



# **Parent/Student Handbook 2016-2017**

**Marquette Catholic High School**

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# Marquette Catholic High School

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ALTON, ILLINOIS

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# Mission Statement

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Marquette Catholic High School, a private coeducational institution in the Diocese of Springfield in Illinois, provides a college preparatory education in the Catholic tradition to families of all backgrounds. Through the Serviam motto, the Marquette Community is challenged to integrate Christ's message into their lives, and thereby carry it into the world.

2015

## Statement of Philosophy

Marquette Catholic High School supports parents in the educational ministry of their children. Our focus on the uniqueness of each individual within the community and our concern for growth in wholeness and holiness are central to fostering Gospel values.

Formed by religious virtues and educated academically and morally, students are inspired to seek truth and nurture mutual respect. Through extracurricular and sports offerings, Marquette Catholic provides development of the social and physical potential of each student.

With Jesus as our model of faith, we celebrate our Ursuline tradition, and with Diocesan guidance we look with faith to our future through ongoing service to family, church, and community.

2015

## Statement of Goals for Marquette Students

- Students must meet a minimum of performance objectives in each course.
- Students will be challenged to demonstrate mastery of content and skills through testing, written work, projects and other academic demands.
- Students are required to participate in community service projects during their four years in school.
- Students shall be instructed in the value and necessity of assuming responsibility for their own learning.
- Students will exercise self-discipline.
- Students will develop skills in critical thinking and decision making.
- Students will have opportunities to develop resources within themselves for the profitable use of leisure time.
- Students will have an opportunity to enjoy a sense of accomplishment in what they do.
- Students shall be given opportunities to develop qualities of honesty and integrity.
- Students will experience a Christ-like atmosphere and learn how they can contribute to it.

2015

# History of Marquette Catholic High School

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Marquette Catholic High School was founded by the Ursuline Sisters in 1927 at the request of Bishop Griffin, the Bishop of Springfield in Illinois. This school was the first coeducational secondary school in the diocese. The primary purpose of the school was to aid parents in the education of their children. The school served the people of greater Alton. The Ursulines have a history of educating the youth of the Alton area that goes back to 1859.

In 1992, the Alton Ursulines gave up sponsorship of Marquette and Bishop Daniel Ryan brought the school under the sponsorship of the Diocese of Springfield in Illinois.

In May of 2007 Bishop George Lucas transferred ownership to the Marquette School Board, making Marquette an “independent” Catholic high school. The Bishop and Diocese of Springfield in Illinois still have ultimate authority in all matters religious/Catholic, but the School Board with the Principal run the day-to-day operations.

## Accreditation

Marquette Catholic High School has been fully accredited by the North Central Association of Colleges and Secondary Schools (AdvancEd) since 1929. The school last went through a North Central evaluation in 2014. Marquette Catholic is recognized by the State of Illinois and the Diocese of Springfield. The school maintains all state and diocesan educational requirements.

## Admission

Marquette Catholic High School admits students of any race, religion, gender, national or ethnic origin and accords them all the rights and privileges, programs and activities to which they are entitled. Marquette Catholic High School does reserve the right to deny admission to any student who may currently be expelled or on suspension from their current school.

The privilege to re-enroll shall be reviewed at the end of each academic year. A notice shall be sent to the parents/guardians of those students not invited back. July, 2011

## Non-Discrimination

Marquette Catholic High School admits students of any race, color, sex, disability, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, disability, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships and loan programs, and athletic and school administered programs.

July, 2016

# Academic Policies

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## Scholastic Programs

In order to meet the individual academic needs of the students, Marquette offers the following courses of study:

*COLLEGE PREP* – This program is designed for those who wish a solid foundation for college studies. This program fulfills all course requirements for admittance to the Illinois University system. If students wish to move to the Honors sequence, they should do so no later than their sophomore year. Students may opt for a partial college prep and honors schedule. Students must either select Math and Science or English and Social Studies in either of the two sequences. Or if necessary, a student will be given assistance in the language arts/reading and math areas.

*HONORS* – This program is designed to challenge the student in the content, standards and class procedures. This program requires the student to earn 25.50 (26.0 beginning with class of 2018) credits in the required program of studies and maintain a 3.500 GPA.

*ADVANCED PLACEMENT (AP)* – Marquette offers advanced placement courses in English Literature and Composition, Calculus, Chemistry, and U.S. Government. These courses and the subsequent national exam may allow students to acquire college credit.

*DUAL CREDIT*- Through an arrangement with LCCC, MCHS is able to offer a number of courses in various disciplines which can offer the student college credit transferable to most colleges and universities.

## Requirements for Graduation

In order to graduate from Marquette Catholic High School, a student must earn these minimum credits for his/her graduating class: 22.50 (23.0 with class of 2018) credits plus P.E., Auto Safety (Mo. Students exempt), and the Constitution Exam.

## Required Courses

In order to graduate from Marquette Catholic High School, each student **MUST** take and **PASS** these courses required by the school:

- Theology I, II, III, IV
- U.S. History
- Art Appreciation
- Composition for College Prep and Honors Students
- English I, II, III, IV
- U.S. Government
- P.E. I
- Health
- Personal Finance
- Public Speaking (Speech)
- Service Hours

In addition to the specific courses, students must acquire credit in these subject areas:

- Three (3) credits in Mathematics
- One and one half (1.5) additional credits in Social Studies
- Three (3) credits in Science for College Prep and Honors Students



## Grading Scale

Marquette uses the following grading scale:

Letter Grade	Numerical Grade
'A'	90-100
'B'	80-89
'C'	70-79
'D'	65-69
'F'	0-64
'I'	Incomplete
'E'	Excused
'WP'	Withdrew Passing
'WF'	Withdrew Failing
'X'	No Grade

ALL ADVANCED PLACEMENT courses must be completed through two semesters and the Advanced Placement exam completed before weighted grades will be granted to students.

An 'I' for Incomplete is given to students who have not finished their course work. Incomplete grades must be made up within two (2) weeks after the end of the semester or credit is lost and the grade automatically reverts to an (F) failure. Exceptions are only to be made by the principal.

A student who receives an 'F' for the first semester in Foreign Languages may redeem credit for that semester by passing the second semester. If this occurs, the first semester grade will be converted to a 'D.'

## Progress Reports

Teachers may send progress reports at any time during the school year. Reports may be written to indicate either good or inadequate work. However, reports should be sent by mail or RenWeb in a timely manner. Many teachers are sending frequent updates on student's progress via RenWeb, it is to your advantage to check it regularly.

## Report Cards

Students receive report cards quarterly available on RenWeb (report cards are not mailed). There are two quarters per semester, two semesters per school year. The semester grade is an average of the grade from each quarter plus the final exam. Each quarter counts for 40% of the semester grade and the final exam 20%.

Any grade changes must be made within three (3) weeks of the end of the semester.

## Grade Point Average (GPA)

Each student will receive a grade point average for grades received. The grades for academic courses will count in the GPA. The GPA is calculated to the ten-thousandth decimal point and rounded back to the thousandth decimal point.

How to figure your GPA for the semester:

To figure your GPA you divide the total number of Honor Points you received for the grading period by the total number of credits you attempted for the period. Physical Education does NOT figure into the GPA. Honor Points worth for grade: A = 2.0, B = 1.5, C = 1.0, D = 0.5, and F = 0.0. For example:

Subject	Credits	Grade	Honor Points
English	0.5	'A'	2.0
Theology	0.5	'A'	2.0
U.S. History	0.5	'B'	1.5
Chemistry	0.5	'F'	0.0
Economics	0.5	'C'	1.0

Total credits attempted.....2.5  
 Total Honor Points Received.....6.5

6.5 Honor Points divided by 2.5 Total Credits = 2.600 GPA

## Weighted Grades

At the end of each semester, all Honors courses passed will earn an additional .02 points to the cumulative gpa, so at the end of the year .04 would have been added to each Honors course passed; therefore, for example, taking 4 Honors courses for the year could add .16 to the cumulative gpa.

And, at the end of the year, all A.P. classes passed will be given .08 (.04 each semester). So, for example, if you take 2 A.P. classes and pass each one at the end of the year .16 would be added to the cumulative gpa.

## Honor Roll

A student who receives a GPA of at least 3.600 will be listed on the High Honor Roll. A student who receives a GPA of 3.000 or above and has no D's will be on the Second Honor Roll. Students with "incompletes" must have the incomplete taken care of before the allotted time to be considered for the honor roll.

## Non-Academic Courses

Physical Education and Service Hours are the only non-academic courses offered at Marquette. Students will receive a letter grade for P.E., but the grade will not be included in the student's GPA or Honor Point ranking. Physical Education must be passed for graduation from a secondary school in the State of Illinois. Theology is an academic course and grades received in these courses shall count toward GPA.

## Transfer Credit

Students may take course work for credit outside Marquette High School but only with the written permission of the Principal prior to registration for such courses. The general policy on academic credit is that a student may take a course outside of the school if the student is deficient in academic credit and Marquette does not offer the course. A course may be taken for enrichment but not for academic credit.

## Schedule Changes and Drops

Students register for Fall classes during the previous Spring. If a student wishes to change or drop a course he/she may do so on the scheduled day in the Fall.

During the first two weeks of school, students may elect to drop or add a course. This requires the written permission of the parents/guardian, the appropriate counselor, the teacher, and the Principal. Students may drop a course after the first two (2) weeks of the semester and until the end of the quarter, but a grade of WP (Withdraw Passing) or WF (Withdraw Failing) shall appear on their permanent record. NO student may drop from a course after the beginning of the second or fourth quarters.

A fee of \$10.00 may be charged for the schedule changes.

A fee of \$40.00 may be charged for the retake of a failed class.

Teachers of ability-group classes will keep close watch during the first and third quarters to make sure placement has been made correctly. Parents will be consulted before a change of grouping is made.

## Waiver of Course Work

In compliance with the Educational Reform Act – 1984, P.E. may be waived if a student needs to make up deficient credits or if a particular course is needed for college admittance.

## Final Exams

All students shall take final exams. Seniors in their seventh semester of a one semester course or in their eighth semester may be exempted by their teacher if they have an 'A' average. Final exams shall count for 20% of the semester grade.

Students shall not take their final exams if they have any outstanding fines, fees, tuition, etc., without the permission of the Principal or Board of Directors.

## Graduation with Honors

Seniors who have the following gpa's (by the end of their 7<sup>th</sup> semester) shall graduate as one of the following:

Summa cum Laude	4.41 and above
Magna cum Laude	4.21-4.40
Cum Laude	3.80-4.20

July,2016

## Transcript and Permanent Records

NO diplomas will be awarded nor will transcripts and/or permanent records be forwarded until all tuition, fees, fines, etc. have been cleared. Once cleared, records will be sent within (10) ten working days.

