



MARQUETTE CATHOLIC
Celebrating 125 Years
HIGH SCHOOL

Student Handbook

2010 – 2011

Mr. James. G. White
Principal
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Marquette Catholic High School

Student Handbook 2010 – 2011

MARQUETTE CATHOLIC MISSION STATEMENT

Marquette Catholic High School is a Catholic educational community that promotes a college preparatory curriculum rooted in the Gospel values of peace, freedom, love and justice. We afford students opportunities to develop a personal relationship with Jesus and love for His Church. We challenge all students academically, socially and spiritually.

As a means of fulfilling our mission, the entire Marquette Community will always seek to maintain focus on these core values:

Faith
Honesty
Leadership
Respect
Service

MARQUETTE CATHOLIC SCHOOL SONG

*The Marquette Blazer team will have no fear;
We're going to win each game we play this year.
It's for the blue and gold we'll rally here;
It's for the team and school we'll cheer and cheer and cheer;
We're going to fight, fight, fight for every score;
Our Blazer team will always strive for more,
And with our spirits high, we'll yell for more, cheer for more.
Fight! (fight) Fight! (fight) Fight!*

*As Marquette moves onward to great success,
We know our Blazer teams will do their best.
It's for the team and school we'll fight! fight! fight!
It's for our coach and staff we'll fight with all our might.
We're going to persevere and build our fame.
We'll bury all our rivals 'neath the score, 'neath the score.
Fight! (fight) Fight! (fight) Fight!*

MARQUETTE CATHOLIC HIGH SCHOOL CALENDAR 2010-2011

August 16	First Full Day of Classes
September 6	NO SCHOOL – Labor Day
October 20	End of 1 st Quarter
October 28, 29	NO SCHOOL – Fall Break
November 24, 25, 26	NO SCHOOL - Thanksgiving Break
December 16, 17, 20, 21	Final Exams
December 21	End of 1 st semester. - Last Day of School Before Christmas Break
December 22	First day of Christmas Break
January 3	Classes Resumes
January 17	NO SCHOOL – Martin Luther King Day (possible weather make-up day)
January 31 – February 4	Catholic Schools Week
February 21	NO SCHOOL – President’s Day (possible weather make-up day)
March 4	End of 3 rd Quarter
March 28 – April 1	Spring Break
April 22	NO SCHOOL – Good Friday
May 19, 20, 23, 24	Final Exams for 2 nd Semester
May 24	End of 2 nd Semester
May 25	Graduation 7:00 PM

**THIS CALENDAR IS SUBJECT TO MODIFICATION AT THE
DISCRETION OF THE ADMINISTRATION.**

Marquette Catholic High School

Directory 2010 – 2011

Please note: All students/families are appointed emails accounts and Edline accounts. All of Marquette Catholic's communication is done via electronic mail. We remind all student/parents to check their email & Edline on a daily basis.

Bracewell, Mrs. Carol	cbracewell@marquette-hs.org	Library
Breen, Mrs. Karen	kbreen@marquette-hs.org	Theology – Room 108
Brenda, Mrs. Sandi	sbrenda@marquette-hs.org	World Language Lab/ Piano – Room 303/305
Brother Shaun Gray	sgray@marquette-hs.org	Student Life Services
Callahan, Mrs. Kathleen	kcallahan@marquette-hs.org	Mathematics – Room 17
Crane, Mrs. Amy	arcane@marquette-hs.org	Speech/Theology Room 202/211
DeFrier, Mr. Joe	jdefrier@marquette-hs.org	Theology – Room 109
Deskovich, Mr. Tom	tdeskovich@marquette-hs.org	Chemistry/Physics Room 206
Donnelly, Mrs. Jean	jdonnelly@marquette-hs.org	Academic Advisor
Farris, Bill	wfarris@marquette-hs.org	Biology/Earth Science Geology – Room 204
Fettig, Mrs. Luanne	lfettig@marquette-hs.org	Director of Finance
Garletts, Donovan	dgarletts@marquette-hs.org	Health/P.E./U.S. History Room 11
Izard, Mrs. Laurel	lizard@marquette-hs.org	Art – Room 18
Jensen, Mrs. Mary Ann	mjensen@marquette-hs.org	English - Room 103
Koelm, Mrs. Sharon	skoelm@marquette-hs.org	English - Room 104
LaFrance, Mrs. Cathy	clafrance@marquette-hs.org	French – Room 208
Luegers, Mrs. Mary Anne	mluegers@marquette-hs.org	Office Manager
Mark, Mrs. Mary Kay	mkmark@marquette-hs.org	Academic Advisor
Mark, Mr. Tim	tmark@marquette-hs.org	Maintenance

Milzarek, Mrs. Linda	<u>lmilzarek@marquette-hs.org</u>	Mathematics – Room 16
Quinlan, Ms. Jennifer	<u>jquinlan@marquette-hs.org</u>	Director of Advancement/ Foundation Director
Remijas, Mrs. Sherry	<u>sremijas@marquette-hs.org</u>	Spanish - Room 207
Schaefer, Mr. Dick	<u>dschaefer@marquette-hs.org</u>	Social Studies – Room 12
Schludecker, Ms. Kerrie	<u>kschludecker@marquette-hs.org</u>	Athletic Director
Smith, Mr. Rob	<u>rsmith@marquette-hs.org</u>	Social Studies – Room 10
Wagner, Mrs. Jan	<u>jwagner@marquette-hs.org</u>	Administrative Assistant
White, Mr. Jim	<u>jwhite@marquette-hs.org</u>	Principal

Marquette Catholic

Daily Time Schedules

2010 – 2011



<u>Regular Schedule</u>	<u>Late Start Schedule</u>
7:40 Warning Bell 7:45 – 8:31 1 st Period 8:35 – 9:18 2 nd Period 9:22 – 10:05 3 rd Period 10:09 – 10:52 4 th Period 10:56 – 11:39 5 th Period 11:39 – 12:18 Lunch 12:18 Warning Bell 12:22 – 1:05 6 th Period 1:09 – 1:52 7 th Period 1:56 – 2:40 *8 th Period 2:40 Dismissal *NOTE: On Monday & Wednesday ACP Geology & AP Physics will dismiss at 3:10 PM	8:25 Warning Bell 8:30 – 9:10 1 st Period 9:14 – 9:51 2 nd Period 9:55 – 10:32 3 rd Period 10:36 – 11:13 4 th Period 11:17 – 11:54 5 th Period 11:54 – 12:35 Lunch 12:35 Warning Bell 12:39 – 1:16 6 th Period 1:20 – 1:57 7 th Period 2:01 – 2:40 8 th Period 2:40 Dismissal
<u>Mass Schedule</u>	<u>Two-Hour Delay</u>
7:40 Warning Bell 7:45 – 8:24 1 st Period 8:28 – 9:05 2 nd Period 9:09 – 9:46 3 rd Period 9:50 – 10:27 4 th Period 10:30 – 11:20 MASS 11:20 – 11:54 Lunch 11:54 Warning Bell 11:58 – 12:35 5 th Period 12:39 – 1:16 6 th Period 1:20 – 1:57 7 th Period 2:01 – 2:40 8 th Period 2:40 Dismissal	9:40 Warning Bell 9:45 – 10:15 1 st Period 10:19 – 10:49 2 nd Period 10:53 – 11:23 3 rd Period 11:27 – 11:57 4 th Period 11:57 – 12:22 Lunch 12:22 Warning Bell 12:26 – 12:56 5 th Period 1:00 – 1:30 6 th Period 1:34 – 2:04 7 th Period 2:08 – 2:40 8 th Period 2:40 Dismissal

DRESS CODE

Uniform Philosophy:

As a Marquette Catholic student, you represent all members of the school community: administration, faculty, staff, the current student body, your family, and all of Marquette's alumni and friends. The school and team sport uniforms that you wear identify you as a member of our Catholic community. Uniforms are to be worn daily unless specified by the administration: Blazerwear Days, Severe Weather (pants/shorts/jackets), School Sponsored Jean Days, Special Events, Thursday-Mass (boys wear ties). All shirts, sweaters, ties and girls' skirts must be purchased through the school selected vendors. All items will be made available to students at registration and during the spring and summer months prior to enrollment. Wearing your uniform properly and with pride reflects positively on yourself and all of the Marquette Catholic community.

