT

Marquette Academy expects students to use social media and all forms of digital communication in a manner consistent with Christian values, respect for others, and the school's mission.

Students may be subject to disciplinary action for online or electronic conduct that substantially disrupts the educational environment or threatens the safety, well-being, or rights of members of the school community.

Prohibited conduct includes, but is not limited to:

- Cyberbullying, harassment, or intimidation.
- Threats or abusive language directed toward others.
- Posting or sharing inappropriate, defamatory, or explicit content.
- Creating or distributing false or misleading content, including AI-generated images, videos, audio, or messages intended to deceive, impersonate, or harm others.
- Recording or sharing images, videos, or conversations without permission in violation of school policy or another person's privacy.
- Using anonymous or fake accounts to target or harass others.

Violations may result in disciplinary action, including loss of technology privileges, detention, suspension, expulsion, or referral to law enforcement when appropriate.

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DRESS CODE

DRESS CODE PHILOSOPHY

The purpose of the Marquette Academy dress code is to promote modesty, professionalism, safety, and an environment conducive to learning.

Students who are not in compliance may be required to correct the violation before returning to class. The administration reserves the right to determine whether a student's appearance, clothing, grooming, accessories, jewelry, tattoos, or hairstyle is inappropriate, distracting, immodest, or inconsistent with the mission and standards of Marquette Academy.

General Expectations

Shirts

- Marquette Academy polo or dress shirts must be worn during the school day.
- Freshmen awaiting uniform orders may temporarily wear a plain polo shirt.
- Shirts must be properly fitted and may not be altered.

Outerwear

- Marquette Academy sweatshirts, quarter-zips, sweaters, and approved outerwear are the only outerwear permitted during the school day.
- A Marquette Academy polo or dress shirt must be worn underneath all outerwear.
- Marquette Academy athletic team apparel may only be worn on approved days.
- Coats and jackets are not permitted in classrooms.

Pants

- Solid-color dress pants are required.
- Flat-style cargo pants are permitted.
- Camouflage pants are not permitted.

- Tight-fitting, excessively loose, or otherwise inappropriate styles are prohibited.
- Belts are encouraged when pants have belt loops.

Footwear
- Athletic shoes and dress shoes are recommended.
- Cowboy boots are permitted but may not be worn in school gymnasiums.
- Flip-flops and athletic slide-style sandals are not permitted.
- Crocs, Birkenstock-style sandals, and dress sandals are permitted **only during Warm Weather Dress Code periods**.

Appearance
- Hair must be neat, clean, and maintained in a manner that is not distracting to the educational environment.
- Extreme hairstyles or hair colors are not permitted.
- Hats, bandanas, sunglasses, and chains hanging from pockets are not permitted inside the building.
- Students are encouraged to consult the Dean of Students before making significant changes to hairstyles, hair color, tattoos, or piercings if there is any question regarding dress code compliance.

Additional Standards for Young Women

Skirts
- Skirts must be no shorter than two inches above the knee when seated.

Jewelry and Piercings
- Simple jewelry is permitted.
- No more than two earrings per ear.
- Facial piercings are not permitted during the school day or while participating in extracurricular activities.
- Clear retainers may be worn in place of facial jewelry.

Additional Standards for Young Men

Hair and Grooming
- Hair must be kept neat, off the collar and off the eyes.
- Mohawks, mullets, and similar extreme hairstyles are not permitted.
- Students are expected to be clean-shaven.

Jewelry and Piercings
- Visible earrings and facial piercings are not permitted during the school day or while participating in extracurricular activities.

Dress Code Violations

Students who are out of compliance with the dress code may be required to change clothing, remove prohibited items, borrow approved attire from the office, or have appropriate clothing brought from home.

Dress code violations will generally result in the following consequences:

Violation	Consequence
1st	Warning
2nd	Detention
3rd	Detention and Parent Contact
4th	Service Hours
Additional Violations	Administrative Consequences, including In-School Suspension

Students who correct a dress code violation and subsequently return to the same violation during the school day may be subject to disciplinary action for insubordination.

Warm Weather Dress Code

The Warm Weather Dress Code is in effect from the first day of school through October 31 and from May 1 through the last day of school.

