



# **Student Handbook**

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## **I. ABOUT MARQUETTE CATHOLIC HIGH SCHOOL**

### **Leading the Future of Education**

Marquette Catholic's vision statement anchors itself in our Catholic tradition of high academic expectations and faith formation for all students. The statement illustrates and speaks to how the world will view Marquette Catholic High School five years from the present. The vision considers four themes inspiring Marquette's implementation and strategic plan: Leading the Future of Catholic Education.

- Teaching & Learning
- Catholic Faith & Service
- Diverse & Inclusive Culture
- Globalization

### **Belief Statement**

*...Be More Campaign*

In everything we do, we believe in challenging the traditional way of educating our students. We believe in thinking critically and inspiring them to do the same. We do this by encouraging them to be driven, to be global, to be passionate, to be connected, to find faith, to discover God and to work for the common good. We ask our students to embrace high expectations and become exceptional.

### **Mission Statement**

Marquette Catholic High School, open to students of all faiths and cultures, promotes a college preparatory and global curriculum rooted in the gospel values of peace, service, freedom, love and justice. We afford students opportunities to develop a personal relationship with Jesus and a love for His church. We challenge students academically, socially, and spiritually.

### **Vision Statement**

Marquette Catholic High School, a Catholic Diocese of Gary urban school, is known globally for academic excellence and Catholic faith formation. Our students and teachers have a thirst for knowledge and learning. They live for the common good.

### **Diversity Statement**

Diversity is an integral and indispensable component of academic excellence and holistic student development. Marquette Catholic High School has the Christian responsibility to create and maintain a climate that affirms diversity of persons as well as diversity of views. A commitment to diversity means a commitment to the inclusion, welcome, and support of individuals from all groups, encompassing the various characteristics of persons in our community. Among these characteristics are race, ethnicity, national origin, gender, age, socioeconomic background, sexual orientation, geographic and linguistic background, religion, and physical ability. As we embrace and harness the power of diversity in our global world, we will provide students, faculty, and staff a high school experience rich in perspectives and opportunities to learn from each other.

## II. ADMISSIONS

**Director of Admissions:** Ms. Jennifer Quinlan (jquinlan@marquette-hs.org)

### **Application**

Marquette Catholic High School proudly welcomes students from all over the world. Each prospective student is expected to complete the enrollment application. In addition, each prospective student is asked to submit their most recent credentials - report card and ISTEP (or equivalent) scores.

Beginning in December, and every first Saturday of the month thereafter, Marquette offers the HSPT (High School Placement Test). Every prospective, incoming freshman is required to sit for this exam. Registration for the exam is first come, first served and must be conducted online.

Once all credentials are received, the prospective student's application file is presented for consideration for enrollment. Initial acceptance/welcome packets are mailed out after Spring Break.

### **Change of Address/Email**

It is the responsibility of the parent/guardian to inform the main office of any change in address, phone number, or significant information.

### **Student Transfer Policy/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.

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 that transfer students hold themselves to our high standards academically, behaviorally, and financially. We wish you the best in your continued education and success.

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

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

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

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

### **III. ACADEMICS**

#### **Office of Academic Affairs:**

academicadvising@marquette-hs.org

Ms. Tracy Wagner: Tracy.Wagner@marquette-hs.org

#### **Academic Code of Conduct & Discipline**

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 by the student and/or parent that reflects negatively on Marquette Catholic High School may be grounds for school disciplinary action, including, but not limited to, expulsion in the school's sole discretion. All conduct and disciplinary decisions are decided upon by the school administration.

#### **Materials/Resources**

Students are required to pay the technology and materials fee of \$350 per year. Please see Marquette's Responsible Use Policy for further information. Additionally, a calculator may be required for mathematics class.

#### **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 must meet with their teacher immediately. 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. In the event work is turned in late, it is up to the teacher's discretion to lower the percentage of completed work. When a student misses three assignments, they will be required to spend time after school in that teacher's classroom until 3:30 pm until the missing assignments are completed.

## Grading Scale

For the purpose of computing cumulative grade-point averages (GPA), and Honor Roll, Marquette Catholic High School uses a standard 4.0 scale, except for the honors courses which use a 4.5 scale, and dual enrollment/AP courses which use a 5.0 scale. Only semester grades appear on the transcript and are used for computing Honor Roll.

The scale that follows shows the numerical equivalent of each letter grade.

| LETTER GRADE | PERCENTAGE | COLLEGE PREP GPA | HONORS GPA | DE/AP GPA |
|--------------|------------|------------------|------------|-----------|
| A            | 93-100     | 4.00             | 4.50       | 5.00      |
| A-           | 90-92      | 3.70             | 4.20       | 4.70      |
| B+           | 87-89      | 3.30             | 3.80       | 4.30      |
| B            | 83-86      | 3.00             | 3.50       | 4.00      |
| B-           | 80-82      | 2.70             | 3.20       | 3.70      |
| C+           | 77-79      | 2.30             | 2.80       | 3.30      |
| C            | 73-76      | 2.00             | 2.50       | 3.00      |
| C-           | 70-72      | 1.70             | 2.20       | 2.70      |
| D+           | 67-69      | 1.30             | 1.80       | 2.30      |
| D            | 63-66      | 1.00             | 1.50       | 2.00      |
| D-           | 60-62      | 0.70             | 1.20       | 1.70      |
| F            | 0-59       | 0.00             | 0.00       | 0.00      |

## Academic Honor Roll

Honor Roll is based on the semester GPA.

|                 |              |
|-----------------|--------------|
| Summa Cum Laude | 4.0 or above |
| Magna Cum Laude | 3.70 to 3.99 |
| Cum Laude       | 3.00 to 3.69 |

## Student Academic Progress

Progress may be accessed by using FACTS. Passwords are issued to each student and their parents at the start of the school year. Grades are updated biweekly. Student report cards may be viewed on FACTS 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.

## Final Exams

All students are required to be in attendance for final exams when assigned. Final exams are generally scheduled the final week of a semester. Two exams are scheduled daily. Each course will have a final exam during exam week. College prep level courses have final exams that are

worth 15% of your final grade. Honors, AP, and DE final exams are worth 20% of your final grade. All financial obligations must be current in order for a student to sit for final exams.

### **Schedule Change Policy**

Students are expected to complete courses for which they are enrolled. Changes are initiated through the Office of Academic Advising.

Academic Advising may not be able to accommodate all schedule change requests. Advising, in coordination with Administration, has the ability to address individual cases as needed. 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 and registration are available, 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.

### **Honors Criteria**

The following criteria will be considered when applying for an honors-level, AP, and/or dual-credit courses:

- 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: HSPT, PSAT, SAT
- 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.

*Students who do not maintain a B average in honors courses may be removed from the class upon teacher recommendation at the completion of a quarter and/or semester.*

### **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 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.

However, MQT will work to adequately provide accommodations for 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. All accommodations must include a written request and consent from Administration and the student’s parent/guardian.

### **Academic Honor Code**

Administration and faculty of MQT are dedicated not only to teaching academic skills but also to fostering integrity among our students. Today's students are tomorrow's leaders, and 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.