At Marquette Catholic High School we seek to maintain an atmosphere that is conducive to the highest quality of academic pursuit. Since the appearance of students contributes greatly to their attitude in school and the respect they earn in public, all students are expected to adhere to the following uniform expectations.

General Expectations:

- Closed-toe shoes
- Shoes/w backs (No flip-flops, Crocs, moccasins, Birkenstocks, slippers)
- Socks/hosiery must be worn with shoes (blue, white, grey, recommended by Marquette, socks of any height and tights/leggings)
- Polo shirts are permitted to be un-tucked along w/short female style button-down
- Oxford style shirt tails must be tucked appropriately
- Plain-style belts are to be worn when belt loops are present
- Academic and athletic uniforms are to be sized correctly, clean, and worn appropriately
- T-shirts and additional under garments must be white or match the color of the outer garment-plain only
- Sweatshirts: Only school-sponsored Blazerwear sweatshirts are allowed on Fridays.

Boys' Uniform:

- Pants: Navy blue or tan/khaki Docker-style slacks pleated/plain front (No Cargo pants, no shorts, no sweats)
- Shirt: Oxford-style white/French-blue button down long or short sleeve w/Marquette Catholic Logo
- Shirt: Polo-style white/navy blue long or short sleeve w/Marquette Catholic Logo
- Sweater: Vest, V-Neck, Cardigan white/navy w/Marquette Catholic Crest
- Ties: worn on Thursdays-Mass
- Hair: Hair is to be clean and well-groomed. Hair is not to extend below the top of the collar and cut above the eye brow line. Any style or coloring that would draw undue attention to a student is not permitted. Sideburns may not extend below the earlobe. Facial hair of any kind is not permitted.
- Not Permitted: Tattoos, body piercings, earrings, head coverings, jackets in class, non-approved uniform clothing, large bags in class

Girls' Uniform:

- Skirts: Uniform skirt (No rolling, between 2 inches and "pop can" length above knee)
- Shirt: Oxford-style white/French-blue button down long or short sleeve w/Marquette Catholic Logo
- Shirt: Polo-style white/navy blue long or short sleeve w/Marquette Catholic Logo
- Sweater: Vest, V-Neck, Cardigan white/navy w/Marquette Catholic Crest
- Leggings/tights (Marquette recommends blue/white/grey)
- Earrings: No more than two piercings per ear. Hoops are to be no longer than a quarter.
- Hair: Hair is to be clean and well-groomed. Any style or coloring that would draw undue attention to a student is not permitted.
- Not Permitted: Tattoos, body piercings (aside from earrings), head coverings, jackets in class, non-approved uniform clothing, large bags in class

Blazerwear Days:

Fridays are considered Blazerwear Days. Students may show their school spirit by wearing Blazerwear T-shirts, sweatshirts (even hoodies) on Fridays. Girls may wear Khaki/Navy pants on Fridays ONLY. All remaining dress code applications apply.

Jean Days:

School sponsored jean days may be placed on the calendar by a club, organization, and/or sport with principal's written approval. Jean days are fundraisers and must following the school's application process. On jean days, students may wear denim trousers and Blazerwear tops. Sweats are not permitted.

Dress @ Events & Functions: Students representing Marquette Catholic at any function such as workshops, academic competition, trips to hear speakers, dinners, luncheons, award presentations, etc. or when having a photo taken for the newspapers are required to be in uniform. If a need arises for a uniform deviation, the sponsoring faculty member must receive from the principal permission (in writing) for the alternate dress code.

Dress Code Enforced:

- 1st offense: warning (documented)
- 2nd offense: detention & contact parent
- 3rd offense: student is removed from class/school until the issue is corrected

Marquette Catholic Service Learning Portfolio Student Expectations

Introduction: The Service Learning Program at Marquette Catholic High School is a basic part of our school's mission that fosters a life of service and witness to the message of the Word of God. By volunteering their energies and talents to the people and organizations in our community, students fulfill their obligations to perform corporal and spiritual works of mercy. Service at our school is part of who we are as a people of faith in Christ. Although there are prescribed hours of service for students to complete, it is our hope the school's culture naturally promotes service endeavors.

Requirement: All students must complete a minimum of 25 hours of service yearly. Students may begin their work for a given school year on June 1. All hours must be completed by April 30. It is strongly recommended at least 1/2 of the hours be documented in the student's portfolio by the conclusion of semester I. Portfolios are reviewed by committee monthly beginning in October. Those students that complete their required hours are encouraged to submit their portfolio upon completion for early review. Students who fail to complete 100 hours of service by graduation will not be afforded a Marquette Catholic Diploma. Students will also not be permitted to participate in senior activities or graduation until their requirement is fulfilled. Students are encouraged to complete hours during the summer months.

- ❖ Service is to be completed for not-for-profit organizations or persons in need
- ❖ Service projects must be pre-approved by the principal if the student selects a project not listed on our web site or through www.nwivolunteer.org.
- ❖ It is the responsibility of the student to document and complete portfolio and service hour requirements
- ❖ Portfolios are turned into the principal for monthly committee review when hours are completed (after Oct 1 school year)
- ❖ Service hours must be completed off campus outside the regular school day
- ❖ No pay for services may be received

Resources: Approved Service Projects

- ❖ www.nwivolunteer.org (projects listed by zip code)
- ❖ www.marquette-hs.org (Service Tab)

Special Recognition: Seniors who have accumulated a minimum 200 or more hours of service during their time at Marquette Catholic will be recognized for their outstanding efforts at graduation.

