

MARQUETTE CATHOLIC HIGH SCHOOL

RESIDENT STUDENT HANDBOOK



306 W. 10th Street
Michigan City, Indiana 46360 USA
219 873 1325 marquette-hs.org



Marquette Catholic High School

Resident Student Handbook

Welcome to Marquette Catholic High School!

Marquette Catholic High School's Global Studies Program provides a global educational and service experience for all students, helping them travel from the classroom to the real world.

Mission:

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

Embrace & Harness Diversity:

Diversity is an indispensable component of academic excellence and holistic 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, we will provide students, faculty, and staff a high school experience rich in perspectives and opportunities to learn from each other.

Principal: Casey Martin

casey.martin@marquette-hs.org

Phone: 219.873.1325

PROGRAM MANAGER: Douglas R. Bobillo

douglas.bobillo@marquette-hs.org

Phone: 219.873.1325

Director of Admission: Jennifer Quinlan

jquinlan@marquette-hs.org

Phone: 219.873.1325

Resident Dean: Kathleen Reardon Arvin

karvin@marquette-hs.org

Phone: 219.561.3623

Resident Dean: Mike Turner

mike.turner@marquette-hs.org

Phone: 219.561.6023

Instructor of ENL | Advisor: Christine Roder

croder@marquette-hs.org

Phone: 219.873.1325

Main Office: 219-873-1325

Residential Address:

Marquette Mansion

220 West 10th Street

Michigan City, Indiana 46360

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Check-in/Check-out

New international students are expected to arrive on August 13, 2021 to allow time to quarantine and obtain a COVID test. Resident Deans will arrange for COVID testing for all non-vaccinated (COVID) students. The Resident Deans will also arrange for COVID vaccinations for all eligible students. Returning students are to arrive on campus no later than AUGUST 20, 2021.

Resident orientation for all international resident students will take place at the Marquette Mansion during the week of August 15th times for orientation will be scheduled as needed. It is recommended that students and or agents contact Jennifer Quinlan for their arrival date and travel times. Once students arrive, they will be greeted by staff and given their room assignments. The Mansion rooms will accommodate two-four students - depending on the size of the room. Residents are assigned rooms and roommates prior to arrival. The students and Resident Dean will complete the Room Inventory Form together upon check-in and after completing the form, the student will be permitted to move belongings into his/her room. All students are expected to UNPACK and REMOVE suitcases within seven days, and store them in the storage area in the residence.

By **WEDNESDAY June 7, 2022 all student residents must be checked out of the residence hall.** Transportation will be provided on this day to the airport. The Resident Dean and student will review the Room Inventory Form. **Upon moving off campus, residents must remove their personal belongings from their assigned room, thoroughly clean the rooms, move all the furniture back to its original arrangement, turn off all water faucets, shut off lights, close all windows, and draw the curtains.** The staff member will then complete the checkout portion of the Room Inventory Form with the resident. An improper checkout, an unclean room, or damage will result in additional fines and fees applied to the student's account.

A \$250 cleaning/repair fee will be charged to all residents upon enrollment at Marquette.

Personalization of Rooms

Students are encouraged to personalize their rooms as permitted by Marquette Catholic High School standards and policies. Students may rearrange the furniture in the room as long as there is a clear path from the window to the door, there are no fire or safety violations, and there is no potential property damage done to the room or furnishings. Offensive or vulgar materials that do not correspond with and uphold Catholic values will not be tolerated. Sticky tack, double sided tape, contact paper, and other adhesive materials that leave residue are **not permitted**. Tacks, nails, etc., that cause holes and other damages, are **not permitted**. All furniture arrangements, room decorations, etc. are approved at the discretion of the Resident Dean. (TVs, computers, coffee machines and the like will be provided in the hall's common areas). If you are thinking about buying ANYTHING for your room you MUST GET DEAN APPROVAL first.

- **NO FOOD IS ALLOWED IN THE STUDENTS ROOM!** All food is to be kept in the designated areas assigned by the deans. Students who do not follow this rule will have weekend privileges revoked. No food is to be delivered to the Mansion during the week Sunday-Thursday and NEVER to the carriage house. All students must eat in the dining rooms or, weather permitting, outside.

Students are only permitted to sleep in his or her own room, unless approved by the dean. Students are not to sleep in any common area and are not permitted into any other student's room after quiet hours. No boys are EVER permitted in the girls rooms and Vice a versa.