**Plagiarism:** Plagiarism is cheating any academic work - all assignments, papers, quizzes, and tests. Some examples of cheating are, but not limited to: copying another person's work to be submitted as one's own; plagiarism (see below); having, using, or attempting to use unauthorized aids books, notes, applications including, but not limited to Messenger, electronic aids on tests, quizzes, papers, or projects; writing formulas, notes, or anything on desks, paper, hands or clothing to be used or actually used on the assignment, test, or quiz; talking during a testing session; having a copy of the test or answers to the test; providing specific information about a test to someone who has not yet taken the test; giving unauthorized assistance to a fellow student, (i.e., giving students homework to copy, allowing another student to look at test papers, doing another student's assignment for them); forgery in connection with academic endeavors or school processes or procedures. This includes, but is not limited to, presenting the ideas of others as your own without citing the source material; paraphrase without crediting the source material; use direct quotes with no quotation marks, footnotes, or textual citation of the source; submitting someone else's work as your own; purchasing an essay; using artificial intelligence (AI). This also includes students who aid and abet, as well as those who attempt such behavior. Lastly, plagiarism does not require an intention to deceive.

Infractions are cumulative during the student's entire enrollment at Marquette Catholic High School and will graduate in severity with each infraction, regardless of time span in between infractions. Discipline is as follows:

- 1st offense: a zero (O) for the assignment, parents notified by the teacher and a copy of the letter is to be put in the student's disciplinary file
- 2nd offense: consequence as in #1, 2-hour detention
- 3rd offense: consequence as in #1 and #2, and Administration, teacher, parent, and student will meet for a final warning
- 4th offense: student may be expelled from school

### **World Language Department Policy**

A student enrolled in a foreign language course will be held to a policy set forth by our World Language Department. Any absence (excused or unexcused) will result in a 10-15 minute, one-on-one scheduled meeting after school with the student's corresponding teacher. This is not a behavioral infraction, but due to the nature of these courses and the hands-on information communicated daily, in-person make-up sessions are required.

### **Dual Credit Notification Permissions**

According to FERPA, college students are allowed to determine who will receive information about them. While parents understandably have an interest in a student's academic progress, they are not automatically granted access to a student's college records without written consent of the student. Parents are encouraged to consult with the student or with the student's high school if academic information pertaining to a student's dual credit coursework is needed. Any student may give permission for parents or anyone else to obtain information about his/her Ivy Tech



academic records by completing a FERPA Student Waiver form at the Office of the Registrar at their local Ivy Tech campus.

### **Transcript Request Policy**

MQT is now sending electronic transcripts to colleges and the NCAA through Parchment. All requests must be made through the Parchment website ([www.parchment.com](http://www.parchment.com)) . You must create an account and then add Marquette Catholic High School as your high school and request the transcript to your specific location. You will receive an email confirmation when it has been sent.

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

### **College Representative Visits to MQT**

Throughout the school year, college representatives visit our campus 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 admission.

### **Service Learning**

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 in each Theology class, it is our hope the school's culture naturally promotes service endeavors.

### **Academic Recovery Time (ART)**

A proactive approach is essential to student success. This means staying up-to-date on classwork and assignments. When a student misses their third assignment (in any class), that student will be assigned Academic Recovery Time (ART). Academic Recovery Time is not a behavioral infraction, but rather a support measure. ART is held each day from 2:45-3:30 p.m. in the affected teachers' classroom. Failure to attend this support measure will result in disciplinary action including, but not limited to, detention and/or suspension.

### **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, and/or fails two or more classes in a semester. A student is subject to dismissal from Marquette Catholic if the student earns less than a 2.00 GPA for two semesters and/or cumulative grade point average, and/or fails two or more classes in a semester. In addition to increasing the student's GPA, students on academic probation must maintain a 95% attendance rate. Any student who is on probation will not be allowed to participate in extracurricular activities.

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

- 1) The goal for students in honors 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 re-learn 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, and apps 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 classmates are “getting it,” chances are others 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.

### **Summer Course Standard**

Summer courses offered through higher learning partners ie. Ivy Tech Community College, Indiana University, Purdue University, etc. that are also offered at Marquette Catholic High School must be taken on our campus. Exceptions include the following:

1. If the summer course served as a prerequisite necessary for a fall-only Marquette dual credit course.
2. If a desired course was not available before fall of a student’s senior year.

Please note that all exceptions must be approved by the school administration. Please contact [academicadvising@marquette-hs.org](mailto:academicadvising@marquette-hs.org) with any questions.

### **National Honor Society**

National Honor Society is an organization that serves to recognize and challenge students who exhibit outstanding scholarship, leadership, service, and character. NHS sponsors service projects throughout the year - including peer tutoring and community blood drives, and raises funds for various charitable organizations. Members of NHS are expected to participate in these service-oriented activities while still maintaining the organization's high academic and personal standards.

To be considered for membership, Administration will select a committee of five members consisting of teachers, staff members and administrators to facilitate the NHS member selection. Committee appointments are confidential per NHS by-laws. To be considered for membership, a student's cumulative GPA must be a minimum of 3.6 on a 4.0 grading scale. A student must be a sophomore, junior, or senior. A student must have attended Marquette Catholic for a minimum of two semesters before he/she is considered for membership. A student will receive an invitation to complete an NHS application after first-semester cumulative grades have been computed. Collecting and submitting applications are the student’s responsibility. Applications must be completed by the deadline to be considered for spring induction to NHS. The committee reviews all applications and determines a student's eligibility.

# 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 Marquette)

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. If a former student is under the age of 18, a parent may 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

### **Academic Progress Reports**

Academic progress may be accessed by using FACTS. Passwords are issued to each student and their parents at the start of the school year. Grades are updated bi-weekly, mid-semester, and final grades at the conclusion of the semester. It is the prerogative of the teacher to inform and communicate with parents and students daily/weekly etc. Students receive online grade updates at the mid semester point and final grade report cards at the end of each semester. It is expected parents, teachers, and students share the responsibility of communicating student progress. *It is the responsibility of the teacher to inform parents of any student receiving a D/F in a course at any given time during the semester.*

## **IV. HEALTH SERVICES**

### **Health Services**

**Medications:** Students are not allowed to be in possession of any medications while in school. All medicine must be brought to the main office along with a parental note stating directions for administering the medication. Please keep the main office informed of any medical conditions.

### **Insurance**

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 school administration immediately and obtain an insurance claim form. Follow the instructions on the claim form. The claims are processed by *Arthur J. Gallagher Risk Management Services, Inc.* If you have any questions about the claim filing procedure, please call them at 1-800-243-6298.

The following items are not covered by insurance:

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

## V. ATTENDANCE

### Attendance Policy

Each student attending Marquette Catholic High School is expected to make every effort to be in school every day. 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 adulthood. Regular, in-person attendance and punctuality is not only a necessary part of this preparation, but an essential one that is directly correlated to good academic performance.

Students failing to meet this expectation may suffer disciplinary consequences, referral to the administration, possible dismissal, and/or referral to probation in accordance with Indiana's Compulsory School Attendance Law.