- Marquette Academy polo or dress shirt required.
- T-shirts are not permitted.
- Shorts must be modest in style and fit.
- Shorts may be no shorter than three inches above the knee.
- Tight-fitting, cut-off, camouflage, or cargo shorts are not permitted.
- Capri pants are permitted.
- Dress sandals and Birkenstock-style sandals are permitted.
- Flip-flops and athletic slide-style sandals are not permitted.

Students who repeatedly violate the Warm Weather Dress Code may lose the privilege of participating in it.

Dress Down (Jeans) Days

On approved dress-down days, students may wear:

- Blue jeans without rips, holes, tears, patches, fraying, or writing.
- Marquette Academy or school-related shirts and sweatshirts.
- Athletic shoes, dress shoes, or approved boots.

Additional guidelines may be announced for specific dress-down days.

Mass Day Attire

Because Mass is the highest form of worship in the Catholic Church, students are expected to dress in a manner that reflects the reverence and importance of the occasion.

Young Women

- Dress pants, dresses, skirts, or dress shirts.
- Dresses and skirts must be no shorter than two inches above the knee.
- Strapless dresses and spaghetti straps are not permitted.

Young Men

- Dress pants, dress shirt, tie, and dress shoes.

The administration reserves the right to make final determinations regarding appropriate Mass attire.
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TECHNOLOGY

TECHNOLOGY & ELECTRONIC MEDIA

Purpose

Marquette Academy provides technology resources to enhance learning, support instruction, and prepare students for responsible participation in a digital world. Access to school technology, networks, devices, software, and online services is a privilege, not a right.

Students are expected to use all technology resources responsibly, ethically, and in accordance with school policies. Improper use of technology may result in disciplinary action, loss of technology privileges, restitution for damages, and other consequences.

Technology Use

School technology, internet access, and electronic resources are provided for educational purposes only.
Students are expected to:

- Use technology responsibly and respectfully.
- Protect passwords and account information.
- Report technology concerns or security issues to a teacher or administrator.
- Respect the privacy and intellectual property rights of others.
- Follow all classroom technology expectations established by teachers.

Students should have no expectation of privacy when using school-owned devices, networks, internet access, or school accounts. Marquette Academy reserves the right to monitor, access, review, and retain information transmitted, received, or stored through school technology systems.

GOOGLE WORKSPACE AND STUDENT ACCOUNTS

Marquette Academy provides students with Google Workspace accounts and other educational technology tools to support learning and communication.
Student accounts are school property and are intended for educational use only. Students may not:

- Share passwords or account access with others.
- Access another user's account.
- Send messages using a false identity.
- Use school accounts for commercial, political, or unlawful purposes.
- Attempt to bypass network security or internet filtering systems.

All files, communications, and activity conducted through school-issued accounts may be monitored by the school.

Securly Student Safety and Monitoring
Marquette Academy utilizes Securly, which integrates with our Google Workspace for Education environment, to help provide a safe, secure, and productive digital learning experience. Securly assists the school in filtering inappropriate online content, monitoring for potential student safety concerns, managing classroom technology, and helping ensure that school-issued accounts and devices are used in accordance with school policies. Student activity conducted through school-managed Google accounts or on school-issued devices may be monitored or reviewed by authorized school personnel when necessary to support student safety, maintain network security, investigate policy violations, or comply with legal obligations. Students and parents should understand that the use of school technology resources is a privilege and that users should not expect privacy when using school-managed accounts, devices, or networks.

STUDENT DEVICES

Students are required to have a Chromebook or other school-approved device for academic use. Chromebooks are the standard instructional device, though approved Windows laptops, MacBooks, and iPads may also be used.

Students must connect to the Student Wi-Fi and use their Marquette Academy Google account. Windows and Mac users must use Chrome and sign in with their school account. Teachers may require students to use a Chromebook for specific classes or activities. School Chromebooks may be borrowed through the office when needed.

Students are expected to bring their device fully charged and ready for use each day and are responsible for its care and security.

