



Parent/Student Handbook 2025-2026

Marquette Catholic High School

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Table of Contents

	Page
Mission Statement.....	7
Statement of Philosophy.....	7
Principles of Learning for Marquette High School.....	7
History of Marquette Catholic High School.....	8
Accreditation.....	8
Admission Policy.....	8
Non-Discrimination Policy.....	8
Marquette Fight Song.....	8
Right to Amend.....	8
Faculty and Staff.....	9
Administration.....	9
Faculty.....	9
Staff.....	10
Board.....	10
Academic Policies.....	11
Scholastic Programs.....	11
Curriculum 2025-2026.....	11
Theology Class Failure.....	13
Failure Policy.....	13
Enrichment Policy.....	13
Non-Academic Courses.....	13
Overload Courses	13
Required Courses.....	13
Registration.....	14
Schedule Changed and Drops.....	14
Transfer Credits.....	14
Grading Scale.....	14
Eighty-Twenty Policy.....	15
Grade Point Average.....	15
Graduation With Honors.....	15
Weighted Grades.....	15
High Honor Roll.....	15

Progress Reports.....	16
Report Cards.....	16
Final Exams.....	16
Testing Programs.....	16
Students Information Services – FACTS.....	16
Transcript and Permanent Records	17
Attendance Policy.....	18
Attendance and Punctuality.....	18
Tardiness.....	18
Procedure for Absences.....	19
Absence – Planned.....	19
Unexcused Absences.....	20
Unforeseen Extended Absences.....	20
Permission to Leave Campus during the School Day.....	20
Protocol to Remain at Home due to Health Condition.....	20
Early Dismissal/Late Arrival.....	21
School Day Procedure and Policy.....	22
Arrival At School.....	22
Backpacks.....	22
Building Security	22
Cell Phones.....	22
Hall Passes.....	23
Lockers.....	23
Lost and Found.....	23
Lunch.....	23
Mass.....	24
Parking.....	24
Posters.....	24
Residency Policy.....	24
School Bells.....	24
School Campus.....	24
School Closing, Delayed Starts, or Virtual Days.....	25
Use of Restrooms.....	25
Use of the Telephone.....	25

Weight Room and Gym.....	25
Extracurricular Policy.....	26
Extracurricular Activities.....	26
Student Activity Code.....	26
Dances.....	27
Academic Eligibility.....	27
Concussion Protocol.....	28
Equipment (and Facilities)	28
Physicals and Insurance.....	28
Student Attendance on days of Extracurriculars.....	28
Serviam Policy.....	29
MCHS Service Learning Program.....	29
Goals.....	29
General Guidelines.....	29
Service Hours.....	29
Student Retreats.....	30
Requirements by Class.....	30
Freshmen.....	30
Sophomores.....	30
Juniors.....	30
Seniors.....	30
Service Bulletin Board.....	30
Required Parent Service Hours.....	31
Parent Volunteer Tracking Form 2025-2026 School Year	32
Discipline Policy.....	33
Standards of Conduct.....	33
Honors Code/Honest Policy.....	33
Extracurricular Behavior Policy.....	34
Parent or Guardian Behavior Policy.....	34
Fines and Fees.....	34
Detentions.....	34
Saturday Detentions.....	34
Principal’s Council.....	35
Suspension.....	35

In School Suspension.....	35
Out of School Suspension.....	35
Expulsion.....	36
The Appeal of a School Decision.....	36
Discipline Levels.....	36
Minor Offenses.....	36
Major Offenses.....	36
Intolerable Offenses.....	37
Dress Code Policy.....	38
Shirts and Outerwear	38
Pants, Dress Shorts, Slacks, and Skirts.....	38
Shoes and Socks.....	39
Hair and Facial Hair.....	39
Hats, Jewelry, and Nails.....	39
Other.....	39
Friday Explorer Days and Designated Dress Down Days.....	40
Drug and Alcohol Policy.....	41
General Policy.....	41
Drug Testing Policy.....	41
Tobacco Policy.....	41
Technology Policy.....	42
Introduction.....	42
Definitions	42
Usage Policy.....	42
AI Policy.....	44
Personal Safety.....	45
Cyber Bullying.....	45
Social Media Engagement.....	45
Examples of Acceptable Use.....	45
Examples of Unacceptable Use.....	46
Internet Safety Plan.....	46
Limitation of Liability.....	46
Violations of Acceptable Use Policy.....	46
Damages.....	47

Miscellaneous Information.....	48
Accidents.....	48
Asbestos Notice.....	48
Child Abuse Laws (Mandated Reporters)	48
Child Abuse and Sexual Abuse.....	48
Communicable Diseases.....	48
Counseling Services Outside of MCHS.....	49
Faith’s Law.....	49
Firearms and Battery Policy.....	49
Harassment and Teen Dating Violence Prohibited.....	50
Immunization Forms.....	51
Photograph Usage Statement.....	51
Policy on Gender Identity.....	51
Policy for Transferring Student	51
Police Questioning and Apprehension.....	51
Pregnancy, Abortion, and Parenting Policy.....	52
Respect for Country and Church.....	52
Sex Offender Notification Law.....	52
Student Medical Rights.....	53
Student Records and Custody.....	53
Students with Special Needs.....	53
Threats.....	53
Transportation and Bus Policy	53
Travel Policy.....	54
Tuition Payment Policy.....	54
Visitor Permits.....	55
Appendixes.....	56
Bell Schedule.....	57
Calendar.....	58
Whom Should I Contact?	62
Contact Information.....	63
Field Trip Information Form.....	64
Parent/Student Handbook Form.....	65

Mission Statement

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

Statement of Philosophy

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

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

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

Principles of Learning for Marquette Students

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

History of Marquette Catholic High School

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

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

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

Accreditation

Marquette Catholic is fully accredited by the Illinois State Board of Education and Diocese of Springfield in Illinois, most recently being re-accredited for a five year period in 2022. The school maintains all state and diocesan educational requirements and agrees to comply with any other applicable State and/or Federal law or regulatory requirement.

Admission Policy

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

Furthermore, applicants entering as Freshmen must present evidence of academic ability and achievement, motivation, and good character, and be in good standing with their prior school (behavior, academic, and financial). Admissions received after the annually stated deadline will be automatically added to our waitlist.

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

Non-Discrimination Policy

Marquette Catholic High School admits students of any race, color, sex or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, and loan programs, and athletic and school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

Marquette Fight Song

“On Explorers, on Explorers, we’ll fight for your fame. We will back you to the end and glorify your name, rah, rah, rah! We’ll be loyal, ever loyal, till the crack of doom! First, last, and all the time, explorers, boom! M-M-M-A-R Q-Q-Q-U-E T-T-T-T-E M-A-R-Q-U-E-T-T-E MARQUETTE!”

Right to Amend

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

Faculty and Staff

Administration

Principal.....	Timothy Harmon
Dean of Students.....	Blake Marth
Academic Dean.....	Elizabeth DeCoursey
Athletic Director.....	Brian Hoener

Faculty

English (Dept. Head).....	Jon Jones
English.....	Jenny Fazio
English.....	Nicole Stevenson
English.....	Jessica Vogel
English.....	Christina Zaso
Fine Arts	Molly Velikis
Fine Arts.....	Madison Foreman
Foreign Language (Dept. Head).....	Rebecca Schulz
Foreign Language.....	Suzanne Ambler
Foreign Language.....	Teresa Remis-Gill
Math (Dept. Head).....	Suzanne Phelps
Math.....	Nick Cohan
Math.....	Jessica Foersterling
Math.....	Katie Laffold
Math.....	Marshall Youngblood
Physical Education and Health.....	Caleb McClintock
Computer Sciences.....	Jon Podner
Science (Dept. Head).....	Michael Eddy
Science	Emma Deist
Science	Thomas Koehler
Science	Greg Root
Science	John Walters
Social Science (Dept. Head).....	Elizabeth DeCoursey
Social Science.....	Garrett Flowers
Social Science.....	Connor Grumich
Social Science.....	Timothy Harmon
Social Science.....	Blake Marth
Social Science.....	Jacob Simmons
Theology (Dept. Head).....	Paula Mattix-Wand
Theology.....	Steve Menke
Theology.....	Robert Price
Theology.....	Mike Roberts

Staff

Academic Adviser (Fr-So).....	Robyn Maag
Academic Adviser (Jr-Sr).....	Jessica Vogel
Executive Secretary.....	Chrissy Certa
Athletic Secretary.....	Deanna Bridgewater
Campus Chaplain.....	Father Jorge Sanchez
Campus Minister.....	Robert Price
Head of Maintenance.....	Jon Rosener
Financial Assistant.....	Diana Root
Director of Finance.....	Deb Walsh
Director of Development.....	Mary Hough
Director of IT.....	Jason Davis
Director of Advancement.....	Karen Coles
Head Custodian.....	Mary Donahue

Board

Board President.....	Paul Dix
Vice President.....	Michael Morrissey
Secretary.....	Donald Bohannon
Executive Board Member.....	Emily Nielsen
Board Member.....	Suzanne Cogan
Board Member.....	Monica Ellebracht
Board Member.....	Justin Lacy
Board Member.....	Erica Rochester
Board Member.....	Dan Stephan
Board Member.....	Debbie Tesson
Board Member.....	Don Wojtkowski

Academic Policies

Scholastic Programs

All coursework must be taken at Marquette for the following courses. Any coursework taken outside of Marquette must be approved by the administration. In order to meet the individual academic needs of the students, Marquette offers the following courses of study, instructed in the English language, except as otherwise permitted pursuant to 105 ILCS 5/27-2:

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

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

ADVANCED PLACEMENT (AP) – Marquette offers advanced placement courses in Calculus, Chemistry, Computer Science, Environmental Science, Physics I, Physics II, and U.S. Government. These courses and the subsequent national exam may allow students to acquire college credit. Students must take the exam and there is a fee for the course, determined by College Board.

DUAL CREDIT – Through an arrangement with LCCC, MCHS is able to offer a number of courses in various disciplines which can offer the student college credit transferable to most colleges and universities. There is an addition fee for Dual Credit Courses, as determined by LCCC annually. Dual Credit requires the following for admittance: LCCC testing, teacher recommendation, GPA, and academic adviser approval. Completion of one single qualification does not guarantee placement into the dual credit courses.

Creating Entrepreneurial Opportunities (CEO) Program – CEO is a year long course designed to utilize partnerships that provide an overview of business development and processes. Entrance to this program is based on application submitted by interested seniors. Our local business community partners with area schools to create project-based experiences for students by providing funding, expertise, meeting space, business tours, and one-on-one mentoring. Students successfully completing the program are also eligible for college credit through the dual credit program.