All students shall receive one free transcript of their academic work at Marquette Catholic High School. Each additional transcript request will carry a \$2.00 fee. Transcript requests shall be made to the Academic Dean or Academic Adviser. Requests must be accompanied by the appropriate fee and the correct address of the college or business.

## Testing Programs

Marquette Catholic High School students are expected to take the following exams at an additional fee:

Freshmen – *High School Placement Entrance Exam*\*\* *Aspire 9*\*

Sophomores – *Aspire 10*\*

Juniors – *PSAT*\*; *ACT*\* in April; *SAT* in May

Seniors – *ACT* dates vary; *SAT* dates vary

\*\*required of all students

\*recommended for all students

## Registration

Student registration for the next school year will take place the preceding Spring. The Academic Dean is responsible for the registration process. Students are able to enroll in vocational education courses in their junior and senior years through Alton High School. The Junior-Senior Academic Adviser has the necessary information for the voc-ed program.

## Theology Class Failure

After the failure of any Theology class, students shall go into an independent study program to make up the failure. If students fail that Theology independent course, they forfeit any further chance of making up the deficiency in that particular class. Opportunities to make up the credit deficiency can be found elsewhere (e.g. internet courses, etc.).

## Overload Courses

The course of study for each ability group has a pre-determined total number of required courses for each year. Students may not drop their lunch period to take an additional course unless they have the written permission of their parents/guardians and of the Principal.

## Service Hours

Whereas service hours are a required part of the curriculum, a Pass/Incomplete/Fail grade shall be given at the end of the third quarter and again at the end of the year. An Incomplete or Fail may be changed as soon as the student has fulfilled the requirements. The P/F shall be on the report card at the end of the year but does not figure into the gpa. The student has the opportunity to get the F off the report card and replaced by a "P" by simply fulfilling the requirements.

July 2015

# **Marquette Catholic High School Technology Acceptable Use Policy**

## ***1.0 Introduction***

Marquette Catholic High School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, MCHS provides access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

The Marquette Catholic High School network is intended for educational purposes.

- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action according to the MCHS disciplinary policy.
- Marquette Catholic High School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrators, Technology personnel or teachers immediately for any concerns of safety or security.

## ***2.0 Definitions***

### **2.1 Authorized Users:**

- Student:** any child 18 years or younger enrolled in Marquette Catholic High School.
- Faculty/Staff:** any person who is employed by Marquette Catholic High School, whether part-time or full-time.
- Guest:** any individual who is a visitor or guest at Marquette Catholic High School and is given permission to access the school's technologies.

**2.2 School Network:** communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless.

**2.3 Internet:** includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Marquette Catholic High School.

**2.4 Technologies Covered:** Marquette Catholic High School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, Marquette Catholic High School will allow students to bring their personal devices which will also be covered by this policy. As new technologies emerge, Marquette Catholic High School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

## **3.0 Usage Policies**

All technologies provided by Marquette Catholic High School are intended for educational purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of: being safe, appropriate, careful and kind; not trying to get around technological protection measures; using good common sense; and asking if you don't know.

### **3.1 Web Access**

Marquette Catholic High School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan School Policies, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Students and other authorized users are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a user believes it shouldn't be, the individual should notify MCHS administration.

### **3.2 Email**

Marquette Catholic High School may provide students and other authorized users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students and other authorized users are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Students and other authorized users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### **3.3 Social/Web 2.0 / Collaborative Content**

Recognizing the benefits collaboration brings to education, Marquette Catholic High School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

### **3.4 Mobile Devices Policy**

Marquette Catholic High School may provide students and other authorized users with mobile computers or other devices to promote learning outside of the classroom or allow devices to be brought in from home. Students and other users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Students are expected to treat school owned devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored. Use of personal devices on the school network or while at school may be monitored.

Students are expected to follow the same code of conduct for use of personally owned devices on Marquette Catholic High School campus or at other functions, whether on or off property, related to Marquette Catholic High School.

### **3.5 Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If you believe a computer or mobile device you are using might be infected with a virus, please alert the Technology staff. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

### **3.6 Downloads**

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff or Administration.

Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

### **3.7 Netiquette**

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet. Students should also remember not to post anything online that they wouldn't want parents, teachers, administration or future colleges or employers to see. Once something is online, it's out there—and can sometimes be shared and spread in ways never intended.

### **3.8 Plagiarism**

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **3.0 *Personal Safety***

Students should never agree to meet someone they meet online in real life without parental permission. Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **5.0 Cyber Bullying**

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are some examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## **6.0 Examples of Acceptable Use**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts, etc.) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

## **7.0 Examples of Unacceptable Use**

I will **not**:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

## **8.0 Internet Safety Plan**

-Marquette Catholic High School implements an effective internet filtering and reporting solution that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors.

-The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors.

-Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats.



- School network is secure from unauthorized access, including “hacking” and other unlawful activities by minors online.
- The Technology Acceptable Use Policy will be published in the parent/student handbook.

## **9.0 Limitation of Liability**

- Marquette Catholic High School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- While Marquette Catholic High School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their complete effectiveness.
- Marquette Catholic High School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

## **10.0 Violations of this Acceptable Use Policy**

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Technology staff and School Administration will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required.

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the school’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the school’s technology resources. Any violation of school policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the school’s technology resources. Employees may be disciplined or terminated, and students suspended or expelled, for violating the school’s technology policies and procedures. Any attempted violation of the school’s technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The school will cooperate with law enforcement in investigating any unlawful use of the school’s technology resources.

Violations of this policy may have disciplinary repercussions at the discretion of Marquette Catholic High School, according to the Disciplinary Policy and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Expulsion
- Legal action and/or prosecution
- Probation or termination of an employee

### **10.1 Damages**

All damages incurred by Marquette Catholic High School due to a user's intentional or negligent misuse of the school's technology resources, including loss of property and staff time, will be charged to the user. School administrators have the authority to sign any criminal complaint regarding damage to school technology.

Marquette Catholic High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Marquette Catholic High School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions. Use of any information obtained via the Internet is at your own risk. June 2013

## Attendance and Punctuality

Regular and punctual attendance is vital to the learning process. Students are expected to report on time each day and to remain in school for the entire day. The regular school day begins at 8:13 and ends at 2:54 p.m. Students will be marked absent for a full day if they are absent for more than 4 class periods of a regular school day. A student always “misses” something by an absence.

Willful failure to attend school is truancy. Truancy will be reported to the County Superintendent of Schools for legal action and the school reserves the right to take disciplinary action. **Five absences during any given quarter will be cause for a review of the student by the Principal’s Council and may result in a loss of academic credit for those classes missed.**

THE SCHOOL RESERVES THE RIGHT TO DETERMINE THE VALIDITY OF ANY STUDENT ABSENCE OR TARDINESS.

Any absence from school for reason of illness for three (3) or more consecutive days should be certified by medical personnel before the child may return to school. Failure to do so could result in loss of academic credit for time missed.

Unexcused absence and tardiness are causes for disciplinary action and loss of credit for missed academic work.

## Tardiness

A student is tardy who arrives after the time fixed by school policy for the start of the school day. On a regular (A) schedule, a student who arrives to class after the 8:13 bell must report to the main office to pick up a late slip. Students who are tardy, but arrive before 8:30am will receive an arrival tardy. On the eleventh arrival tardy the student will receive an in-school suspension until a parent conference is held with the assistant principal. **Unexcused tardies after 8:30 but before the end of first period will sit in an outer office so as to not disrupt the educational process of the first period.** Any combination of 11 tardies will lead to a Saturday detention or an in-school suspension and/or a parent meeting with the Assistant Principal.

Chronic tardiness may result in disciplinary probation, loss of extra-curricular eligibility, and an attendance contract, or in severe cases, withdrawal from school. A student who is late because of a doctor, dentist, or orthodontist appointment will not receive an arrival tardy if he/she has an official note from the doctor, dentist, or orthodontist.

Continually missing the same class could result in loss of academic credit and the teacher of the class will not be obligated to provide make-up work. It is the student’s responsibility to be in the class daily.

July 2016

## Procedure for Absence

If a student is going to be absent from school, it is important for the parents/guardians to call the office between 7:30 and 9:00 a.m. It is the student’s responsibility to make up missed work or set up a makeup schedule the first day back following an absence. Missing a day(s) of school is not an excuse to be unprepared for class.

Students absent from class should check Ren-Web to see what assignments were missed or call a classmate or e-mail a teacher. Upon returning to school, the student presents to the main office a note signed by the parent/guardian within 48 hours of the absence (e-mail communication or faxes will only be accepted if preceded by a phone call). If no note is received, the absence/tardy will be considered unexcused and no makeup work will be allowed and all assignments, tests, quizzes will be assigned a grade of “0.”

The excused student will be allowed the same number of days as absences to turn in or make up any school work unless other arrangements have been made.

**Forging a parent's, guardian's, or relative's signature on a note or other communication; altering a note or communication in any way; making or having someone else make a phone call to the school in which the caller falsely claims to be a parent, guardian, or other relative is illegal and dishonest. Students may be suspended and be liable for dismissal for any of these offenses.**

**We ask for parents continued support and cooperation in communicating to the administration any reasons for their son/daughter being excused for an absence.**

June 2013

## **Absence—Planned**

Permission may be obtained for extended absence from school for special occasions up to a maximum of five days per year. Absences of more than five days will be considered unexcused unless otherwise excused by the Principal. All planned absence requests should be made at least one week in advance to the Main Office. Parents and students will be advised by teachers on the wisdom of the planned absence and/or students obligations upon return. Students who do not follow these guidelines will need to meet missed obligations upon return. **Makeup work must be completed within the same number of days the student has been absent.** All students leaving school for a school activity are required to turn in a permission form to the school office one week prior to activity.

## **Unexcused Absences**

Unexcused absences, with the consent of the parent but not necessarily with the consent of the school, include anything that can be attended to while school is out of session. This may include, but is certainly not limited to, extended vacations, sporting events, and obtaining driver's licenses. Unexcused absences will be given for not following "Procedures for Advanced Absences or College Visits." **If it is unexcused, teachers are not obligated to provide the student with make-up work.**

## **Excessive Absences**

Although we realize that there may be times when a student has a legitimate reason for missing school (illness, family circumstances beyond his/her control) be assured that in cases of a prolonged absence due to illness or accident, teachers will always give the student every opportunity to keep pace with his/her classes by providing assignments and giving the extra help needed when the student returns to school. In cases of extended absences due to illness or accident, the Office should be contacted to arrange for work to be sent home.

## **Medical and Dental Appointments/Early Dismissals**

Medical and dental appointments should be made outside of school hours if at all possible. If a student must leave school for such an appointment, he/she should request an early dismissal form from the Assistant Principal before the beginning of the school day. The request should be in the form of a note from the parent(s)/guardian(s), STATING THE TIME OF THE APPOINTMENT, THE DOCTOR'S NAME, OFFICE ADDRESS, AND PHONE NUMBER. Upon return to school a dated note from the medical professional must be presented.