CELL PHONES/WIRELESS COMMUNICATION DEVICES

Students may bring cell phones and other personal wireless communication devices to school; however, their possession and use are subject to the restrictions outlined below. All personal devices, including cell phones, smartwatches, tablets, gaming devices, AirPods, headphones, and other wearable communication devices, must remain secured in the student's assigned locker. Devices must remain turned off or set to silent mode, out of sight, and secured in the student's assigned locker throughout the regular school day, including all class periods, lunch periods, study halls, passing periods, and school-sponsored activities occurring during regular school hours.

Students may not use personal wireless communication devices during the school day unless specifically authorized by a school employee for an instructional purpose or as otherwise permitted through an approved medical, legal, or educational accommodation. Only school-issued or school-approved Chromebooks, laptops, or MacBooks may be used for classroom instruction. The use of AirPods or headphones with school-issued or school-approved devices is permitted only at the discretion of the classroom teacher.

A student's refusal to surrender a personal wireless communication device upon request by a school employee, or attempts to conceal or misuse a device, may result in additional disciplinary action as determined by the administration.

Parents and guardians should not expect an immediate response from their child during the school day. If there is an urgent or emergency need to contact a student, parents or guardians should contact the school office. Similarly, students who need to contact a parent or guardian during the school day must do so through the school office unless otherwise authorized by school personnel.
Students who violate this policy will be subject to the following consequences:

- **First Offense:** A warning will be issued, and the device will be held in the school office until the end of the school day.
- **Second Offense:** A detention will be assigned, the device will be held in the school office until the end of the school day, and the student must turn the device in to the school office by 7:55 a.m. each school day for one week.
- **Third Offense:** A detention will be assigned. A parent or guardian (or another approved adult designated by the parent or guardian) must retrieve the device from the school office. The student must then turn the device in to the school office by 7:55 a.m. each school day for two weeks.
- Any subsequent violations of this policy may result in additional disciplinary action as determined by the administration.

Marquette Academy will exercise reasonable care when storing confiscated devices; however, the school assumes no responsibility for loss, theft, or damage to personal wireless communication devices except as otherwise required by law.

RECORDING & PHOTOGRAPHY

Students may not photograph, video record, audio record, livestream, or otherwise capture the image or likeness of another student, employee, volunteer, or visitor without permission.
The recording, sharing, posting, or distribution of unauthorized images, videos, or audio may result in disciplinary action and, when appropriate, referral to law enforcement.

PROHIBITED TECHNOLOGY USE

Examples of prohibited technology use include, but are not limited to:

- Accessing inappropriate, obscene, pornographic, discriminatory, or illegal content.
- Cyberbullying, harassment, intimidation, or threats.
- Downloading or installing unauthorized software.
- Introducing malware, viruses, or other harmful programs.
- Attempting to gain unauthorized access to accounts, systems, or networks.
- Circumventing internet filters or security measures.
- Damaging, altering, or disrupting school technology systems.
- Recording, photographing, or distributing images, audio, or video without permission.
- Using school technology in a manner inconsistent with the mission and values of Marquette Academy.

Students who intentionally damage school technology or misuse technology resources may be required to pay restitution for repair or replacement costs.

TECHNOLOGY VIOLATIONS

Any intentional damage to technology equipment, software, files, accounts, or network resources is prohibited. Unauthorized access to school systems, misuse of passwords, alteration of files, disruption

of school operations, or other acts of technology vandalism may result in loss of technology privileges, disciplinary action, restitution, suspension, or expulsion.

The administration reserves the right to address technology-related misconduct not specifically listed in this handbook when such conduct is inconsistent with the mission, safety, or orderly operation of the school.

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SAFETY & STUDENT WELFARE

EMERGENCY PLANNING

The safety of students, faculty, staff, and visitors is a top priority at Marquette Academy. The school maintains a comprehensive Emergency Management Plan and conducts regular safety training and emergency drills in accordance with Illinois law and Diocesan policy.

Safety of the Educational Facility

Marquette Academy is committed to providing a safe, secure, and well-maintained learning environment. Reasonable precautions are taken to protect students and staff from health and safety hazards. Employees and volunteers receive training regarding school safety procedures and supervision expectations. ***Policy D-142***

Emergency Management Plan

Marquette Academy maintains a comprehensive Emergency Management Plan that addresses a variety of emergency situations. The plan is reviewed regularly and is available for inspection in the school office.

