



# **Academic Handbook**

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## **Criteria for Admission to Dual Credit and Honors Level Classes**

A student who desires to enroll in a Marquette Catholic High School's Honors course must meet certain requirements. Dual Credit and Honors classes are reserved for the top academic 15-20% of their respective class.

The following criteria are generally considered when applying for an honors level class:

- Student must be in the top 15-20% of their respective class
- 3.7 or higher cumulative GPA
- Student must have earned an "A" average in prerequisite class
- Test scores
  - MAP
  - Reading Levels
  - PSAT
- Teacher recommendation
- Dual Credit courses may be subject to other entrance requirements, including but not limited to passing the Accuplacer (Ivy Tech) Test and so forth.

## **Marquette Catholic Expectations for Dual Credit/Honors and AP Courses**

- 1) The goal for students in honor level courses is more than just being able to reproduce what was told to you in the classroom. Expect to be able to apply what you have learned in new situations.
- 2) Expect material to be covered at what seems to be an increased pace. Retention of previous material is essential to further development of the concepts and success. It is expected that students have mastered the concepts of the pre-requisite courses and having to relearn these concepts while expanding and applying them will cause additional stress.
- 3) Classroom time is at a premium so it must be used efficiently. Do not expect to be able to get your homework done in class as well as learn new material simultaneously. Also, do not expect to do homework for another class and be successful in this one.
- 4) Take notes in class! Since learning the material is your responsibility, having the information written by your own hand will increase your opportunity to learn and retain the information.
- 5) You cannot be "taught" everything inside the classroom as experience working the problems and combining the theory takes time and practice. Therefore, it is essential that you do your homework to give you this needed time to process the material.
- 6) The instructor's job is to provide a solid framework with some particulars to guide the student into learning the concepts and methods which comprise the material of the course. It is NOT to "program" you with isolated facts and problem types that you can simply regurgitate.

7) You must use your resources, materials, apps and so forth to guide you through the class. There are two different approaches:

a. Read for the first time the appropriate section(s) of the resources before the material is presented in the classroom. As the material is taught, you can then process and sort the specific content into what you have generally learned. Being prepared for class makes the accelerated pace more manageable (recommended for most students).

b. Try to pick up what you can from the lecture by absorbing the general idea or through taking notes. Then read through the appropriate section(s) of the book to sort through the learned material properly (not recommended for most students as this tends to cause “information overload”).

8) **Ask questions in class.** Though it may appear most people are “getting it,” chances are more people will appreciate your question rather than resent your asking it (provided that your question shows that you have been fully engaged in the classroom discussion).

9) Study with other students in the class. This will greatly decrease your chances of “learning the material wrong.” More importantly, it will give you the opportunity to engage others in the discussion of the material which will help clarify everyone’s knowledge.

## **Student Academic Progress**

Progress may be accessed by using Renweb. Passwords are issued to each student and their parents at the start of the school year. Grades are updated biweekly. Students’ report cards may be viewed on Renweb and updated twice a year, following the end of each term. Cumulative GPAs are also included on the grade reports. It is expected that parents, teachers and students share the responsibility of communicating student progress.