Curriculum 2025-2026

	HONORS	COLLEGE PREP	COLLEGE PREP B
FRESHMEN	Theology I English I Algebra I or Alg/Alg II World History (year) Biology Foreign Language P.E. Computer Science	Theology I English I Algebra I World History (semester) Physical Science Foreign Language P.E. Computer Science	Theology I English I Pre-Algebra World History (semester) Physical Science Foreign Language P.E. Computer Science
	6.50 Credits + 1.00 P.E.	6.00 Credits + 1.00 P.E.	5.00 Credits + 1.00 P.E.
SOPHOMORES	Theology II English II Geometry or Geom/Alg II Chemistry Foreign Language Health/Speech	Theology II English II Geometry Biology Foreign Language Health/Speech	Theology II English II Algebra I Biology Foreign Language Health/Speech

	U. S. History (dual credit)	Elective	Elective
	7.00 Credits	6.00 Credits	6.00 Credits
JUNIORS	Theology III English III Algebra II/College Alg/Trig A.P Gov Physics and/or AP Chem Personal Finance/Art App. Required Elective	Theology III English III Algebra II U.S. History Art App/Personal Finance Chemistry Elective	Theology III English III Geometry U.S. History ArtApp/Pers. Finance Chemistry Elective
	7.00 Credits	6.00 Credits	6.00 Credits
SENIORS	Theology IV English IV/Comp College Alg/Trig or AP Calculus/Calculus AP Env. or Bio II or Physics Required Elective Required Elective Elective	Theology IV English IV/Comp Pre-Calc/Trig U.S. Government AP Env. or Bio II or Physics Required Elective Required Elective	Theology IV English IV/Comp Math Elective U.S. Government Science Elective Required Elective Required Elective
	6.00 Credits	6.00 Credits	6.00 Credits
Total Graduation Credits	26.5 Credits	24.0 Credits(min)	23.0 Credits(min)
Total P.E. Credits	1.0 Credits	1.0 Credits	1.0 Credits

ELECTIVES: Variety of electives are available in each subject. Please check with advisers for more information on electives or look at the Marquette website.

Auto Safety/Behind the Wheel - Class is a semester in length – This class is offered to freshmen and sophomores based on their birthday (priority is given to Illinois residents – it is not required for Missouri students). There is a separate fee for this class.

Lewis and Clark Community Partnership Classes (Dual Credit)

First Year English I First Year English II Mass Communication Elementary Spanish I Elementary Spanish II Career Development College Algebra	U.S. History I (Honors) U.S. History II (Honors) Environmental Geography Intermediate Spanish I Intermediate Spanish II Earth Science Calculus	Middle East History Latin American History CEO I CEO II Educational Foundations Trigonometry
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Advanced Placement Classes

AP Calculus	AP Environmental Science	AP Physics I
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Theology Class Failure

After the failure of any Theology class, students will retake the Theology course the following school year. If students fail the Theology class a second time, they are not eligible for graduation at Marquette Catholic.

Failure Policy

Should a student fail a required course for graduation, students must make up said class the following school year at Marquette. Academic credit recovery courses outside of Marquette are only allowed, if approved by the Marquette administration.

Enrichment Policy

Any student who is failing a class for the week will be notified that they are required to attend enrichment the following week. Students are required to meet with that teacher on the designated days to help improve their grade. Parents and students should make arrangements for school dismissal at 3:20 on Enrichment days. This is part of the school day and supersedes any practice or after school activity. Please contact the advising office with any questions.

Non-Academic Courses

Physical Education is the only non-academic course offered at Marquette. Students will receive a letter grade for P.E., but the grade will not be included in the student's GPA or Honor Point ranking. Physical Education must be passed for graduation from a secondary school in the State of Illinois.

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

Overload Courses

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

Required Courses and Subjects

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

- Theology I, II, III, IV
- U.S. History
- English I, II, III, IV
- U.S. Government *US Constitution Exam must be passed
- World History
- Computer Science and One Additional Half Credit (Elective)
- P.E.
- Health
- Personal Finance
- Public Speaking (Speech)
- Service Hours
- Fine Arts – One Year of Credit (Art Appreciation and/or Music Theory Class)
- Math – Three Years of Credit
- Science – Three Years of Credit
- Foreign Language – Two Year of Credit
- Social Studies – One Additional Year Credit (Besides U.S. History and Government)

Registration

Student registration for the next school year takes place during the previous Spring semester. The Academic Dean will contact parents through FACTS to re-enroll. All students are required to meet with their academic adviser to discuss the next year's course offerings.

The academic advising office is available by appointment, which can be scheduled in google classroom within your graduating class page. College representatives are announced at the start of the school day and passes can be acquired from the junior/senior academic adviser. The academic advising office may not always be available at all times. If a student is experiencing an emergency crisis, they should ask for immediate help.

Schedule Changes and Drops

Students register for Fall classes during the previous Spring.

Within the first two weeks of school days of a semester, students may elect to add a course. This requires the written permission of the parents or guardians, the appropriate adviser, the teacher, and the principal. Students may drop a course within the first two weeks of the semester or may move from Honors to College Prep or from College Prep to Honors with the permission of the parents or guardians, teacher, adviser, and the principal.

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

Requests for changes may be made for the following reasons, including student has taken the course before and received credit, student has not completed the prerequisite course, and change is necessary to balance class size. Schedule changes will not be made for the following reasons, including student changed mind, student preference of teacher, and/or student does not want to do work in class.

Transfer Credit

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

Grading Scale

Marquette uses the following grading scale:

Letter Grade	Numerical Grade
'A'	90-100
'B'	80-89
'C'	70-79
'D'	65-69
'F'	0-64
'I'	Incomplete

‘EX’	Excused
‘WP’	Withdrew Passing
‘WF’	Withdrew Failing
‘M’	Missing
‘P’	Pending

All Advanced Placement courses must be completed through two semesters and the Advanced Placement exam completed before weighted grades will be granted to students. All students enrolled in AP Classes are required to take the AP Exam offered by the College Board.

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

A student who receives an ‘F’ for the first semester in Foreign Languages may redeem credit for that semester by passing the second semester. If this occurs, the first semester grade will be converted to a ‘D’ by the foreign language teacher and reported to the Academic Dean.

Eighty-Twenty Policy

For all courses at Marquette Catholic High School, with the exception of studio art classes, the classes will run on the eighty-twenty policy, meaning that twenty percent of grades will be included as academic practice (i.e. homework, participation, etc.) and eighty percent of the grades will be included as academic achievement (i.e. quizzes, papers, labs, exams, etc.). There is a minimum requirement of six practice grades and six achievement grades per quarter, per class. All teachers will adhere to this grading system.

Grade Point Average (GPA)

Each student will receive a grade point average for grades received at the end of each semester (not quarter). The grades for academic courses will count in the GPA. The GPA is calculated to the ten-thousandth decimal point and rounded back to the thousandth decimal point.

Graduation with Honors

Seniors who have the following gpa’s (by the end of their 7th semester) shall graduate as one of the following (if a student could achieve a higher honor with their 8th semester gpa, which may not be fully calculated by graduation, this will be considered in the final decision):

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

Weighted Grades

At the end of each semester, all Honors courses passed will earn an additional .02 points to the cumulative GPA. At the end of the year, if students have completed all dual credit and A.P. requirements, dual credit and A.P. classes will be given .08 points (.04 each semester).

Honor Roll and High Honor Roll

A student who receives a GPA of at least 3.700 will be listed on the High Honor Roll. A student who receives a GPA of at least 3.300 will be listed on the Honor Roll. Students with “incompletes” must have the incomplete taken care of before the allotted time to be considered for the High Honor Roll or Honor Roll.

Progress Reports

Teachers may send progress reports at any time during the school year. Reports may be written to indicate either good or inadequate work. However, reports should be sent by email or FACTS in a timely manner. It is the parents' responsibility to check the FACTS gradebook for zeroes, missing work, or failing grades.

Parents will receive a daily notification if a student has failed to complete an assignment. Parents should follow up with the respective teacher and their student.

Teachers will run missing and zeroes reports weekly during advisory period to alert students of grade deficiencies.

Report Cards

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

Any grade changes must be made within one (1) week of the end of the semester.

Final Exams

All students shall take final exams. Final exams shall count for 20% of the semester grade.

Seniors in their seventh semester of a one semester course or in their eighth semester of a one semester or full year course may be exempted by their teacher if they have an 'A' average and if they meet the following criteria:

- No unexcused absences
- No more than five excused absences from any class
- No more than five excused tardies from any class
- Less than four detentions for the year and no suspensions (ISS and/or OSS)
- Students show academic honesty and integrity in all their work
- Students have no outstanding fines, fees, or detentions owed

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

Testing Programs

Marquette Catholic High School students are expected to take the following exams:

Sophomores – *Pre-ACT** *required of all students

Juniors – *ACT*#*; *SAT* in May *required of all students #required for Illinois State Scholars (take by June)

Seniors – *ACRE Test** *required for all students

Student Information Services – FACTS

Teachers are required to post all assignments on FACTS weekly. Parents may use FACTS at any point during the school year to access student grades and attendance unless an outstanding balance for tuition/fees exists at the end of the first and/or second semester.

Students and Parents may check FACTS for all classroom assignments. FACTS can serve as an electronic planner for students to keep track of assignments, quizzes, tests, etc.

Progress reports will be provided after the 1st Quarter and 3rd Quarter. Semester report cards are posted on FACTS at the conclusion of the first and second semester. A reminder of report card availability will be sent to each parent via email. Each parent will have access to the student's transcript in June via FACTS. Parents are expected to review transcripts for accuracy.

Transcript and Permanent Records

Completion of certain obligations may be required before final records and related materials can be processed or distributed. Once all matters are resolved, documentation will be issued within a reasonable timeframe. Marquette Catholic High School relies on the timely payment of tuition and fees to support its mission. All families are expected to meet their financial obligations as agreed. When families encounter financial difficulties, the school is committed to working with them, provided they communicate promptly and cooperatively.

All students shall receive one free transcript of their academic work at Marquette Catholic High School. Records sent through Parchment and SCOIR are free. Transcript requests shall be made to the Academic Dean or Academic Adviser. Requests must be accompanied by the correct address of the college or business.

Attendance Policies

Attendance and Punctuality

Regular and punctual attendance is vital to the learning process. Students are expected to report on time each day and to remain in school for the entire day. The regular school day begins at 7:55 and ends at 2:58 p.m. Students will be marked absent for a full day if they are absent for more than four class periods of a regular school day.

Willful failure to attend school is truancy. Truancy will be reported to the County Superintendent of Schools for legal action and the school reserves the right to take disciplinary action.

The school reserves the right to determine the validity of any student absence or tardiness.

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

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

Marquette Catholic High School shall offer a minimum of 176 school days of instruction or the equivalent of 880 hours of instruction per school year.

Tardiness

Students who are not in their classrooms or assigned area when the bell rings are tardy and may be excused with a validated pass. Students who are tardy to the building must report to the main office and sign in. Upon signing in, students will receive a tardy pass from the main office. Excessive tardies will result in an appropriate progression of reminders, after school detention, and more severe discipline. A parent phone call does not automatically excuse a tardy.

Discipline for School or Class Tardies:

- Five Tardies: After school detention or two lunch detentions determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call.
- Ten Tardies: Two after school detentions or four lunch detentions determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call.
- Fifteen Tardies: One Saturday detention or a week of after school detentions determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call. The student must also write an 800-word paper on why punctuality is important in maintaining a successful profession or career and what specific strategies they will use to stop future tardies at school.
- Twenty Tardies: One in school or out of school suspension determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call. The student must also write an 800-word paper on why punctuality is important in maintaining a successful profession or career and what specific strategies they will use to stop future tardies at school.

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

Continually missing the same class could result in loss of academic credit and the teacher of the class may not be obligated to provide make-up work, pending administration decision on the matter. It is the student's responsibility to be in the class daily.

Any student who is more than 10 minutes late to first hour class, may be held out of class and marked as absent unexcused, which may reflect on academic achievement. Furthermore, any student who has an unexcused tardy through the first full hour of the school day will not be allowed to participate in extracurricular activities during or after that school day, with Friday tardies carrying on through weekend extracurricular activities.

A student who will be late to school due to an appointment must present a written request signed by a parent to the main office. The request must indicate where the student will be and the approximate time of arrival at school. Students arriving late must sign in at the main office. If a student does not complete the sign in and reason sheet, they will receive an unexcused tardy, which will result in disciplinary action.