Emergency Dismissals

In the event of an emergency dismissal, parents should ensure that their child has a designated alternative location and supervision available if a parent or guardian is unable to be home. Families are encouraged to discuss emergency plans with their children and make appropriate arrangements in advance.

Emergency Drills

Marquette Academy conducts all required safety drills throughout the school year, including:

- Fire drills
- Severe weather/tornado drills
- Law enforcement lockdown drills
- Other safety drills as required by Illinois law

Students are expected to follow all staff directions promptly and conduct themselves in a quiet, orderly manner during drills and emergencies.

Severe Weather Procedures

In the event of a tornado warning or other severe weather emergency, students will be directed to designated shelter areas within the building. Students will remain in these locations until an all-clear signal is given by school officials or emergency personnel.

If severe weather occurs near dismissal time, students may be held at school until conditions are deemed safe. Students will only be released to a parent or guardian when appropriate.

Evacuation Procedures
Emergency evacuation and shelter-in-place procedures are posted throughout the building. Students should familiarize themselves with these procedures and follow all staff instructions during an emergency.

School Closings and Weather-Related Delays
When school must be closed, delayed, or dismissed early due to weather or other emergencies, families will be notified through the school's communication systems, including:

- Parent notification phone calls
- Text messages
- Email notifications
- School website and social media announcements

Parents are responsible for ensuring that their contact information remains current with the school office.

DRUG 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. There 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
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.

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 Benzoylecgonine (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**

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 dug 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.

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.

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.

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.

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 15th 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.

MEDICATION

The purpose of administering medication at school is to help students maintain a state of health sufficient for their academic learning and faith development. All schools shall develop clear procedures for the administration of medication. **Policy D-153**

Administering Medication
The school administration shall retain the right to decline to allow a particular medication to be administered by school staff.
1. All prescription and non-prescription (over-the-counter) medications require written authorization from the student's health care provider (licensed to prescribe the medication) as well as written parental consent. A sample medication authorization form is included in the appendix.
2. The written parental request and health care provider's authorization shall be valid only during the school
year in which they are submitted, and must be renewed each subsequent school year.
3. The school may allow, on a case-by-case basis, the parent or other adult family member to directly give the student the medication at school as if they were doing so at home.
4. Any medication for a student must be in an original, properly labeled container, either labeled by the pharmacy with the name of the student, name of the medication, dosage and instructions, name of the pharmacist, and pharmacy contact information, or in the case of over-the-counter medications, labeled by the retailer with the name of the medication and suggested dosage, with the student's name affixed to the container.
5. All medications shall be stored in a locked drawer or cabinet. Controlled substances must be stored in a locked cabinet that is securely affixed to the wall or floor.
6. Medications that require refrigeration shall be stored in a locked refrigerator separate from food products.

7. The school shall keep a log for each student of all medication administered at school, including the date, time, and initials of the staff member administering the medication. A sample form for this purpose is included in the appendix.
8. As required by state law, students may self carry and self-administer drugs for the treatment of asthma, diabetes, or serious allergies, provided that the parent has submitted their consent in writing as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self carry and self administration of medication for asthma, diabetes, or serious allergies to certain grade levels and/or ages of students.
9. Only a school nurse or other staff member designated by the school administration shall be permitted to administer medications to students.
10. Students will be subject to disciplinary action if they violate the school's medication policies and/or procedures.
11. Unused medications will be returned to the family at the conclusion of the school year, when they withdraw from the school, or when the prescribed medication period concludes, whichever is sooner.

Administration of Medication Procedure
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.
5 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.

HARASSMENT 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 harassment 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 that 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.

STUDENT BEHAVIOR THREAT ASSESSMENTS

The Catholic schools of the Diocese of Peoria are committed to providing a safe, secure, and nurturing environment for all students and staff. When a student communicates a written or verbal threat or engages in behavior that raises concerns about the safety of others, the school shall respond in a manner that is both prudent and proportionate.

A threat assessment is distinct from ordinary disciplinary procedures; its purpose is to evaluate the nature, credibility, and seriousness of a concerning behavior or threat, identify any potential risk to the school community, and determine appropriate measures to promote safety and student well-being. This policy establishes a consistent process for responding to and assessing such concerns while recognizing the dignity of each student and the school's responsibility to protect all students and staff.