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Personal Belongings and Appliances

Microwaves, open-air coils, toaster ovens, fryers, deep fryers, rice cookers and all other heat producing devices are NOT permitted. Candles, incense burners, matches, lighters, and all other objects that produce heat and/or flames are **NEVER** permitted. Hot water is provided in the bubblers.

Small stereos, at the discretion of the Resident Dean, are permitted in the residence. Students must use headphones. Fish tanks, aquariums, cages, televisions, etc. are not permitted in residents' rooms.

Having a computer in the room is a privilege. Guardians are responsible for blocking programs and devices that they do not want their child to use. Computers are permitted and may be used until lights-out. The Boarding Program has ZERO tolerance for pornography and all other profanities - no matter the language. Violations may result in temporary or permanent loss of computer privileges, Internet access, and possible confiscation at the discretion of the Dean of Residents. All prohibited items will be confiscated.

Health and Safety Inspections

Residential rooms, furniture, etc., are the property of Marquette Catholic High School – not the residents. Do **NOT** remove anything from your room without contacting the dean. Residents are expected to maintain neat and orderly rooms at all times. A weekly scheduled **CLEANING ON SUNDAYS**. A member of the Resident Staff will inspect rooms weekly. Rooms will be checked for general cleanliness, empty trash cans, bathrooms, etc. all garbage will be taken out daily from the student's room. Not cleaning your room on the assigned day will result in weekend privileges being suspended. Materials that do not correspond with and uphold Catholic values will not be tolerated and will be immediately confiscated and disciplinary action will be taken. Every evening at lights-out, rooms will be checked to ensure that all residents are accounted for. Marquette Catholic High School reserves the right to inspect and search rooms at **ANY** time. Students are responsible for providing their own personal toiletry supplies, towels, and bedding.

SMOKING, OR ANY FORM OF TOBACCO USE IS NOT PERMITTED ON MARQUETTE'S CAMPUS. SMOKING IS NOT ALLOWED AT THE MANSION OR CARRIAGE HOUSE....or surrounding areas this is a smoke free campus!

Signing-out and Signing-In

Students **MUST** advise Resident Dean/Staff any time they leave the residence hall and sign out. It is important to know where students are at **ALL** times. returning from school you must check in with the dean on duty.

Visitors

Visitors are welcome at the Mansion. Any visiting students must have permission from the Dean/staff and they **MUST** sign in. Deans/staff must talk with host family parents to ensure good communication and to know who is in the house at all times.

Windows and Exiting the Building

Tampering with screens or windows for the purpose of exiting is strictly prohibited and is grounds for **IMMEDIATE** removal from the boarding house.

Any student found exiting the boarding house after quiet hours will be automatically dismissed from the program.

Uniforms

Uniforms are purchased through Marquette Catholic High School. Boarding students have a budgeted amount included in their fee to the program. Anything above that amount must be paid by the student.

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IPads

iPads and keyboards will be given to each student at the start of the school year and are to be returned at the end of the year. This technology fee was included in the student's tuition.

Automobiles

Boarding students are not allowed to have a vehicle on campus, nor are they allowed to drive at any time.

Storage

Students are permitted to store items on campus during summer break if returning by renting a POD. All others you MUST remove everything.

Mail

The Resident Dean will receive/deliver students' mail. Students shall give Resident Dean outgoing mail.

Students should have mail sent to:

(Student's Name)
The Marquette Mansion
220 West Tenth Street
Michigan City, IN 46360 USA

Resident deans will open any mail that may contain suspicious materials.

Finances

Parents/Guardians should plan to allocate an estimated \$1,000 per semester for their child for personal spending money.

Large amounts of cash are prohibited in the dorm. It is recommended that students have in their possession no more than \$50.00 per week in their rooms. A lock box or a small safe will also be a good alternative to keep cash & valuables. Parents may also purchase a Visa, MasterCard or American Express PREPAID gift credit card or debit card. This will allow parents to monitor their students spending throughout the year. Please inquire with your bank.

Laundry

Residents are responsible for their own laundry. There is no charge for their use. A schedule for laundry will be assigned by the Resident Dean. Laundry must be done on the resident's assigned day. NO laundry is to be left overnight at any time. Please be mindful of others that have laundry to do.

Internet / Wi-Fi room/ Computer Lab

Internet/WiFi/Computer areas are found throughout the residence hall for student use. Students are expected to purchase surge Protectors for their computers. As not to blow fuses through the houses.