#### Types of Absences

**EXCUSED** — The student is allowed to make up the missed work and the absence is counted against the attendance requirement.

**UNEXCUSED / TRUANT** — These absences are counted against the attendance requirement and additional consequences may apply.

**EXEMPT** — The student is allowed to make up the missed work and the absence is not counted against the attendance requirement.

### **Excused Absence**

An excused absence is an absence from school for any portion of the day under circumstances granted by law or recognized by Marquette Catholic High School through administrative approval. It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. These include, but are not limited to, the following examples:

- Illness verified by a note from a parent/guardian
- Illness verified by a note from a physician
- Family funeral
- Military connected families (e.g. absences related to deployment/return)
- Emergency family situations
- Personal religious observance
- Excused by the school administration (48-hour notice required)

Excused absences allow students to make up missing work at each teacher's discretion without academic penalty. Though there are multiple valid excuses for missing school, no more than 10 absences will be marked excused each school year. After 10 excused absences, each absence will be marked as unexcused regardless of how necessary they may seem to be. Excused absences allow students to make up any missing work without academic penalty.

### **Unexcused Absence**

An unexcused absence is an absence from school for any single portion of the day under circumstances not covered by law or recognized by the school. Some examples of unexcused absences include the following:

- Truancy (oversleeping, skipping class, etc.)
- Time missed for disciplinary reasons
- No parental contact on the day of absence
- No parental note upon return to school
- Excessive absence
- Family vacation

All unexcused absences will be addressed by the school administration. It is the school administration's discretion to determine consequences or a plan to address attendance issues.

### **Exempt Absence**

An exempt absence is not counted toward the attendance limit. The student cannot be penalized in any way by the school for any of the following reasons:

- Prolonged personal illness (including hospital stays)
  - Prolonged is defined as Dr. recommended absence for longer than 5 consecutive days
- Funeral – family member – immediate family, grandparents
- Working on precinct election board or assistant to a political candidate or a political party on the date of a general, town, or special election
- All court appearances
- When serving with the National Guard for no more than 10 days
- When serving with the Civil Air Patrol for no more than 5 days
- When the student or a member of the student’s household exhibits or participates in the Indiana State Fair for educational purposes for no more than 5 days

NO OTHER ABSENCES ARE EXEMPT. Administrative discretion will be applied to all situations.

### **Extracurricular Activities**

Daily attendance at school is expected. Students involved in any extracurricular activity must have attended class for all periods on the day of the activity to be able to participate in that activity. Approved field trips or school activities constitute attending school. Any exemptions (funeral, doctor, dental, etc.) must be approved by the Administration.

“Sleeping in” is not an allowable exemption.

### **Field Trips**

The student is responsible for obtaining assignments and missed work. Students must turn in the assignment due on the day of the field trip before leaving. If a test is given on the day of the field trip, prior arrangements must be made with the teacher for taking that test.

### **Virtual Learning Days**

Students will need to check in via email with their 1st-hour teacher by 8:15 a.m. for attendance. If a student fails to check in and no contact is made explaining the absence, it is unexcused and they receive zero credit on all assignments for that day.

- Assignments for the day are posted on FACTS and/or Google Classroom
- Teachers may assign 42 minutes of work or the equivalent of one period
- Teachers will be available via email during regular school hours
- Students are expected to have all work completed by 5:00 p.m. that day



- The work should be essential to what would have been taught in school: engaging, explorative, relevant, etc. and should mirror a lesson
- Student safety is a priority, and virtual learning days support that priority

### **Emergency Delays and Closings**

Since MQT's student body reaches many communities, it is difficult to make a blanket policy regarding closings and/or delays. MQT's decisions regarding delays and closings do not always align with the decisions of local public school districts. MQT will announce closings or delays via email, social media, and the school website. If a delay or closing is not announced, class will be in session.

The final decision must rest with the parents. If a parent feels that it is too dangerous to drive or to send their child out into adverse conditions, then the use of prudent judgment is required and respected. Absences due to these circumstances will be considered excused.

In most instances, emergency closing days will be accompanied with an online component for student work completion; these are called Virtual Learning Days (VLDs). Teachers will communicate expectations for student work completion and deadlines for VLDs via FACTS, Google Classroom, and/or email.

### **Procedures for Reporting Absences**

#### **Reporting an Absence**

To report a student absence, adhere to the following procedure:

- EMAIL: [attendance@marquette-hs.org](mailto:attendance@marquette-hs.org), or CALL: 219.873.1325
- Call-offs must be reported to the attendance office by 8:30 a.m. on the day of the student's absence.
- Call-offs must be reported by the parent/guardian using the email address or phone number MQT has on file.
- State the reason for the absence: personal, appointment, student illness, or family illness.
- If there is no communication for the absence, the student will automatically receive an unexcused absence.
- Students leaving early for the day must sign out in the main office. If the student drives, a parent/guardian must let the office know in advance via phone or email.

### **Pre-Arranged Absences**

The school strongly discourages students from taking family trips/vacations during the school year. Extended absences place students at an academic risk. If there is a need for a pre-arranged absence, the school must be notified well in advance in the Main Office for administrative approval. Submitting an Anticipated Absence Form does not guarantee that the absence will be approved or excused, especially during final examinations. If approved, it is the student's responsibility to make arrangements with his/her teachers for the work that he/she will miss during the approved, pre-arranged absence.

### **School Procedures Concerning Consequences of Absences**

#### **Chronic Absence**

Indiana Code (IC) 20-20-8-8 defines "chronic absenteeism" as a student who is absent from school for ten percent (10%) or more of a school year for any reason. Furthermore, IC 20-20-8-8 defines "habitual truancy" as a student who is absent 10 days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. As a result, Marquette Catholic High School is required to continuously monitor student attendance, reduce absenteeism and truancy and report students who are chronically absent or habitually truant to the state, which includes referral to the Indiana Department of Child Services and revocation of the driver's permit/license and/or work permit.

#### **Classroom Tardiness**

MQT is responsible for students developing self-management skills. 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. If a student is more than 15 minutes late from the class, it will be considered an unexcused absence for that class period.

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 he/she is not in the classroom when the bell rings. Excused tardies will include a signed pass, phone call, email, or other form of communication from their previous location. Unexcused tardies are those not accompanied by any valid excuse, verbal or written. Tardiness decisions are made by teachers on a case by case basis and reported in FACTS. Students who form a pattern of being tardy for any period of the day are in jeopardy of receiving no credit for the course.