If a student misses a test or turning in of an assignment because of the appointment, he/she should **expect to take the test or turn in the assignment before he/she leaves school (if he/she is not returning to school that day) or after school (if he/she does return to school later that day).**

## Permission to Leave Campus during the School Day

Permission to leave the campus can only be given by the Principal or Assistant Principal. In the event of medical/dental appointments, funerals, errands, etc., the student should:

1. Present a parental note to the Office prior to the start of school in the morning.
2. Present the special excuse to leave campus to the teacher of the class the student will be leaving.
3. Validate the special excuse at the doctor's office.
4. Present the special excuse to the Office for re-admittance to class.

LEAVING SCHOOL GROUNDS FOR LUNCH IS NOT A VALID EXCUSE.

## College Days

JUNIORS and SENIORS may request from the Main Office or Assistant Principal's office permission to miss school for a visit to a college campus. These absences will be excused. A note from a parent/guardian requesting the college day should be presented to the Office **two (2) days prior** to the absence. All seniors will receive a special form which they will present to the college authorities for validation. This form must be returned to Marquette upon the student's return to class. Failure to return the validated form will result in an unexcused absence for the college day.

## Vacation Policy

Parents are encouraged to try to schedule vacations during non-school times. It creates distinct hardship on the student's academic progress if he/she misses classes during a family vacation. If the student is to be on vacation for an extended period of time, a parental note must be presented to the Office one (1) week prior to the vacation.

**TEACHERS MAY REQUIRE THAT ASSIGNMENTS DUE DURING THE ABSENCE BE TURNED IN PRIOR TO THE VACATION.**

## Drug / Alcohol Policy

NO Marquette student or guest shall possess or be under the influence of any alcohol, depressant, stimulant, or hallucinogenic substance while he/she is present during any school day or school-related activity on or off campus. The use of steroids shall not be condoned for any school activity. The promotion of "look alike" drugs shall be treated as a severe offense. Students in violation will face disciplinary action.

Employees of Marquette Catholic High School and volunteers acting in a responsible manner for the school are required to report to the school administration any student using, in possession of, suspected of being under the influence of alcohol, tobacco, or illegal drugs on school property or at school functions.

The school administration has the right to require mandatory testing for any and all drugs, alcohol, etc., report illegal activities to the proper authorities, mandate parental involvement, and suspend violators from school pending further administrative action.

**Any student refusing/evading Breathalyzer testing will be subject to Level III disciplinary proceeding and is deemed to be in violation of the student activity code for alcohol.**

July 2014

## Drug Testing Policy

All students must comply with mandatory drug testing at the start of each school year. Thereafter, random testing on a lottery basis will be conducted quarterly.

All results are completely confidential and, thus, this policy is different from the standard drug/alcohol policy and the student activity policy. A copy of the Drug Testing Policy is available upon request. Refusal results in son/daughter not being allowed to attend Marquette

## Tobacco Policy

Marquette Catholic High School shall maintain a smoke-free environment for students and faculty. The use of, possession of, transportation of any tobacco product, (**including e-cigarettes**) or use or possession of cigarette lighters is prohibited. Abuse of the tobacco policy will result in a Level III punishment.

## Pregnancy/Abortion/Parenting Policy

Marquette Catholic High School affirms the moral teaching of the Catholic Church including the teaching of the holiness and giftedness of life. To be true to its Gospel task, Marquette equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to a boy or girl facing adult situations and decisions is focused on the person, the administration will deal with each student involved in pregnancy/abortion/parenting in a sensitive and Christian manner (on an individual basis). A conference will be held with the student, his/her parents/guardian and the Principal to determine those arrangements for the student's completion of his/her education, health and well-being which are deemed best for all concerned.

# Discipline

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The primary purpose of Marquette Catholic High School is to aid each student in becoming a mature Christian person and citizen of our American democracy. This can only take place in an educational atmosphere where there is a true balance between freedom and authority in the various school functions. In order to achieve this, both student and school personnel must share in the exercise of rights and responsibilities in a reasonable spirit of cooperation. MCHS believes in our discipline policy to spiritually, socially, intellectually, and physically strengthen our students' development.

**There is no cause for corporal punishment at Marquette Catholic High School.**

A Catholic school student or teacher/coach can be disciplined for conduct occurring off school property or outside the school day if the school considers the conduct detrimental to the reputation of the school.

June 2015

## Standards of Conduct

The standards of conduct listed below are set forth with the following rationale in mind:

- To help the students of Marquette make more informed decisions.
- To help students understand that consequences follow decisions.
- To help students find the resources to deal with peer pressure.
- To help students to be aware of and to live a life that is different from the amoral models presented by the media and society.

## RESPECT

- Disrespectful behavior toward faculty, staff, and fellow students is not acceptable.
- Teachers have the right to remove disrespectful or unruly students from their class.
- Disrespect of school or another's property is not acceptable.
- Restitution may be demanded along with disciplinary action.

## HONESTY

- Cheating will not be tolerated and will cause loss of credit.
- Cheating may be cause for the student's removal from a position of responsibility.
- Theft will not be tolerated, restitution is demanded, and disciplinary action taken.

## Detentions

Detentions may be assigned by teachers for minor rule infractions of discipline and unfinished schoolwork. Detentions may be up to 40 MINUTES in length and are supervised by the TEACHER. A detention will be a period of quiet study or a work task.

A one day grace period may be requested by the student to meet transportation needs or after school commitments. The detention should be made up the next school day or at a time determined by the teacher. Failure to attend a detention period could result in the detention being doubled. Flagrant failure to attend detention periods will result in the student's referral to the Assistant Principal for Student Affairs.

## Saturday Detentions

Beginning with the second quarter of the 2012-2013 school year, students will be issued Saturday detentions for every third detention received. The students may also be issued a Saturday detention by an administrator for serious examples of disrespect or significant classroom disruptions. Saturday detentions will be served from 8-10 a.m. Students will also be issued a \$5 fine for every Saturday detention. Skipping or being late to Saturday detentions will warrant a day of in-school suspension and a week of athletic/activity ineligibility.

-Every 3<sup>rd</sup> detention = Saturday detention.

-Saturday detention runs from 8-10 a.m.

-A Saturday detention can be issued by an administrator for blatant disrespect or serious disruptions to class.

-A \$5 fine will be assessed for every Saturday detention issued.

-The students/parents will have the option of serving the upcoming Saturday or the next Saturday after the detention was issued.

-If the student were to skip a Saturday detention they would serve one day of in-school suspension and be ineligible for one week (or more until the detention is served).

-During detention time the students will work on practice work, be assigned a work task or sit quietly.

-No food/drinks, no electronic devices, no sleeping, they must be on time. If they are late they will serve an ISS the next week, be ineligible for the next week, and still owe the detention.

-Athletic or school related activities do no excuse a student form Saturday detention. He/she will be expected to attend the detention first before participating in activities.

June 2013

# Disciplinary Policy

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Acts of student misbehavior/ misconduct and logical disciplinary responses are presented in four levels of increasing severity.

## Level I

Level I involves minor misbehavior which interferes with orderly classroom procedures or operation of the school. In most instances such misbehavior should be handled by the teacher, but sometimes the intervention of other school personnel is required. These include, but are not limited to, such acts of misbehaviors as:

- Minor class disruptions
- Tardiness / absenteeism
- Failure to bring necessary material or homework to class
- Excessive noise
- Horseplay / scuffling
- Littering
- Loitering
- Throwing of snowballs or other objects
- Vulgar language / action
- Disrespect to faculty/staff or other student's rights
- Disfiguring school property
- \*Consumption of candy/gum during school time
- \*Food or soda outside the cafeteria during lunch
- Cheating on assignments or exams
- Misuse of social media

## Level II

Level II involves student misbehavior so frequent or so serious that it tends to disrupt the learning climate of the school. While most of these infractions do not represent a direct threat to the health and safety of others, they are serious enough to require corrective action on the part of the school administration.

These include, but are not limited to, such acts of misbehavior.

- Chronic acts of Level I misbehavior
- Fighting
- Chronic tardiness
- Chronic absenteeism
- Loss or destruction of school property
- Theft
- Gambling
- Vandalism to school, student, or faculty/staff property
- Insubordination/disrespect/intimidation
- Distribution/display of unauthorized printed material or pictures
- Class dismissal
- Forged notes, school/hall passes or excuses
- Obscene language/actions
- Cyber-bullying
- Misuse of social media
- Pornography

## RESPONSES

Level II acts of misbehavior will be referred to the school administration for action. Level II acts of misbehavior may result in any of these responses by the school administration:

- Out-of-school suspension of up to three (3) days with loss of academic credit
- In-school suspension of up to three (3) days with or without loss of academic credit
- Administrative/parental contact or conference
- Work assignment and/or fine
- Financial restitution
- Suspension of school privileges
- Temporary removal from class
- Alternative schedule or class withdrawal

## RESPONSES

- Level I acts of misbehavior are best dealt with by the individual teacher.

Level I acts of misbehavior may result in the following:

- Detention and/or loss of academic credit
- Work assignment
- \*Fine
- Administrative involvement
- Any other action deemed appropriate by the administration

### Level III

Level III involves acts of misconduct which are potentially harmful to other persons or property and, in most cases, against the law. Parental contact will be made and law enforcement authorities may be notified and asked to participate. These acts include, but are not limited to, such acts of misconduct as:

- Repeated acts of Level II misbehavior
- Possession, use, or furnishing, or selling of alcohol, drugs, "look alike" drugs, or drug paraphernalia
- Possession, use, or furnishing tobacco products/**e-cigarettes** and lighters or e-cigarette paraphernalia
- Possession, use or threatened use of dangerous weapons or objects
- Indecent or immoral conduct
- Walk out or group disorder
- Possession or detonation of explosives
- Initiating a false fire alarm or bomb threat
- Arson
- Assault
- Battery
- Extortion or coercion
- Trespassing or illegal entry of the school
- Sexual harassment
- Refusing/evading drug/alcohol testing
- Misuse of social media
- Pornography
- Any other felonies

#### RESPONSES

Level III involves the school administration and/or legal authorities.

- Repeated acts of Level II misbehavior
- Out-of school suspensions of up to five (5) day duration for an infraction during school/or school-sponsored activity
- Possible loss of academic credit for time loss to suspension
- Referral to an outside agency for counseling which requires parent participation
- Financial restitution
- Restriction of student privileges and activities
- Mandated drug/alcohol screening at **parent's expense**
- Any other disciplinary action deemed appropriate by the school administration

### Level IV

Level IV acts will be referred to the school administration and may be carried to the Marquette Catholic High School Board for action.