- 200 hours – Red, white and blue chord for service
- 400 hours – Red, white and blue chord and service seal on diploma

Presidents Service Award: <http://www.presidentialserviceawards.gov/>



- Bronze 100-174
- Silver 175-249
- Gold 250 +

Portfolio: Once 25 hours have been completed, each student must document their service hours via an electronic and/or binder style portfolio. Portfolios are to be submitted to the principal for approval as service hour requirements are met. Portfolios are reviewed monthly by the Service Portfolio Design Team. Completion of requirements is noted yearly on the student's transcript records. Prior to graduation portfolios are collected to ensure a comprehensive collection of service opportunities totaling 100 hours or more of service learning experiences has been documented. Those student portfolios demonstrating 200 plus hours of service will be selected for special recognition at graduation. Additionally, students may receive the Presidential Service Award as prescribed above. All service experiences complete the Hours Verification Form Letter as a minimum for experience documentation signed by the event facilitator or supervisor. These forms are available online at Marquette-hs.org. Additional artifacts should include:

- ❖ Thank you letters to the student from the organization
- ❖ Pictures (cell phones)
- ❖ Letters documenting the experience written by the supervisor on organization letterhead
- ❖ Description/reflection from the service experience
- ❖ Video
- ❖ Additionally approved artifacts

ACADEMICS

Grading Scale

For the purposes of computing cumulative Grade Point Averages (GPA), and Honor Roll, Marquette Catholic High School uses a standard 4-point scale, except for the honors courses, which use a 5-point scale. Semester grades are the only grades used in computing GPA and recorded on the cumulative permanent record/transcript. Summer school, correspondence courses, and Driver's Education do not count towards the GPA. The scale that follows shows the numerical equivalent of each letter grade.

Grade	Percent	College Prep	Honors
A	100-90	4.0	5.0
B	89-80	3.0	4.0
C	79-70	2.0	3.0
D	69-60	1.0	2.0
F	59 and below	0.0	1.0

Semester Grade Weights

Honors Courses

Quarter Grade 40%, Quarter Grade 40%, Final Exam 20%

College Preparatory Courses

Quarter Grade 45%, Quarter Grade 45%, Final Exam 10%

Academic Honor Roll

Honor roll is based on the quarter GPA. The quarter GPA required for the various levels of the Marquette Catholic High School Honor Roll are:

Summa Cum Laude:	4.0 or above
Magana Cum Laude:	3.75 to 3.99
Cum Laude:	3.00 to 3.74

Schedule Change Policy

Students may drop and/or add a class only during the first five instructional days of the semester. The student should meet with the Academic Advisor and complete a "Request for Schedule Change Form" to withdraw from or change a class. The form requires signatures from parents and advisor.

Transcripts

Students may request transcripts from the Office of Academic Affairs. During their time at Marquette Catholic, students may request two free transcripts to their designated colleges. For each additional transcript, students pay a five dollar (\$5.00) fee and also for every transcript requested after a student graduates. There is no charge for transcripts requested for scholarship applications.

A student who chooses to withdraw from Marquette to transfer to another school must inform the advisor and principal of their intention. The school will send to the other school a record of the credits earned at Marquette Catholic High School, presuming all debts to Marquette Catholic have been paid and a formal request is received by the transfer school.

Reports to Parents/Guardians

Academic progress may be accessed by using Edline. Passwords are issued to each student and their parents at the start of the school year. Grades are generally updated weekly on Wednesdays. Students receive report cards at the end of each quarter period. It is expected parents, teachers, and students share the responsibility of communicating student progress.

How to Set Up your Edline Account

To begin using your Edline account follow these easy steps:

Make sure you have your personal Edline Activation Code. You will get this code from the technical staff.

Go to www.edline.net and Click on '[Click here if you have a new activation code](#)'

To see pictures and directions of steps 3 and 4, click the Help button on the top of the Edline page. Follow instructions, or for more information, click the '*Print an account setup guide*' link.

Fill in your Activation Code. You will be given one parent code for each child. If you receive several parent codes because you have several children, enter each parent code one after the other. Then you can view all your children's information from the same login account. If you happen to receive the same code for the same child twice, you do not have to enter it again. Click "Activate This Code" once you have entered all codes.

Follow the remaining steps to create your Edline Screen Name and Password. When asked if you already have an account, click "New Account" if this is your first time using Edline. If you already have an Edline account, click "Combine Accounts" to add this child to your existing account.

On the last account activation page, print the "Student/Parent Quick-Start Guide" so you can make the most of Edline. After this, you no longer need your Activation Code – you will always use your Screen Name and Password to access Edline. Don't share this information with anyone!

Whenever you login to Edline, click on your child's name in the yellow Shortcuts box. You will then see shortcuts to his or her classes, activities, calendar and reports. Be sure to click the Help button and read or print the 'Student/Parent Quick-Start Guide' to take advantage of Edline features.

Edline will be updated weekly. However, this does not include grades.

HOMEWORK

Homework is considered an integral part of the educational process. Success at Marquette Catholic requires students to be well organized, disciplined, and come to class prepared to learn each day. Students can expect between one and three hours of homework each night.

In the event of an excused absence, students are responsible for getting work that they may have missed. Daily assignments will be available on Edline. The day students return from an absence they must make arrangements with their teachers for the completion of assignments. The amount of time for the completion will be at the discretion of the teachers. Homework may not be submitted if the absence is unexcused or if the student was suspended from school.

If in attendance for any portion of the school day, students are required to submit any homework that is due that day.

SUMMER SCHOOL

If a student fails a required course at Marquette Catholic, either he/she attends summer school at a public school in his or her district or the individual repeats the failed course over the next school year at Marquette Catholic.

FINAL EXAMS

All students are required to be in attendance for final exams.

VALEDICTORIAN/SALUTATORIAN

Due to pre-graduation honors and recognition the Valedictorian and the Salutatorian are determined at the end of the 7th semester. To be eligible for either of these, a student must have been enrolled as a student at Marquette Catholic all four years. Marquette no longer honors top ten students. Recognition goes out to Valedictorian, Salutatorian and Summa Cum Laude recognition (final GPA).

SPIRITUAL RETREATS

To enhance the faith and spirituality of Marquette Catholic High School, ninth, tenth, eleventh and twelfth graders will participate in a retreat during each academic year.

ACADEMIC HONOR CODE

The administration and faculty of Marquette Catholic High School are dedicated not only to teaching academic skills but also to fostering integrity among our students. Recognizing that today's students are tomorrow's leaders, students must be encouraged to recognize, understand and practice ethical behavior. In an effort to accomplish this goal the following policy is presented to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct.

- I. For long term assignments, papers, books reports, tests, quizzes.
Infractions are cumulative during the student's entire enrollment at MHS and are to be graduated in severity (i.e., if a student cheats in a Math class and is reported and some time later in the same year or during another year cheats in History class that will count as two violations.)
 - Consequences:
 - A. 1st offense: a zero (0) for the grade, parents notified and a copy of the letter is to be put in the student's disciplinary file.
 - B. 2nd offense: consequence as in A, plus loss of any leadership position the student is holding for the school year.

- C. 3rd offense: consequence as in A and B, plus suspension from school.
 - D. 4th offense: failure of that course where the cheating/plagiarism last occurred and expulsion from MHS.
- II. Cheating on homework is handled differently than cheating on a long term assignment or on a quiz or test.
- Consequences:
 - A. The instructor is to enforce the homework policy and to handle immediate offenses.
 - B. 1st offense a zero (0) for the assignment.
 - C. 2nd offense a zero (0) for the assignment and the instructor will notify parent(s) or guardians.
 - D. 3rd offense a zero (0) for the assignment and the instructor will notify parent(s) or guardians.
 - E. 4th offense a student may not take the next test and the instructor will notify parent(s) or guardians.
 - F. 5th offense a student fails the quarter and the instructor will notify parent(s) or guardians.