When a student's behavior communicates a threat of violence or physical harm to themselves or others, the school's primary focus shifts from disciplinary consequences to a comprehensive evaluation of school safety and student support. Threats do not require a weapon to be present or readily accessible to a student to warrant a formal assessment.

Definition of Threatening Behavior

1. Direct Threats: Explicit, clear statements or actions expressing an intent to cause harm (e.g., verbal statements, written notes, digital or social media posts).
2. Indirect/Veiled Threats: Ambiguous or implied statements, gestures, or drawings that suggest potential violence or disruption to school safety.

Immediate Administrative Protocol

1. Upon receiving a report of a direct or indirect threat, the principal or designated administrator will immediately initiate a safety review.
2. The school reserves the right to implement any or all the following measures to ensure the safety of the student body.

    a. Immediate Removal/Administrative Suspension: The student may be placed on an immediate out-of-school administrative suspension while a safety evaluation is conducted. This is a protective measure, not a final disciplinary determination.

    b. Law Enforcement Notification: If the threat is deemed imminent or involving a severe risk of violence, local law enforcement and diocesan leadership will be notified immediately.

Mandatory Requirements for a Safe Return to School
The Diocese explicitly reserves the right to establish conditions under which a student may safely return to the school environment following a threat. School administrators are authorized to require the following prior to readmission.

1. Independent Mental Health Assessment: The family may be required to secure a formal behavioral or psychiatric evaluation from a licensed external professional, at the family's expense, confirming that the student does not pose an active danger to themselves or others.
2. Mandatory Ongoing Counseling: The school may mandate that the student participate in regular counseling (either with the school counselor or an approved external therapist) as a non-negotiable condition of their continued enrollment.
3. Behavioral Support and Safety Plan: Before re-entry, the school administration and the student's parents/guardians shall sign a Safety Plan outlining expected conduct, monitoring protocols, and immediate consequences for escalating behavior.

Parent/Guardian Notice
While student discipline code procedures vary by offense, safety interventions and re-entry requirements (including professional counseling and evaluations) are mandatory administrative prerequisites for school safety. The school reserves the sole authority to determine if and when a student may safely return to the community, independent of standard disciplinary timelines.

Students with Accommodations or Service Plans
If a student has an accommodations or service plan, the principal shall consult with the Chancery Office and the Office of Catholic Schools prior to determining next steps. However, this shall not limit the school's authority to take immediate action as necessary to protect the safety of students and staff.
Adopted 9/2026 **Policy D-145a**

VIOLENCE/ WEAPONS

Possession or Use of Weapons **Policy D-150**
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 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 travel to and from school and school-sponsored events.

Possession means having a weapon on one's person or in an area subject to the student's control, including 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/canonical 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 any item that resembles such a weapon.

Any student found to be in possession of a weapon shall be immediately suspended from school. The weapon will be confiscated, police officials contacted, parents notified, and an administrative review conducted. The normal consequence shall be expulsion from school.

In cases where there are substantial mitigating circumstances, the pastor/canonical pastor may impose a suspension rather than expulsion after consultation with the Superintendent of Schools, particularly for students in grades K–3.

If a student discovers a weapon at school or at a school-related activity, the student shall immediately notify a teacher, coach, or administrator. 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 educational purpose must obtain approval from the principal before bringing the item onto school property. Diocesan schools reserve the right to dismiss any student at any time 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.

Procedures for Possession or Use of Weapons or Look-Alike Weapons
In the event that a student possesses 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 exercised, taking into consideration the student's age, circumstances, and potential danger posed by the situation. If there is any risk to student or staff safety, school officials shall call 911 and await law enforcement assistance.
2. The Superintendent of Schools shall be contacted promptly and informed of the situation.
3. The principal shall immediately notify local law enforcement of firearm or drug incidents occurring on school grounds. If a student is in possession of a firearm or illegal drugs, the student's parent(s) or guardian(s) shall also be notified immediately and required to remove the student from school property.
4. The principal shall notify the Illinois State Police within three days of any firearm or drug incident through the School Incident Reporting System (SIRS) in IWAS.
5. The student shall be suspended pending completion of an administrative review.
6. The principal shall conduct a complete investigation. All involved parties shall be interviewed and relevant information documented.