- Extreme or repeated acts of Level III
- Physical/Emotional/Psychological assault(s) against teacher/staff or their property
- Misuse of social media

#### RESPONSES

- Request to withdraw from school
- Expulsion



## **Principal's Council**

The Principal's Council will be made up of eight members: Principal, Assistant Principal, Academic Dean, Campus Minister, Athletic Director, Campus Chaplain, and the two Academic Advisers. The Council will meet at the end of each semester and when the need arises.

Causes for referral of a student to the council are:

- 1. Academic** – When a student's grade point average is 1.000 or below for the semester.
- 2. Improper behavior**
- 3. Violation of the Student Code of Conduct**
- 4. Excessive absences / tardies**
- 5. Excessive detentions**
- 6. Disrespect for authority**

## **Expulsion**

If a student's offense is so serious, the Assistant Principal for Student Affairs of Marquette Catholic High School may recommend a student be expelled from the school. The Principal acts upon the recommendation to expel or not to expel. If expulsion is warranted, the parents/guardians may (as a last resort) appeal the decision to the executive committee of the School Board.

June 2015

## **The Appeal of a School Decision**

A student and his/her parents/guardian have the right to appeal the decision of the school administration. The course of action to make such an appeal is:

1. The parents/guardians of the student shall contact the Principal and the President of the Board of Directors of Marquette Catholic High School for the scheduling of an appeal. The appeal shall be non-adversarial.
2. The President of the School Board convenes the Executive Committee, the Principal, and the Assistant Principal to hear the appeal.
3. The decision of the Executive Board is final.

June 2015

# Dress Code

When attending school or any school day activities, students are expected to adhere to the Marquette Catholic High School Dress Code. Denim jeans may be worn at sporting events but at NO other time.

Coats, jackets or any other outer apparel must be placed in the student's locker upon entering school. The only exceptions are Marquette Catholic High School team garments.

NO apparel may promote alcoholic beverages, immodesty, drugs, cults, or gangs. All uniform fines will be \$5.00.

School Spirit Days must be approved by the Administration prior to the wearing of sports uniforms as a school uniform. **The wearing of school spirit wear shall be on the first and last Friday of the month unless an exception has been made.** See the calendar—Spirit days are listed.

## Uniforms for Males

### SHIRTS

- Plain navy, royal blue, gray, or white polo-type Marquette Catholic High School logoed shirts are required for all students. White Oxford logoed shirts are also permissible. These shirts are available through Fischer's in Florissant.
- There will be no external showing of t-shirts.

### SLACKS

- Plain navy blue, gray or tan/khaki dress, cotton washed or corduroy slacks are the uniform pant.
- No cargo/safari pocketed slacks are allowed for safety/security reasons.
- No sweat pants or synthetic material slacks are allowed.

### SHORTS

- Plain navy blue or tan/khaki, knee length walking/golf shorts are allowed.
- All shorts should be purchased from a uniform store such as Fischer's or Land's End.
- No cargo/safari pocketed shorts are allowed for safety/security reasons.
- No gym shorts or synthetic material shorts are allowed.

### OUTERWEAR

- Plain navy, royal blue, black, gray or white sweater/sweatshirt/vest worn over a polo, dress shirt or turtleneck are allowed.
- **All outerwear must have the Marquette Catholic High School logo—nothing else.**

### TURTLENECKS

- Plain navy, royal blue, gray or white turtlenecks may be worn under a regulation polo, dress shirt, sweater, sweatshirt or vest.

### T-SHIRTS

- Plain navy, royal blue, gray or white t-shirts may be worn under regulation polo's or dress shirts.

### SOCKS

- Must be worn at all times.

### SHOES

- No athletic sandals or shower shoes are allowed.

### GENERAL

- No beards, mustaches, goatees or sideburns below the ear lobes.
- No ponytails or pullbacks and hair should be off collar with ear lobes exposed.
- No extreme or unusual hair colors.
- No earrings exposed or covered.
- No visible tattoos or body art.
- No Mohawks.
- No hats are to be worn in the building.

# Uniforms for Females

## SHIRTS

- Plain navy, royal blue, gray, or white polo-type Marquette Catholic High School logoed shirts are required for all students. White Oxford logoed shirts are also permissible. These shirts are available through Fischer's in Florissant.
- There will be no external showing of t-shirts.

## SKIRTS / SKORTS

- Navy or navy blue and white checked skorts, no higher than **three (3)** inches from the knee, and purchased from Fischer's of Florissant are allowed.

## SLACKS

- Plain navy blue, gray or tan/khaki dress, cotton washed or corduroy slacks are the uniform pant.
- Capri pants that are plain navy blue, gray or tan/khaki dress, washed cotton, or corduroy are allowed.
- No cargo/safari pocketed slacks are allowed for safety/security reasons.
- No sweat pants or synthetic material slacks are allowed.

## SHORTS

- Plain navy blue or tan/khaki, knee length walking/golf shorts are allowed. **(fingertip test)**
- All shorts should be purchased from a uniform store such as Fischer's or Land's End.
- No cargo/safari pocketed shorts are allowed for safety/security reasons.
- No gym shorts or synthetic material shorts are allowed.

## OUTERWEAR

- Plain navy, royal blue, black, gray or white sweater/sweatshirt/vest worn over a polo, dress shirt or turtleneck are allowed.
- **All outerwear must have the Marquette Catholic High School logo—nothing else.**

## TURTLENECKS

- Plain navy, royal blue, gray or white turtlenecks may be worn under a regulation polo, dress shirt, sweater, sweatshirt or vest.

## T-SHIRTS

- Plain navy, royal blue, gray or white t-shirts may be worn under regulation polo's or dress shirts.

## SOCKS

- Must be worn at all times.

## SHOES

- No athletic sandals or shower shoes are allowed.

## GENERAL

- No extreme or unusual hair colors, styles or designs.
- Visible piercings are to be worn only in the ears.
- No visible tattoos or body art.
- No hats are to be worn in the school.

Students are to wear the school uniform except on days on which they are exempted by the school administration. **There are NO customary days of uniform exception.** If for some reason a student is unable to wear the school uniform to school, he/she must bring a note from a parent or guardian explaining the reason.

***Skirt privileges will be revoked if skirts are too short.***

Denim jeans are not allowed at any time unless authorized by the school office.

Travel is not an excuse to be out of uniform. Those students who are out of uniform for insufficient cause shall call their parents and have the parent bring the proper uniform to school. **STUDENTS WILL NOT BE ALLOWED INTO CLASS IF THEY ARE OUT OF UNIFORM.** Out of uniform students will stay in the administrative office until they are in the proper uniform or have a uniform pass signed by an administrator. They shall receive no academic credit for lost class time.

# DANCES

Keeping in mind that Marquette is a *Catholic* High School, and that attending dances while highly encouraged, is a privilege and not a right, the following rules will be enforced:

- Students shall dance facing one another with feet on the floor with no straddling or “*bumping and grinding*,”
- No shouting out inappropriate language during a song;
- No guests, male or female, over 20 years of age;
- Guests of Marquette students must abide by Marquette rules;
- Alcohol Breath analysis system may be employed before entering or leaving;
- Young men may remove jackets but must keep their shirts on;
- And, it is our expectation that mothers/fathers/guardians will check the appropriateness of the length of dresses/skirts and the showing of cleavage before the young lady leaves the house.
- Freshmen are not permitted to attend Prom

Failure to abide by the rules will result in the young lady and/or young man being asked to leave the dance floor.

Repeat offenders may be asked to call their parents to come and pick them up, unless the parent gives permission (to a moderator) for the student to drive home.

# Marquette Catholic High School

## CURRICULUM 2016-2017

	HONORS	COLLEGE PREP	COLLEGE PREP
FRESHMEN	Theology I English I Algebra I or Alg/Alg II World History Biology Foreign Language P.E.	Theology I English I Algebra I or Basic Algebra World History Physical Science Foreign Language P.E.	Theology I English I Basic Algebra World History Intro to Biology P.E. Study Hall
	6.00 Credits + 1.00 P.E.	6.00 Credits + 1.00 P.E.	5.00 Credits + 1.00 P.E.
SOPHOMORES	Theology II English II Geometry or Geom/Alg II Chemistry Foreign Language Health/Speech U. S. History	Theology II English II Geometry or Algebra I Biology Foreign Language Health/Speech Elective	Theology II English II Algebra I Physical Science Geog/Computers Health/Speech Elective
	7.00 Credits	6.00 Credits	6.00 Credits
JUNIORS	Theology III English III Algebra II or College Alg U.S. Gov/Soc.St. Elect Physics and/or AP Chem Personal Finance/Elective Required Elective	Theology III English III Algebra II or Geometry U.S. History Art App/Personal Finance Chemistry Elective	Theology III English III Reg or Basic Geometry U.S. History ArtApp/Pers. Finance Chemistry or Biology Elective
	7.00 Credits	6.00 Credits	6.00 Credits
SENIORS	Theology IV English IV College Alg/Trig or AP Calculus Art Appreciation Composition/ Required Elective Elective	Theology IV English IV Composition/ Required Elective U.S. Government/ Social Studies Elective Required Elective Required Elective Required Elective Elective	Theology IV English IV U.S. Government/ Social Studies Elective Required Elective Required Elective Required Elective Elective
	6.00 Credits	6.00 Credits	6.00 Credits
Total Graduation Credits	26.0 Credits	24.0 Credits(max)	23.0 Credits(min)
Total P.E. Credits	1.0 Credits	1.0 Credits	1.0 Credits

<b>ELECTIVES</b>	AP Calculus @	Biology II	Geography*
	AP Chemistry @	Calculus	Infinity Pre-Engineering
	AP English Lit & Comp @	Career Psychology*#	Computer Design*#
	AP U.S. Government @	Chorus +	College Alg/Trig
	Computer Applications I*	Physics I & AP Physics	Middle Eastern History
	Art I-II	Computer Applications II*	Psychology*
	Computer Graphics*#	Spanish I-IV	Intro to Computers
	Auto Safety *	French I-IV	Behind the Wheel*
	Intro to Business	Voc-Ed at J.B. Johnson	Criminal Justice
	Radio Broadcasting	Musical Performance	Latin American History

+ Chorus counts 0.125 credit per semester.

All other courses count as 0.5 credit per semester

@ Students must purchase textbook for AP courses

# Course may count for LCCC credit. Students are responsible for requesting transcripts to be sent to colleges.

\* Class is a semester in length—Auto Safety/Behind the Wheel is offered through Advanced Driving School at MCHS or your local Public School

**Lewis and Clark Community Partnership Classes (Dual Credit)**

English IV (Honors)	Computer Design	Career Psychology
Composition	Computer Graphics	U.S. History(Honors)
Intro to Computers	Radio Communication	Trigonometry
Spanish III & IV	Middle Eastern History	College Algebra
Latin American History		

## Extracurricular Activities

Marquette Catholic High School offers the following sports / activities for the student body. There is a \$100.00 participation fee for most of the student activities.