**DIPLOMA REQUIREMENTS**  
\*Class of 2022 & beyond

Area	Marquette Catholic High School Diploma	Marquette Catholic High School Academic Honors Diploma
<b>English</b>	<b>9 credits</b> <input type="checkbox"/> 2 credits in English 9 <input type="checkbox"/> 2 credits in English 10 <input type="checkbox"/> 1 credit in Speech <input type="checkbox"/> 4 credits in any additional core 40 English Course	<b>9 credits</b> <input type="checkbox"/> 2 credits in English 9 <input type="checkbox"/> 2 credits in English 10 <input type="checkbox"/> 1 credit in Speech <input type="checkbox"/> 4 credits in any additional core 40 English Course
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> <input type="checkbox"/> 2 credits in Algebra I <input type="checkbox"/> 2 credits in Geometry <input type="checkbox"/> 2 credits in Algebra II  In addition, all students must take a math or quantitative reasoning course each year.	<b>8 credits</b> <input type="checkbox"/> 2 credits in Algebra I (If requirement is met in 8 <sup>th</sup> grade will need 8 additional credits) <input type="checkbox"/> 2 credits in Geometry <input type="checkbox"/> 2 credits in Algebra II <input type="checkbox"/> 2 credits in Core 40 math courses <input type="checkbox"/> 2 add'l math credits if needed In addition, all students must earn two credits in a Core 40 math or physics course during their junior or senior year.
<b>Science</b>	<b>6 credits</b> <input type="checkbox"/> 2 credits in Biology I <input type="checkbox"/> 2 credits in Chemistry I or Physics I <input type="checkbox"/> 2 credits in any additional Core 40 science Course	<b>6 credits</b> <input type="checkbox"/> 2 credits in Biology I <input type="checkbox"/> 2 credits in Chemistry I or Physics I <input type="checkbox"/> 2 credits in any additional Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> <input type="checkbox"/> 2 credits Geography & History of the World <input type="checkbox"/> 2 credits in US History <input type="checkbox"/> 1 credit in US Government <input type="checkbox"/> 1 credit in Economics	<b>6 credits</b> <input type="checkbox"/> 2 credits Geography & History of the World <input type="checkbox"/> 2 credits in US History <input type="checkbox"/> 1 credit in US Government <input type="checkbox"/> 1 credit in Economics
<b>Theology</b>	<b>7 credits</b>	<b>7 credits</b>
<b>World Languages</b>	<b>6 credits *</b> <input type="checkbox"/> 6 credits classroom language	<b>6-8 World Language Credits</b> <input type="checkbox"/> 6-8 credits from 1 World Language or 4 credits from each of 2 different World Language
<b>Fine Arts</b>		<b>2 credits</b>
<b>Health</b>	<b>1 credit</b>	<b>1 credit</b>
<b>PE</b>	<b>2 credits</b>	<b>2 credits</b>
<b>Directed Electives (Academic)</b>	<b>3 credits</b> (World Language, Fine Arts, Career & Technology)	N/A
<b>Electives (General)</b>	<b>4 credits</b>	<b>1-3 credits</b>
<b>Additional Requirements</b>		<b>Complete <u>one</u> of the following:</b> <input type="checkbox"/> 2 AP courses (4 credits) and corresponding AP exams <input type="checkbox"/> Academic transferable dual high school/ college courses resulting in 6 college credits <input type="checkbox"/> 1 AP course and corresponding AP Exam and academic transferable dual high school/college course(s) resulting in 3 college credits <input type="checkbox"/> Combined score 1250 or higher on SAT and a minimum score of 560 on math and 590 on the evidence based reading and writing section. <input type="checkbox"/> Earn an ACT composite score of 26 & complete written section.
<b>GPA Requirements</b>		No individual grades below a "C" in course that will count toward the diploma and must have a final overall GPA of "B" or higher
<b>TOTAL</b>	<b>50 credits required</b>	<b>50 credits required</b>

## **Schedule Change Policy**

Students are expected to complete courses for which they are enrolled. If changes are necessary, students must submit a request to an Academic Advisor before the conclusion of the second semester final examinations. Any decision to add or drop a class will be initiated by the Office of Academic Affairs.

Class size or section conflicts may prevent the student from receiving his or her first choice of elective and/or honors level courses. Additionally, if at the time when course selections are made, a student receives approval for a particular course but subsequently drops in performance or fails to fulfill course prerequisites, the student will be placed in an alternative elective course based upon availability.

## **Transcript Request Policy**

**Current Seniors:** Marquette students who are currently in high school should request transcripts for colleges and universities using our partner and online transcript request program, Parchment. Please allow 3-5 business days from the time your request is completed in Parchment for processing of your request.

**Marquette Alumni (Class of 2012 and beyond):** Marquette alumni from the class of 2012 and beyond may request transcripts using our partner and online transcript request program, Parchment. Please select the destination of your transcript, authorize the release of the transcript and pay a \$10.00 transcript fee to Parchment. Please allow 3-7 business days from the time for your request to be processed.

**Marquette Alumni (Class of 2011 and prior):** Marquette alumni that have graduated in 2011 or prior and do not have a Parchment account, please use this form: **TRANSCRIPT RELEASE FORM - NEXT PAGE**

**Transcript Request for Scholarships** All requests for scholarships must follow the above instructions and notify an Academic Advisor with the name of the scholarship you are applying for.

REMINDER::: If you have taken a dual-credit class through Ivy Tech, PNW or IU, please contact the university directly for a copy of your college transcript.

# TRANSCRIPT RELEASE FORM

Under the Family Education Rights and Privacy Act, we are required to obtain your written permission in order to forward a transcript to other schools, colleges, universities, organizations, the National Clearinghouse or prospective employers.