If a student is tardy, the following procedures are followed:

| <b>First Tardy</b>              | <b>Second Tardy</b>   | <b>Third Tardy</b>   | <b>Fourth Tardy</b>  | <b>Subsequent Tardies</b>   |
|---------------------------------|---|--|--|---|
| Inform the student of the tardy | Inform the student of the second tardy                        | Inform the student of the third tardy and issue detention                          | Inform the student of the fourth tardy and issue detention                         | Student will be sent to Principal's Office  |
| Warning                         | Warning   | 1 hour detention   | 2 hour detention plus 1 week lunch detention                                       | Appropriate disciplinary consequences, which may include in school suspension, out of school suspension, etc.               |
|                                 | Subsequent tardies will result in a referral to the Principal | Subsequent tardies will result in referral to the Principal and further discipline | Subsequent tardies will result in referral to the Principal and further discipline | If the problem continues, the consequences will become stronger and could include revoking the students' driving privileges |

### **Consequences for Unexcused Absences**

All unexcused absences will be addressed by school administration to determine consequences or create a plan to address attendance issues. Unlike excused absences, unexcused absences can affect a student's grade. Reduced or partial credit may be given depending on the work that the student missed and when it is ultimately completed and submitted. Work that was due on a day in which a student's absence is unexcused will be subject to a grade reduction at the teacher's discretion.

Habitual unexcused absences will also result in disciplinary action that can include restricting extracurricular activities, limiting school event participation, detention, suspension, and even

dismissal from MQT.

### Attendance Contract

Repeated absence is cause for great concern and will be dealt with accordingly. A student who is chronically absent or habitually truant will be placed on an Attendance Contract. If the student violates the terms of their contract by missing additional days, the student may be subject to review for dismissal. Under an Attendance Contract, all excused absences may be considered unexcused, regardless of how necessary they may seem to be.

### Daily Bell Schedule

| Regular Daily Bell Schedule |       |       |         |                  |       |       |         | Daily Bus Schedule      |            |
|-----------------------------|-------|-------|---------|------------------|-------|-------|---------|-------------------------|------------|
| Lunch A Schedule            |       |       |         | Lunch B Schedule |       |       |         | Pick up                 |            |
| Period                      | Start | End   | Minutes | Period           | Start | End   | Minutes |                         |            |
| Period 1                    | 8:15  | 8:57  | 42      | Period 1         | 8:15  | 8:57  | 42      | 6:45                    | Valparaiso |
| Period 2                    | 9:00  | 9:42  | 42      | Period 2         | 9:00  | 9:42  | 42      | 7:10                    | LaPorte    |
| Period 3                    | 9:45  | 10:27 | 42      | Period 3         | 9:45  | 10:27 | 42      | 7:15                    | Portage    |
| Period 4                    | 10:30 | 11:12 | 42      | Period 4         | 10:30 | 11:12 | 42      | 7:40                    | Chesterton |
| Lunch A                     | 11:15 | 11:45 | 30      | Period 5         | 11:15 | 11:57 | 42      | Depart Marquette @ 3:00 |            |
| Period 6                    | 11:48 | 12:30 | 42      | Lunch B          | 12:00 | 12:30 | 30      | 3:30                    | Chesterton |
| Period 7                    | 12:33 | 1:15  | 42      | Period 7         | 12:33 | 1:15  | 42      | 3:40                    | LaPorte    |
| Period 8                    | 1:18  | 2:00  | 42      | Period 8         | 1:18  | 2:00  | 42      | 3:55                    | Portage    |
| Period 9                    | 2:03  | 2:45  | 42      | Period 9         | 2:03  | 2:45  | 42      | 4:30                    | Valparaiso |

| Friday Late Start Bus Schedule |       |       |     | Pick up                 |            |
|--------------------------------|-------|-------|-----|-------------------------|------------|
| Period                         | Start | End   | Min |                         |            |
| 1                              | 9:00  | 9:35  | 35  | 7:30                    | Valparaiso |
| 2                              | 9:38  | 10:13 | 35  | 7:55                    | LaPorte    |
| 3                              | 10:16 | 10:51 | 35  | 8:00                    | Portage    |
| 4                              | 10:54 | 11:29 | 35  | 8:25                    | Chesterton |
| LA/5                           | 11:32 | 12:10 | 38  | Depart Marquette @ 3:00 |            |
| LB/6                           | 12:13 | 12:51 | 38  | 3:30                    | Chesterton |
| 7                              | 12:54 | 1:29  | 35  | 3:40                    | LaPorte    |
| 8                              | 1:32  | 2:07  | 35  | 3:55                    | Portage    |
| 9                              | 2:10  | 2:45  | 35  | 4:30                    | Valparaiso |

## Building Hours

| Building Access Schedule |         |            |
|--------------------------|---------|------------|
| Location                 | Day     | Hours      |
| Scholl Center Commons    | Mon-Fri | 7AM-3PM    |
| Business Lab             | Mon-Fri | 3PM-5PM    |
| Main Building            | Mon-Th  | 8:10AM-3PM |
| Main Building            | Friday  | 8:55AM-3PM |

## VI. DRESS CODE

### Philosophy and Expectations

As a Marquette student, you represent all members of the school community. 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 Administration. All uniform items must be purchased through the school-selected vendor. 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 community. 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.

All uniform items are defined as either a **primary layer** or a **secondary layer** as defined below. Any students wearing secondary layers must have primary layer items underneath. For example, a letterman's jacket is a secondary layer item. Students are required to wear a primary layer, like their uniform polo, underneath it.

### Building Entry Key Fobs

Fobs may be used for entry into Doors A1 and A2 of the main building and Doors B4 only.

- Fobs are considered part of our uniform and should be visible at all times around the neck, via the lanyard provided.
- Do not modify your fob in any way. They should maintain their original appearance and integrity. No alternative lanyards are permitted.
- Bring any damaged or non functional fobs to the main office immediately so they can be repaired or replaced.
- Missing fobs must be reported immediately so that they can be deactivated
- Loaner fobs will be lent out to students from the main office in the event that a student temporarily misplaces their assigned fob
- All loaner fobs must be returned at the end of each school day.
- Students who need a loaner fob more than 3 consecutive days, or habitually require multiple loaner fobs each week, will have their FACTs account charged \$10. In this

event, their old fobs will be assumed permanently lost. They will be deactivated and replaced by administration.

- Entry into either building using fobs will only be permitted during school hours
- Fobs that are permanently lost, damaged, or not returned during our year end “Tech Return Day” will result in a \$10 charge to their FACTs account.

**Acceptable Uniform Items**

|              |               |
|--------------|---------------|
| Boys Uniform | Girls Uniform |
|--------------|---------------|

| Primary Layer Uniform Items                                  | Primary Layer Uniform Items  |
|--|--|
| Oxford Shirt-Short or Long Sleeve                            | Oxford Shirt-Short or Long Sleeve  |
| Polo Shirt - Short and Long Sleeve                           | Polo Shirt - Short and Long Sleeve   |
| Pants-Khaki or Navy  | Pants-Khaki or Navy  |
| Bermuda Shorts - Khaki or Navy (during the permitted season) | Skirts - (from October 15th to the return of spring break must have tights or leggings underneath) |
| Shoes- close-toed, full back, with socks                     | Shoes- close-toed, full back, with socks   |

| Secondary Layer Uniform Items                | Secondary Layer Uniform Items                |
|--|--|
| Formal Uniform Blazer/Navy Blue MQT Cardigan | Formal Uniform Blazer/Navy Blue MQT Cardigan |
| Tie  | Plaid Cross Tie                              |
| Core Soft Shell Jacket Full Zip              | Core Soft Shell Jacket Full Zip              |
| Sportwick Pullover - ½ Zip                   | Sportwick Pullover - ½ Zip                   |
| Puffy Winter Jacket                          | Puffy Winter Jacket                          |
| Letterman Jacket                             | Letterman Jacket                             |
| Fleece Sweatshirt ¼ Zip                      | Fleece Sweatshirt ¼ Zip                      |
| Crewneck Sweatshirt                          | Crewneck Sweatshirt                          |
|  | Cardigan Sweater                             |