Procedure for Absences

Parents must notify the Main Office (618-463-0580 or email – Chrissy Certa ccerta@mymchs.org) prior to the start of the school day if a student needs to be dismissed from school for any reason or if a student will be absent for any reason. If leaving for the day, parents must indicate where the student will be going, who will drive, the time the student needs to leave, and the approximate time of return. The student must sign out when leaving and sign in when returning to school. It is the student's responsibility to make up missed work or set up a makeup schedule the first day back following an absence. Missing a day(s) of school is not an excuse to be unprepared for class.

Students absent from class should check FACTS or Google Classroom to see what assignments were missed or call a classmate or e-mail a teacher.

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

Absences are noted as Excused depending on the circumstance:

- The following absences are always excused, provided the above procedures are followed:
 - Illness (determined by the administration)
 - Death in the immediate family
 - Family emergency (determined by the administration)
- Other absences *may* be excused if all of these conditions are met
 - The above procedures are followed
 - The absence occurs with prior consent of the parents
 - The school is notified in advance of the absence

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

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

Actions for Excessive Absences:

- Five unexcused absences during any given quarter will be cause for a review of the student by the Principal's Council and may result in a loss of academic credit for those classes missed.
- Nine unexcused absences will require a meeting between the parents and administration with an attendance based contract to follow.
- Marquette also has the right to withhold academic credit for an entire course(s) from students due to truancy (nine days). Illinois law states that a child can miss no more than five percent of the school year's 180 regular attendance days, or nine days.

Absence—Planned

Permission may be obtained for planned absences from school for special occasions up to a maximum of five days per year, including for the following, extended vacations, non-school sponsored athletic contests, and college visits. Absences of more than five days will be considered unexcused unless otherwise excused by the Principal. All planned absence requests should be made at least two days in advance to the Main Office. Parents and students will be advised by teachers on the wisdom of the planned absence and/or students obligations upon return. Makeup work must be completed within the same number of days the student has been absent.

Students are required to check google classroom and FACTS for lesson planned and missed work for all planned absence days.

Failure to pre-arrange the absence will result in an unexcused absence(s). No make-up work will be allowed for an unexcused absence. Pre-arranged absences are not allowed during semester exams unless approved directly by the Principal.

Unexcused Absences

Unexcused absences, with the consent of the parent but not necessarily with the consent of the school, include anything that can be attended to while school is out of session. This may include, but is certainly not limited to, extended vacations and/or sporting events. If it is unexcused, teachers are not obligated to provide the student with make-up work.

Absences are noted as Unexcused depending on the circumstances:

- These types of absences are always unexcused if:
 - They occur without the knowledge and consent of parents (truancy)
 - The student has a record of frequent absenteeism or tardiness

Unexcused absences may result in a teacher giving a zero to a student on any work from said missed school day.

Unforeseen Extended Absences

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

Permission to Leave Campus during the School Day

Permission to leave the campus can only be given by the Principal, Dean of Students, or Main Office Secretary. Medical and dental appointments should be made outside of school hours if at all possible. In the event of medical or dental appointments, or funerals, the student should:

- Parents/Guardians should call or email in the morning, before 9:00 with time of appointment, place of appointment, and time student needs to be picked up.
- Student must come to the main office at the start of the day to receive their pass to leave class.
- Students will present the special excuse to leave campus to the teacher of the class the student will be leaving, then report to the main office to sign out before leaving.
- Validate the special excuse at the doctor's office.
- Present the special excuse to the Office for re-admittance to class and sign back in.

If a student misses a test or assignment submission date, due to an appointment, he or she should expect to take the test or turn in the assignment before he or she leaves school (if he or she is not returning to school that day) or after school (if he or she does return to school later that day) with the option being at the teacher's discretion.

We are a closed campus and students may not leave for lunch or any other reason, especially without notifying the main office, as this would be a major safety concern. Disciplinary action will be taken against any student who leaves the school for lunch.

Protocol to Remain at Home due to Health Condition

In order to benefit from the planned educational program, wellness is essential. In order to prevent the spread of any actual or suspected communicable or contagious disease, any individual who exhibits the following symptoms should remain at home or be excused from school.

1. Unresponsive or unable to maintain an awakened state.
2. Temperature over 100 F (orally).
3. Temperature that is abnormally low.
4. Persistent coughing.
5. Abnormal nasal drainage.
6. Complaints of a sore throat, difficulty swallowing – with fever.

7. Vomiting more than once.
8. Diarrhea, loose or watery stool.
9. Unidentified and/or widespread rash.
10. Communicable diseases i.e. Flu, Chicken Pox, untreated Scabies, Impetigo, Covid.
11. Persistent pain (ear, stomach, etc.).
12. Any draining or infected wounds.
13. Red, crusted and/or draining eyes.
14. Lice – exclusion for live lice and/or untreated nits.

If these symptoms are present while an individual is in school, he or she will need to be excused for the day and may return after the symptoms have been absent for 24 hours. Students must be fever free for 24 hours without the use of fever-reducing medicines (e.g. Tylenol, Motrin) before returning to school. The MCHS administrators will use his or her professional judgement when reviewing the symptoms noted above. We must have alternate contacts and phone numbers, in the event that parents and/or guardians cannot be contacted.

In the event of an absence of three days or more, a release from a Licensed Care Provider (non- parent) will be required for return to school.

By working together and following these guidelines, we can maintain a healthy learning environment for our students, faculty, and staff.

Early Dismissal/Late Arrival

Early dismissal and late arrival are privileges that are based on parental permission, school administration permission, grades, and schedule availability. If a student is failing two or more classes for more than a week, these privileges will be permanently taken away for the remainder of the quarter. If a student is in violation of attendance, tardy, and/or discipline policies, these privileges will be taken away.

Students are only eligible for either early dismissal or late arrival, but not both.

School Day Procedure and Policy

Arrival at School

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

Upon arrival at school, students may go to their lockers. Afterwards, students are to report to the cafeteria, commons, or their classrooms until the first bell, when they should immediately report to their first hour classroom. The gymnasium is off-limits for students in the morning.

Backpacks and Other Bags (e.g. Purses)

To maintain a safe and organized learning environment, all students are required to store their backpacks in their assigned lockers during the school day. Backpacks are not permitted in classrooms unless specifically authorized by a staff member. Draw string bags, athletic bags, or other larger bags are also not permitted to be carried around during the school day. Students are encouraged to keep all bags in their assigned school locker.

Female students are permitted to carry **small purses only**, during the school day. This policy supports campus safety, reduces unnecessary items in classrooms, and aligns with the locker-use guidelines. Must be small enough to carry essentials only (e.g., keys, wallet, feminine hygiene products, etc.) and cannot be used to transport books, Chromebook, tablet, or other large personal items.

Building Security

MCHS is equipped with a modern security system, which includes electronic monitoring of all entrances and fire alarms. Any attempt to defeat the purpose of any part of the security system is prohibited. This specifically includes either disability or purposely deactivating a smoke, fire, or motion detector, propping open or preventing outside doors from locking, or admitting anyone into the building without proper authorization. Students must have their identification cards to enter the building. All school doors will be locked from the beginning of the school day until school dismisses. Footage from the security cameras is for internal use only and will not be released, unless in accordance with the legal system.

Cell Phones/Audio Equipment

To minimize distractions and maintain a focused academic environment, all student cell phones and audio electronic equipment (e.g. headphones, air pods, etc.) must be turned off or silenced and stored in assigned student lockers during the school day.

Students may access their phones during the following times:

- During their assigned lunch period and advisory period
- With special permission from a teacher for a specific class period or activity
- Before and after school

Exceptions:

Students with documented medical conditions (e.g., diabetes management apps or glucose monitoring systems) may keep their phones on their person during the school day. These accommodations must be approved through the Marquette administration.

Teachers may allow the use of phones only during specific class periods for academic purposes. Outside of those times, phones must be returned to lockers.

Unauthorized Phone Use:

If a student is found to have a phone on their person or is using a phone without permission during instructional time:

- Teachers will immediately send said student to the office.
- Disciplinary consequences will be issued in accordance with the school's code of conduct.
- Repeated violations may result in parent contact, loss of privileges, or further administrative action.

The school is not responsible for lost or stolen phones. Students are encouraged to secure their belongings at all times by locking their lockers.

Students in possession of any cell phone or audio equipment will be sent to the office. Cell phones and audio equipment will be confiscated in the office with a three-violation policy.

1. The first violation will result in an after-school detention, the device(s) needing to be turned in to the office for five days (returned at the end of the day to the student), and a parent notification via email.
2. The second violation will result in a Saturday detention, the device(s) needing to be turned in to the office for five days (returned at the end of the day to the student), and a parent-administrator phone conversation.
3. The third violation will result in a day of ISS, the device(s) needing to be turned in to the office for the remainder of the quarter (returned at the end of the day to the student), and a parent-administrator in-person meeting.

Hall Passes

Any student in the halls during class periods should have a hall pass. Students wishing to see another teacher during study halls should have that teacher's written permission. Restroom passes are for three (3) minutes. One person at a time may be excused to use the restroom.

Lockers

Students may access their lockers during the following times:

- Before and after school
- During their assigned lunch period
- During advisory period
- With special permission from a teacher or staff member

It is the student's responsibility to plan accordingly and bring all necessary materials to class. Repeated unauthorized locker visits during class time may result in disciplinary action.

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

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

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

Lost and Found

The lost and found department is located in the office.

Lunch

Marquette Catholic High School has a closed campus. Students must use the cafeteria services or bring their lunch. Students shall remain in the cafeteria for their lunch. Students should be aware that classes are being held during lunch hours and they should respect the rights of those students in class by being quiet. No food, candy, or soda may be taken out of the cafeteria or student may be subject to a disciplinary action. Exception to the rule, water may be consumed in hallways or classrooms as long as the water is in a non-breakable re-sealable bottle. Students may not order lunch services to be brought to the school (i.e. Door Dash, Uber Eats, etc.).

Mass

Marquette Catholic High School celebrates Mass on a weekly basis (Wednesdays and Thursdays – following G Schedule). Most of these Masses will be held in the Marquette Chapel. Once per month for all school Mass and on Holy Days of Obligation, students will walk to St. Mary's Catholic Church (down 4th Street) to celebrate Mass.

All students are expected to attend Mass, behave at Mass, and be respectful of the teachings of the Catholic Church. Any student exhibiting disrespectful, rude, or distracting behavior will be subject to disciplinary consequences.

Parking

Marquette Catholic High School does not own any of the parking lots surrounding the campus. Marquette rents the lot attached to the YWCA on 4th Street, which is for the faculty and staff, not students. Otherwise, parking is allowed anywhere that legal street parking is permitted. The City Hall Parking lot, where the blue buses are parked, is off limits to Marquette faculty and students. Parking in the Court House Parking lot will result in possible tickets and/or towing. A limited number of parking stickers for the lower parking lot known as "The Pit," will be sold by the lot owner, Giant City Properties. These will be offered to seniors, then juniors and sophomores until the allotment is reached. Cars may be searched if there is just reason to do so.

Posters

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

Residency Policy

All students are required to live with a parent, legal guardian, or person with power of attorney while in attendance at Marquette Catholic High School. Notarized proof may be requested, and non-compliance will result in dismissal of said student. We verify certified copies of government issued birth certificates to be in compliance with the missing persons/children's records act. If a student is 18 years or older and no longer lives with a parent, legal guardian, or person with power of attorney, they must sign new enrollment papers as the acting adult in that student's life. If another party (i.e. a parent, legal guardian, or person with power of attorney) is agreeing to continue to pay tuition, the party must sign a statement agreeing to that point in fact.

School Bells

School bells are used to indicate the beginning and end of the school day and the beginning and end of the class period. If a teacher causes a student to be tardy for the next class, the teacher has the responsibility to admit tardy students to their next class without penalty.