Campus Facility

Scholl center commons Mon-Fri 7:00 AM - 3:00PM

Business lab - Mon-Fri 3:00-5:00PM

Main building - Mon-Fri 8:00AM-3:00PM

Weekend Activities

Weekend activities will be made available to all resident students. Any student that has below a C in any subject will not be allowed to participate in weekend activities until their grade improves. If a student wants to

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go to Chicago on Saturday he/she must tell the dean the night before and is **never allowed to go alone**. Students are NOT allowed to go to Chicago on Sundays as it is school the following day.

(ALL ACTIVITIES ARE SUBJECT TO COVID PROTOCOLS)

Dating and Intimacy

Dating between students is not encouraged. Any form of physical contact or intimate relations is grounds for removal from the program.

Guardian Requirements and Expectations

The Resident Dean will act as legal Guardian for all residents unless a guardian is specified within the State of Indiana.

Insurance

Insurance documents will state Marquette Catholic and/or its representatives as legal guardian of residents. Parents are responsible for any costs that are not covered by health insurance.

Medical

All medical concerns, medications or pre-existing conditions shall be immediately made known to the Resident Dean upon arrival. Conditions that occur during the school year shall be brought to the attention of the Resident Deans. Students will be taken to urgent care if needed. All students will have health insurance. Do not take any medication without telling the Dean on duty.

All prescription medications must be turned in to the School Office or the Resident Dean and will be distributed by the School Office and/or the Dean.

Passports

International students are **required** to keep their passports and visas in the possession of the Resident Dean for safekeeping. They should always carry copies of these items. All original paperwork will be kept in the office at the Mansion.

Sunday Mass

All students are encouraged to attend Sunday Mass at any of the Catholic churches in town.

Breaks

The Resident Hall will **NOT** be opened during **CHRISTMAS and SPRING** breaks. Residents must inform deans of their full travel arrangements **FOUR** weeks prior to break and will be given travel forms to fill out. This includes the details of their departure, arrival and accommodations including hotel confirmations and flight ticket times.

Students are NOT permitted to leave school early over a break.

Returning from Breaks

All students **MUST** be back on campus by the time school resumes. Any student who returns from break after the first day of classes will be marked unexcused and may receive a ZERO for any work missed.

Thanksgiving Break: November 20 - November 29, 2021

Boarding houses will be open. Transportation is not provided to students who are traveling. If a student wishes to travel during this time a travel permission form will be available.

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Transportation to Airport

Marquette will provide transportation to and from the airport on the following dates:

CHRISTMAS BREAK: December 18, 2021 - January 1, 2022

Bus departs Saturday December 18th, 2021

Bus pick up Sunday January 2, 2022

School resumes on January 3rd

SPRING BREAK: Saturday, March 26 - April 9, 2022

Bus departs - Saturday March 26th, 2022

Bus pick up - Saturday April 9th, 2022

END OF THE SCHOOL YEAR

Bus departs, **Wednesday June 8, 2022**

Students who make travel arrangements outside of these days will be required to arrange and pay for their own airport transportation.

Daily Schedule (Sample)

7:15-7:30 AM Wake Up Call, Morning Announcements if necessary at the table.

7:30 AM – 8:00 AM Breakfast and Morning Check-in – **Leave for school NO LATER THAN 8:10!**

8:15AM – 2:45PM School Day

3:30 PM – 6:00 PM Free time, After School Activities, Athletics

6:30 Dinner (all students are REQUIRED to be at dinner) no phones, headphones or gaming during dinner.

7:30 -9:00 PM Study Time there are many study spots in the mansion, front room, dining hall, in your rooms or extra study areas.

10:30 PM Lights Out and Room Check quiet is expected at this time.

School Day

During the academic day (8:15 AM – 2:45PM) the Resident Hall is off-limits to all students without permission of the Resident Dean and or permission from the school office. No student is allowed to leave the school grounds without permission.

SICK POLICY: Students must inform the Resident Dean on duty if they are feeling ill in the early morning. Students will be checked by the dean and at the dean's discretion, will be allowed to stay home. Students with a fever and/or diarrhea are not to go to school.

Dress Code after School Hours

Students are encouraged to relax after school hours. In order to maintain modesty and to meet safety issues residents must wear appropriate footwear when outdoors and around the hall. Tennis shoes, sandals, etc. are acceptable. Cleats are never permitted in any of the buildings.

Students should be properly groomed at all times. Good hygiene is expected, showering, clean hair, and clothes. This will be discussed during orientation.

Meals/Dining Halls

Residents will be served three meals a day, seven days a week. During meals, either the Resident Dean or a member of the Residence Staff will supervise students. A copy of the menu will be posted in the Dining Hall.