Some examples of cheating are:

1. Copying another person's work to be submitted as one's own work.
2. Plagiarism (see below)
3. Having, using, or attempting to use unauthorized aids books, notes, electronic aids on tests, quizzes, papers, or projects.
4. Writing formulas, notes, or anything on desks, paper, hands or clothing to be used or actually used on the assignment, test, or quiz.
5. Talking during a testing session.
6. Having a copy of the test or answers to the test.
7. Providing specific information about a test to someone who has not yet taken the test.
8. Giving unauthorized assistance to a fellow student, (i.e., giving another student homework to copy, allowing another student to look on test papers, doing another student's assignment for them).
9. Forgery in connection with academic endeavors or school processes or procedures.

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such acknowledgement was required.

Plagiarism includes, but not limited to the following:

1. Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference.
2. Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgement and citation of the source.
3. Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.

Office of Academic Affairs

The Office of Academic Affairs at Marquette Catholic High School subscribes to the philosophy that students are to be treated as individuals in a caring, supportive environment that fosters the intellectual, personal and spiritual growth of all. We engage with students, parents, and faculty in the mission and spirit of Marquette Catholic High School.

Services provided are as follows:

- Direct students through the college application process leading to 100% post-secondary placement
- Academic counseling to schedule students with courses necessary to meet diploma requirements
- Communicate confidentially with teachers, parents, administration and students
- Maintain reporting of grades and transcripts
- Administer Indiana Department of Education standardized tests
- Administer PSAT/NMSQT exams to all Sophomores and Juniors
- Supervise Advanced College Project with Indiana University
- Coordinate with M.C.A.S. Special Education Dept. services for eligible students
- Plan and accommodate regional college campus visits
- Schedule college representative on-site visits
- Provide class presentations enlightening students on expectations for each grade level in regards to graduation and college preparedness
- Provide Financial Aid Night setting to assist families with college aid resources and information
- Assist the student athlete in their eligibility process with the NCAA Clearinghouse
- Facilitate and implement a master course schedule
- Promote high academic expectations for all students
- Encourage student to enroll in dual credit, Advanced Placement, and honors classes
- Document and communicate school data and student achievement to all stakeholders
- Ensure compliance with applicable local, state, and federal laws, standards, and regulations
- Serve as students' academic, social and developmental advocate
- Foster collaboration with community stakeholders to support student learning

ATTENDANCE POLICIES

Marquette Catholic High School believes strongly that regular attendance and punctuality are essential to good performance in school. Through the combined efforts of students, parents, and school personnel, the goals of punctuality, self-discipline, and responsibility can be developed as we prepare students for the adult world. Regular attendance is a necessary part of this preparation.

Absences Defined:

Excused: The student's absence is of a non-discretionary and unavoidable nature. Illnesses or injuries requiring professional medical care and death in the family are some examples of excused absences.

Unexcused: The student's absence is of a discretionary and avoidable nature. Sleeping in, completing an assignment, and resting for/from an extracurricular event are some examples of unexcused absences.

Attendance Procedure:

1. The parent/guardian is expected to notify the school before 8:00 a.m. on the day of the student's absence.
2. Parents are expected to write a note explaining an absence, and this note is to be presented to school personnel by the student on the day of his/her return.
3. Students will bring the parental note to the main office.

General Guidelines Concerning Attendance

1. If a student is to be absent for reasons other than illness, a note detailing the absence is requested at least two days in advance.
2. If at all possible, parents should not schedule doctor appointments, driving tests, and other personal business during the school day.
3. Requests for early dismissal must be accompanied by a note from a parent. If a student becomes ill during the day, he/she must first call his/her parents from the main office to receive permission before leaving. Parents MUST fax permission or pick up their child.
4. Extracurricular Activities: Daily attendance at school is expected. Students involved in any extracurricular activity (including sports) must have attended class ALL DAY on the day of the activity in order to be able to participate in that activity. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, for example) must be approved by the Principal's Office. "Sleeping in" with parental approval is not an allowable exemption.
5. Only five full days of absences will be permitted per semester. (Two half-days are counted as one full day.) Missing 10% of the semester is considered excessive absenteeism and may result in the loss of academic credit. Missing 10% of the semester may also impact academic honors or honor roll. Teachers also have the option of reducing grades after the fifth absence.

Tardiness

Marquette Catholic High School is responsible for students developing a sense of self-management. Demanding punctuality is directed toward that goal. Punctuality is the duty and responsibility of each student. Students are expected to be on time for all classes and scheduled activities during the school day.

Tardiness Defined:

Tardiness is defined as a student not being in an assigned area or classroom when the allowed passing time has expired. A student is tardy if not in the classroom when the bell rings, unless he/she has an admit pass from school personnel.

Tardiness Procedures:

When a student is late for the 7:45 AM start of school they are to report to the main office to sign in and receive a tardy slip before entering their first hour class. All tardy students will be given assigned seating for lunch and assigned cafeteria clean-up due to their late arrival.

Truancy

Truancy is being somewhere other than where a teacher directs or where a student's class schedule calls for without proper authorization, after the student has arrived at school. This includes the parking areas or cars during the scheduled school day, as well as the lunch period. It also means being absent from school for an invalid reason. (NOTE: Marquette has a CLOSED CAMPUS, meaning that a student may NEVER leave the premises during the school day without permission from the office.) The first instance of truancy will result in an in-school suspension. Subsequent truanies will be handled on an individual basis. This policy is cumulative and covers a student's entire four years at Marquette Catholic High School.

SAFE LEARNING ENVIRONMENT EXPECTATIONS

Rules of conduct are designed to assist in the pursuit of academic excellence. All students are expected to model Christ in their actions and behaviors on and off campus-especially when representing Marquette Catholic High School. Providing a safe, disciplined and positive school environment is our goal as a school community. When corrective action is required by the school to maintain a safe learning environment, the following progressive discipline plan will be followed as deemed necessary:

Communication:

- Teacher/Administrator/Staff meets with student privately for corrective action
- Teacher/Administrator/Staff contacts parent
- Teacher/Staff/Parent/Student meeting with principal

Corrective Actions:

- Detention: Teacher assigned detention
- Service: Principal assigned service
- Suspension: Suspension is a disciplinary measure which temporarily takes from the student the privilege of attending school and participating in any and all school-related activities, including athletics. Sponsors of athletics and every other extra and non-curricular activity are not permitted to allow any student on suspension to attend or participate in any school-related activity or event. The suspended student is not allowed on school property until the suspension has been completed. All suspensions are issued by the administration
- Expulsion: Expulsion dismisses the student from Marquette Catholic and eliminates participation in any and all school related activities. The student who does not accept or conform to the basic philosophy of Marquette High School deviates from the purpose of this institution and thereby forfeits his/her privilege of attending Marquette. All matters of dismissal from Marquette are ultimately the decision of the Principal.