7. A meeting shall be held with the principal, pastor/canonical pastor, student, and parents. If the investigation verifies possession or use of a weapon or look-alike weapon, the student shall be expelled.
8. In the event of mitigating circumstances, the pastor/canonical pastor may elect a disciplinary action other than expulsion, especially for students in grades K–3. Factors that may be considered include:
    - Whether the violation was merely technical in nature (e.g., squirt guns).
    - Whether the weapon was displayed or used in a threatening manner.
    - Whether the weapon caused harm, injury, destruction, or damage.
    - Whether the item is commonly used for purposes other than as a weapon (e.g., a table knife).
    - Whether verbal threats preceded possession of the weapon.
    - Whether the student has a prior disciplinary history involving violence, aggression, threats, injury, or property damage.
9. The decision of the pastor/canonical pastor shall be final (cf. D-114). Any appeal must be submitted in writing directly to the Superintendent of Schools. Review shall be limited to whether the decision complies with applicable policy.
10. Parents may withdraw their child from the school at any time during the process. If withdrawal occurs, the official transfer form shall indicate that the student is not in good standing due to a pending disciplinary action.
11. If a student expelled for a weapons violation applies for readmission in a future school year, the school shall require an assessment by a mental health professional and/or professional counseling prior to reinstatement.
12. With advance written approval from the principal, a student or visitor may possess a weapon or look-alike weapon for the following purposes:

- Authorized class or course activities.
- Approved school or classroom displays and presentations.
- Official ceremonies (e.g., honor guards, Knights of Columbus).
- Approved stage props.
- Authorized interscholastic sports activities.

Prior to granting approval, the principal shall require a written safety plan explaining how student safety will be protected throughout the activity, project, display, presentation, or event.

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TRANSPORTATION

TRANSPORTATION GUIDELINES

Students who utilize school-provided transportation, including buses, vans, and people movers, are under the supervision and authority of the driver. The driver's authority should be considered equivalent to that of a classroom teacher. Drivers may assign seats and require students to present identification when necessary.

Students are expected to conduct themselves in a safe, respectful, and responsible manner at all times while using school transportation.

The following rules apply:

1. Students must remain seated while the vehicle is in motion and may not change seats without permission.
2. Students may not place their head, arms, or objects outside windows.
3. Students must treat all vehicles and equipment with care. Students and families may be held financially responsible for any damage caused.
4. In the event of an emergency, students must remain in the vehicle and follow the driver's instructions unless directed otherwise by emergency personnel.
5. Food, beverages, vaping products, tobacco products, and inappropriate language are prohibited.
6. Throwing objects inside or outside the vehicle is prohibited.
7. Students must follow all directions given by the driver promptly and respectfully. Misconduct on school transportation may result in disciplinary action, including detention, suspension of transportation privileges, or other school consequences.

VEHICLES & STUDENT PARKING

Driving to school is a privilege, not a right. Students who drive to school are expected to operate their vehicles safely, responsibly, and in accordance with all school rules.

Students must park only in designated student parking areas and display any required parking permit. Entrances, driveways, fire lanes, reserved spaces, and posted "No Parking" areas must remain clear at all times.

Students may not park along Washington Street or in any area not specifically designated for student parking. Vehicles parked in unauthorized locations may be towed at the owner's expense and may result in disciplinary action.

Students are expected to obey all traffic laws and drive with caution on school property and in the immediate vicinity of the school. Pedestrians always have the right-of-way. Special caution should be exercised near the gymnasium, parking lots, athletic facilities, and other areas where visibility may be limited.

Reckless driving, excessive speed, unsafe operation of a vehicle, misuse of parking permits, or other conduct that creates a safety concern may result in disciplinary action and the suspension or revocation of parking privileges.

The school reserves the right to suspend or revoke a student's driving and parking privileges based on disciplinary concerns, attendance issues, unsafe driving behavior, or violations of school policy.