<u>BOYS</u>	<u>GIRLS</u>	<u>CO-ED**</u>
Football	Volleyball	Scholar Bowl
Soccer	Soccer	W.Y.S.E.
Basketball	Tennis	Drama
Swimming	Basketball	Yearbook
Baseball	Softball	Newspaper
Golf	Golf	Chorus
Tennis	Cheerleading	Student Council
Hockey*	Pom-Poms	N.H.S.
Track	Track	Campus Ministry
Cross Country	Cross Country	Cultural Awareness Club
Trap Shooting*	Trap Shooting*	Ambassadors
Bass Fishing	Bass Fishing	Students for Soldiers
	Field Hockey	SADD
		Breast Cancer Awareness Club

\*Club Sport

\*\*These organizations are subject to their own in-house rules/bylaws and thus discipline is handled separately from all other activities.

## Student Activity Code

Student activities at Marquette High School are a privilege and not a right. Students are expected to live up to an acceptable norm of conduct when they represent the school in extracurricular activities.

An activity participant at MCHS is a student who participates in any of the above activities. Any student activity participant of MCHS will be subject to disciplinary action if he/she commits any of the following violations as reported by law enforcement authorities or school personnel. Law enforcement reporting will include one or more of the following: issuance of a citation for illegal consumption, illegal possession, illegal transportation by driver, or illegal transportation by passenger. (*see the double asterisk above*).

Also included as student violations are: student use of or possession of tobacco products; student use of, possession of, or distribution of alcohol, marijuana, the abuse of any non-prescription drugs, or the abuse of prescription drugs.

**Violation of the activity code is not the same as a violation of the Drug-Testing Policy due to the confidentiality of the latter.**

In addition, a Marquette Catholic High School participant is expected to demonstrate excellent conduct in the classroom, in their activity, and in their community.

ANY VIOLATION OF THIS STATED POLICY WILL RESULT IN ONE OF THE FOLLOWING:

- A. Tobacco – Suspension from 10% of the contests or activities. This number will be arrived at by taking the total number of games for the entire season plus the first regional game and dividing by 10 and rounding to the nearest whole number.
- B. Alcohol and Drugs – **First Offense:** Suspension from 25% of the contests or activities. This number will be arrived at by taking the total number of games for the entire season plus the first regional/state game and dividing by 4 and rounding to the nearest whole number.  
**Second offense:** Suspension from all school activities for one calendar year or at the student's option 33.3% of the activity with voluntary admission for counseling at a source of the parent's choosing. This number will be arrived at by taking the total number of games for the entire season plus the first regional/state game and dividing it by 3 and rounding to the nearest whole number. If this option is selected, the student would be reinstated at the end of the 33.3% suspension and at the conclusion of counseling. **Third Offense:** loss of all extracurriculars.

IF A STUDENT IS NOT CURRENTLY IN AN ACTIVITY, THE PENALTY PHASE WILL START AT THE BEGINNING OF HIS/HER NEXT ACTIVITY. **Going out for a sport for a first time in an obvious attempt to circumvent the rule is not allowed.** His/her activity is defined as the next activity in which they have participated or an activity which was begun in the prior IHSA calendar year.

Violations of the student activity code will be reported to the Activities Committee. The committee is comprised of the Athletic Director, the Assistant Principal for Student activities and the coach/moderator of the student's activity as an ex-officio member.

Violations and penalties will be reported to both student and parents. Students and parents may appeal the decision of the Activities Committee to the Principal. A request for appeal must be made in writing within five (5) school days of the decision of the Activities Committee. The decision of the Principal is final.

The Student Activity Code is the minimum requirement for student conduct. **Individual coaches/moderators may adhere to more stringent rules.** However, these rules must be written, handed out, and signed by players and parents prior to the start of the sport/activity.

June 2013

## Academic Eligibility

1. Students failing two (2) or more subjects (academic or non-academic) for the semester may not participate in activities for at least the next semester.
2. Students who are failing two (2) or more subjects (69%) during any given week may be turned in by the teacher and are ineligible at least one week until they are failing one or less subjects.
3. Weekly progress reports for student activities are due by 10:30 A.M. on Mondays. The period of ineligibility will begin on the following Tuesday and continue through the Monday of the next week.

## Equipment

Students will be issued the necessary equipment for the particular activities. The students are responsible for the equipment issued to them. The school shall be reimbursed by the student and his/her family for lost or damaged equipment.

## Honor Code/Honesty Policy

One of the more important aspects of the growth and maturation process of a young adult is learning the values of responsibility, honesty, and accountability for one's actions. In partnership with parents, MCHS strives to instill these qualities in our students. As a possible reduction to consequences/penalties associated with violations to handbook policies and the student activity code, students are given the opportunity to come forward and acknowledge violations and mistakes. With this opportunity students can notify their parents and the school administration of misconduct. Taking the initiative to be responsible, honest, and accountable may lead to a reduction of consequences by up to ½ of the prescribed penalty.

July 2012

## Physicals and Insurance

All students participating in a sports activity must at the start of the season present to the school an updated physical and proof-of-insurance coverage for the activity. The school does provide coverage for a fee.

## Student Attendance

Students involved in extracurricular activities must be in attendance at school on the day of the scheduled event. Students not in attendance will not be able to participate in **or attend** any extracurricular activities that day. **Students must be in attendance by the beginning of Third period of the school day. The Third period begins at 9:58 (on an "A" schedule) so we'll just say the student must be in attendance by 10:00am or is ineligible that day.** Students with verifiable medical appointments or funerals of family members are excused.

Practices/games are not to be held if school is cancelled due to snow/ice without the permission of the A.D. or the Principal. Therefore, students cannot be held accountable if a coach circumvents the rules and holds a practice.

July 2014



# Miscellaneous Information

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## Accidents

It is the student's responsibility to report immediately if they have an accident on the school grounds, at practice sessions, or at school activities. The report shall be made to the faculty member in charge. The faculty member shall file a written report with the office. The school shall not be liable for injuries.

## Activities and Clubs

There is a school activity or club available for every student. To be a part of Marquette, we encourage every student to be associated with some activity in school.

## Arrival at School

Upon arrival at school, students may go to their lockers. Afterwards, students are to report to the cafeteria, commons, or media center and remain there and await the first period bell.

## Backpacks

All backpacks are to be placed in the student's locker at the beginning of the day and are to remain in the locker until the end of the day dismissal bell. Backpacks and oversize purses are a hindrance to pedestrian traffic in the classroom.

## Beepers, Cell Phones, Pagers, I-Pods or M.P. Players

Students in possession of any electronic device must have them off unless approved by faculty or administration. Confiscated beepers, cell phones, or pagers will be returned only to the student's parents or with a signed note the next day or by a phone call. Students needing such communication devices may turn them into the main office at the beginning of the school day and retrieve them at the end.

The use of any electronic device is at the discretion of the teacher of that particular class.

## Blogs

Engagement in online blogs such as, but not limited to, MySpace, Friendster, Facebook, Twitter, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, teachings of the Church, other students, etc.

July, 2008

## Bullying and Cyber bullying

MCHS attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension and/or expulsion.

## Building Hours

The building will be open between the hours of 7:00 A.M. and 4:00 P.M. Students in the building before or after this time MUST be under teacher supervision.

July, 2016

## **Child Abuse Laws (Mandated Reporters)**

MCHS abides by the Child Abuse laws of the State of Illinois. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. July, 2008

## **Child Abuse and Sexual Abuse**

All persons who are active in the educational mission and youth ministry programs of the diocese are to respect the dignity of the persons entrusted to their care. They shall avoid personal indignities such as sarcasm, ridicule, nagging, name-calling, and other public humiliation.

Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care.

Further, the Catholic Church is explicit in banning any form of sexual abuse, sexual exploitation, or other similar act. Persons active in the educational mission and youth ministry programs or acting in behalf of a parish in its programs and activities are reminded of this prohibition and it is reaffirmed that conduct of this nature is absolutely forbidden and is cause for immediate dismissal.

## **Communicable Diseases**

The Principal shall notify the Department of Public Health when a student is sent home because of suspected communicable disease.

In case of absence due to communicable disease, a release card from the Department of Public Health or a letter from the family physician indicating that the Department of Public Health regulations have been fulfilled must be presented when the student returns to school.

## **AIDS**

Students with AIDS\* who are enrolled or who are seeking enrollment shall be permitted to attend school and/or parish religious education programs. Students who are known to have AIDS should be individually evaluated by the pastor, appropriate administrator(s), physician(s), and other professional personnel in order to determine if their behavior or physical condition poses a high risk or spread of the disease. One of the purposes of the evaluation is to prepare a specific plan for the education and care of the student.

Persons seeking employment in parishes, schools, and other facets of the education mission shall not be discriminated against on the basis of AIDS, unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

Employment by the parish, school, or other facet of the educational mission shall not be terminated unless the nature and extent of the illness reasonably precludes the performance of such employment or impairs any of the operations of the employing agency.

The parish/school should respect the right of privacy of the individual. Knowledge that a student or teacher has AIDS should be confined to those persons with a direct need to know. Those persons should be provided with appropriate information as well as procedures and precautions that may be necessary. Those persons should also be made aware of the confidentiality requirements.

\*Any reference to AIDS in this policy statement is to be read as referring to AIDS, ARC, (AIDS related complex), and HIV (Human Immunodeficiency Virus, the virus that causes AIDS, also known as HTL, VIII, or LAV).

## **Early Dismissal/Late Arrival**

Seniors may leave after their 7<sup>th</sup> period/last class with parental approval and the administration's approval. Seniors should not loiter within the school boundaries. Seniors who have early dismissal may come to school at 8:45 a.m. on "C" schedule days since we begin the day with 8<sup>th</sup>

period. THIS PRIVILEGE MAY BE REVOKED AT ANY TIME FOR ANY DISCIPLINARY INFRACTION, ATTENDANCE ISSUE, OR ACADEMIC FAILURE.

## Hall Passes

Any student in the halls during class periods should have a hall pass or their unsupervised study pass. Students wishing to see another teacher during study halls should have the teacher's written permission. Students should not use the telephones during study hall or class. Restroom passes are for three (3) minutes. One person at a time may be excused to use the restroom.

## Insurance

Insurance coverage is available to all students. ALL athletes, cheerleaders, and pom-pon squad members must show evidence of insurance before they can participate. Insurance forms are available in the main office.

## Lockers

Students may go to lockers between classes but should not be late for class!

The lock and locker which each student is assigned at the beginning of each school year is the property of Marquette Catholic High School, and can be searched at the discretion of the Principal.

Students are expected to use only their assigned locker and should keep the locker LOCKED at all times. The school will not be responsible for lost or stolen items when the student has not properly locked his/her locker or has given their lock combination to another student. Students are to use their assigned lock only; other locks will be removed. Detentions may be given for failure to use and lock lockers.

Students are expected to keep their lockers cleaned and free of signs, permanent attachments and writing.