I, \_\_\_\_\_, consent to the release of all records.  
(PRINT NAME that you used while in attendance at MHS)

Married Name \_\_\_\_\_ Maiden Name \_\_\_\_\_  
(PRINT NAME) (PRINT NAME)

Year of Graduation: \_\_\_\_\_ Date of Birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_

Today's Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone number to contact you with questions (\_\_\_\_\_) \_\_\_\_\_

Please fax these records to: (\_\_\_\_\_) \_\_\_\_\_

Attention: \_\_\_\_\_

Please mail these records to the following address: (PLEASE PRINT)

Please allow 3 to 7 business days for processing from the time the request is received in our office. Marquette Catholic High School MUST have the signature of the former student to release transcripts. Only if former student is under 18 may a parent sign.

If paying by check, cashier's check or money order make payable to: Marquette Catholic High School. Transcripts are \$10.00 per copy.

Please send all transcript requests to:

Marquette Catholic High School  
306 West 10<sup>th</sup> Street  
Michigan City, IN 46360

## Student Transfer Agreement

Welcome to Marquette Catholic High School, home of the Blazers! We are thrilled you have selected to transfer to our school. In an effort to support your success, we have structured an agreement intended to clarify academic, behavioral, and financial expectations. If you ever need assistance in any of these areas, please contact the following individuals:

**Office of Academic Affairs:** Mrs. Mary Kay Mary and Ms. Tracy Wagner

[mkmark@marquette-hs.org](mailto:mkmark@marquette-hs.org)

[tracy.wagner@marquette-hs.org](mailto:tracy.wagner@marquette-hs.org)

**Director of Admissions:** Ms. Jennifer Quinlan

[jquinlan@marquette-hs.org](mailto:jquinlan@marquette-hs.org)

As a transfer student, I agree to the following conditions:

- Submit all application materials
- Pay registration fee
- Submit transcripts from sending school (Must be received prior to enrollment)
- Maintain a minimum cumulative GPA of 2.0 within the first year at Marquette
- Maintain 95% attendance
- Model expected behavior
- Remain in “good” financial standing

Being accepted as a transfer student is a privilege at Marquette Catholic High School. It is expected transfer students hold themselves to our high standards academically, behaviorally, and financially. We wish you the best on your continued education and success.

Principal: \_\_\_\_\_

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

Academic Advisor: \_\_\_\_\_

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

Student: \_\_\_\_\_

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

Parent: \_\_\_\_\_

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



## 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. Term grades are the only grades used in computing GPA and recorded on the cumulative permanent record/transcript. Summer school, and correspondence courses do not count towards the GPA. Credits for these classes may be awarded upon approval from our Office of Academic Affairs. The scale that follows shows the numerical equivalent of each letter grade.

Grade	Percent	College Prep	Honors
A	100-90	4.00	5.00
B	89-80	3.00	4.00
C	79-70	2.00	3.00
D	69-60	1.00	2.00
F	59 and below	0.00	0.00

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

**Summa Cum Laude:** 4.00 or above

**Magna Cum Laude:** 3.70 to 3.99

**Cum Laude:** 3.00 to 3.69

## Academic Probation

A student is placed on academic probation when the student earns less than a 2.00 grade point average for one semester and/or cumulative grade point average. Students will also be placed on academic probation if they fail two or more courses in one semester. In addition to suspension from extra-curricular activities, a student is subject to dismissal from Marquette Catholic if the student earns less than a 2.00 GPA for two semesters, holds less than a 2.00 cumulative GPA for two consecutive terms, or fails two or more courses in consecutive terms. In addition to increasing the student's GPA, students on academic probation are subject to suspension from extra-curricular activities and must maintain a 95% attendance rate.

It is our sincere desire to assist you in reaching your educational goal.

Some areas of assistance we would like you to consider are:

- Office of Academic Affairs: Contact Mrs. Mark & Ms. Wagner to schedule a meeting to review current grades and credits.
- Scaffolding plan with peer tutor
- Departmental tutoring
- Speak with your instructor(s)

We strongly recommend that you utilize these resources as soon as possible to develop a positive plan of action.

## **Policy for Student Accommodations**

Marquette Catholic High School, as a private school, does not implement or provide Individual Education Plans (IEP) for its students. Special Education law affects private schools differently than the public schools. Public schools are mandated to provide services to students identified with special needs. Private schools are not required to provide an IEP. They are not required to provide special education services to children with disabilities. We at Marquette offer adaptations to those students needing special assistance, whether the cause is medical, physical, or emotionally based. This may mean extra time on a test, the use of electronic devices, relocation of classroom services, etc.