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PARENT INFORMATION

PARENT PARTNERSHIP & COMMUNICATION

Marquette Academy believes that parents are the primary educators of their children. The school exists to partner with families in the academic, spiritual, moral, and personal formation of every student. The success of this partnership depends upon mutual trust, respect, open communication, and a shared commitment to the mission and values of Marquette Academy.

Parent Responsibilities

Parents are expected to:

- Support the mission, philosophy, policies, and procedures of Marquette Academy.
- Encourage regular attendance, academic effort, responsible behavior, and respect for others.
- Review school communications and remain informed of school policies, events, and student progress.
- Provide an environment at home that supports learning, personal responsibility, and Christian values.
- Communicate promptly with the school regarding concerns that may affect a student's academic, social, emotional, or physical well-being.
- Work cooperatively with faculty and administration to promote the success of their child.

Communication Expectations

Marquette Academy is committed to maintaining respectful, timely, and professional communication with families.

When questions or concerns arise, parents are encouraged to follow this process:

1. Contact the classroom teacher, coach, or staff member directly, as most concerns can be resolved at that level.
2. If additional assistance is needed, contact the appropriate Dean or Principal.
3. If further review is necessary, school administration will determine the appropriate next steps.

Parents are asked to allow one business day for responses to emails or phone calls, recognizing that faculty and staff may be teaching, supervising students, or fulfilling other school responsibilities.

Respectful Resolution of Concerns

Marquette Academy encourages concerns to be addressed privately, respectfully, and directly with the individuals involved. Families are expected to communicate in a manner that reflects Christian charity and mutual respect. Public criticism of students, families, faculty, staff, or the school through social media or other public forums is discouraged, as concerns are most effectively resolved through direct communication and collaboration.

Parent Partnership as a Condition of Enrollment

Enrollment at Marquette Academy signifies a commitment to support the school's mission, policies, and the reasonable decisions of its faculty and administration. The education of a student is most successful when parents and the school work together in a spirit of mutual trust and cooperation.

In rare circumstances where the school determines that a productive partnership with a parent or guardian has broken down to the extent that it significantly interferes with the school's mission or its ability to educate the student effectively, the administration reserves the right to require the withdrawal of the student or to deny re-enrollment.

By enrolling at Marquette Academy, families acknowledge their shared responsibility in fostering a faith-filled, respectful, and academically excellent school community.

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.

PEORIA DIOCESE CONFLICT RESOLUTION

The Diocese shall provide a process for the resolution of conflicts, disputes and disagreements that 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:

1. The decision violates or is in conflict with the teachings of the Roman Catholic Church, or
2. The decision violates or is in conflict with an applicable diocesan policy, or
3. 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
4. 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

Marquette Academy recognizes that students may experience academic, social, emotional, spiritual, or family challenges that affect their well-being and success in school.

When appropriate, students and families may be referred to community resources, including counseling and support services offered by Catholic Charities of the Diocese of Peoria.

NON-CUSTODIAL PARENTS

Marquette Academy complies with the provisions of the Family Educational Rights and Privacy Act (FERPA) regarding the rights of non-custodial parents.

Unless otherwise directed by a valid court order, non-custodial parents shall have access to their child's educational records and school-related information.

If a court order limits or prohibits such access, it is the responsibility of the custodial parent to provide the school with a current copy of the applicable court order. Marquette Academy will follow the terms of any valid court order on file**.**

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 15th.

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.

Immunization Requirements
All students must comply with the immunization and health examination requirements established by the Illinois Department of Public Health (IDPH) and the Illinois State Board of Education (ISBE).

Current immunization records and any required physical examinations must be submitted to the school office by the deadlines established by Illinois law. Students who fail to provide the required documentation may be excluded from school until compliance is achieved.

Information regarding current immunization requirements, physical examinations, dental examinations, vision examinations, and allowable exemptions is available through the school office and the Illinois Department of Public Health.