Examples of negative student behavior (not-inclusive)

Corrective action may be imposed upon the student for any of the following behaviors:

- Falsifying signatures or forgery
- Gambling
- The use or possession of tobacco in any form
- Disorderly or immature conduct during and after the regular school day or at school-sponsored functions
- Profanity and obscene behavior
- Malicious remarks/bullying
- Fighting or harassment
- Defiance of school personnel's authority
- Membership in a gang
- Trespassing on private property adjacent to school property
- Theft: the taking of property, the conspiring to take property, or being an accomplice in the taking of property not belonging to the student
- Destruction or defacement of school property
- Use, possession, selling or being under the influence of mind-altering drugs, including alcohol and inhalants

- Aggressive misbehavior toward any school employees: physical contact or threat of physical contact toward school employees with the intention of doing bodily harm by a student or group of students
- Unauthorized presence in corridors or parking areas during lunch periods, between or during classes.
- Extortion
- Possession of disruptive items: possession of any items resembling a weapon that causes a disturbance and/or a potentially dangerous situation; possession of drug paraphernalia on school property. Marquette abides by the state of Indiana's mandatory expulsion of a student for possession of a weapon
- Cheating
- Possession or use of fireworks or other explosive material: students using or having in their possession any explosive device which is illegal or dangerous to themselves or to others
- Bomb threat
- False fire alarms and/or false 911 calls
- Arson or attempted arson
- Demonstrating lack of respect for any other person
- Possession of electronic equipment in school: radios, , laptop computers, cd players, mp3 players, and paging devices. (Any such items found in a student's possession or in a student's locker will be taken from the student.) Lap top computers are allowed as long as not used on network and controlled by technology usage
- Public displays of affection.
- Littering
- Sexual harassment
- Violation of appearance policy
- Failure to adhere to disciplinary policy
- Violation of Scholl Center/gym rules
- Improper use of computers/Internet
- Violation of computer usage and Internet usage agreement
- Carrying backpacks, duffel bags and oversized purses into classrooms. (Those items are to be stored in the student's locker.)
- Presence in the faculty lounge; improper access to the faculty mailboxes; or reading anything on or taking anything from the teacher's desk or closets; possession of any school key
- Tardiness
- Inappropriate use of any school locker
- Inappropriate use of an school locker
- Violation of any parking regulations

THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE ANY AND ALL REGULATIONS FOR JUST CAUSE AT HIS OR HER DISCRETION.

This corrective action applies to any student who is:

- on school property
- in attendance at school
- at any school-sponsored activity
- at any other time or place involved in out of school behavior that has an effect on maintaining order and discipline or protecting the safety and welfare/reputation of the students, staff or school.

Code of Conduct:

At Marquette Catholic High School, we seek to create a healthy moral environment and to build a school community reflecting gospel values and the spirit of Jesus' love. We wish to develop an atmosphere that is conducive to learning, protect members of our school family from injury or malicious harm, and safeguard both private and school property. Our goal is to aid our students in growing into mature responsible Christian leaders. Firm and sound discipline of the individual is basic to this development. Respectful behavior must be taught, learned and practiced.

As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer should be exemplary. Students should always remain silent during Mass and prayer experiences except to pray aloud or sing as appropriate. Students who are not of the Catholic faith are expected to participate as fully as possible and to remain in respectful silence when not participating.

We expect everyone here, students, parents, teachers, administrators, and staff, to treat all others with respect. Courteous behavior and respect for the rights of others are expected of all students in classrooms, on campus, within the vicinity of school, and at all school functions both on and off campus. Off-campus conduct that reflects negatively on Marquette Catholic High School can be grounds for school disciplinary action, including, but not limited to, expulsion in the School's sole discretion.

CODE OF CONDUCT AND DISCIPLINE

COVENANT ON STUDENT CONDUCT:

At Marquette Catholic High School, we seek to create a healthy moral environment and to build a school community reflecting gospel values and the spirit of Jesus' love. We wish to develop an atmosphere that is conducive to learning, protect members of our school family from injury or malicious harm, and safeguard both private and school property. Our goal is to aid our students in growing into mature responsible Christian leaders. Firm and sound discipline of the individual is basic to this development. Respectful behavior must be taught, learned and practiced.

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HARASSMENT POLICY

STATEMENT OF INTENT

We, the students, faculty, parents, staff and supporters of Marquette Catholic High School are committed to providing a compassionate, receptive and non-threatening atmosphere for each and every one of our students to learn and succeed in. We have a "early response" policy against harassment meaning that harassment of any sort is deemed completely unacceptable in our school community. If harassment does occur, students should be assured of the fact that all incidents will be addressed quickly, thoroughly and effectively. **We also expect that anyone – whether student, educator, family member or other school party – who witnesses or has other knowledge of an incident of harassment will report the incident to the principal, assistant principal or to the Guidance Office immediately and with the promise of confidentiality if desired.**

DEFINITION OF HARASSMENT

Harassment can be generally defined as the use of aggression, intimidation and/or cruelty with the deliberate intent of hurting another person verbally, physically or emotionally. Harassment carries the ramification of causing pain and stress to the victim. **Harassment is never justified and is not excusable as "kids being kids", "just teasing" or any other rationalization. The victim is never "responsible" for being a target of harassment.**

Specific types of harassment may include, but are not limited to:

EMOTIONAL: Being deliberately unkind, shunning, excluding or tormenting.

Examples: Forcing another student to be "left out" of a game or activity, passing notes making fun of a victim, or making threatening faces or gestures.

HOMOPHOBIC: Any harmful speech or conduct focusing on the issue of a victim's alleged or actual

sexual Orientation.

Examples: May include calling student names such as “faggot” or “dyke”

PHYSICAL: Pushing, kicking, hitting, tripping, punching or using any other sort of violence against a victim.

Examples: Shoving a victim into lockers while changing classes in the hallway, throwing objects at a victim.

ETHNIC/RACIST INTOLERANCE: Taunts, slurs and/or physical threats directed around a victim’s race, religious practice.

SEXUAL: Initiating and/or executing unwanted physical contact, making sexually threatening and/or abusive comments.

Examples: Grabbing a victim’s body, using derogatory labels such as “slut”

VERBAL: Name calling, ridiculing, using words to attack, threaten or insult.

Examples: Spreading rumors, making fun of a student’s appearance, mannerisms or intelligence.

Please note that an instance of harassment may fall into more than one “category” listed above.

WRITTEN: Writing negative notes about other students at school or on the Internet.

Examples: Threatening notes, e-mail, or the use of other Internet programs such as “My Space”.

WHY ARE HARASSMENT AWARENESS AND PREVENTION SO IMPORTANT?

As recent nation wide cases have unfortunately shown, harassment plays a major role in many occurrences of school violence. Students who harass have been proven to have a much greater chance of becoming criminals later in life, and some victims of harassment turn to violent outbursts as a “last resort” to escape their torment.

Nationally, harassment has also been linked to a large percentage of teen suicides, and can leave victims with emotional and physical scars well into adulthood. Besides that – put simply – harassment hurts, and no one deserves to be bullied. **Respect, tolerance and safety are rights we expect and take for granted in our personal lives and workplaces. Schools should be no different.**

Students come to school to learn and grow. Harassment seriously damages and can even destroy that process. Adults have a responsibility to ensure that children are protected, and schools have an obligation to respond promptly and thoroughly to issues of harassment.

POLICY OBJECTIVES

- All school staff, students and parents should have a full understanding of what harassment is and what it encompasses;
- All school staff should be thoroughly familiar with the harassment policy, and should follow it accordingly when harassment is reported or observed;
- All students and parents should be thoroughly familiar with the harassment policy, and should know what steps to take when harassment occurs;
- Students and parent should be reassured that the school takes harassment utterly seriously, and will support victims and their families when harassment is reported;
- Harassment will not be excused, permitted or tolerated under any circumstances.