School Campus

The school campus is defined as being within a two (2) block radius of the school. The Alton City Hall and the Y.W.C.A.(with exception of approved school activities) are off limits. All of the school's rules and regulations are in effect within this area during school hours and all school activities.

Safe driving practices must be observed at all times, in or around campus. Students are subject to disciplinary consequences if they violate safe driving practices.

School Closing, Delayed Starts, or Virtual Days

If the school is to be closed for inclement weather, the announcement of the school closing will first be made through our FACTS Parent Alert communication system (a taped recording from the Principal and/or an email and text message), and also will be made on the radio stations WBGZ, Alton and KMOX, St. Louis; television stations KTVI, KMOV and KSDK, St. Louis. The decision to cancel school should be made prior to 6:15 A.M. If the weather is such that the school starting time can be delayed, the school may run a snow schedule with school starting at 10:00 A.M. The delayed starting time will be announced on TV and FACTS. The announcement of a school closing or a delayed start of school will be announced as Marquette High School - Alton or Marquette Catholic High School. No other announcements concerning Alton Catholic Schools pertain to Marquette Catholic High School.

Due to inclement weather, the school facility may be closed, but instruction may still be completed via virtual learning. If a virtual learning day is determined, alerts will be sent via FACTS and TV.

Use of the Restroom

Restrooms are normally to be used before school, between classes, and after school. The restrooms located by the cafeteria are to be used during lunch periods by the students. Students are not to use the restrooms in the 1927 building during the lunch periods. Unless you are actively in a P.E class, you are not to use the P.E locker rooms as a restroom.

Use of the Telephone

Students will not be excused from class or study hall to use the telephone, except in an emergency. If a student needs to use the phone, he or she must come to the office for permission. Students must report to the office to get permission to call home. Students should only make calls with permission. Too many students are on the phones with their parents during the school day in non-emergency situations and they think it is permissible because they are talking to mom or dad.

Without prior permission by an administrator, the use of cell phones or other electronic devices to take pictures shall not be allowed.

Phones or other electronic devices shall not be used to harass, threaten, humiliate or intimidate students, employees or visitors, or be used in a manner that otherwise violates local state or federal laws.

Weight Room and Gym

Students must be supervised at all times by a Marquette staff member when using the weight room and the gymnasium. Unsupervised activity of students in either the weight room or gymnasium may result in disciplinary measures taken against said student(s).

Extracurricular Policy

Extracurricular Activities

Marquette Catholic High School offers the following sports and activities for the student body. There is a \$100.00 participation fee for school sponsored athletics.

BOYS

Football
Soccer
Basketball
Swimming*
Baseball
Golf
Tennis
Hockey*
Track
Cross Country
Trap Shooting*
Volleyball
Bowling

GIRLS

Volleyball
Soccer
Tennis
Basketball ampu
Softball
Golf
Cheerleading
Dance
Track
Cross Country
Trap Shooting*
Bowling
Swimming*

CO-ED**

Scholar Bowl
W.Y.S.E./ACES
Drama
Yearbook
Interact Club
Chorus
Student Council
N.H.S.
Campus Ministry
Art Club
Explorers For Life
Students Offering Support
Ukulele Club
Bass Fishing
Breast Cancer
Awareness Club

**Club Sport*

***These organizations are subject to their own in-house rules/bylaws and thus discipline is handled separately from all other activities. However, students can and will be disciplined by the school for their behavior related to extracurricular activities.*

Club Photos Management:

New clubs must be formed by October 31st with administrative approval and you must email Mr. Podner to confirm your club's status by that date to be included in the yearbook. A list of new members must be submitted by November 5th. Monthly meetings are required, with attendance and minutes taken. Students who do not attend regularly may not have their photo included in the yearbook.

Student Activity Code

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

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

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

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

Any violation of this stated policy will result in on the following:

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

If a student is not currently in an activity, the penalty phase will start at the beginning of his or her next activity. Going out for a sport for a first time in an obvious attempt to circumvent the rule is not allowed. His or her activity is defined as the next activity in which they have participated or an activity which was begun in the prior IHSA calendar year.

Violations of the student activity code will be reported to the Activities Committee. The committee is comprised of the Athletic Director, the Dean of Students, and the coach or moderator of the student's activity as an ex-officio member.

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

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

Dances

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

- Students are expected to behave appropriately and are subject to enforcement of rules by the chaperones of the dances
- No shouting out inappropriate language during a song;
- No guests, male or female, over 20 years of age;
- Guests of Marquette students must abide by Marquette rules;
- Alcohol Breath analysis system may be employed before entering or leaving;
- Young men may remove jackets but must keep their shirts on;
- And, it is our expectation that mothers, fathers, or guardians will check the appropriateness of the length of dresses or skirts and the showing of cleavage before the young lady leaves the house.
- Freshmen are not permitted to attend Prom

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

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

Student can and will face disciplinary consequences for violating the aforementioned rules.

Academic Eligibility

Students failing two (2) or more subjects (academic or non-academic) for the semester may not participate in activities for the next semester.

Students who are failing two (2) or more subjects (64%) during any given week may be turned in by the teacher and are ineligible at least one week until they are failing one or less subjects.

Weekly progress reports for student activities are due by 10:00 A.M. on Mondays. The period of ineligibility will begin on the following Tuesday and continue through the Monday of the next week.

Concussion Protocol

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. If the school has high school athletes, it reports instances of concussions to the appropriate organization that governs the school's interscholastic athletic participation.

The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

[Attachment 1 - Return to Learn Policy](#)

[Attachment 2 – Return to Play Policy](#)

Equipment (and Facilities)

Students will be issued the necessary equipment for the particular activities. The students are responsible for the equipment issued to them. The school shall be reimbursed by the student and his or her family for lost or damaged equipment. Students who choose to modify their uniforms for the purpose of modesty or in accordance with requirements for their religion or cultural values will be responsible for costs associated with the modifications to the uniform.

Students using Marquette or Marquette rented facilities are expected to treat said facilities with the utmost care and respect. Any damages caused by students to facilities will be reported to the Athletic Director and parents will be liable for said damages.

For the safety of our students, any activity that is unsupervised by school personnel is strictly prohibited.

Physicals and Insurance

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

Student Attendance on days of Extracurriculars

Students involved in extracurricular activities must be in attendance at school on the day of the scheduled event. Students not in attendance will not be able to participate in or attend any extracurricular activities that day. Students must be in attendance by the beginning of the second period of the school day. Student's must be in attendance by 9:00 a m or are ineligible that day. Students with verifiable medical appointments or funerals of family members are excused.

This policy also applies to extracurricular activities on weekends. If a student misses school on Friday, they are not allowed to participate in or attend an extracurricular activity on the following Saturday or Sunday.

Practices or games are not to be held if school is cancelled due to snow or ice without the permission of the Athletic Director or the Principal. Students cannot be held accountable if a coach circumvents the rules and holds a practice.

Serviam Policy

Marquette Catholic High School Service Learning Program

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

Goals

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

General Guidelines: These apply to all four years of the Service Learning Program.

- Freshmen may begin acquiring service hours for MCHS as soon as they complete their eighth grade year. Returning students may begin acquiring hours as soon as they complete their final exams. Transfer students may begin as soon as their registration is complete with the Academic Dean. If special projects occur before then, check with the Campus Minister to make sure the hours can go on to the next year's requirement.
 - Service hours do not "roll over" into the next year's requirements. When a student performs more than 20 hours of service, we encourage them to list all of their work and keep it on file on 7Works and in the Campus Ministry Office. This information can be used for college and scholarship applications or service awards.
 - Students may not be paid for the service they complete.
 - The following activities do not count toward the 20-hour requirement regardless of year: babysitting, yard work, housework for your family or neighbors, or work completed for a parent, guardian, or friend's place of employment, unless that business has a non-profit status.
 - Service should be completed outside of school time unless arrangements have been made ahead of time with the principal. We encourage students to complete their service hours during the summer.
 - Students will be notified on their third quarter report card whether or not their requirement has been met. Students who fail to complete the requirements of the Service Learning Program will not receive a schedule for the next year. Completion of the Service Learning Program is also a requirement for graduation.
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Service Hours

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

Student Retreats

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

Requirements by Class

During the pandemic, service opportunities were limited or did not exist. Therefore, the focus areas for each class were limited. While there may not be many opportunities in the required areas for each class, students are highly encouraged to seek service experiences in their focus areas. Students are strongly encouraged to keep their service hour records up-to-date so they do not jeopardize graduation. Questions regarding service hours can be answered by Mr. Greg Root, our Campus Minister. His email address is groot@mymchs.org.

Freshmen and Sophomores

Focus: Parish, School, and Community

Freshmen and sophomores are required to complete 20 hours of service. Incoming freshmen may begin acquiring hours for the Service Learning Program after June 1 of their incoming freshman year. Sophomores may begin acquiring hours as soon as final exams end from their freshmen spring semester. Service hours earned for Confirmation preparation programs do not transfer to MCHS. A list of past projects completed by freshmen and sophomores may be found in the "School Forms" section on the MCHS website.

Freshmen and sophomores have options in earning their service hour requirement.

Option 1: Complete 15 hours from projects at student's church or former grade or middle school. The remaining five hours may be performed through school-sponsored events or through community-related projects.

Option 2: Complete 20 hours from projects where the focus is Marquette Catholic High School.

Option 3: Complete 10 hours by doing MCHS projects and finish the other 10 hours with non-profit agencies outside of MCHS that help the poor, elderly, children, or other community-related service projects. Helping out at home, babysitting, working at your parent's work or doing a neighbor's yard work does not count.

Juniors

Focus: Community

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

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

Seniors

Focus: Senior Mission Project

The class of 2026 will participate in a mandatory service week in the Alton area. An entire week has been dedicated to this project. Seniors will be given a full schedule and more details at the beginning of the school year. Completion of the senior mission project is a direct requirement to graduate from Marquette.

Service Announcements

To ensure timely and effective communication, Campus Ministry will primarily use email, daily morning announcements, and the school TVs to share important information, including service opportunities, retreat details, event updates, and reminders.

Students and families are expected to:

- Check school email regularly for updates from Campus Ministry.
- Listen attentively to morning announcements for any time-sensitive or important messages.

In some cases, information may also be posted on Google Classroom or shared through classroom visits, but the primary methods of communication will be email, morning announcements, and the school TVs. If students have questions or need clarification, they are encouraged to contact the Campus Minister directly.

Required Parent Service Hours

Each Marquette family is required to complete 10 parent service hours each school year. These hours are separate from the student service hours and must be completed through a Marquette affiliated event or activity. These 10 hours may be completed by parents, grandparents, etc., but *not* by students. Often times if there is a Marquette event throughout the school year of which parent volunteers are needed, an online sign-up link will be emailed to parents from the Development Office, making it easy to sign up for these events.

If the required 10 hours are not completed by April 30, parents will receive a bill of \$40 per hour missing. For example, if 7 hours have been completed, you will be billed for the remaining 3 at \$40 per hour for a total of \$120.00. Parents also have the option to do a complete buy-out of their hours for \$400.00.

The included “Parent Service Hour Form” must be completed and turned into the Development Office no later than April 30 of each school year. Parent volunteer hours are a wonderful way to be involved in your child’s school and get to know other Marquette families while living the Serviam motto (“I will serve”) of our school. You can find additional information and FAQ when you visit www.marquettecatholic.org/parents-service.