Students may go to their lockers during CLASS or STUDY HALL provided they have a hall pass signed by a teacher. Students will be given extra passing time at the beginning of 4<sup>th</sup> and 5<sup>th</sup> periods to go to their lockers.

## Lost and Found

The lost and found department is located in the office.

## Lunch

Marquette Catholic High School has a closed campus. Students must use the cafeteria services or bring their lunch. Students shall remain in the cafeteria for their lunch. After lunch, and if time is available, students may use the gymnasium restrooms of the Commons area between the 1927 and 1980 buildings. Students should be aware that classes are being held during lunch hours and they should respect the rights of those students in class by being quiet. NO FOOD, CANDY, OR SODA may be taken out of the cafeteria during lunch hours or student may be subject to a fine.

## **P.A. Announcement**

P.A. announcements will be made at 8:13 A.M. Announcements are to be submitted to the office the previous day or morning of the announcement.

## **Police Questioning and Apprehension**

When students become involved with the law enforcement officers, the officer is to be requested to confer with the student when he/she is not under the jurisdiction of the parish/school if this can be arranged.

The following steps shall be taken to cooperate with the authorities:

- The officer shall properly identify him/herself.
- The parent(s) or guardian shall be notified immediately and informed of the intent of the law enforcement authorities.
- The student's parent(s) or guardian(s) have the right to be present if the conference is held in the parish/school.
- If the student's parent(s) or guardian(s) cannot be located, authorities are not to confer with the student unless they produce a warrant.
- If there is a warrant or if it is impossible for the parent(s) or guardian(s) to be present and they request it, the administrator should be a witness to the conference held in the school.

## **Posters**

Before any posters or other forms of communications are published or announced, the students must clear this through the school administration.

## **School Bells**

School bells are used to indicate the beginning and end of the school day and the beginning and end of the class period. The bells are for the teacher's benefit. The teacher, not the class bell, excuses students from class. If a teacher causes a student to be tardy for the next class, the teacher has the responsibility to admit tardy students to their next class without penalty.

## **School Campus**

The school campus is defined as being within a two (2) block radius of the school. The Alton City Hall and the Y.W.C.A.(with exception of approved school activities) are off limits.

All of the school's rules and regulations are in effect within this area during school hours and all school activities.

## **School Closing**

If the school is to be closed for inclement weather, the announcement of the school closing will first be made through our Pre K-12 communication system (a taped recording from the principal), and also will be made on the radio stations WBGZ, Alton and KMOX, St. Louis; television stations KTVI, KMOV and KSDK, St.Louis. The decision to cancel school should be made prior to 6:15 A.M. If the weather is such that the school starting time can be delayed, the school may run a SNOW SCHEDULE with school starting at 10:00 A.M. The delayed starting time will be announced on the radio and TV. The announcement of a school closing or a delayed start of school will be announced as MARQUETTE HIGH SCHOOL – ALTON or MARQUETTE CATHOLIC HIGH SCHOOL. No other announcements concerning Alton Catholic Schools pertain to Marquette Catholic High School.

## **Special Needs Students**

Admission of students with special needs will be considered after their parents have made formal application to the Principal of MCHS.

Marquette’s goal for its “Special Needs Students” is to provide them with a productive educational experience given their limitations and the limitations of staffing and resources and taking into account the educational impact on other students. AN Academic Adviser/teacher will be assigned to provide accommodations. June 2013

## **Student Records**

Parents have the right to view their own student’s records. This is done by contacting the Academic Dean. Marquette does abide by the Buckley Amendment. It is recommended that a three (3) day notice be given to the Academic Dean.

## **Student Retreats**

Student retreats are scheduled for all students during the year. These retreats are mandatory. Students missing retreats for ANY REASON must make them up before they may return for the following school year. The scheduling of retreats is done through the office of the Campus Minister.

## **Supervised Study Hall**

Regular supervised study halls are maintained under faculty supervision for students who are not assigned to unsupervised study hall. These study halls are to be QUIET STUDY.

## **Threats**

All threats are to be taken seriously and investigated. If after investigation the Principal deems it warranted MCHS may require a student who threatens others through words or actions to be removed from school permanently and/or not permitted to return until a psychologist or psychiatrist indicates in writing that it is safe for both the student and others in the school for the student to return to school.

July, 2011

## **Travel Policy**

No school sponsored class, team, or group may, for competition or enrichment, travel more than 500 air miles one way to the event. No more than one class day during a particular week may be lost for travel. Only the Principal in consultation with the Executive Committee of the School Board may waive this policy.

## **Tuition Payment Policy**

The parents/guardian of Marquette Catholic High School students must have paid all outstanding bills or have made arrangements satisfactory to the school before their child may be re-admitted to Marquette for the following semester.

## **Unsupervised Study Hall**

Juniors and seniors with a cumulative 3.00 GPA may apply for unsupervised study hall with their parent’s/guardian’s written approval. The students may utilize the CAFETERIA, the COMMONS, or the multi-media center for quiet, unsupervised study hall. This privilege is not open to students DURING LUNCH HOURS. Students will be removed from this program if grades or conduct warrant such action.

## **Use of the Restroom**

Restrooms are normally to be used before school, between classes, and after school. The restrooms located by the cafeteria are to be used during lunch periods by the students. Students are not to use the restrooms in the 1927 building during the lunch periods. Restrooms in the commons are to be used while P.E. classes are in session—stay out of the locker rooms.

## **Use of the Telephone**

STUDENTS WILL NOT BE EXCUSED FROM CLASS OR STUDY HALL to use the telephone (except in an emergency). If a student needs to use the phone, he/she must come to the office for permission. Students must report to the office to get permission to call home.

## **Visitor Permits**

Students may bring guests from other schools if they do the following:

1. Present a parental note of request to the office ONE DAY prior to the visit.
2. Obtain the permission of all their teachers.
3. Make sure visitors adhere to the MCHS dress code.

Any classroom visits can be arranged by contacting the Advancement office or Principal. Arrangements should be made three (3) days prior to the visit.

# Field Trip Information

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- All field trips should have some educational purpose. If an accident were to occur, a school could much more easily justify an educational trip than one that is purely recreational.
- Field trips are scheduled by teachers/moderators
- Permission form:

I/We, the parent(s)/guardian(s) of \_\_\_\_\_ request that the school allow my/our son/daughter to participate in (insert activity/trip).

We hereby release and save harmless the school of \_\_\_\_\_ and any and all of its employees from any and all liability for any and all harm arising to my/our son/daughter as a result of this trip.

When possible, both parents should sign the form and any special conditions should be noted. If a trip poses some particular risks, such as being near a lake or walking through a wooded area where poisonous plants might be found, these should be noted.

If there is not a standard mode of transportation (such as school buses), the type of transportation for this trip should be noted, and parents should sign that they accept the mode which is being used. If parents are driving private cars, they should be told whether the school has insurance covering the use of private cars. If the school does not have insurance, parents should be notified of that fact and should understand that they can be held personally liable in the event of an accident or injury. Parent volunteer drivers could be asked to furnish proof of possession of insurance. The same cautions apply when teachers use their own cars. Thus, the use of teacher cars should be discouraged.

The ratio of children to adult chaperones should be stated. Generally, the rule is that the younger the children are chronologically or mentally, the greater the standard of care. A good ratio might be one adult to every ten students. With very small children, one adult for every seven or eight children might be considered.

Procedures for checking forms for forgery should be in place; spot checks are one way. The teacher responsible for the field trip could be required to check signatures with those that are on file in the office. Perhaps the school secretary could be given the task of checking all the field trip forms. When one person consistently checks all the forms, the likelihood of finding forgeries increases.

A student who does not have a signed permission form should not be allowed to go on the trip. A phone call from a parent should not be accepted in place of a signed form.

Taken from: School Handbooks: Some Legal Considerations, Mary Angela Shaughnessy, SCN, National Catholic Education Association, 1987.

# Marquette Catholic High School

## Time Schedules 2016-2017

*The school day begins each morning with announcements at 8:13am (except on delayed start days).*

A SCHEDULE	B SCHEDULE	C SCHEDULE
BELL 8:10 PERIOD 1 8:18 - 9:04 PERIOD 2 9:08 - 9:54 PERIOD 3 9:58 - 10:44 PERIOD 4A 10:48 - 11:09 PERIOD 4B 11:13 - 11:34 PERIOD 5A 11:38 - 11:59 PERIOD 5B 12:03 - 12:24 PERIOD 6 12:28 - 1:14 PERIOD 7 1:18 - 2:04 PERIOD 8 2:08 - 2:54	BELL 8:10 PERIOD 1 8:18 - 8:48 PERIOD 2 8:52 - 9:22 PERIOD 3 9:26 - 9:56 PERIOD 4A 10:00 - 10:11 PERIOD 4B 10:15 - 10:26 PERIOD 5A 10:30 - 10:40 PERIOD 5B 10:44 - 10:54 PERIOD 6 10:58 - 11:28 PERIOD 7 11:32 - 12:02 PERIOD 8 12:06 - 12:36  NO LUNCH SERVED	BELL 8:10 PERIOD 8 8:18 - 8:48 PERIOD 1 8:52 - 9:22 PERIOD 2 9:26 - 9:56 PERIOD 3 10:00 - 10:30 PERIOD 7 10:34 - 11:04 PERIOD 4A 11:08 - 11:28 PERIOD 4B 11:32 - 11:52 PERIOD 5A 11:56 - 12:16 PERIOD 5B 12:20 - 12:40 PERIOD 6 12:44 - 1:14 HOMEROOM 1:18 ASSEMBLY 1:20

### D Schedule (late start)

BELL 9:56  
 PERIOD 1 10:00 - 10:30  
 PERIOD 2 10:34 - 11:04  
 PERIOD 4A 11:08 - 11:28  
 PERIOD 4B 11:32 - 11:52  
 PERIOD 5A 11:56 - 12:16  
 PERIOD 5B 12:20 - 12:40  
 PERIOD 3 12:44 - 1:14  
 PERIOD 6 1:18 - 1:48  
  