BREAKFAST IS ENCOURAGED! Students are expected to follow all Dining Hall rules. Some of these rules

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include: students must wear shoes, students must wear shirts, etc. use proper language and **NO** profanity. ALL students will be scheduled for kitchen and dining hall clean up. This will be discussed at Orientation. Proper manners are required at the dining table. **No Phones, headphones or gaming are allowed during dinner. It is a great time to have good conversations.**

Lights Out

Lights out will be at 10:30 PM during school nights and at 12:30AM on Friday and Saturday nights. All rooms will be checked at lights out to ensure all residents are accounted for. The Resident Dean will be immediately notified if there are any unaccounted for students. Students seeking a lights out extension must receive permission from a Resident Dean/Staff Member before lights out.

Hall Meetings

There will be Hall Meetings with the residents. The Resident Dean conducts these meetings during the school year. The purpose of these meetings is to provide opportunities for the residents to give positive input for the Hall, to help residents organize activities, programs, and to report any **MAINTENANCE** concerns, etc. These meetings will typically take place during dinner. Hall Meetings will be held in the beginning, end, and throughout the semester. These meetings will be announced. Attendance at Hall Meetings is **MANDATORY**, unless excused in advance. **Please report any problems immediately to the deans - no matter how small!**

Alcohol/Drugs

Students are **NOT** allowed to use or to have in their possession any alcohol, drugs, drug related products, or paraphernalia. Any resident found guilty of tobacco, alcohol or drug use, possession, or possession of paraphernalia will risk being expelled from the Boarding Program. Second offense will result in expulsion from school. Distribution of alcohol, drugs, or related products will result in immediate expulsion.

Weapons

NO weapons of any kind are allowed on campus or in Residence Hall, Including Bebe guns, knives. Any student found in possession of a weapon will be immediately removed from the boarding program and turned in to the police.

Theft

Residents should always keep valuables locked up. Do not leave your money or belongings laying around! Do not borrow or take anything from anyone without his or her permission. Do not allow anyone to use your credit card or give cash for any reason. If a resident suspects that a theft has occurred, he must report it immediately to the Resident Dean.

It is not recommended for any student to have more than \$50 in the residence at any given time. Valuables should be put away.

Off Campus without Permission

Leaving campus without permission is considered a major liability issue to both Marquette Catholic High School and parents. Students may not leave campus without the permission of the Resident Dean or without the written consent of the parents.

Travel forms will be given to each student one month prior to traveling.

The only exception to these rules are that the student is attending a school/boarding program function or any sporting event where transportation is provided by Marquette Catholic High School, or a Saturday trip to

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Chicago. If leaving campus without permission presents a problem then that student or students risk being removed from the Boarding Program. These rules are for the safety of all residents.

Roughhousing/Fighting

Boarding students will have time to exercise and participate in intramural activities outside or in the gyms. By no means will students throw balls, run, participate in horseplay, dribble a basketball or kick a soccer ball around the dorm or anywhere in the mansion or coach house. Fighting with another student is prohibited and **CAN and WILL** result in expulsion from the program. If a student is having a problem with others, he/she is encouraged to go to the dean for guidance. Be respectful of others at all times.

Counseling is provided upon request for any student who may need it.

STUDENT Check-List

Complete Residence Hall Registration Form
Parent/Custodianship Forms
Consent to Treatment Form
Permission Form for Prescribed Medication
Off Campus Permission Form
Code of Conduct Agreement Form

Dorm Internet Access Agreement

Marquette Catholic High School has provided for its resident students access to a high-speed connection to the World Wide Web.

Equipment needed for connection to the dorm network includes a Network Interface Card (NIC), and a Category 5 patch cable. Users are urged to purchase and maintain anti-virus software, such as Norton Anti-Virus, McAfee, Sophos, and others. Installing anti-virus software and keeping your virus definitions up to date will protect your PC from damage and loss of valuable data. It is also important that you keep your software up to date through the use of Windows Update. See www.microsoft.com/security for more detailed information on how to keep your computer secure from viruses and threats.

Marquette Catholic High School is responsible for securing its network and computing systems in a reasonable and economically feasible way against unauthorized access and/or abuse while making them accessible for authorized and/or abuse while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the disciplinary measures for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action. Such action may be in the form of temporary or permanent revocation of user access, regardless of the success or failure of the attempt. In addition, School Administration may take disciplinary action.