STUDENT 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 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. **Policy D – 116**

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SCHOOL GOVERNANCE

MARQUETTE ACADEMY CONSULTATIVE BOARD

Deacon Mike Driscoll
Janet Graham
Lisa Killelea
Steve Kuhn
Peter McGrath
Dan Reynolds
Ryan Reynolds
Matt Skelly
Tom Martini

Ex Officio Members:
Msgr. Merdian
Brooke Rick

SUPPORTING PARISHES

The following parishes are feeder parishes to Marquette Academy. Their pastors serve as the members of the Pastor's Board.
St. Brigid's – Ottawa
St. Michael's - Streator
St. Joseph's – Marseilles
St. Patrick's – Seneca
St. Patrick's – Ransom
St. Theresa's – Earlville

ADMINISTRATION

Principal – Mrs. Brooke Rick

The Principal serves as the chief educational leader of Marquette Academy and is responsible for the overall operation of the school. The Principal provides leadership in academics, student life, faculty supervision, school improvement, strategic planning, and the implementation of the school's mission. The Principal works closely with students, parents, faculty, staff, pastors, and the Board of Trustees to ensure a high-quality Catholic education. Appointments may be scheduled through the school office.

Chaplain – Fr. Nicolas Wilson

The Chaplain provides spiritual leadership for the Marquette Academy community and oversees the school's religious and sacramental life. He works closely with the Religion Department, coordinates liturgical celebrations and retreats, promotes the Catholic identity of the school, and serves as a spiritual resource for students, families, faculty, and staff.

Assistant Principal – Mr. Todd Glade

The Assistant Principal supports the Principal in the daily operation of the school and assists with curriculum, instruction, student achievement, school policies, and academic programs. The Assistant Principal works collaboratively with faculty, students, and parents to uphold the educational standards and mission of Marquette Academy.

Assistant Principal & Director of Technology – Mr. Michael Hall

Provides instructional, operational, and technology leadership for Marquette Academy High School. Serves as the school's primary administrator for student discipline, attendance, student conduct, and other traditional Dean of Students responsibilities while fostering a safe, orderly, and faith-centered learning environment. Oversees the school's technology infrastructure, cybersecurity, network systems, educational technology, and strategic technology initiatives. In addition to administrative responsibilities, teaches dual-credit coursework and collaborates with faculty, families, and school leadership to advance academic excellence, operational efficiency, and the Catholic mission of the school.

Director of Student Services – Mrs. Mindy McConnaughhay

The Guidance Counselor supports students in their academic, personal, social, and post-secondary development. Services include academic advising, course planning, college and career readiness, scholarship assistance, standardized testing coordination, and individual student support.

Advancement Director – Mrs. Julie Verona

The Advancement Director leads the school's fundraising, donor relations, alumni engagement, marketing, and advancement efforts. Through events, campaigns, and community outreach, the Advancement Director helps strengthen support for the mission and future growth of Marquette Academy.

Athletic Director – Mr. Todd Hopkins

The Athletic Director oversees the school's interscholastic athletic programs and facilities. Responsibilities include scheduling contests, coordinating transportation, supervising athletic events,

ensuring compliance with IHSA regulations, supporting coaches and student-athletes, and promoting sportsmanship and excellence in athletics.

Assistant Athletic Director – Mr. Jeff Owens
The Assistant Athletic Director assists with athletic scheduling, game management, coach support, and communication with parents. He works closely with the Athletic Director to ensure the successful operation of Marquette Academy's athletic programs.

HIGH SCHOOL FACULTY & STAFF

Mrs. Andrea Barker
Mr. Drake Davis
Deacon Mike Driscoll
Mrs. Danielle Entwistle
Mrs. Kathryn Ewers
Mrs. Sarah Farnsworth
Mrs. Dorothy Fiesel
Mr. Todd Glade
Msgr. Philip D. Halfacre
Mr. Michael Hall
Mr. Jeff Herkelman
Mr. Todd Hopkins
Mr. Trent Lyons
Ms. Sarah Markey
Mrs. Mindy McConnaughhay
Ms. Jaci Miller
Mrs. Cindy Murphy
Mrs. Lisa Neurohr
Mrs. Kristal Nodland
Mr. Jeff Owens
Mrs. Cordelia Pena
Mrs. Ann Schneider
Mrs. Brooke Rick
Miss Mary Schiltz
Mrs. Nikki Speirer
Mr. Matthew Spilotro
Mr. Rob Thompson
Mrs. Julie Verona
Mrs. Nadine Vicich
Mrs. Barb Wielgopolan
Rev. Nicolas Wilson