Parent Volunteer Tracking Form

2025-2026 School Year

Please complete this form and submit to the Development Office

NAME	STUDENT NAME	DATE	EVENT/ LOCATION	START TIME	END TIME	TOTAL TIME

Disciplinary Policy

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

Discipline is not just limited to the hallowed halls of Marquette Catholic High School. A Marquette student, parent or guardian, teacher, and/or coach can be disciplined for conduct occurring off of school property, on social media, or outside the school day if the school considers the conduct detrimental to the reputation of the school.

Standards of Conduct

The standards of conduct are meant to help the students of Marquette in several capacities. For example, the standards of conduct will help students to make more informed decisions, help students understand that consequences follow decisions, help students find the resources to deal with peer pressure, and help students to be aware of and to live a life that is different from amoral models sometimes presented in the media and society.

Within these standards of conduct, Marquette considers respect as one of the most important. Disrespectful behavior toward faculty, staff, and fellow students is not acceptable. Teachers have the right to remove disrespectful or unruly students from their class. Disrespect of school or another's property is not acceptable. Restitution may be demanded along with disciplinary action.

Along with respect, honesty is held among the highest of standards of conduct at Marquette. That being said, cheating will not be tolerated and will cause loss of credit. Cheating may be cause for the student's removal from a position of responsibility. The honors policy is an important part of the academic and disciplinary policy and has the potential to show the true character of a student. Students are expected to act in an honorable fashion while representing Marquette.

In order to create a safe and secure environment in which all persons are able to reach their full potential, all bullying and harassment incidents shall be taken seriously. Bullying behavior shall not be tolerated in any form in any of the catechetical programs of the diocese.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Honors Policy

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

Extracurricular Behavior Policy

When students of Marquette are representing Marquette Catholic High School at extracurricular activities, from school dances, to sporting events, to service projects, there is an expected level of Catholic decency and conduct that must be maintained by the students. If students are reported to be acting in ways that are unbecoming to the school or the image of the school, disciplinary action can and will be taken against said students, which will be further elucidated upon in this section.

Parent or Guardian Behavior Policy

While student behavior is at the forefront of our attention with the Discipline Policy, we consider parental or guardian behavior as equally important for the image of Marquette and as a guide for our students. Parental or guardian behavior needs to be professional, amicable, and reflective of the Catholic values of the school. Parents or guardians who are not encompassing these values of the school while at school events, sporting events, while working with school faculty or staff, or while representing the school will be addressed by the administration, if the administration finds it warranted. If the undesirable behavior is found to be damaging to the school or inappropriate towards one of the faculty or staff members, the administration will make recommendations for restitution, which may include disciplinary action against said parent or guardian or against their student. For example, parental or guardian suspension from sporting events and/or extracurricular events may be enforced by the administration, if deemed necessary.

Fines and Fees

Students can be issued fines or fees for disciplinary policy violations, among other things, which include the following:

- Boys Not Being Shaven - \$5.00
- Saturday Detention - \$10.00
- Gum - \$5.00
- Uniform Policy Violation - \$5.00
- Uniform Rental Fee - \$10.00

Fines and fees must be paid in full before final exams will be allowed to be taken by students at the end of the first and the end of the second semester.

Detentions

Detentions may be assigned by teachers for minor rule infractions of discipline and unfinished school work. Detentions may be up to 45 minutes in length and are supervised by different teachers on Tuesdays and Thursdays. A detention will be a period of quiet study or a work task, depending on the teacher that is supervising the detention.

A one-day grace period may be requested by the student to meet transportation needs or after school commitments. The detention should be made up the next Tuesday or Thursday or at a time determined by the Dean of Students. Failure to attend a detention period could result in the detention being doubled. Flagrant failure to attend detention periods will result in the student's referral to the Dean of Students for discussion with the Principal's Council.

Saturday Detentions

Students will be issued Saturday detentions for every fifth detention received. A student may also be issued a Saturday detention by an administrator for serious examples of disrespect or significant classroom disruptions. Saturday detentions will be served from 8-11 a.m. Students will also be issued a \$5 fine for every Saturday detention. Skipping or being late to Saturday detentions will warrant a day of in-school suspension and a week of athletic and activity ineligibility.

The students and/or parents will have the option of scheduling the upcoming Saturday or the next Saturday after the detention was issued. During detention time the students will work on practice work, be assigned a work task, or sit quietly depending on the teacher that is supervising. No food or drinks, no electronic devices, no sleeping, and students must be on time. If students are late, they will serve an ISS for one day during the next week, be ineligible for the entire next week from athletic and activity events, and will still owe the Saturday detention. Athletic or school related

activities do not excuse a student from Saturday detention. He or she will be expected to attend the detention first before participating in activities.

Principal's Council

The Principal's Council will be made up of seven members: Dean of Students, Academic Dean, Campus Minister, Athletic Director, Campus Chaplain, and the two Academic Advisers. The Council will meet at the end of each quarter and when the need arises. The Principal's Council determines disciplinary consequences, up to and including contracts (includes losing financial aid and scholarships), suspensions, and expulsion. Parents will be notified when a decision is made when a consequence is given by the Principal's Council.

Causes for referral of a student to the council are:

- Academic
- Improper behavior
- Violation of the Student Code of Conduct
- Excessive absences or tardies
- Excessive detentions
- Disrespect for authority

Suspensions

The Dean of Students and/or Principal will inform the parents of the disciplinary action and will hold a conference with the student. Suspension shall cause a student to be barred from classes and extracurricular activities for that day and evening. The Athletic Director will notify the appropriate coach or moderator of that decision. The suspended student is responsible for subject matter covered in class and for tests. In-school suspension or out-of-school suspension may be imposed by the Administration. If an in-school suspension is levied, the student is required to do all assigned work during the suspension time. What is not completed must be done at home.

In School Suspension (ISS): ISS will be held as needed. If a student is tardy, he or she will serve additional ISS time in the Dean of Students outer office the following day. ISS is a more severe punishment than a detention or a fine. It is imposed for repeated violation of school rules or more serious acts of wrongdoing. The Dean of Students and/or Principal will assign the date of the ISS. Students may not rearrange their ISS simply to avoid missing an extracurricular activity or school work.

- Rules for In-School Suspension:
 - Students should arrive with all necessary materials to complete the day
 - Each student in ISS will complete the assignments for that day in each subject and complete the ISS assignment
 - Students currently involved in extracurricular activities may not practice, participate, or dress out in their team uniform the day of an ISS
 - Students will remain in the assigned room for the entire day
 - ISS Students are not allowed to have visitors
 - Students are not allowed to eat, drink, use cell phones, sleep, or listen to music while in ISS
 - Failure to attend ISS will result in OSS on the next school day and ISS the following school day after that.
 - Note: There will be significant academic penalty for coursework missed during any ISS – A 50% reduction (discipline policy violation)

If a student fails to comply with any rules of ISS, the parents of the student will be contacted by the Dean of Students and/or Principal, and the student may be sent home for the remainder of the ISS day. The student and Dean of Students will meet the next school day and the student will be issued an OSS to be served on the next school day.

Out of School Suspension (OSS): OSS will be used when necessary. OSS is a more severe punishment than an ISS. It is imposed for repeated violations of school rules or more serious acts of wrongdoing. The Dean of Students and/or Principal will assign the date of the OSS. Students may not rearrange their OSS simply to avoid missing an extracurricular activity or school work.

- Note: There will be significant academic penalty for coursework missed during any OSS – A minimum of 75% and a maximum of 100% on all grades, depending on the severity of the issue

Expulsion

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

The Appeal of a School Decision (Grievance Procedure)

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

- The parents or guardians of the student shall contact the Principal and the President of the Board of Directors of Marquette Catholic High School for the scheduling of an appeal. The appeal shall be non-adversarial.
- The President of the School Board convenes the Executive Committee, the Principal, the Dean of Students, the Academic Dean, and the Athletic Director to hear the appeal.
- The decision of the Executive Board is final.

Discipline Levels

Acts of student misbehavior or misconduct and logical disciplinary responses are present in three levels of increased severity. These are not all encompassing, but examples of possible disciplinary issues. Other issues may arise that have not been specifically enumerated below.

Minor Offenses

Minor Offenses are typically dealt with by an appropriate progression of reminders, telephone calls to parents, after school detentions and lunch detentions. Additional incidents may result in suspension and/or other consequences. Minor offenses first handled by the teacher, then the Dean of Students and Principal. Examples of minor offenses are:

1. Excessive Tardiness or Absenteeism
2. Dress and Appearance Code violation
3. Public displays of affection
4. Littering
5. Food or drink outside cafeteria
6. Attendance procedure violation
7. Out of class without pass
8. Use of a prohibited electronic device or violation of chrome book borrowing policy
9. Class, Assembly, or Mass disruptions
10. Vulgar Language or Behavior

Major Offenses

Major offenses will result in disciplinary actions. The discipline may range from after school detention, Saturday detention, suspension, extracurricular suspension, and possible expulsion by the Administration. Any major infraction will result in a meeting with Administration, student, and parents. Examples of major offenses are:

1. Academic dishonesty
2. Profanity or vulgar language or behavior
3. Making false or malicious statements about a student or school personnel
4. Lying to school personnel
5. Gross disrespect to school personnel and staff
6. Forgery of notes or signatures
7. Disruption of assembly or mass
8. Defacing school property
9. Possession of incendiary and/or vaping device
10. Violation of computer use rules
11. Interfering with locks
12. Vandalism
13. Theft
14. Use of racial, ethnic or religious slurs through statements, social media, gestures, or the wearing of apparel which conveys any of these.
15. Interfering with the operation of any security system (i.e. – fire alarm)
16. Causing and interfering with a false alarm
17. Cutting class, including mass or assembly
18. Chronic or excessive minor offenses
19. Distribution or display of unauthorized printed materials or pictures
20. Cyber bullying and/or bullying
21. Misuse of social media
22. Inappropriate behavior at an extracurricular event
23. Walk out or group disorder
24. Trespassing or illegal entry of the school
25. Refusing or evading drug/alcohol testing
26. Skipping detention

Intolerable Offenses

An Intolerable Offense will result in at least a suspension and disciplinary contract from the Principal's Council. In most cases, these offenses also fall under the juvenile or criminal code and will be reported to legal authorities. Generally, students who commit intolerable offenses will be expelled. Administration will meet with students and family for all intolerable offenses. Examples of intolerable offenses are:

1. Fighting, assault, or psychological trauma of another student or school personnel
2. Reckless driving on school property, during school time, or to or from school activities
3. Intimidation or harassment of another person
4. Possession/use and/or distribution of a weapon or dangerous objects (as determined by the administration)
5. Use of incendiary devices/arson
6. Possession, distribution, or use of drugs, alcohol, or tobacco
7. Chronic or excessive major offenses
8. Extortion or Coercion
9. Sexual harassment
10. Hate Speech (e.g racism, sexism, symbolism, etc.)
11. Imitation or look alike weapons.

Any student found to be in possession of drugs shall be immediately suspended from school. The drugs or a weapon will be confiscated, and police officials contacted.

Dress Code Policy

Students are expected to always present a neat, clean, and modest appearance. Faculty and staff follow the dress code policy in the faculty and staff handbook. All apparel can be purchased at Fischer's or from the Marquette Spirit Shop.

Students will follow the dress code policy for MCHS at all school events (i.e. sports, baccalaureate, graduation, mission week, etc.). Students not following dress code will not be allowed to participate in Marquette events.

Any attire deemed inappropriate, distracting, immodest, or unsafe by the administration is a violation of the Dress Code Policy. Students not in compliance will be sent to the office until parents bring the appropriate required uniform. If the violation cannot be corrected, the student will sit in ISS (in school suspension) for the day.