PROPER HARASSMENT REPORT/RESPONSE PROCEDURES

1. All harassment incidents between any M.H.S. students will be reported in writing immediately to the principal, assistant principal or Guidance Office.
2. Staff members will make a written record of all reported harassment incidents and share them with the principal or assistant principal by completing a Disciplinary Referral Form report.
3. Parents of both victim and perpetrator will be informed about the problem. If it is deemed appropriate a meeting will be scheduled.
4. In severe instances, local police will be contacted. The victim and his/her family will be informed of their

legal options and right to press charges if applicable.

5. The harassment behavior or threats will be investigated quickly and fully, with both victim and perpetrator informed that the behavior will/must stop immediately.
6. The perpetrator will meet with the principal, assistant principal or Guidance Office and his/her parents to help them understand the seriousness of his/her actions (to include placing themselves in the victim's shoes to appreciate the undesirable effects of the behavior), and to learn appropriate means of changing behavior.

FURTHER OPTIONS AND OUTCOMES

1. The bully will be asked to genuinely apologize to the victim and victim's parents or guardians.
2. Suspension, expulsion or criminal charges will be considered in all cases with the victim fully informed of all options and actions.
3. If feasible and if agreeable to the victim, both victim and bully will meet with the principal, assistant principal or Guidance Office to discuss the problem and brainstorm ideas for reconciliation.
4. After the incident has been thoroughly investigated and dealt with, school staff will monitor all involved students (including regular "check-ins") to ensure that bullying does not resume or reoccur.

TOOLS FOR PREVENTION AND EDUCATION

The school will adopt any/all of the following tools to prevent and educate students about harassment:

- Writing, posting/otherwise making very visible a set of descriptive school rules
- Supplying all students, faculty, staff and parents with copies of the harassment policy
- Asking students to sign and adhere to the policy
- Emphasize the importance of reporting incidents of harassment, both observed and experienced, and including confidentiality as an option in making such report
- Engage students in role-playing, creative writing exercises and/or open discussions about harassment
- Distribute current literature about harassment to students, parents, faculty and staff
- Developing an anti-harassment liaison in local law enforcement
- Emphasis repeatedly that harassment **will not be tolerated at Marquette High School**

WARNING SIGNS AND SYMPTOMS OF HARASSMENT

Not all victims of harassment will let on that they are suffering at school. Many feel that admitting how bad things have gotten will increase their torment at the hands of the perpetrators if they risk "snitching" are afraid no one will believe or support them or are too embarrassed to admit what is happening. Parents and faculty should openly encourage students to report all incidents of harassment that are observed or experienced firsthand.

Even in the event that a student is not forthcoming about being harassed, there may be signs or symptoms that suggest a problem. Adults should be aware of these symptoms and what they signify, and should investigate immediately.

A child may be a victim of harassment if he or she:

- Is noticeably frightened or evasive when asked "what is wrong",
- Suddenly loses appetite;
- Begins harassing or showing unusual aggression with siblings, playmates or other children;
- Comes home unusually hungry (may indicate lunch money or lunch itself has been stolen);
- Repeatedly "loses" lunch, money or possessions;
- Has unexplained cuts, scrapes or bruises;
- Comes home with clothes dirty or torn, or books/other possessions damaged;

- Begins to perform poorly in schoolwork;
- Repeatedly claims to feel ill before going to school;
- Cries him/herself to sleep at night or suffers from chronic nightmares;
- Threatened or actually attempts suicide or other forms of self-harm;
- Attempts to or actually runs away from home;
- Begins stammering, appearing nervous and/or afraid to look people in the eye;
- Seems withdrawn, anxious or suddenly suffering from low self-esteem;
- Begins to skip school or begs to change schools or not to have to go to school;
- Makes significant changes to his/her routine;
- Begs to be driven to school so as not to have to walk or take the bus;
- Demonstrates marked fear or unwillingness to go to school or take the bus;
- Gives unlikely/unconvincing excuses for any of the above behaviors

It should be noted that the above signs may indicate other problems, but harassment should promptly be considered a possibility and looked into.

MARQUETTE CATHOLIC HIGH SCHOOL DRUG POLICY POSITION STATEMENT

Marquette Catholic High School does not condone the sale, use, possession and/or distribution of alcohol or illegal drugs by students on or off the campus.

Marquette reserves the right to require drug-screening tests of its student. Parents/guardians who refuse to allow their student to be immediately tested will be required to remove their child from the school.

This policy also does not condone any student being in the presence of others who have used or are using drugs or alcohol, or who are under the influence of either.

The use and/or possession of alcohol, illicit drugs or paraphernalia while under the jurisdiction of Marquette will ordinarily result in the student being dismissed from Marquette Catholic High School.

MARQUETTE CATHOLIC HIGH SCHOOL DRUG POLICY

Marquette Catholic High School does not condone the use, possession and/or distribution (including selling) of alcohol or illegal drugs by students.

Marquette Catholic High School has an administrative team that is responsible for advising the Principal in matters of abuse, prevention education, screening, disciplining and identification of students who may be violating the school's drug policy.

Marquette Catholic High School reserves the right to require drug screening tests of those students who, the administration feels, exhibit behavior ordinarily associated with alcohol or illegal drug use. Parents/guardians who refuse to allow their child to be tested will be required to remove their child from the school.

The main goal of Marquette's drug screening is to ensure that the school is a safe learning environment. Out of concern for all the students and the larger community of Michigan City, Marquette will seek to deter any serious drug problem by helping to ensure that no student at the school is using illegal drugs. During the school year students may be screened for drug use. The administration reserves the right to require the testing of any students.

First violation of this policy by a student will result in mandatory drug counseling and further drug screening. The second violation of this policy will result in expulsion.

GENERAL INFORMATION

BUILDING HOURS

The main school building is open 7:00 AM to 3:30 PM on school days. The Scholl Center/Gym hours will vary. Any student or group of students in the building at any other time must be supervised by a member of the faculty, or by an adult approved by the Principal or Athletic Director. Students are to be only in that part

of the building where the activity is taking place.

CELL PHONES

Students are not to have cell phones on their person during the regular school day – this includes lunch.

Cell phones must be turned off and remain in lockers. If there is a student emergency, students may contact an office representative to use a Marquette phone. Cell phones may be used to support communication at practices and/or extra curricular events. It is expected that teachers use cell phones only outside of the classroom setting.

Two strike system:

- 1) First offense: Phone is turned into Principal's office and tagged with student's name. Parent will be called. Student will receive the phone back on Friday afternoon of that week.
- 2) Second offense: Phone turned into Principal's office, tagged with student's name to be picked up on Friday afternoon of that week. Parent will be called. Student will serve Principal's service detention.

Only translation machines and/or lap tops will be allowed to be used by students. Any other electronic devices such as IPODS and the like will not be allowed at any time during school day (including lunch).

CHANGE OF ADDRESS, PHONE NUMBER, EMAILADDRESS

It is important that the school office records be up-to-date. Please inform the main office of any change in address, phone number or significant information.

CLUBS

The following clubs and activities are available for student participation: Student Government, National Honor Society, Adventurer's Club, Drama Club, Marquette Singers, Spirit Club, Spell Bowl, Quiz Bowl, Super Bowl, Science Olympiad, Environmental Club, and others determined during the school year.