### **Additional Uniform Expectations**

- Khaki/Chino Pants or Bermuda Style Chino shorts, Navy or Khaki colored. No cargo pockets. No drawstrings/elastic joggers allowed.
- Shorts are allowed from the first day of school until October 15th. Students are also permitted to wear shorts upon their return from spring break.
- Girls may wear the uniform skirt: uniform skirts must be worn no shorter than 2 inches above the knee. Solid-colored black or navy blue tights or leggings must be worn under the skirt beginning October 16th through the return of spring break. No sweats or other pants of any kind are allowed under the skirts.
- Neither skirts nor shorts may be “rolled” or altered from the top or bottom in an effort to make them shorter.
- Uniform items that are not worn correctly will be banned for the remainder of the semester.
- Oxford-style button-down shirts must be tucked in. Polos may be untucked and any undershirt must be in school colors (white, navy, gold, light blue, black)
- Collared shirts must be worn under any uniform sweater or sweatshirt and must be school-issued.
- Marquette letter jackets are acceptable so long as a uniform shirt is worn underneath
- No facial//tongue/mouth piercings (safety)
- Not permitted: tattoos (visible), body piercings, head coverings (includes bandanas, excluding religious coverings), jackets in class and non-approved uniform clothing. Hoodies are expressly forbidden along with non-uniform secondary layers like flannels and plaid button-ups.
- We ask students to promote good hygiene and be well-groomed daily.
- Formal Uniform MUST be worn on Mass days and any/all off-campus events, I.E. college visits, field trips, rotary/exchange lunch, etc.
- Shoes must be closed-toed with full backs for their safety (no Crocs).
- Socks must be worn with shoes.
- Uniforms are to be sized correctly, clean and worn appropriately.
- In-season athletes are permitted to wear team-issued athletic tops on days of home events

### **Formal Uniform**

Formal uniform must be worn on Mass days and any/all off-campus events (i.e. college visits, field trips, rotary/exchange lunch, etc.) or for any photo that is taken for a publication.

Girls: Skirts (no shorter than 2 inches above the knee) or pants, solid black or navy blue tights/leggings are required with skirts, Oxford-style button down tucked in, tie, navy blue blazer/cardigan with Marquette Catholic logo, closed-toed full back shoes

Boys: Pants, Oxford style button down tucked in, belt, tie, navy blue blazer/cardigan with Marquette Catholic logo, closed-toed full back shoes

Uniform items are to be purchased at City Stitches:  
1405 Franklin Street  
Michigan City, IN 46360  
(219) 878-0542

*Parents are asked to help in controlling the overall application of the dress code. The school administration has the authority, at any time, to determine if a student is out of uniform and/or drawing undue attention to themselves. If a student is not in proper uniform, it is the right of administration to discipline the student accordingly.*

### **Non-Uniform Dress Down Days**

With administrative approval, we will observe non-uniform dress-down days. All clothing choices on these days must serve as an appropriate reflection of our Catholic identity.

- Clothes must be neat and modest in appearance
- References made to alcohol, profanity or illegal substances may not be on clothing
- Jeans should be free of holes, rips and tears, and worn at the waist
- Leggings, yoga, and workout pants are permitted when worn appropriately
- Slippers may not be worn
- Tank, strapless, and spaghetti tops may not be worn
- Midriffs must be covered at all times
- Hats or head coverings may not be worn
- Shorts must be worn at 2 inches above the knee and only permissible from August - October 15th and after spring break

### **Blazer Wear Days**

Students are allowed to come to school in MQT attire on specified days. This includes sweatshirts, polos, t-shirts, etc. having the MQT logo, mascot, or team identification imprinted on it. Jeans or uniform bottoms must be worn on these days.

## **VII. BEHAVIOR POLICIES AND PROCEDURES**

### **Code of Conduct**

According to the mission and vision of Marquette Catholic High School that emphasizes deep respect for human dignity and the value of every individual, each student is to be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, personal responsibility and a Christian attitude. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.



### **Conferences for Behavioral Concerns**

Conferences to discuss behaviors that affect successful school performance are scheduled by a school administrator and usually include the school administration, the guidance counselor, teachers and parent(s). The use of recording devices during conferences is prohibited. The secretive recording by a student or parent will result in immediate withdrawal or expulsion of the student. **Because parent cooperation is essential to successful education and discipline, the administration of Marquette Catholic High School has the right to involuntarily withdraw a student when the parent/guardian of the student acts in ways not helpful to the successful education of the student as determined by the administration. If a member of administration or faculty is not permitted to communicate or meet with a student per a parent's instructions, the student will be withdrawn from the school.**

### **Disciplinary Consequences**

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all reasonable courses of action have been tried or considered, the student will be sent to Administration for further action.

Administrators and teachers document behavior incidents in student files and on FACTS when appropriate. When a behavior infraction is entered, a consequence is determined and the incident will be reported to the parent(s) via FACTS and/or email.

- Level 1 infractions incur a FACTS behavioral event entry, parent email, and/or detention as determined by the classroom teacher/staff member.

Level 1 includes but is not limited to:

1. Classroom disruption as defined by the classroom teacher
  2. Gum, food in class, spitting
  3. Note writing, teasing, name calling
  4. Tardy to class
  5. Failure to follow directions
  6. Lacking supplies
  7. Touching others property
  8. Dress code violation
  9. Profanity, obscenity
  10. Tech abuses
- Level 2 infractions incur a FACTS behavioral event entry, parent email, detention, in-school suspension, and/or out-of-school suspension as determined by Administration

Level 2 includes, but is not limited to:

1. Repeated Level 1 violation (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Internet/Tech violations
3. Forgery, Cheating, Plagiarism

4. Making threats
  5. Bullying, fighting
  6. Possession of inappropriate items as determined by Administration or a teacher
  7. Open defiance, insubordination, or disrespecting of school staff or employees
- Level 3 infractions incur FACTS behavioral event entry, parent email, at least a suspension and at the discretion of Administration, expulsion from Marquette Catholic High School

Level 3 including, but not limited to:

1. Repeated Level 2 violation or continual Level 1 violations (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Firearms/weapon possession
3. Attack on school employees or other students
4. Threats to school employee or other students or their property
5. Leaving campus without permission
6. Bomb threat or false fire alarm
7. Gang involvement
8. Endangering the well-being of self and others
9. Not cooperating in school evacuation
10. Use or possession of drugs and drug paraphernalia
11. Use or possession of tobacco products
12. Use or possession of vape paraphernalia
13. Serious inappropriate behavior (as determined by Administration)
14. Stealing
15. Harassment whether sexual, physical, verbal, cyber, etc.
16. Damage to school property

Using this system as a guide, Administration reserves the right to determine consequences according to the seriousness of the infraction. Consequences may include, but are not limited to:

### **Detention**

Detentions are typically served after school in the Scholl Center Business Lab from 3:00pm to 5:00pm. Detentions will last for either 1 hour or 2 hours depending on the infraction. General expectations during after school detention include the following:

- Arrive promptly at 3:00 pm or earlier
- No cell phone use
- No headphones, earbuds or music
- No iPad usage (no games, social media, etc)
- Sit alone at a table
- No talking
- No sleeping
- Leave promptly at the end of your detention session.