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

The Principal, Dean of Students, or other administrators, will be the final judge if a piece of clothing is inappropriate. If the clothing is deemed inappropriate, the student will be asked to put on school approved clothing and his or her parents or guardians will be notified.

Explorer (Spirit) Days will be every Friday (and no other days of the week) of the school year and there will be special dress code policy for these days, which will be explained below.

Shirts and Outerwear

Shirts: The students must wear a white, navy, royal blue, black, or grey polo shirt with the school's logo. Shirts must be tucked in at all times.

Outerwear: If a student wishes to wear an additional piece of clothing for warmth, it must be something that is purchased from the school and/or Fischer's and must say Marquette or MCHS. This can include: a half zip, a quarter zip, a sweater, a vest, or a cardigan, in the white, navy, royal blue, black, or grey. Students must be wearing a collared polo shirt underneath their outerwear. **No t-shirts, long sleeve shirts, or hoodies, can be worn over a school polo.**

Coats: Students may also wear a coat or jacket that is solid colored white, navy, royal blue, black, or grey with no hood and no outside logos covering the coat (i.e. a small Nike swoosh would be acceptable. The word "Nike" in big, bold, letters across the chest is not acceptable).

Undershirts (optional): Undershirts must be solid white, navy, royal blue, black, or grey, short or long sleeved and must be free from any writing that shows through the shirt or on the arms of the shirt. **No sweat shirt material or hoodies can be worn as undershirts.**

Pants, Dress Shorts, Slacks, and Skirts

For boys: khaki, navy, grey, or black tailored pants and walking shorts with belt loops (in season and no shorter than two inches above the knee). No joggers, sweats, cargo, safari, colored denim, corduroy, or athletic pants. A neutral solid color belt with a standard buckle must be worn and be in all belt loops.

For girls: khaki, navy, grey, black, or white tailored pants and walking shorts with belt loops (in season and not shorter than two inches above the knee). No joggers, sweats, cargo, safari, colored denim, corduroy, or athletic pants. A black or brown belt with a standard buckle must be worn and be in all belt loops. Skirts (purchased from Marquette or Fischers) may be worn throughout the year. Skirts should be longer than the length of your fingertips with arms at your side. The school reserves the right to take away the privilege of wearing skirts if students do not follow the rules. At any time that a question of skirt length arises, students may be sent to Mrs.

DeCoursey for review. Mrs. DeCoursey will email parents at this time, a chance for correction will be allowed, and then further follow ups will result in disciplinary actions.

Pants, Shorts, and Skirts must be worn at the waist, never at the hips. Leggings and tights are allowed to be worn under skirts in solid navy, grey, black, and white. No writing on the leggings is permitted. No sweatpants, flared leg, pajama pants, or jogger styles are allowed under skirts. Leggings must be tight to the leg.

Shoes/Socks

Tennis shoes, leather shoes, and canvas shoes with standard heel and standard sole must be worn. Open-back shoes, croc or croc-like shoes, all types of boots, house slippers, sandals, Birkenstocks, and athletic slides are not allowed (even if they are black or brown leather). Socks must be worn with shoes at all times.

Administration will make the final decision if the style of shoe is appropriate to be worn during school hours.

Hair/Facial Hair

Hair must be neat and clean (For boys: must be kept off the face and collar). No designs of any kind can be cut into the hair. Students are not allowed to dye their hair unnatural colors (e.g. blue, pink, purple, etc.).

Boys must be clean-shaven at all times, and sideburns must not be lower than the bottom of the earlobe. Any student not in compliance with the facial hair policy will be required to shave at school and will be fined \$5.00. Continued failure to comply with this policy will result in disciplinary action. If a student is given a medical exemption from shaving, student will still be expected to keep face daily trimmed with minimal stubble.

The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Hats/Jewelry/Nails

Hats must be removed upon entering the school building and must remain off the entire school day and stored in lockers. The administration has the final say on head coverings being permissible or not.

Appropriate rings, watches, medals, crosses, etc. are allowed to be worn, unless the Principal or Dean of Students rules otherwise. Boys may not wear body-piercing jewelry at all, including earrings. Girls may not wear excessive or unsafe earrings. No nose, lip, or eyebrow piercings of any kind and no gauges are allowed. Jewelry that is deemed a violation of the dress code will be confiscated and placed in the Dean of Students office in an envelope and can be picked up at the end of the school day.

Girls are not allowed to have finger nails that are excessively long and could be deemed dangerous by the administration. Boys are not allowed to have paint or coloring on their fingernails.

Other

Visible tattoos or similar decorations are not allowed and must be covered.

Hoodies, jackets and coats with hoods, backpacks, etc., must be kept in the assigned locker during the school day. The athletic locker rooms by the gymnasium are not storage rooms for coats, jackets, or backpacks and the athletic locker rooms will be locked during the school day.

School issued lanyards with identification badges or access keys must be worn around the neck and visible during all school hours. No buttons, designs, or stickers can be added to the lanyard or identification badge or it is considered a violation of the dress code.

Students are permitted to wear masks for health reasons, however wearing a mask does not make students exempt from facial hair, piercings, or other rules, simply because masks are covering them. These would all still be violations for the dress code policy.

Friday Explorer Days and Designated Dress Down Days

On Explorer Days (every Friday) students must follow these guidelines. Students may wear the following:

- T-Shirts with Marquette teams, logos, or school related designs on them
- Marquette Sweat shirts or Marquette Hoodies (Hoods on hoodies must be off the head while at school or you will lose the right to wear the hoodie)
- Marquette Team Jerseys (no arm pits visible)
- Must wear uniform bottoms

There are other rules for designated dress down days, e.g. Homecoming Week, Halloween, Opening Day, etc. Dress down days will have provided rules and/or guidelines, which will be different from the aforementioned.

Dress Restrictions for all days:

- No inappropriate logos or writing on clothing or accessories at any time (especially no alcohol, firearm, or tobacco logos)

The Principal or another designated representative will be the final judge if a piece of clothing is inappropriate. If the clothing is deemed inappropriate, the student will be asked to put on school approved clothing and his or her parents or guardians will be notified.

Drug and Alcohol Policies

General Policy

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

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

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

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

Any student caught in possession of drugs at the school, at school related activities, or within 1,000 feet of the school will result in the principal notifying local law enforcement officials and the Illinois State Police through the School Incident Reporting System (SIRS).

Drug Testing Policy

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

All results are completely confidential, but are still subject to disciplinary and extracurricular consequences. A copy of the Drug Testing Policy is available upon request. Refusal results in student not being allowed to attend Marquette.

Tobacco Policy

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

Technology Policies

Introduction

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

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

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

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

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

Definitions

Authorized Users:

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

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

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

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

Usage Policies

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

Web Access:

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

Email:

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

Social/Web 2.0 / Collaborative Content:

Recognizing the benefits collaboration brings to education, Marquette Catholic High School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

Mobile Devices Policy:

Marquette Catholic High School provides students and other authorized users with chrome books to promote learning inside and outside of the classroom. No other personal learning devices (i.e. laptops, MacBook's, iPad's) will be allowed in lieu of MCHS chrome books in the classroom. Furthermore, students and other users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

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

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

If a student brings in an outside mobile device for any reason, students are expected to follow the same code of conduct for use of personally owned devices on Marquette Catholic High School campus or at other functions, whether on or off property, or at any activity or event related to Marquette Catholic High School.

If a student forgets and/or misplaces their Marquette Catholic High School issued chrome book, they may borrow a school owned chrome book for a limited amount of time, determined by the head of IT. If a borrowed school owned chrome book is not returned within three days, disciplinary actions will be taken against said student (see disciplinary policy).

Security:

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

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

Downloads:

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff or Administration. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for educational purposes.

Netiquette:

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

Plagiarism:

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author. Students found plagiarizing are subject to the discipline policy, including loss of credit on assignments, as determined by the teacher, in association with the administration.

AI Policy:

Marquette Catholic's AI policy is designed to ensure the ethical and responsible use of artificial intelligence within the high school, promoting innovation and safety. It mandates the use of AI to support educational goals, respect privacy through strict adherence to data protection laws, and emphasizes the importance of cybersecurity. The policy prohibits plagiarism and academic dishonesty, clearly stating that any student found using AI for such purposes will face standard academic and disciplinary consequences. An annual review will keep the policy up to date, involving the school community in its evaluation and revision. Training sessions will ensure that everyone understands how to use AI tools responsibly within the curriculum.

AI Policy**Purpose**

The purpose of this policy is to ensure academic integrity while allowing responsible and ethical use of artificial intelligence (AI) tools in learning. As AI becomes more accessible, students must understand how and when it is appropriate to use these tools.

Definition of AI Tools

AI tools refer to any technology or platform that uses artificial intelligence to generate, assist with, or analyze academic work. Examples include (but are not limited to):

- ChatGPT, Gemini, Claude, Copilot
- AI-based translators, writing assistants, or code generators
- AI tools that complete assignments, generate essays, solve math problems, or create projects without human input

Permitted Uses of AI

Students **may use AI tools** only when:

- A teacher has explicitly allowed their use for a specific assignment or project.
- AI is used as a **support tool** (e.g., brainstorming ideas, grammar checking), **not as a substitute** for original work.

- Students **cite or disclose** their use of AI when required by the teacher or assignment instructions.

Prohibited Uses of AI (Cheating)

Use of AI constitutes cheating when:

- An AI tool completes all or part of an assignment, test, or project **without teacher permission**.
 - A student submits AI-generated work as their own original thinking.
 - A student uses AI to bypass learning objectives (e.g., AI-written essays, test answers).
 - AI is used during assessments, quizzes, or exams unless explicitly authorized.
-

Consequences for Violating the Policy

Violation	Consequences
First Offense Unapproved use of AI; partial AI-generated work	- Zero on assignment with the option to redo the assignment for up to 50% - Parent/guardian notification
Second Offense Repeated use; AI-generated work passed as original	- Zero on assignment – no chance to make up - Detention and parent/guardian notification
Third Offense Major/planned misuse; repeated dishonesty	- Zero on assignment – no chance to make up - ISS/OSS and Activity Code Violation and parent/guardian notification

All consequences are subject to review by administration based on severity.

Personal Safety

Students should never agree to meet someone they meet online in real life without parental permission.

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without parent or guardian permission. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others.

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

Cyber Bullying

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

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

Social Media Engagement

Engagement in online blogs such as, but not limited to, Snapchat, Instagram, Facebook, Twitter, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, teachings of the Church, other students, etc. Information regarding discipline is located in the "Disciplinary Policy" section of the Parent-Student Handbook.

The use of social media in the name of the school or using likenesses to the school's name, by a sports team, coach, student, or anyone else within or related to the school, needs to be done in accordance with school approval through the principal, dean of students, athletic director, public relations manager, or head of IT. Login and passwords must be on file with the school and override authorization is a right held with the school administration. At all times, the image and security of the school is of the utmost importance and the school maintains the right to assume control over social media that is using its name and/or likeness.

Examples of Acceptable Use

I will:

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

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

Examples of Unacceptable Use

I will **not**:

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

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

Internet Safety Plan

- Marquette Catholic High School implements an effective internet filtering and reporting solution that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors.
- The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors.

- Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats.
- School network is secure from unauthorized access, including “hacking” and other unlawful activities by minors online.

Limitation of Liability

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

Violations of Acceptable Use Policy

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The Technology staff and School Administration will deem what is inappropriate use and their decision is final. The technology staff and administration will not request or require students to provide passwords or other related account information for social networking websites, but may conduct investigations and/or require students to cooperate in an investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy, which may require the student to share content on said social networks. Also, the system administrators may close a school-related account at any time as required.