EMERGENCY PROTECTION PLANS

Fire Drills, Tornado Drills, Code Red and Blue are practiced throughout the year.

FIELD TRIPS

If the teacher and the Principal consider it an enriching, educational experience for students to attend a program or visit a place of interest, parental permission must be secured in writing, in advance, for any student to be a part of the field trip.

FINAL EXAMS

Final exams are administered at the end of each semester. All financial obligations must be current.

This also includes athletic fees and all sport uniforms returned to Marquette.

GANG MEMBERSHIP

Membership in any gang by a Marquette student is prohibited and will be subject to appropriate disciplinary action. Parents should be aware of their children's behavior which may indicate to them some suspicion of gang membership. Law enforcement officials warn parents to be aware of the following behaviors which may confirm suspicions: 1) Poor progress or achievement in school, 2) Truancy from school, 3) Lack of hobbies or something to do with leisure time, 4) Negative contact with police, 5) Drawing of gang insignias, and 6) Wants to dress in traditional gang clothes.

GUM CHEWING/FOOD IN BUILDING

Gum chewing is not allowed in any of the buildings. No food and/or drink will be allowed anywhere in either building except for the Commons Area.

INSURANCE: STUDENT AND ATHLETIC

Marquette Catholic High School has a continuing concern about the increasing cost of medical care as it relates to both student and athletic accidents. As a result of this concern, we have purchased a program of blanket student & athletic accident coverage for all students.

This program is intended to supplement your family or employer group coverage or plan. It is **NOT** designed to replace your present coverage. The policy is held by the school.

The coverage is for medical bills only resulting from ACCIDENTS only that take place during supervised and sponsored school activities including the official play and practice of interscholastic sports. An accident is defined as an unexpected, sudden and definable event which is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions which result from participation in school activities do not necessarily constitute an accident. Illnesses, disease, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are **NOT** covered.

The plan is excess coverage and payment is made only after payment has been made by the primary carrier. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within **60 days** of the accident. Only expenses incurred within **52 weeks** of the date of the original accident are considered. All bills and insurance information must be submitted within **15 months** of the date of the original accident. Benefits are determined by the REASONABLE AND NECESSARY charges for the geographic region.

If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.

If your son or daughter should be injured in a school activity, report the accident to the Principal immediately and obtain an insurance claim form. Follow the instructions on the claim form. The claims are processed by Student Athletic Protection, Inc. of Kalamazoo, MI. If you should have any questions about the claim filing procedure, please call them at 1-800-232-1579.

THE FOLLOWING ITEMS ARE NOT COVERED BY INSURANCE:

1. Suicide or a suicide attempt while sane: or self-destruction or an attempt to self-destroy while sane.
2. Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers.
3. Loss covered by other valid and collectible insurance or plan.
4. Hernia, in any form.
5. Sickness or disease in any form.
6. Fighting, unless as an innocent victim.
7. Expense incurred for the use of orthotics unless used exclusively to promote healing.
8. Use of electric, bio-mechanical devices.
9. Non-prescription drugs.

LOCKERS

The lockers and locks are the property of Marquette Catholic, which reserves the right to appoint school personnel to inspect and regulate their usage. No locks other than those issued by the school may be used. Students, however, should exercise discretion in keeping their combinations secret. Students will keep their lockers securely locked at all times. The school is not responsible for items stolen. Students who have valuables that they hesitate to keep in their lockers should consult with the School Office staff for possible alternatives. **Lockers are to be kept clean, and any decoration of locker interiors must be nondestructive.**

Students must turn their locks in at the end of each school year. Failure to do so will result in a \$5.00 fee.

THE ADMINISTRATION RESERVES THE RIGHT TO SEARCH LOCKERS AT ITS DISCRETION.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is granted only to those students selected by Marquette's NHS faculty council. Minimum academic standing for membership consideration is a 3.7 cumulative grade point average. Determination of membership is based on both objective and beginning in 2008 subjective information which is reviewed by the faculty council. In addition to the academic requirements, membership in NHS is determined by a student's leadership, service and character. The NHS constitution guides the faculty council in determining membership. Student members of NHS who find themselves in either academic or disciplinary problems may, after a hearing, be required to resign their membership in NHS.

NON-DISCRIMINATION POLICY

Marquette admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at this school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, loan programs and athletic and other school-administered program.

PARKING REGULATIONS

In cases where it is necessary for a student to drive a car to school, it is essential that he respect the following guidelines:

1. Observe safe driving rules at all times.
2. Students are to park in the Scholl Center/Gym parking lot after obtaining a parking permit tag from the office. Price is \$15.00. Students must have a valid driver's license and proof of insurance in order to receive a parking permit.
3. Do not park in the Faculty/Visitors parking lot or on Buffalo Street between 10th and 11th Streets.

Students that park illegally may be asked to move their car, may be ticketed by police authorities or have their cars towed by police authorities.

Students that drive in a reckless manner will be subject to disciplinary action by the administration.

PHOTO COPYING

Students needing photo copying will be charged 10 cents per copy. Photo copying must be done in the school office.

RIGHTS RESERVED

The Administration of Marquette reserves the right to change the requirements for admission or graduation announced in these guidelines; to change the arrangement, scheduling, credit, content of courses, books used, fees charged, and regulations affecting students; and to dismiss or refuse to readmit any student at any time, should it be deemed in the interest of the student or school to do so. It is the personal responsibility of each student to acquire knowledge of all regulations set forth in the Guidelines. The Administration reserves the right to amend, modify or change any provision, rule or regulation contained in the Handbook and Calendar.

SAFETY DRILLS

Fire and tornado drills along with code red and blue drills are held regularly by the laws of the State of Indiana to develop safety practices that will help students move quickly and in an orderly manner to designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill, personal safety will depend on the way in which students carry out regular procedures or modified instructions which the situation may face. Any disturbance, including talking during emergency drills, will result in disciplinary action.

SCHOOL CLOSING

In the case of a school cancellation or delay, students are to check their Marquette e-mail. The official announcement for school closing/delay will be broadcast over the local radio station and television stations. The following stations are the sole and official source for the announcement of a school closing:

WEFM 96FM, TV Channel 22 (WSBT – South Bend).

SMOKING

Marquette is a smoke-free environment. Smoking at a Marquette function, school-sponsored event, on school grounds or within two blocks of the Marquette campus is prohibited. If a Marquette employee observes a student smoking in any of those situations, a disciplinary referral will be made to the administration. The student who has been determined to have violated this policy will receive an in-house suspension for one day and an informational letter will be sent to the student's parent/guardian. Students involved in athletics, student government, or honor society, will be additionally penalized.

STUDENT OFFICES

All student government officers, class officers, and homeroom representatives must fulfill all school academic, social and community service requirements. Any student placed on disciplinary probation or academic probation may be removed from his/her office for the balance of the school year. In order to run for an office, a student must be registered for the up-coming school year and must maintain a cumulative GPA of 2.75 or above unless the administration waives this requirement for any student. All office holders or candidates for office must strictly adhere to the community service requirements.

WITHDRAWAL PROCEDURES

Students withdrawing from Marquette should first obtain a Withdrawal Form from the school office. These forms must be completed and signed by both student and parent, and returned to main office before any records will be released.