 PERIOD 7 1:52 - 2:22  
  
 PERIOD 8 2:26 - 2:56

Bus schedule-- TBD



# MARQUETTE CATHOLIC HIGH SCHOOL CALENDAR 2016-17

<b>August</b>	<b>4</b> Info Night in the Park—Florissant 5-7 <b>8</b> Football practice begins <b>9</b> Info Night in the Park—Florissant 5-7 <b>10</b> All other IHSA Fall Sports begin <b>11</b> Freshmen and New Family Picnic at MCHS 6:00-8:00pm <b>12</b> New Teacher meeting 9:00am <b>15</b> Freshmen Prep days- 8:30-3:00 <b>16</b> Teacher’s Inservice and Faculty Meeting 8:30A.M. <b>17</b> Orientations Soph--8:30, Jr-9:30, Sr-10:30A.M. Freshmen Orientation 11:30am-3:00pm <b>18</b> First Full Day of School <b>18</b> Opening School Mass-“C” schedule <b>26</b> Spirit Day
<b>Sept.</b>	<b>2</b> Spirit Day <b>2</b> First Friday Rosary <b>3</b> Craig Hentrich recognition at football game <b>5</b> Labor Day—No School <b>13</b> “B” Schedule-Faculty Meeting <b>13</b> Explorer Club Meeting at 7:00pm <b>14</b> Back to School Night 7:00pm <b>15</b> School begins at 10:00am—drop periods 1&2 <b>23</b> “C” Schedule—Homecoming Mass <b>23</b> Homecoming Game—7:00pm <b>24</b> Homecoming Dance—8:00pm <b>24</b> Mega Raffle Drawing <b>30</b> Spirit Day
<b>Oct</b>	<b>7</b> Spirit Day <b>7</b> First Friday Rosary <b>7</b> John Roger’s Explorer Classic @Spencer T. Olin <b>8</b> 1 <sup>st</sup> Qtr. Music Recital <b>10</b> Columbus Day-No School <b>11</b> Explorer Club Meeting @ 7:00P.M. <b>11</b> “B” Schedule—faculty meeting <b>12</b> PSAT Test for Juniors <b>14</b> End of 1 <sup>st</sup> Quarter <b>21</b> “B” Schedule—Faculty Faith Formation Inservice <b>23</b> Open House 1:00-3:00 <b>24</b> Red Ribbon Week <b>27</b> Parent/Teacher Conferences 3:15-6:00 <b>28</b> Parent/Teacher Conferences 3:15-5:00 <b>28</b> Spirit Day <b>31</b> Teacher Inservice—No School

<b>Nov</b>	<b>1</b>	<b>“C” Schedule—All Saints Day Mass</b>
	<b>4</b>	<b>Spirit Day</b>
	<b>6</b>	<b>NHS Induction 2:00pm</b>
	<b>8</b>	<b>“B” Schedule—Faculty Meeting</b>
	<b>8</b>	<b>Explorer’s Club Meeting—7:00pm</b>
	<b>10</b>	<b>Volley for the Cure</b>
	<b>11</b>	<b>Veteran’s Day—No School</b>
	<b>16-18</b>	<b>Fall Play</b>
	<b>20</b>	<b>Fall Sports Banquet</b>
	<b>23</b>	<b>“C” Schedule-Prayer Service-Dismissal at 11:30ish</b>
	<b>24</b>	<b>Thanksgiving--No School</b>
	<b>25</b>	<b>Spirit Day</b>
	<b>25</b>	<b>No School</b>
<b>Dec.</b>	<b>2</b>	<b>Spirit Day</b>
	<b>2</b>	<b>First Friday Rosary</b>
	<b>8</b>	<b>“C” Schedule—Mass—Immaculate Conception</b>
	<b>10</b>	<b>Faculty/Staff Christmas Party at Slaughter’s</b>
	<b>11</b>	<b>2<sup>nd</sup> Qtr. Music Recital</b>
	<b>13</b>	<b>Explorers Club Meeting</b>
	<b>13</b>	<b>“B Schedule—Faculty Meeting</b>
	<b>16</b>	<b>End of 2<sup>nd</sup> Quarter</b>
	<b>19,20&amp;21</b>	<b>1<sup>st</sup> Semester Final Exams</b>
	<b>22</b>	<b>Snow Date for Finals</b>
<b>25</b>	<b>Christmas Day</b>	
<b>Jan.</b>	<b>3</b>	<b>School Resumes (Tuesday)</b>
	<b>6</b>	<b>Rosary</b>
	<b>6</b>	<b>Spirit Day</b>
	<b>10</b>	<b>“B” Schedule-Faculty Meeting</b>
	<b>10</b>	<b>Explorer’s Club Meeting—7:00pm</b>
	<b>13-14</b>	<b>Experimental Theater Performance</b>
	<b>14</b>	<b>Eighth Grade Placement Test at MCHS</b>
	<b>16</b>	<b>M.L. King, Jr. Day—No School</b>
	<b>27</b>	<b>Spirit Day</b>
	<b>27</b>	<b>“B” Schedule—Faith Formation for Faculty</b>
	<b>29</b>	<b>Student Council Trivia for Students/Faculty</b>
	<b>CATHOLIC SCHOOL WEEK</b>	
<b>30</b>	<b>“C” Schedule—Mass with Grade Schools</b>	
<b>Feb</b>	<b>3</b>	<b>Spirit Day</b>
	<b>3</b>	<b>First Friday Rosary</b>
	<b>3</b>	<b>“C” Schedule—St. Baldrick’s Day</b>
	<b>4</b>	<b>NHS Sadie Hawkins Dance</b>
	<b>7</b>	<b>“B” Schedule-Faculty Meeting</b>
	<b>7</b>	<b>Explorer’s Club Meeting—7:00pm</b>
	<b>11</b>	<b>Explorers Club Trivia Night</b>
	<b>20</b>	<b>President’s Day—No School</b>
<b>TBD</b>	<b>Retreat Week</b>	

**24 Spirit Day**

- March**
- 1 "C" Schedule—Ash Wednesday**
  - 3 Spirit Day**
  - 3 First Friday Rosary**
  - 4 3<sup>rd</sup> Qtr. Music Recital**
  - TBD Winter Sports Banquet**
  - TBD Course Advisement Night-by Appointment ONLY**
  - 10 End of 3<sup>rd</sup> Quarter**
  - 11 Incoming Freshmen Registration**
  - 14 "B" Schedule-Faculty Meeting**
  - 14 Explorer's Club Meeting—7:00pm**
  - 23 Parent/Teacher Conferences 3-5:30**
  - 24 Faculty Retreat—No School**
  - 25 Explorer Club Auction**
  - 31 Spirit Day**
  - TBD Art Show**
- April**
- 4 "B" Schedule-Faculty Meeting**
  - 6-8 Spring Musical**
  - 7 First Friday Rosary**
  - 7 Spirit Day**
  - TBD Aspire Test for 9th & 10th graders**
  - 11 Explorer's Club Meeting—7:00pm**
  - 12 "C" Schedule—Live Stations—dismissal 11:45ish**
  - TBD Sporting Clay**
  - 13-19 NO School**
  - 18-19 Faculty attends NCEA in St. Louis**
  - 20 School Resumes**
  - 28 Spirit Day**
  - 29 Prom**
- May**
- 1 AP Chemistry Exam**
  - 3 AP Composition Exam**
  - 4 AP Gov't Exam**
  - TBD AP Physics**
  - 5 Spirit Day**
  - 5 All-School Picnic 10-1**
  - 6 4<sup>th</sup> Qtr. Music Recital**
  - 6 10<sup>th</sup> Annual Fun/Run-Walk**
  - TBD Spring Sports Banquet**
  - 9 AP Calculus Exam**
  - 9 Explorer's Club Meeting—7:00pm**
  - 8-9-10 Senior Exams**
  - 16 "B" Schedule—faculty meeting**
  - 18 Baccalaureate Mass @ St.Mary's - Grads & Parents 7:30**
  - 19 Graduation @ LCCC 7:30**
  - 22-23-24 Final Exams (depending on snow days used)**
  - 24 last day of school**

# Whom should I contact if I have a Question

Many times parents have questions or concerns and they are unsure about whom they should contact at Marquette Catholic High School. If you have made an initial contact and you need further clarification or discussion, contact the next person on the list.

CONCERN	1 <sup>ST</sup> CONTACT	2 <sup>ND</sup> CONTACT	3 <sup>RD</sup> CONTACT
Students academic Progress in a Specific class	Teacher of the class	Academic Dean	Principal
Class Schedule	Academic Adviser	Academic Dean	Principal
Class Schedule Change	Academic Adviser	Academic Dean	Principal
Ability Group	Academic Adviser	Academic Dean	Principal
Planning the best course of study	Academic Adviser	Academic Dean	Principal
Student's grade May be incorrect	Teacher of Class	Academic Dean	Principal
Questions about college testing (ACT / SAT)	Jr-Sr Academic Adviser	Academic Dean	Principal
College selection	Jr-Sr Academic Adviser	Academic Dean	Principal
Transcripts	Academic Adviser	Academic Dean	Principal
Sanction placed upon student for behavior in a certain class	Teacher	Asst. Principal	Principal
Tuition and/or fees	Business Manager	Principal	
School Calendar	School Secretary	Asst. Principal	Principal
Particular coach or sport	Coach	Athletic Director	Asst. Principal
Attendance	School Secretary	Asst. Principal	Principal
Alcohol / Drugs	Student Assistance Program Director	Asst. Principal	Principal
Uniforms	Fischer's	Asst. Principal	Academic Dean
Financial Aid	Business Manager	Principal	
Other	School Secretary	Asst. Principal	Principal

Please call school office (463-0580) to talk to or schedule an appointment with school staff. Thank you.

# Marquette Catholic High School

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## **The Explorer Club and the Development Office raise money for Marquette.**

In August, Explorer Club parents invite all new families to “Welcome to Marquette!” at MCHS. They will have an opportunity to buy season passes to athletic events.

In July/August, the Development Office invites parents to sell raffle tickets. Some parents help keep track of sales and prepare mailings.

In September and October, parents are invited to help the Explorer Club sell food and drink at home football games. Also, the Explorer Club provides refreshments at the “Back to School” night. All parents are invited to meet the teachers.

On Oct. 6th, the Development Office and volunteers host the “Explorer Classic” Golf Tournament at Lockhaven Country Club. Volunteers plan the event, recruit golf teams, solicit gifts and sponsorships, and provide hospitality for golfers.

In October, the Explorer Club and students sell cash calendars. Parent volunteers distribute and market the calendars and process the receipts.

The Development Office, the faculty and staff, and the Explorer Club host an “Open House” for grade school students considering enrolling.

In November, the Explorer Club hosts a Trivia Night. Parent volunteers are needed to serve as judges and offer refreshments and popcorn to contestants.

In November, the Development Office invites Parents, alumni, and students to participate in the Annual Appeal. Volunteers call to invite others to share in the ministry of Catholic Education at Marquette.

In March, the Explorer Club hosts an auction. Parents meet to plan and execute every phase of the event, and participate and recruit participants.

In May, Marquette will host a Sporting Clay Shoot at Nilo Farms. Parents are asked to work the event and participate and recruit participants.

Marquette Catholic High School provides quality education and extracurricular opportunities to all students. THIS COMMITMENT TO THE STUDENTS REQUIRES SIGNIFICANT FINANCIAL AND HUMAN RESOURCES.