The users of the network are responsible for respecting and adhering to local, state, federal, and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process. While we cannot be responsible for the actions of individual users, it is understood that Marquette Catholic High School will make every effort to ensure compliance with established laws. The Students are also bound by Marquette Catholic High School Honor Code during these hours and computing times.

We will monitor all network activity, incoming or outgoing, on the dorm network and on all computers internally tied to it. All Web usage is logged by default. The high-speed access to the World Wide Web is

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behind a Firewall server & Web Filtering Device, and has been filtered to only allow connection through TCP/IP port 80, which is the standard port for Web page access. All other TCP/ IP ports have been blocked for your safety and protection. Viruses and hackers can and do use other TCP/IP ports to gain access to your computer, or to spread viruses. Another reason is to block the use of Peer-to-Peer file sharing networks (KaZaA, Gnutella Morpheus, LimeWire, Gnucleus, Bearshare, Aimster, iMesh) that are used to share copyrighted material in violation of the Federal Digital Millennium Copyright Act. Since the sharing of such copyrighted material is illegal, students are blocked and prohibited from using file sharing networks. You should also be aware that law enforcement agencies, the Recording Industry Association of America (RIAA), and other copyright holders of digital media are actively monitoring the Internet for users who are distributing copyright material. The recording, film and software industries have recently become very aggressive in their active pursuit of copyright infringement. They have spent millions of dollars, and they have hired hi-tech firms to develop and maintain software that is able to search the Internet and identify unauthorized distribution of their protected titles. This active monitoring is specifically designed to search for distribution of materials using the above listed software packages. Attempting to set up any other kind of server on the dorm network is prohibited, and automatically blocked by the Firewall server.

The willful introduction of computer viruses or other disruptive/destructive programs into the dorm network or into external networks is prohibited. Use of systems and/or networks in attempts to gain unauthorized access to remote systems is prohibited. Decryption and/or capture of system or user passwords is prohibited. The copying of system files is prohibited. The copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license is prohibited. The intentional attempt to crash network systems or programs is a punishable disciplinary offense. Any attempt to secure a higher level of privilege on network systems is a punishable disciplinary offense.

Network users are responsible for all traffic originating from their network device. In addition, network traffic is considered private, those, any attempts to read or monitor network information of others ("sniffing") is a violation of the privacy act. Repeat violations will result in the school disconnecting the device from the network. Attempts by individuals to reconfigure the network infrastructure can result in damage to the infrastructure or server network problems. Examples of this are extending the network with hubs/switches/repeaters/wired and/or wireless routers, daisy chaining of wiring and the use of non-standard electronics, the user risks being removed from the network. Please keep in mind that you are responsible for all uses of your computer, and that network use by a computer can be traced to its' owner. Remember, dorm network access is a privilege, not a right. Please use the privilege in a responsible manner, and you will be able to surf the Web with ease.

Dorm Room Internet Access Agreement

I, _____(resident), having received and read the Marquette Catholic High School dorm room Internet access agreement to follow all codes, policies, procedures and rules mentioned in the agreement, not excluding upholding the school's honor code as well. I acknowledge and agree to all of the terms and conditions and agree to uphold all Catholic/Christian morals, values and principles to all Internet usage. Any violations of these values on the Internet will result in the immediate loss of the computer and/or internet connection. Finally, In understand that the Dean of Resident Students and IT Director may deactivate and limit the internet access at their own discretion.

Resident Signature

Date

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Resident Dean Signature

Date

Marquette Catholic High School

Boarding Program Code of Conduct

I, _____ (resident), having received and read the Marquette Catholic High School Code of Conduct agree to follow all codes, policies, procedures and rules mentioned in the handbook, not excluding upholding the school's honor code as well. I acknowledge and agree to all of the terms and conditions and agree to uphold all Catholic/Christian morals, values and principles. Finally, I understand that the Dean of Residents may create, modify or remove policies; rules etc. at his/her own discretion.

Resident Signature

Date

Parent/Guardian Signature

Date

Acknowledgement of Disciplinary Actions

I, _____ (resident), having received and read the Marquette Catholic High School Code of Conduct agree to follow all codes, policies, procedures and rules mentioned in the handbook, not excluding upholding the school's honor code as well. I acknowledge and agree to all of the terms and conditions and agree to uphold all Catholic/Christian morals, values and principles. I acknowledge and agree that failure to do abide by the provided policies will result in disciplinary action, including but not limited to fines, suspension, and expulsion from the program. Finally, I understand that the Resident Dean may create, modify or remove policies; rules etc. at his/her own discretion.

Resident Signature

Date

Parent/Guardian Signature

Date