This time must be spent reflecting on behavior or performing assigned service for the betterment of the school. The purpose is to discourage negative behaviors and/or activities. Parents will be notified via email and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention. After three behavior infractions in FACTS, the student will receive an automatic detention. This will continue for every three infractions for the remainder of the school year. Three detentions from any level infraction may result in an in-school suspension or an out-of-school suspension. **Detentions have priority over extra-curricular activities.** Repeated minor offenses are considered a major offense.

### **Probation**

The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the School Administration, at which point the student may not participate in any school activity or be a member of a Marquette Catholic High School athletic team. If the student's behavior does not improve during this period, the School administration will decide if withdrawal is appropriate.

### **Suspension**

Suspension demonstrates to the student that his/her conduct is not acceptable. It tells the student that if continued, such conduct will cause a permanent separation. If a student is placed on out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return.

Students must complete all assignments and assessments missed during the suspension. During a behavioral suspension the student is not permitted to participate in extracurricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other Marquette Catholic High School event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

### **Expulsion**

Student behavior that is a continual source of harassment to teachers and/or fellow students, may result in involuntary withdrawal or expulsion from school. Such a request is made at the discretion of Administration. Any conduct not consistent with Catholic moral teaching and the philosophy of Marquette Catholic High School constitutes grounds for possible expulsion. Possession of illegal substances, a weapon or item judged by Administration as posing a threat to the safety of other students, will result in immediate expulsion. Administration will in all instances be the final arbiter in determining grounds for expulsion.

Students expelled from Marquette Catholic High School are not permitted to attend any school function, on or off school property, unless readmitted to school or when the expulsion period has expired.

## **Off-Campus Conduct**

The administration of Marquette Catholic High School reserves the right to discipline its students and parents for off-campus actions that are in violation of the Code of Conduct and behavioral expectations of students.

## **Searches**

Any vehicle parked in the student parking lot is subject to drug dog searches. Any item that is prohibited in the School is also prohibited in student vehicles. Should a drug dog discover any prohibited or illegal item, the same disciplinary procedure would apply as if the item were found on the student's person. If a drug dog indicates the possible presence of any material that the dog is trained to detect within a vehicle, then an immediate search of the vehicle can take place. Any student who drives a vehicle to school is deemed to have consented To such search. Upon a drug dog alerting its handler to a student vehicle, a School administrator will request the student to allow a further search of the vehicle. If a minor student refuses to allow such search, School personnel will immediately contact the student's parent or guardian. Illegal items may be seized by School authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Any student who refuses to allow his or her vehicle to be searched shall be considered to be in possession of prohibited substances as explained and is subject to discipline as explained above.

## **Lockers**

Lockers issued to students are the property of Marquette Catholic High School and are subject to inspection and/or search and seizure of its contents at any time at the discretion of the administration. Drug dogs may periodically search student lockers, and any prohibited or illegal items found in the student's locker are considered to be in the possession of the student.

## **Food Delivery**

Parents may deliver student lunches to the main office only. Any delivery service during the school day outside of a direct parent or guardian through the main office will not be allowed under any circumstance and will result in disciplinary action. The only beverage allowed during class is water.

## **Classrooms**

Drug dogs may also periodically search randomly-selected classrooms. A drug dog alert to an individual, a backpack, or a desk during a search will lead to further searching and investigation by School officials or law enforcement officers.

**Beverages.** All beverage containers, including cups, cans, and bottles (including water bottles), are subject to search and testing by Administration with or without any suspicion of the presence of a prohibited substance.

**Breathalyzer/Drug Testing.** Any student who the Administration suspects to be under the influence of a prohibited substance is subject to breathalyzer and/or drug testing pursuant to the testing procedure described below.

### **Pregnancies**

Marquette Catholic maintains a responsibility to provide physical, emotional, and spiritual support to a pregnant student and the father of the child, if also a student. For a pregnant student to remain enrolled at Marquette Catholic, she must follow the direction of Administration with respect to counseling and other stipulations necessary to maintain good health and safety during said pregnancy. In the event of an abortion, Administration reserves the right to consider dismissal of the student when made aware of the situation.

**Extracurricular Activities.** Certain extracurricular activities, including dances and prom, may require all students and guests attending to submit to a breathalyzer test prior to admission to the event. Consent forms will be provided and sent home with the student for signature by the student's parent or guardian. Signed consent forms must be presented at the door prior to breathalyzer testing in order for the student to be admitted to the event. Throughout the extracurricular activity, Administration may require students to submit to an additional breathalyzer test or tests.

## **VIII. GENERAL INFORMATION**

### **Building Hours**

The commons area, gymnasium, and locker rooms within the Scholl Center are open daily from 7:00AM to 3:30PM. The business lab inside the Scholl Center is open from 7:00 am until 5:00 pm. The school building is open 8:10AM to 3:30PM.

### **Website & Electronic Communication**

Email and the Marquette website ([www.marquette-hs.org](http://www.marquette-hs.org)) are the most current and powerful lines of communication between the school and parents. Everything you ever needed to know about Marquette Catholic (course descriptions, community service, sport schedules, etc) can be found at the website. Please know the school communicates with parents and students electronically. It is a parent and student responsibility to check email, access the home page, and stay in touch through social media resources.

### **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. Lockers will be assigned alphabetically. No locks other than those issued by the school may be used. Students, however, should exercise discretion in keeping their combinations secret. 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 may be asked to share a locker when needed. Students must turn their locks in at the end of each school year. Parents will be billed a \$10.00 locker fee.

Administration reserves the right to search lockers and personal property at its discretion.

### **Lunches**

Monday-Friday lunch is available, for purchase, in both La Terrazza Deli and the Snack Shack during lunch hours.

*For the safety of the students, we ask that if needed, parents please drop off lunches in the main office. No other form of food delivery is permitted.*

### **Snack Shack**

The Snack Shack, which is located in the Scholl Center, will also be open during athletic events.

### **Mass Day**

Students will be attending Mass at either St. Mary's church or in the Scholl Center gymnasium. Students are required to be in formal uniform.

### **Pick-Up/Drop-Off Policy**

All student pick-up and drop-offs should take place in the Scholl Center Student Parking Lot (lot directly west of the Scholl Center.) Students are to enter and exit the Scholl Center through Doors B1. Vehicles, including buses and automobiles, are **not** to utilize 10th Street as a pick-up or drop-off location. Students are to use any of the three designated crosswalks when crossing 10th Street.