**FINANCIAL RESOURCES: To assist families to afford a Marquette education, the Explorer Club and Development Office raise money. Tuition is the largest revenue source to the school’s operating budget. Funds raised by the Explorer Club and Development activities help provide financial assistance and help to minimize tuition increases each year.**

**HUMAN RESOURCES: Many parents volunteer their time and talent to assist the planning and execution of Marquette fundraising events.**

Dear Parents,

We, at Marquette Catholic High School, feel participating in our student's education and developing a strong sense of community among parents, comes from working with others toward a common goal, by getting to know one another through various activities.

As many of you already know, most MCHS parents gladly contribute time and talent, and realize their contributions enrich the learning experience and sense of community within our school. In addition, recognizing some families are unable, or find it difficult to donate their time, and in order to promote fairness for those who do, we the School Board are cordially inviting one or more members of your family to volunteer for at least one event throughout the school year. When you participate, be sure to keep track of the event(s), because it will then be documented and kept for Marquette's records.

We are hoping however, participation will increase through this invitation, as we prefer not to have to implement a monetary assessment option. In addition, by asking each family to participate, we would like for everyone to feel a sense of ownership at Marquette and continue to make it a wonderful environment for our students and families.

In closing, MCHS offers parents a multitude of opportunities to participate in the life of our school through parent organizations, sports, fundraising, special events, and much more. Please utilize our website to see the numerous opportunities that are readily available to help promote camaraderie among parents and our MCHS families. If you have any questions or need additional information please contact the Parent Volunteer Committee at [Marquettevolunteers@gmail.com](mailto:Marquettevolunteers@gmail.com)

Thank you,

Debbie Tesson and Mary Weinman  
Marquette School Board Members  
Parent Volunteer Committee

July 2014

## STEWARDSHIP POLICY

MARQUETTE'S EXPECTATION: As a Marquette parent whose son/daughter is receiving financial aid you are required to give your time, talent, and financial assistance to the Marquette community. This commitment helps ensure the school continues to meet the needs of our students and families, and sets an example for our students and our community. If you are not receiving financial aid you are invited to participate in the following.

1. Please take a few minutes and read the description of volunteer opportunities at Marquette. (Not all opportunities involve fund raising.)
2. Make a commitment. Pick a few opportunities. Tell us how you want to help.
3. Make a commitment. Sign and return the following page to Marquette.

Why so many opportunities?

Not everyone is interested in assisting the same efforts. We respect that our parents lead busy lives and must have several options to serve. Marquette and your child need your support responsibility as a Marquette parent.

- |   |   |
|---|---|
| <input type="checkbox"/> "Welcome to Marquette" picnic        | <input type="checkbox"/> Trivia Night   |
| <input type="checkbox"/> Raffle Sales                         | <input type="checkbox"/> Annual Appeal  |
| <input type="checkbox"/> Football Concessions                 | <input type="checkbox"/> Sporting Clay  |
| <input type="checkbox"/> "Back to School" Night               | <input type="checkbox"/> Dinner Auction |
| <input type="checkbox"/> Golf Tournament                      |   |
| <input type="checkbox"/> Cash Calendars                       |   |
| <input type="checkbox"/> Open House and Recruiting Receptions |   |

I want to help by being part of these volunteer activities.  
We/I have been presented this Stewardship Policy and understand our/my obligation to it.

Name: (Please print) \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**PLEASE RETURN WITH THE SIGNED HANDBOOK POLICY SHEET.**

**DUE BY: SEPTEMBER 6, 2016.**

# Marquette Catholic High School

## BOARD OF DIRECTORS

David Bartosiak	Board President
Sam Mormino	Vice President
Beth Holtz	Treasurer
TBD	Secretary
Lisa Hayes	Past Board President

## ***BOARD MEMBERS***

Mrs. Mary Pat Venardos  
Mr. Drew Schwartz  
Mr. Matt Horn  
Mr. David Bamber  
Mr. Gerard Fischer  
Mrs. Kellie Carr  
Mr. Michael Morrissey  
Mr. Michael Keshner  
Mrs. Katie Snider  
Mr. Ted Kratschmer  
Mr. Mark Ellebracht

## ***EX-OFFICIO MEMBERS***

Mr. Michael Slaughter  
Mrs. Nancy Sanders  
All Local Pastors

## **\*\*ASBESTOS NOTICE\*\***

Marquette High School is in compliance with state and federal mandates concerning the establishment of a management plan for asbestos containing building materials. This plan is on file in the Office of the Principal at Marquette Catholic High School, Alton, Illinois and may be viewed by any interested parties between the hours of 8:30 A.M. and 3:00 P.M. on any days that school is in session

## EXPLORERS CLUB

EVERYONE is a member of the Explorer's Club; your dues are paid with registration. EVERYONE is invited to attend meetings. Your participation is welcomed and appreciated.

Meetings are held on the 2<sup>nd</sup> Tuesday of each month at 7:00 P.M. at Marquette in the cafeteria. Everyone is welcome.

## **Board of Directors**

Mary Kline	President
Ron Root	Vice President
Cindy File	Treasurer
Kathy Claywell	Secretary

## ***IMPORTANT DATES***

Back to School Night	Wednesday, Sept. 16 <sup>th</sup>
Explorer Golf Classic	Monday, Oct 5
Trivia Night	Saturday, TBD
Auction	Saturday, April 2

## **Right to Amend**

MCHS and the Board of Directors reserve the right to amend this Handbook. Notice of amendments will be sent to the parents.

July 2008



# Phone Numbers

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## PHONE NUMBERS

463-0580	Main Office
465-4029	Main Office – Fax
463-0585	Development
463-0582	Development – Fax
463-0583	Athletic Director
463-0584	Athletic – FAX
463-2375	Business Office

## WEB

[www.marquettecatholic.org](http://www.marquettecatholic.org)

## EXTENSIONS

Main Office	221
Principal	242
Asst. Principal	225
Academic Dean	232
F/S Adviser	228
J/S Adviser	229
Business – Nancy	231
Purchasing Agent	222
Cafeteria	238
Campus Ministry	233
Athletic Director	227
Media Center	234
Development – Meg	243
Development – Mary	223
Rusty Gilson	237
Athletic Office	226

## ZIP CODES

Alton	62002
Bethalto	62010
Bloomington, IL	61701
Brighton	62012
Chesterfield, MO	63017
Cottage Hills	62018
Dow	62022
East Alton	62024
Edwardsville	62025
Jerseyville	62052
E. St. Louis, IL	62205
Florissant, MO	63031
	63033
	63034
Grafton	62037
Granite City	62040
Godfrey	62035
Hartford	62048
Lovejoy	62048
Madison	62060
Moro	62067
Roxana	62084
S. Roxana	62087
Venice	62090
West Alton, MO	63386
Wood River	62095
Worden	62097

## MARQUETTE CATHOLIC HIGH SCHOOL SERVICE LEARNING PROGRAM

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As an extension of our *Serviam* motto, all students are required to participate in the Service Learning Program. Each year, the Service Learning Program focuses on a particular area of service. The focus of each year was developed to match the maturity and level of experience of the students.

### GOALS:

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1. To introduce students to a variety of ways in which they can imitate Christ's example of serving one another.
2. To identify and enhance the unique giftedness each student possesses as he/she performs service.
3. To help our students grow in Christian love as they touch the lives of others.

### GENERAL GUIDELINES: These apply to **all** four years of the Service Learning Program.

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1. Students may begin acquiring hours as soon as they complete their final exams. If special projects occur before then, check with the Campus Minister to make sure the hours can go on to the next year's requirement.
  2. Service hours do not "roll over" into the next year's requirements. When a student performs more than 20 hours of service, we encourage them to list all of their work and keep it on file in the Campus Ministry Office. This information can be used for college and scholarship applications or service awards.
  3. Students may not be paid for the service they complete.
  4. Babysitting, yard work, or housework for your family or neighbors **DO NOT** count toward MCHS service hours. This work is expected of our students out of Christian charity. Your service requirement is above what is expected of you.
  5. Service should be completed outside of school time unless arrangements have been made ahead of time with the principal. Service hours may be completed during the summer.
  6. Students will be notified on their third quarter report card whether or not their requirement has been met. Students who fail to complete the requirements of the Service Learning Program will not receive a schedule for the next year. Completion of the Service Learning Program is also a requirement for graduation.
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## REQUIREMENTS BY CLASS

## **FRESHMEN**

### **Focus: Parish & School**

Freshmen are required to complete 20 hours of service. A minimum of fifteen hours needs to be completed at the student's church or former grade/middle school. The remaining five hours may be performed through school-sponsored events or through community-related projects. Incoming freshmen may begin acquiring hours for the Service Learning Program after June 1 of their incoming freshman year. Service hours earned for Confirmation preparation programs do not transfer to MCHS. A list of past projects completed by freshmen may be found in the "School Forms" section on the MCHS website.

## **SOPHOMORES**

### **Focus: MCHS & Community**

Sophomores have options in earning their service hour requirement. All sophomores are required to complete 20 hours of service.

Option 1: Complete 20 of hours from projects where the focus is Marquette Catholic High School. **OR**

Option 2: Complete 10 hours by doing through MCHS projects. **AND** finish the other 10 hours with non-profit agencies outside of MCHS that help the poor, elderly, children, or other community-related service project. Helping out at home, babysitting, working at your parent's work or doing a neighbor's yard work **does not** count.

A list of past projects completed by sophomores may be found in the "School Forms" section on the MCHS website.

## **JUNIORS**

### **Focus: Community**

The Service Learning Program for juniors is an introduction to Christian service in the community. A total of **20** hours needs to be performed at a local social service organization providing programs for children, the disabled, the elderly, the disadvantaged, or another aspect of God's creation. Work at a parent's place of employment is not accepted **UNLESS** that organization has a non-profit status. Service hours may be performed at more than one agency.

Each student will receive a list of agencies where juniors have worked in the past. This is not a complete list. A list of past projects completed by juniors may be found in the "School Forms" section on the MCHS website. Please see the Campus Minister if you have questions as to whether or not the agency would be acceptable.

## **SENIORS**

### **Focus: Senior Mission Project**

The seniors will participate in a service week in the Alton area. We have partnered with Bucket Brigade, a local non-profit agency, to paint homes of residents who cannot afford or are not able to paint their homes. An entire week has been dedicated to this project. Seniors will be given a full schedule and more details at the beginning of the school year.

July 2015

#### **SERVICE BULLETIN BOARD**

Located outside of the Campus Ministry Office, the service bulletin board is the place students need to check for service opportunities. As information is made available, upcoming events are posted that would qualify for the Service Learning Program. Opportunities are also announced in the morning announcements. It is the responsibility of the student to read the information and to be aware of new postings.

# Marquette Catholic High School

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2016-2017

## **Student Validation Form – Student Handbook**

I have read  
the 2016-2017 Marquette Catholic High School Student Handbook  
and I understand and will abide by its contents.

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(Student's Name)

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(Student's Signature)

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(Parent's Signature)

**Please return this form to your Homeroom Teacher by September 6, 2016.  
Families must have this form on file at Marquette.**