Teachers, staff, and all other personnel at Marquette Catholic High School are expected to adequately provide accommodations to students identified with any recognized disability and/or service plan. The Office of Academic Affairs will coordinate requests for adaptations with standardized testing to include SAT, ACT, PSAT and IDOE mandated testing.

It is our intention to provide an equivalent learning environment for all students. This practice does not seek to afford anyone with an advantage over others. Rather, our goal is to support a level playing field throughout the school year.

## **College Field Trips**

Marquette will offer several field trips to college campuses throughout Indiana, Michigan and Illinois each semester. Each field trip will be announced via an email from the Academic Advising team.

Please note, several factors are involved with selecting the students to go on the field trips, including but not limited to: good academic standing, prior behavior on field trips, grade level (seniors then juniors have priority) and so forth.

Required for Field Trips:

- Students will be required to pick up and hand in permission slip by due date.
- Students must be in full uniform when attending the college field trips.
- ALL students must be on best behavior during field trip.
- It is the student's responsibility to notify your teachers in advance about your absence.

## **College Representative Visits to Marquette**

Throughout the school year, college representatives visit Marquette Catholic High school to speak with potential students. Please see the calendar and check your emails for the most current list of visits. This is a FANTASTIC way to meet face-to-face with a rep and ask specific questions you may have. In many cases, the reps that visit our school are from admissions and may be the person who may be evaluating their application. Often, the college reps will assess students "fit" at their institutions and assist with improving chances of getting in.

Your Name

Instructor's Name

Course Name and Period

Date

Marquette Catholic High School Writing Standards (Centered)

Students and teachers are expected to adhere to the following writing standards. Papers must be word processed. Double space the entire paper, from heading to conclusion. Include a four-line heading aligned left at the top of page one (example above). Add a header that includes your last name only and the page number, if your instructor requires it. Center the title of the assignment; do not underline it; do not put it in quotation marks (example above). Set up the page for one inch margins top, bottom and both sides. Remove spaces before and after paragraphs.

Use Times New Roman font: no scripts or graphic-style fonts on formal papers or writing assignments. Use size 12 font. Use standard 8 1/2 by 11 white paper if turning in on hard copy. Staple pages in the left corner. All written work should be free of grammar, usage and spelling errors. Use the writing process. Have someone else proof-read your work prior to submission. All writing generally has an introduction, body, and conclusion. All papers should conclude with the statement below-centered and signed.

This is my own work: \_\_\_\_\_

Key points:

- 1) MLA Citations, format and style: See MLA reference text: MLA Handbook for Writers of Research Paper or the Purdue OWL Web site: <https://owl.english.purdue.edu/owl/resource/747/01/>
- 2) Back up your work; when emailing work to a teacher, email it to yourself at the same time to ensure that it goes through.
- 3) Proofread and edit writing prior to submission.

Plagiarism: 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.

## MLA Checklist

- Is the heading in the upper left-hand corner of the first page?
- Does the heading include:
  - Your name?
  - Your instructor's name?
  - The course name?
  - The date?
- Does the paper have an original title (other than something like "Final Paper")?
  - Is the title presented without being bolded, italicized, or placed in quotation marks
- Does the paper have 1" margins on all sides? x Is the paper written in Times New Roman (or another standard font your professor allows) and in 12-pt. font?
- Is everything double-spaced (including any notes and the works cited page)?
- Are your last name and the page number in the upper right-hand corner of each page (0.5" from the top, or inserted using the "header" function in Word)?
- If you've used outside sources, do you have a works cited page? Is it titled "Works Cited" (without the quotation marks)? Does it have a page number (that follows the last page of your paper) and your last name?
- Are the entries in your list of works cited in alphabetical order by the author's last name?
- Are all sources properly cited?
  - Does each source have an entry on the works cited page?
  - Are all direct quotes in quotation marks?
  - Do all paraphrases and summaries clearly indicate that they come from other sources?

- Does each in-text reference include a parenthetical citation that includes the author's last name (unless it is obvious from the context of the sentence who you are referencing) and the page number from which the information was taken?
- If a quotation is 4 lines or more, is it block-quoted? (i.e. double-spaced, indented 1 inch from the left margin)
- Have you clearly indicated where you found all information you did not previously know?
- Does your works cited page conform to MLA format?