MARQUETTE CATHOLIC HIGH SCHOOL TECHNOLOGY/ INTERNET ACCEPTABLE USE POLICY

Please note: All students/families are appointed emails accounts and Edline accounts. All of Marquette Catholic's communication is done via electronic mail. We remind all student/parents to check their email & Edline on a daily basis.

I. BACKGROUND

The Internet is an "electric highway" connecting millions of computers all over the world and millions of individual users, allowing student's access to communicate with fellow students all over the planet.

The Internet is an international collection of thousands of independent networks. It links tens of thousands of computers with the ability to communicate as if on a single network. The Internet provides a means for people to interact and associate with others.

Internet access is now available to students and teachers at Marquette Catholic High School. The access is being offered as part of a collaborative project involving Marquette and a local Internet Service Provider. The school's goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

Electronic information research skills are now fundamental to the preparation of citizens and future employees during the age of information. It is expected that teachers will blend thoughtful use of such information throughout the curriculum and assist students in the appropriate use of such resources.

Use of the Internet enhances the present curriculum of Marquette. The Internet is a tool for motivation for increasing reading and writing skills. It is a resource for information and for classroom research projects and other studies related to the curriculum. It provides communication with professionals in every field.

Use of the Internet is determined to be a privilege and not a right of Marquette students. As such, Internet

usage will be regulated. This policy outlines and defines Acceptable Use on the Internet at Marquette High School.

II. SCHOOL'S RESPONSIBILITY

This policy specifically sets out acceptable uses, rules of on-line behavior, and access privileges regarding Internet use through Marquette. It also covers the penalties for violations of the policy, including security violations and vandalism of the system. The school will secure and maintain a written agreement to be signed by teachers, students, and their parents outlining the terms and conditions of Internet use which will be kept on file.

All use of the Internet must be in support of education and research and consistent with the purposes and Christian mission of Marquette. Students are responsible for good behavior on the school's computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services will only be provided to students after they agree to act in Christian, considerate, and respectable manner.

Independent student use of telecommunications and electronic information resources will be permitted upon submission of permission forms that include guidelines for the student's responsibilities. Based upon the acceptable use guidelines outlined in the policy, Diocesan policy, and the permission forms, Marquette's administration, faculty, and staff of the school may request the principal to deny, revoke, or suspend specific user accounts when violations occur.

Marquette High School and the Diocese are not liable for information stored on school diskettes, hard drives, or servers; for information retrieved through school computers, Networks, or on-line resources; or unauthorized financial obligations resulting from use of Diocesan and/or Marquette High School resources and accounts to access the Internet.

III. ACCEPTABLE USE

The use of the Internet and related technologies must be in support of education and research, and consistent with the educational objectives, purposes and mission of Marquette. Use of other organizations' networks or computing resources must comply with the rules appropriate in these networks.

Individual users of the computer networks are responsible for their behavior and communications over these networks. It is imperative that users comply with school standards and honor the agreements they have signed.

Networks storage areas may be treated like school lockers. Designated school representatives may review files and communications to maintain system integrity and ensure that students are using the system responsibly and are consistent with the acceptable uses outline herein. Users should expect that files stored on school servers will not be private.

A defined network etiquette is followed.

IV. UNACCEPTABLE USE

The use of the Internet connection in the school is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Marquette's administration will deem what is appropriate and inappropriate and their decision is final.

The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems, or computer networks or attempting to harm or destroy data of another user.
- F. Violating copyright laws.
- G. Use of any other person's password.

- H. Trespassing in other's folders, work or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes.
- K. Transmission of any material in violation of any federal, state or local law, regulation, rule or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited.

V. ADDITIONAL POLICIES

1. The students and staff should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. Marquette's network system operator, or other school employee, may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration or law enforcement officials.
2. When sending electronic messages, students and staff shall not include information that could identify themselves or other students and staff. Examples of identifying information include last names, addresses, and phone numbers. Your Internet ID and password are provided only for your personal use. Do not share your password with anyone, and do not use anyone else's password, regardless of how the password was obtained. If you suspect someone has discovered your password, change it immediately. Students and staff shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
3. Students and staff shall not use Marquette's computer network to solicit sales or conduct business (e.g., by posting an advertisement to a news group). Students and staff shall not set up web pages to advertise or sell a service.
4. Students and staff shall not infiltrate, or "hack," outside computing systems or networks. Examples: the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network. Students and staff shall not disrupt a system or interfere with another's ability to use that system (e.g., by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash). Nor shall students or staff do any of these things to Marquette's computer system.
5. Students who violate the Internet use rules set forth by Marquette High School will be subject to the penalties established in Marquette's Disciplinary Policy. Please review the policy before using school computers.
6. All sites containing sexually explicit materials - materials showing male or female nudity - are off-limits to students. Examples include *Playboy* or *Penthouse* magazine websites.
7. Students and staff shall not:
 1. Copy and forward;
 2. Copy and download; or
 3. Copy and upload to the network or Internet server any copyrighted material, without approval by the computer system operator, a teacher, or Principal. Copyrighted material is anything written by someone else. It could be an e-mail message, a game, a story, an encyclopedia entry or software.

VI. CONSEQUENCES FOR VIOLATION OF THE PRIVILEGES

The faculty, staff, or parent/guardians may request the administration or a designated school representative to deny, revoke, or suspend a student user's access to the Internet and related technologies due to unacceptable use. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the Marquette handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.

VII. PARENTS'/GUARDIANS' RESPONSIBILITY

During school time, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the families' right to decide whether or not to apply for the student's independent access to an

Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Parents/guardians accept responsibility for guidance on Internet use, setting and conveying standards for the child to follow when selecting, sharing or exploring information and media. Parent/guardians will be responsible for any financial obligation incurred through the use of the Internet and related technologies that is not specifically previously approved and included as part of the school's budget.

Parents/guardians will be notified that their children will be using school resources and accounts to access the Internet (Parent/guardians have the option to request alternative activities not requiring Internet access).

VIII. SCHOOL PROFESSIONALS' RESPONSIBILITY

The students will, in most cases, be closely supervised during usage of the network. Precaution will be taken that they are instructed on proper usage when they are working independently. Students may pursue electronic research independent of staff supervision only if they have been granted permission and have submitted all required forms. Permission is not transferable and may not be shared.

Staff will provide at least two class periods of training in the proper use of the network. They will provide developmentally appropriate guidance to students during students' use of telecommunications and electronic information resources to conduct research and other studies related to the school's curriculum. As much as possible, access to the network will be designed to point students to resources which have been evaluated by staff, and students shall be provided with guidelines and lists of information particularly suited to the learning objectives.

The smooth operation of the network relies upon the proper conduct of the ones who use it. They must adhere to strict guidelines. These guidelines include the responsibilities of not violating the privacy of other users, the right of free expression, and not plagiarizing other user's work.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the contexts of a school setting and Marquette's purpose of Christian mission. A limited precaution may be taken to restrict access controversial materials by using special software (for example, Surfivatch or Cybersitter).

The school's designated representatives are responsible for determining and uncovering incorrect usage of the Internet and also for informing the school's administration of the student in question. The designated representatives reserve the right to inspect accounts when they believe there is suspicion of misuse. The student is responsible for adhering to all rules and guidelines while on-line with the Internet.