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

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

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

Damages

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

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

Miscellaneous Information

Accidents

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

Asbestos Notice

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

Child Abuse Laws (Mandated Reporters)

MCHS abides by the Child Abuse laws of the State of Illinois. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. All faculty and staff members are state mandated reporters.

Child Abuse and Sexual Abuse

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

Such persons shall never employ corporal punishment nor inflict physical abuse with respect to those entrusted to their care. Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

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

Communicable Diseases

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

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

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

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

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

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

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

Counseling Services Outside of MCHS

Students that are in need of social or mental health assistance are encouraged to reach out to the academic advisers, Dean of Students, or Principal. If the needs are greater than what the school can provide, MCHS will reach out to local counseling services.

Students' needs for counseling and/or social work will be evaluated by faculty, staff, and the administration throughout the year. If and when it is determined to be necessary, the administration will make recommendations to parents to seek counseling services (i.e. Catholic Charities or recommendation of family physician) for students.

Faith's Law Notification:

Pursuant to Illinois's Faith's Law requirements, Marquette Catholic High School is required to include in their student handbook the school's Employee Code of Professional Conduct. Each of the provisions is contained in existing policies and rules of the Diocese of Springfield and are listed in different sections of the parent-student handbook, but are restated as a Code of Conduct for School Employees to comply with the law. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be requested from the school office.

Firearms and Battery Policy

Marquette Catholic High School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm

as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

- (2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a “billy” club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above. The expulsion requirement or period may be modified by the school administration or pastor on a case-by-case basis.

Harassment and Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student’s same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Immunization Forms

Any students who have not turned in the required health examinations and immunization forms by October 15th of a given school year will not be allowed to continue at the school until the correct forms are submitted to the main office for recording.

Photograph Usage Statement

Student photographs and names will be used in the media, papers, MCHS social media accounts, on the internet or where appropriate, unless a written objection is received from the parent or legal guardian.

Policy on Gender Identity

Marquette Catholic High School, as a member of the Springfield Diocese follows the Diocesan policy on Gender Identity. The policy can be found at the following website, <https://dio.org/wp-content/uploads/1667/43/Pastoral-Guide-and-650-Gender-Identity-Policy.pdf>.

Policy for Transferring Students

Certified copies of incoming transfer students' records will be requested within 14 days of enrollment for transfer students. Upon reception of certified records, transfer students' records will be updated by the academic advising office for MCHS.

Once records have been received and entered by the academic advising office, the parents, student, and administration will meet to review the schedule, transcript, and handbook. Service hours and specific graduation requirements may be adjusted to reflect the availability of programs and courses at their previous school, this will be determined by the administration.

For any students transferring out of MCHS, the school will send unofficial records within 10 days of the request to the new school. Completion of certain obligations may be required before final records and related materials can be processed or distributed. Once all matters are resolved, documentation will be issued within a reasonable timeframe.

Police Questioning and Apprehension

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

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

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

Pregnancy/Abortion/Parenting Policy

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

Respect for Country and Church

Whereas we prefer students and faculty to keep their own differing political and religious opinions off the school grounds, in certain classes, e.g. American Government, U.S. History, Theology, etc., politics and church may be discussed in a respectful, mature manner.

Regardless of your views, all students are expected to stand and face the flag and the cross at the start of the day when the pledge of allegiance and morning prayer are recited.

If you prefer to remain silent, but respectful, that right is extended to you.

School Portraits:

School ID and yearbook photos will be taken on orientation day of each year, the day before school starts. If students miss this day and the makeup day, which will be announced once scheduled, they may not be included in the yearbook.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- (1) To attend a conference at the school with school personnel to discuss the progress of their child.
- (2) To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- (3) To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

Student Medical Rights

MCHS faculty, staff, and administrators will incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

MCHS does allow the self-administration and/or self-carry of asthma, diabetes, seizure, cannabis infused medication and epinephrine injectors upon the receipt of necessary documents from health professions to the main office, as required by the Illinois State Board of Education.

Student Records and Custody

In the absence of a court order, what is said in this handbook of policies applies to any parent or legal guardian, whether or not the student lives with the parent. Any request for multiple mailing of report cards and other information should come through the administrative office. Should there be special circumstances regarding dismissal from school, records, pick-ups/drop-offs requirements or limitations, etc. court documents are required. This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents.

Parents have the right to view their own student's records. This is done by contacting the Academic Dean. Marquette does abide by the Buckley Amendment. It is recommended that a three (3) day notice be given to the Academic Dean. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent.

Before requested records can or will be given to parents, MCHS will double check to see if the student has been reported as missing and if they have been reported as missing, MCHS will contact and alert the Illinois State Police, per Illinois State Laws.

The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

Students with Special Needs

Marquette's goal for its "Students with Special Needs" is to provide them with a productive educational experience given their limitations and the limitations of staffing and resources and taking into account the educational impact on other students. An Academic Adviser and/or teacher will be assigned to provide accommodations and said accommodations will be disseminated to necessary faculty and staff members.

Threats

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

Transportation and Bus Policy

Marquette Catholic High School Transportation Policy Manual: Marquette Catholic High School provides transportation to our students for a variety of activities. Student athletes will ride our small blue buses on a regular basis while traveling to and from athletic contests. Our athletes may also be transported using our big buses. Students may also ride our small buses or our large buses for field trips, retreats, or other school related activities. In addition to the previously mentioned activities, Marquette Catholic High School

provides a regular bus service, for morning pickup and afternoon drop off. This service is provided when the demand or number of riders allows for the cost to be affordable to the students and parents, while at the same time allowing MCHS to “break even” on expenses. Historically our bus service has included Jerseyville, Edwardsville, and North County, in Missouri. In the past few years the Missouri route has been the only service, but if there is enough of a demand for any area, MCHS will consider sending a bus or buses. Students and parents are reminded that the bus transportation is a privilege and not a right. Improper conduct on buses or at bus stops could result in that privilege being suspended or revoked. Failure to follow the rules or directions of the bus driver will result in disciplinary action.

School Bus Disciplinary Guidelines: The school bus driver is the ultimate authority on the bus. Students are to follow directions at all times. The school bus is an extension of the school and all regular school rules must be followed. Failure to comply will result in disciplinary consequences according to the MCHS disciplinary policy described within the student-parent handbook.

Travel Policy

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

Tuition Payment Policy

Marquette Catholic High School relies on the timely payment of tuition and fees to support its mission. All families are expected to meet their financial obligations as agreed. When families encounter financial difficulties, the school is committed to working with them, provided they communicate promptly and cooperatively.

Core Principles

1. **Responsibility**
Parents/guardians are responsible for tuition and fees. Delinquency may affect enrollment, access to records, participation in extracurriculars, and re-enrollment.
2. **Communication**
In cases of financial hardship, parents/guardians must notify the school promptly and schedule a meeting with the Finance Committee before the account becomes delinquent.
3. **Delinquent Accounts**
There are three stages of school response when a family’s FACTS account becomes delinquent. The three stages will be at 30 days, 45 days, and 60 days with more information below.
4. **Tuition Payment Agreements**
If a family requires adjustments to their payment schedule, due to a delinquent account or due to financial hardship, a written Tuition Payment Agreement (TPA) must be executed with the Principal, Director of Finance, and approve by the Finance Committee.
5. **Financial Aid**
Families experiencing hardship or with a delinquent account may be required to apply for financial aid via the FACTS Grant and Aid application.
6. **Legal Remedies**
The school reserves the right to use legal means, including collection agencies and court action, to recover unpaid tuition or fees. Related costs will be charged to the responsible party.
7. **Special Circumstances**
In families where divorced or separated parents share financial responsibility, one parent must assume full responsibility if the other defaults.
8. **Delinquent Accounts and Re-enrollment**
No student may be enrolled if another student from the same family has an unresolved delinquent account.

A more detailed version of this policy is available in the offices of the Principal and the Director of Finance. Families are encouraged to contact either office for additional information or clarification. Our goal is to make Marquette Catholic High School affordable for anyone who wishes to be an Explorer. Successful achievement of this goal is dependent on the cooperation of parent(s) and guardians. The following past due dates will prompt the subsequent actions by the school administration.

30-Days Past Due

1. Notice. Parents/guardians will be notified via email, FACTS, and telephone.
2. Requirement. Parents/guardians are required to communicate with the Principal, or his/her designee, to arrange payment and/or enter a mutually agreeable written Tuition Payment Agreement (“TPA”).

45-Days Past Due

1. Notice. Parents/guardians will be notified via certified letter sent by U.S. Mail and/or by hand-delivery of a sealed letter to his/her/their student. **MCHS cannot guarantee the confidentiality of any written correspondence provided by hand delivery to students.*
2. Requirement. Parents/guardians are immediately required to remit payment and/or enter a mutually agreeable written TPA.

60-Days Past Due

1. Notice. No additional notice will be provided to parents/guardians when an account is 60-days past due, and MCHS reserves the right to inform the student of the circumstances of his/her past due account.
2. Requirement. Parents/guardians are immediately required to remit payment, enter a mutually agreeable written TPA, and complete a FACTS Grant and Aid application.
3. Additional Measures. Further remedial measures include, but are not limited to, the following:
 - a. Parents/guardians and students may be restricted from accessing FACTS and related services.
 - b. Parents/guardians and students may be restricted from enrolling/re-enrolling current and/or future students, and subject to further legal action.
 - c. Students may be ineligible to participate in extracurricular and/or athletic programs through the end of the semester.

Visitor Permits

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

- Present a parental note of request to the office one day prior to the visit.
- Obtain the permission of all their teachers.
- Make sure visitors adhere to the MCHS dress code.

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

Appendixes

Appendix A

Please see Explorer's Club Information located at <https://www.marquettecatholic.org/apps/pages/explorerclub>.

Appendix B

Please see the following for Boys' Sports <https://www.marquettecatholic.org/apps/pages/boyssports>.

Please see the following for Girls' Sports <https://www.marquettecatholic.org/apps/pages/girlssports>.

Appendix C

Please see Student Club Information located at – please see club moderator for detailed information and specific rules https://www.marquettecatholic.org/apps/pages/index.jsp?uREC_ID=1251795&type=d&pREC_ID=1476636.

Bell Schedule for 2025-2026

The school day begins each morning with announcements at 7:55 (except on delayed start days). Warning Bell is 7:50 and late bell is 7:55.