### **Parking**

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

- Observe safe driving rules at all times
- Students are to park in the Marquette Student Scholl Center/Gym designated parking areas
- Students may not park in the Faculty/Visitors parking lot or on Buffalo Street between 10th and 11th Streets
- Cars that are parked on the street are subject to administrative search upon request
- Students who drive in a reckless manner will be subject to disciplinary action by Administration
- Parking passes for our gated student lot are \$50 available at the main office.

### **Physical Fitness Activities**

Under Indiana law, a school is not liable for an injury to, or the death of, a participant in physical fitness activities, at this location if the death or injury results from the inherent risks of the physical fitness activity. Inherent risks of physical fitness activities include risks of injury inherent in exercise, the nature of a sport, the use of exercise equipment, or the use of a facility provided by a school. Inherent risks also include the potential that you may act in a negligent manner that may contribute to your injury or death, or that other participants may act in a manner that may result in injury or death to you. You are assuming the risk of participating in this physical activity.

### **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.

### **Field Trips**

If the teacher or Administration member considers 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. Students must be in school uniform for field trips. Field trips should be taken on Fridays. Students are NOT considered absent from a class when attending a field trip, however, students are still required to complete all missed work on that day.

### **Withdrawal Procedures**

Students withdrawing from Marquette must first complete a "withdrawal form". These forms must be completed and signed by both student and parent, and returned to the main office. All financial responsibilities must be current in order for transcripts to be forwarded to a new school. An exit interview will also be conducted.

## **IX. TECHNOLOGY/RESPONSIBLE USE POLICY**

MQT is pleased to provide iPads and access to the school network and to the internet for 1-to-1 learning. In order to be able to continue to make these resources available, all students must take responsibility for appropriate and lawful use and appropriate care of them.

Please note: All of Marquette Catholic's communication is done via electronic mail. We remind all students/parents to check their email on a daily basis.

### **Computer, Network, and Internet Acceptable Use Policy**

Use of the Internet is determined to be a privilege and not a right of MQT students. As such, Internet usage will be regulated. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff make reasonable efforts to supervise student use of the network and internet, they must have student cooperation in exercising and promoting responsible use of this resource.

MQT respects the right of parents/students to use social media and networking sites, message boards and forums, as well as personal websites and blogs. It is important, however, that the use of these sites does not damage the reputation of, or pose any threat to the school, its administrators, faculty, employees, other students, or their families.

If what is posted inside or outside of the school results in the disruption of normal school operations, or is detrimental to another student, family, faculty member, staff member, the school and/or the school's reputation, the Administration will pursue disciplinary action.

Administration has the right to pursue legal or civil avenues for on-campus and off-campus Internet use that disrupts the learning environment or is contrary to the principles and teachings of the Catholic Church.

The school does not intend to police websites, personal blogs, or social networking sites outside of the school. However, if sites are brought to the attention of the school administration by students, parents, or other individuals, the school reserves the right to address the behavior in accordance with diocesan/school policies, as well as civil laws.

- Parents/students should set appropriate boundaries for their online behavior; even personal communications reflects upon the school
- Parents/students should carefully review the privacy settings on any social media and networking sites and exercise care and good judgment when posting content and/or information
- Students may not access social media or networking sites through the school's network
- Parents/students must never pretend to be someone else when they post. Tracking tools enable an anonymous post to be traced back to the author
- Parents/students shall avoid defamatory statements about the school, Administration, employees, students or students' families
- Parents/students shall not make statements that are discriminatory, sexually explicit, or include offensive language
- Parents/students shall not post rumors, slander or threats of violence; cyberbullying is never allowed
- Parents/students shall not access, post, or distribute obscene or pornographic materials
- Parents/students shall not disclose any confidential information of the school or any individuals, including students and their families

If Marquette believes that a student has violated this policy, the student may lose access to the Internet, school network, and/or technological equipment. Additionally, other disciplinary action, including dismissal, may be taken as determined appropriate by Administration. If applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

*Parents will be held accountable to this policy.* The administration will address violations in a manner appropriate to the violation; this may include removal from the school; and, if applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

### **iPad Responsible Use Policy**

Providing students with an individual iPad in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads at Marquette Catholic gives students the access to learn anywhere, anytime - both in classrooms and at home. This



1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever-changing technologies.

All iPads remain property of Marquette Catholic High School until the student has graduated. All applications (apps), files, and documents stored on the iPad are the property of Marquette. Marquette reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession, overnight confiscation, removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Marquette Catholic is not responsible for the financial loss of any personal files that are deleted.

### **Student Responsibilities:**

#### **Other Electronic Devices**

- The school issued iPad is the only electronic device permitted during class time.
- Cell phone use during class time is prohibited by Indiana State Law (IC 185).
- Cell phones must be turned off and placed in the designated classroom holders when arriving to each class period, including study hall. AirPods should also be powered off and placed in the cell phone holder during class time.
- Teachers & Administration retain the right to confiscate any electronic device at any time. These devices include, but are not limited to, AirPods and other audio devices, smart watches, cell phones, and any device that could interrupt learning for any reason.
  - **First offense**-The student will be warned by the teacher and asked to put their non-Marquette device away in the designated classroom area.
  - **Second offense**-The teacher will confiscate any and all devices and keep them at the main office until the end of the day where students can pick them up at 2:45. Devices that are not picked up by 2:45 p.m. will be kept in the office overnight and could be picked up in the morning.
  - **Third offense**-students will be required to submit all non-Marquette devices to the main office at the start of each school day and retrieve devices at the end of each school day for an indefinite period of time.
  - **Fourth offense**-further disciplinary action will be pursued by Administration on a case-by-case basis.

#### **Caring For The iPad**

- Students will be receiving keyboard cases for their iPads. These cases are to remain on at all times. Also, any stickers or other adhesives are not permitted to be added to keyboard cases. If a case is damaged upon tech turn in, students will be charged \$100 for a new case.

- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. NEVER have your iPad out of the provided case. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad. Damaged screens will incur costs of up to \$250, for which the student is responsible
- Lost or damaged charging blocks will incur a \$10 charge to FACTs
- Lost or damaged charging cords will incur a \$10 charge to FACTs
- Failure to return the OEM block and cord during “Tech Return Day” will result in an immediate charge to FACTs accounts in the amounts listed above even in the event of them being found later.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad’s screen. Defacing of the iPad, in any way, is prohibited (stickers, markers, etc).
- To extend battery life, students should always turn off and secure their iPad after work is completed. Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- If students leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to school or who fail to charge their iPad.
- iPads must be brought home at night and charged.

### **Safeguarding and Maintaining as an Academic Tool**

- iPads are intended for use at school each day. In addition to teacher expectations and class materials for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. Therefore, pupils are responsible for bringing their iPad, fully charged, to all classes each day. Charging at school is only available during lunch.

*If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had used their iPad. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.*

- Items deleted from the iPad cannot be ‘undeleted’, so backing up your work is very important. Work completed on the iPad should be e-mailed to your Marquette account. This is another way of protecting the work you have done on the iPad.
- Preloaded apps may not be deleted and they must be updated periodically.
- Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student’s expense.
- Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students. The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.

- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure. iPads belonging to other students are not to be tampered with in any manner. If an iPad is found unattended, it should be given to the nearest faculty/staff member.
- All school devices are monitored and managed externally by administration at all times while on our network or outside of it. Administrators have the ability and authority to limit usage, restrict apps, and inspect school iPads and any other electronic devices on campus at all times.

### **Lost, Damaged or Stolen iPad**

- If the iPad is lost, stolen, or damaged, the Principal's Office must be notified immediately.

*iPads that are believed to be stolen can be tracked through the MDM (school's management program for the iPads). Lost iPads that cannot be recovered are capable of being remotely wiped. The student is responsible for the full cost for replacing an iPad that is lost, stolen, or damaged.*

The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. The Marquette Catholic Technology Staff will periodically monitor iPad wireless activity. If the Acceptable Use policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated.

### **Prohibited Uses Include:**

- Accessing inappropriate materials - All material on the iPad must adhere to the values and mission of Marquette Catholic High School. Students must abide by the same prohibited uses as the use of lab computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Safari is the one and only browser permitted for iPad use. Downloading other browsers is not permitted. Proxy sites are also prohibited.
- MQT iPad is the only permitted wireless network for student iPad use, while they are on campus. Connecting to other WIFI networks is not permitted while on the school's campus.
- Illegal activities - Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity.
- Violating copyrights - Students are allowed to have music and install apps on their iPads, however the items downloaded and synced to the iPad must be in compliance with Federal copyright laws.
- Cameras - Students must use good judgment and follow the predefined Marquette Catholic rules of conduct when using the camera. The student agrees that the camera will

not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.

- Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
- Misuse of passwords/unauthorized access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files, or data will be subject to disciplinary action. Students will be provided an AppleID and create an account, provided by the school, the first day they receive their device. It is the student's responsibility to remember all IDs/passwords.
- Malicious use/vandalism - Any attempt to destroy hardware, software, or data.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

## **COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY**

Marquette Catholic High School is pleased to make available to students access to the school network and to the Internet. In order for us to be able to continue to make the computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Listed below are the provisions of your agreement regarding computer network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied and he may be subject to additional disciplinary action.

### **Student Access**

A student who submits a properly signed Policy and Agreement to the school and follows the policy to which he has agreed will be permitted access to the Marquette Network and Internet.

### **Guidelines:**

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and stay away from these sites.

- Electronic Correspondence on Marquette computers is allowed only through your Marquette-provided account and should be used for school purposes only. *\*\*All other correspondence is prohibited.* This includes but is not limited to: chat rooms, personal email accounts, instant messages, blogs, or any form of student computer correspondence.
- Offering for sale or use any substance which is prohibited by Marquette's Handbook; viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law; intruding into the school network or the computer of others; downloading any programs or files, such as but not limited to MP3s files, onto computers or user directories, or for the purpose of saving to disks or USB memory accessories; game/music playing on Marquette computers; using proxy servers; commercial use; students may not sell, buy or bid on anything over the Internet. Students may not supply private information about you or others, including credit card numbers, social security numbers, private addresses, etc. Connecting a personal laptop to the Marquette iPad Network without permission.
- You must not disclose or share your password with others.

### **Privacy**

- Network and Internet access is provided as a tool for your education. Marquette reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of Marquette Catholic and no user shall have any expectation of privacy regarding such materials.

### **Failure to Follow Policy and Breach of Agreement**

- The student's use of the computer network and Internet is a privilege, not a right. A user who violates this policy and breaches his Agreement, will receive a minimum of two weeks suspension from the school network. Any second offense will result in the termination of use of the computer equipment for up to the remainder of the year. All must read and sign the agreement below, failure to do so will result in a student's inability to utilize the school's network and/or devices.

## **X. AGREEMENT FOR STUDENT ENROLLMENT**

All parents and guardians (herein “parents”) who believe that a Catholic school is a proper educational and religious environment for their child, and would like their child to attend a Catholic school, must adhere to the following agreement with their Catholic school:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church.<sup>1</sup> Among other things, the Catholic Catechism states: “*By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge his sexual identity.*” (2393 Catechism of the Catholic Church.)

Further, they acknowledge that a Catholic school looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated “*Our body itself establishes us in a direct relationship with the environment and with other living beings,*” and that “*learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.*” ..... “*Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.*”

In application of these religious beliefs, students will be limited to using the restroom/locker room matching the student’s biological gender as created, meaning as it would be defined by the student’s chromosomes. This means, for example, that no person with a Y chromosome may enter the girls restroom/locker room.

If serious concerns arise as to a student’s and/or parent’s position or action(s) with respect to the tenets of the Catholic faith, then parents will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the school, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw their child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that their child(ren) will be expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic school nor constitute a guarantee of placement for subsequent years.

Parents agree to share with Administration and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological, and/or social situation.

## **XI. TRAVEL PERMISSION SLIP**

<sup>1</sup>The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops: [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/)

This is a blanket permission slip to cover trips taken during regular school hours.

I understand that my student may have the opportunity to participate in field trips that will take him/her away from campus. I understand that these trips will be under the direct supervision of a Marquette faculty member and that my child will be transported in a Marquette bus. I request that my student be allowed to attend such field trips. The undersigned agrees to release, hold harmless and indemnify Marquette, its agents, representatives and employees from all claims, damages, or other liabilities for injuries to my student which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the school or its agents, representatives, or employees.

## **XII. PHOTO RELEASE PERMISSION**

I authorize the use of images of my child/children/host child. I give permission to the use of these photographs for placement in local newspapers, school publications, and associated educational documents and publications, including official school website, and/or media site.

## **XIII. TECHNOLOGY RESPONSIBLE USE**

### **Every student must read and sign below:**

I have read, understand and agree to abide by the terms of the foregoing iPad Acceptable Use Policy and the Computer, Network, and Internet Acceptable Use Policy. I agree that in keeping with the mission and philosophy of Marquette Catholic High School, it is ultimately my responsibility to make good choices when I use the iPad and computer network. Should I commit any violation or in any way misuse my access to Marquette's computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

### **Parent/Guardian Network Usage Agreement (Please read and sign below)**

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of Marquette Catholic High School's Responsible Use Policy, and the Computer, Network, and Internet Acceptable Use Policy for the students' access to the school's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by both policies. I am therefore signing this Policy and agree to indemnify and hold harmless Marquette Catholic High School against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his access to such networks or his violation of the foregoing Policy. Also, in the case of a lost, stolen, or damaged iPad, I accept responsibility for the replacement cost of \$479.

#### **XIV. Student and Parent Verification**

**We have received and reviewed the Marquette Catholic High School handbook.**

**We agree to abide by the policies and procedures set forth within and understand that all final decisions rest with the Marquette Catholic High School administration.**

**We understand and agree that “Administration” as used throughout this handbook means the Principal or the Principal’s designee. We further agree to accept all notices and communications regarding any matter, including disciplinary matters, via email. Upon completion of the enrollment process, we agree to all policies listed within this handbook.**