A Schedule HOUSE/ENRICHMENT	B Schedule EARLY OUT	C Schedule ASSEMBLY/St. MARYS
BELL 7:50-7:55 PRAYER/PLEDGE 7:55-8:00 UNIFORM CHECK 7:58-8:00 PERIOD 1 8:00 - 8:43 PERIOD 2 8:47 - 9:30 PERIOD 3 9:34 - 10:17 House Period 10:20 - 11:00 PERIOD 4A 11:03 - 11:24 PERIOD 4B 11:27 - 11:48 PERIOD 5A 11:52 - 12:13 PERIOD 5B 12:16 - 12:37 PERIOD 6 12:41 - 1:24 PERIOD 7 1:28 - 2:11 PERIOD 8 2:15 - 2:58 Prayer 2:58 - 3:00 Enrichment 3:00 - 3:20	BELL 7:50-7:55 PRAYER/PLEDGE 7:55-8:00 UNIFORM CHECK 7:58-8:00 PERIOD 1 8:00 - 8:30 PERIOD 2 8:34 - 9:04 PERIOD 3 9:08 - 9:38 PERIOD 4A 9:42 - 9:55 PERIOD 4B 9:59 - 10:12 PERIOD 5A 10:16 - 10:29 PERIOD 5B 10:33 - 10:46 PERIOD 6 10:50 - 11:20 PERIOD 7 11:24 - 11:54 PERIOD 8 11:58 - 12:28 Prayer 12:28 - 12:30 NO LUNCH SERVED	BELL 7:50-7:55 PRAYER/PLEDGE 7:55-8:00 UNIFORM CHECK 7:58-8:00 PERIOD 8 8:00 - 8:30 PERIOD 7 8:34 - 9:04 PERIOD 1 9:08 - 9:38 PERIOD 2 9:42 - 10:12 PERIOD 3 10:16 - 10:46 PERIOD 4A 10:50 - 11:11 PERIOD 4B 11:15 - 11:36 PERIOD 5A 11:40 - 12:01 PERIOD 5B 12:05 - 12:26 PERIOD 6 12:30 - 1:00 ASSEMBLY/MASS 1:15
D Schedule LATE START	Assembly Schedule	St. Mary's Mass Schedule
BELL 9:50-9:55 PRAYER/PLEDGE 9:55-9:58 UNIFORM CHECK 9:58-10:00 PERIOD 1 10:00-10:30 PERIOD 2 10:34-11:04 PERIOD 4A 11:08-11:29 PERIOD 4B 11:33-11:54 PERIOD 5A 11:58-12:19 PERIOD 5B 12:23-12:44 PERIOD 3 12:48-1:18 PERIOD 6 1:22-1:52 PERIOD 7 1:56-2:26 PERIOD 8 2:30-3:00 Prayer 3:00-3:02	BELL 7:50-7:55 PRAYER/PLEDGE 7:55-8:00 UNIFORM CHECK 7:58-8:00 PERIOD 1 8:00-8:42 PERIOD 2 8:46-9:28 PERIOD 7 9:32-10:14 PERIOD 3 10:18-11:00 PERIOD 4A 11:03-11:24 PERIOD 4B 11:27-11:48 PERIOD 5A 11:52-12:13 PERIOD 5B 12:16-12:37 PERIOD 6 12:41-1:23 PERIOD 8 1:27-2:09 Assembly 2:13-3:20	BELL 7:50-7:55 PRAYER/PLEDGE 7:55-8:00 UNIFORM CHECK 7:58-8:00 PERIOD 1 8:00-8:37 PERIOD 2 8:41-9:18 PERIOD 3 9:22-9:59 Mass 10:10-11:10 PERIOD 4A 11:20-11:41 PERIOD 4B 11:45-12:06 PERIOD 5A 12:10-12:31 PERIOD 5B 12:35-12:56 PERIOD 6 1:00-1:37 PERIOD 7 1:41-2:18 PERIOD 8 2:22-2:59 Prayer 2:59-3:00 Enrichment/Faculty Faith

MARQUETTE CATHOLIC HIGH SCHOOL

2025-26 CALENDAR

August	1	North County Bus Email to Parents
	6	New Teacher Meeting 9:00am
	7	Community and House Captains Meeting 8:30am
	8	Community and House Captains Meeting 8:30am
	11	IHSA Fall Sports begin
	11	Alton Deanery Retreat (All Faculty and Staff) at St. Boniface - Mass at 9:00
	12	All Faculty Meeting 9:00am
	13	Freshmen Prep Day
	13	New Family Gathering 5:30pm AND Back-to-School Night 7:00pm
	14	Upperclassmen Orientation
		Soph-8:30, Jr-10:00, Sr-11:30A.M.
		Freshmen Orientation 1:00pm-3:00pm
		School Pictures
	15	First Full Day of School – St. Mary’s Mass Schedule (Assumption of the Blessed Virgin Mary) – Mass at St. Marys
	23	Blue-Gray Game/Meet the Explorers (all Fall sports)
	23	Mega-Raffle Kick Off Party @ Johnson’s Corner
	27	College Financial Aid Night in Cafeteria (Srs and Parents) – 6:00pm
	29	Scholarship Breakfast – 8:30
Sept.	1	Labor Day—No School
	5	First Friday Rosary
	9	“B” Schedule-Faculty Meeting
	9	Explorer’s Club Meeting at 7:00pm
	12	8 th Grade Application Process Opens
	12	8 th Grade Day and Pep Rally
	12	Financial Aid and Scholarship Process Opens
	13	<u>Blood Drive</u> – Bri Strong, Blood Drive for Brianne with Impact Life from 10:00 to 1:00 in the MCHS Cafeteria
	19	All School Mass at St. Mary’s Catholic Church
	25	B Schedule for Parent/Teacher Conferences – Dismiss at 12:33
	25	Parent/Teacher Conferences 3:15-5:30 and 6:00-8:00
Oct	2	Freshmen Retreat and Sophomore Service Day – All Day

3 First Friday Rosary
 10 John Rogers' Explorer Classic @ Spencer T. Olin
 10 End of 1st Quarter
 13 Columbus Day/Native American Heritage Day – No School
 14 Explorer Club Meeting @ 7:00P.M.
 14 “B” Schedule-Faculty Meeting
 19 Fall Preview 2:00-4:30pm
 21 Picture Retake Day
 22 Homecoming Mass and Alumni Mass (G Schedule)
 24 “C” Schedule – Pep Rally for Homecoming
 24 Homecoming Game
 25 Homecoming Dance
 25 Mega Raffle Drawing and Block Party
 27 Institute Day - No School
 27 Boys Bowling Season Begins
 31 Halloween Parade

Nov
 1 Rotary District Meeting in Cafeteria from 10:00 to 2:00
 2 NHS Induction 2:00pm
 2 – 8 Fall Play Week – Gym Shut Down
 4 “B” Schedule—Faculty Meeting
 4 Explorer's Club Meeting—7:00pm
 7 First Friday Rosary
 7/8 Fall Play
 3 Girls Basketball Season Begins
 10 Volley for the Cure
 10 Boys Basketball Season Begins
 11 Veteran's Day – No School
 13 Sophomore Retreat and Junior Service Day – All Day
 21 Marquette Basketball Blue/Grey Game – 6:00pm
 21 Club Photos Day (Tentatively) – Afternoon
 26 Thanksgiving Break – No School
 27 Thanksgiving--No School
 28 Thanksgiving Break – No School

Dec.
 1 Financial Aid and Scholarship Process Dead Line
 2 “B” Schedule – Faculty Meeting
 5 First Friday Rosary
 6 Christmas Show - Chorus
 9 The Solemnity of the Immaculate Conception – St. Mary's Mass Schedule
 (Mass at St. Marys)
 9 Explorer's Club Meeting
 12 End of 2nd Quarter
 15 1st Semester Final Exams – 1st and 2nd Hours
 16 1st Semester Final Exams – 3rd and 4th Hours
 17 1st Semester Final Exams – 5th and 6th Hours
 18 1st Semester Final Exams – 7th and 8th Hours
 19 Snow Date for Finals
 22 Christmas Break Begins
 25 Christmas Day

Jan.	TBD	FAFSA Night for Parents of Seniors – (Waiting on State)
	5	Teacher Institute Day – No Students at School
	6	School Resumes for Students
	9	First Friday Rosary
	13	“B” Schedule-Faculty Meeting
	13	Explorer’s Club Meeting—7:00pm
	19	Dr. Martin Luther King, Jr. Day—No School
	19	Track and Field Season Begins
	24	Explorer Club Trivia Night
	25-31	CATHOLIC SCHOOLS WEEK
	30	St. Baldrick’s – “Pep Rally” Schedule (8-1-2-3-4-5-6-7-Pep Rally)
	31	NHS Sadie Hawkins Dance
	TBD	“Pep Rally Schedule” – Winter Pep Rally
Feb	5	Career Fair – Juniors (B Schedule)
	6	Diocesan Faculty Retreat in Springfield – NO SCHOOL
	6	First Friday Rosary
	10	“B” Schedule-Faculty Meeting
	10	Explorer’s Club Meeting—7:00pm
	10	Annual Red Cross School Blood Drive (Cafeteria – 11:00 to 5:00)
	13	Financial Aid and Scholarships Letters Mailed
	16	President’s Day—No School
	17	Open Enrollment for 2026-27 School Year
	18	Ash Wednesday – St. Mary’s Mass Schedule – Mass at St. Mary’s
	27	Freshmen Service Day – All Day
	27	Pre-ACT (Soph) and ACT (Jr) Day – All Day
	27	Senior College Visit Day – All Day
	28	Placement Test Date 1 for 8th Graders
March	2	Spring Sports (Except Boys Volleyball) Seasons Begin
	6	First Friday Rosary
	6	End of 3rd Quarter
	7	Placement Test Date 2 for 8th Graders
	9	Boys Volleyball Season Begins
	10	Explorer’s Club Meeting—7:00pm
	10	“B” Schedule—Faculty Meeting
	10	“B” Schedule – Parent/Teacher Conferences 3:00-5:00pm
	13	Alton Deanery Retreat (All Faculty) at Fr. McGivney – No School
	21	Dinner Auction and Gala
	23-27	Mission Week and Senior Retreat
	27	Junior Retreat
	27	No School – Faculty Institute Day
	TBD	Art Show at Jacoby Arts Center

April	1	Holy Wednesday Mass – G Schedule
	2	Holy Thursday – No School
	3	Good Friday – No School
	5	Easter Sunday
	6	Easter Break – No School
	6	Final Enrollment Date for 2026-27 School Year
	7	Easter Break – No School
	8	School Resumes
	10	First Friday Rosary
	11	8th Grade Registration in MCHS Gym
	14	Explorer’s Club Meeting—7:00pm
	14	“B” Schedule – Faculty Meeting
	16-18	Spring Musical
	25	Prom
May	1	All School Picnic
	3	Baccalaureate Mass at St. Mary’s - Grads & Parents Only – 1:00 pm
	4-8	Senior Exams
	4-8	AP Exams
	5	“B” Schedule-- Faculty Meeting
	5	Explorer’s Club Meeting—7:00pm
	5	AP Chemistry Exam at 8:00AM
	5	AP Government Exam at 12:00PM
	7	AP Physics 1 Exam at 12:00PM
	8	First Friday Rosary
	11-15	Exams for Underclassmen
	11	AP Calculus Exam 8:00AM
	14	AP Computer Science Exam at 12:00PM
	15	AP Environmental Science Exam at 8:00AM
	15	Graduation at 7:30pm at LCCC
	22	Last Day of School if 5 snow days are used (Final Exams if Snow Days Used)

Whom Should I Contact?

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

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

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

Contact Information

Phone Numbers

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

Website

www.marquettecatholic.org

Extensions

Main Office: Mrs. Certa	221
Principal: Mr. Harmon	242
Dean of Students: Mr. Marth	225
Academic Dean: Ms. DeCoursey	232
Fr/So Adviser: Mrs. Maag	228
Jr/Sr Adviser: Mrs. Vogel	229
Business Manager: Mrs. Walsh	222
Purchasing Agent: Mrs. Root	231
Campus Ministry: Mr. Price	233
Athletic Director : Mr. Hoener	227
Advancement : Mrs. Coles	243
Development : Mrs. Hough	223
Maintenance : Mr. Rosener	237
Athletic Office: Mrs. Bridgewater	226

Field Trip Information Form

- All field trips should have some educational purpose. If an accident were to occur, a school could much more easily justify an educational trip than one that is purely recreational.
- Field trips are scheduled by teachers and/or moderators
- Field trips are a privilege, not a right
- Permission form:

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

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

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

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

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

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

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

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

Marquette Catholic High School

2025-2026

Student Validation Form – Student Handbook

I have read
the 2025-2026 Marquette Catholic High School Student Handbook
and I understand and will abide by its contents.

(Student's Name)

(Student's Signature)

(Parent's Signature)

**Please return this form to your Advisory Teacher by September 5, 2025.
Families must have this form on file at Marquette.**