

MARQUETTE CATHOLIC SCHOOL SYSTEM

**Parent/Guardian – Student Handbook
2011-2012**



Your Choice for Academic Excellence

TABLE OF CONTENTS

Marquette Catholic School System

I.	Philosophy	1
II.	Catholic Dimension/Uniqueness	1
III.	Attendance Policies	1
IV.	Academic Programs and Policies	4
V.	Tuition.....	7
VI.	Dress Code.....	7
VII.	Health/Safety Issues.....	9

St. Joseph’s Elementary School

I.	Attendance Policies and Procedures.....	19
II.	Academic Information	20
III.	Disciplinary Procedures.....	20
IV.	General Operating Procedures.....	25

Marquette High School

I.	Academic Programs and Policies	27
II.	Attendance Policies and Procedures.....	32
III.	Disciplinary Policies and Procedures	34
IV.	General Operating Procedures.....	37

Prayers, Basic Beliefs, and Practices

I.	Prayers	41
II.	Beliefs and Practices.....	47
III.	Prayers, Beliefs and Practices by Grade Level.....	51

Acknowledgment/Agreement Form	54
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These rules and regulations of the Marquette Catholic School System are not intended to be all inclusive. Student conduct in the school, on the school grounds, and while participating in a school sponsored activity off campus are under the supervision of the school according to these regulations and procedures. Individual questions or incidents will be decided by the principal. This book is current as of its June 2011 printing.

MARQUETTE CATHOLIC SCHOOL SYSTEM

www.marquettecatholic.com

I. PHILOSOPHY

A. MISSION STATEMENT OF THE EDUCATIONAL APOSTOLATE - ARCHDIOCESE OF DUBUQUE:

The mission of the Educational Apostolate of the Archdiocese of Dubuque is to guide individuals to:

- respond to God's call to personal conversion to Jesus Christ
- form and be formed in a Christian community life
- grow in knowledge of faith
- participate in liturgical celebrations and prayer
- collaborate in the Church's mission of evangelization.

B. MISSION STATEMENT OF THE MARQUETTE CATHOLIC SCHOOL SYSTEM:

Marquette Catholic Schools - St. Joseph's and Marquette High School - share the mission of creating a community where academic excellence and Catholic Christian morals, values and traditions are nurtured for the formation of the whole person. Through the formation of positive attitudes toward the meaning of education in our lives, growth in understanding religious beliefs, self-discipline and respect for the rights of others, individual students grow and develop as Catholic Christian citizens.

II. CATHOLIC DIMENSION/ UNIQUENESS

A. CATHOLIC ATMOSPHERE:

Religious education at Marquette Catholic Schools occurs in two major areas: the study of the Catholic faith and integrating faith experiences into the life of each student.

B. PRAYERS, PRACTICES, AND BELIEFS:

A list of prayers and other basic beliefs and practices for students has been developed. Prayers may be introduced at one level and students may not be expected to have them memorized until the next year. However, students are expected to have an understanding of these prayers and they will be a part of our prayer at school. We encourage you to also pray with your child at home.

C. SPIRITUAL PROGRAM:

The spiritual program of the school recognizes that "to provide a sound academic program which includes emphasis on Catholic teachings within the atmosphere of Christian living" cannot be gained in the formal classroom only. The formal classroom learning is the beginning.

Every Christian has the responsibility to use one's gifts for the good of the community and to minister as Jesus did. This is the core of the Christian life.

1. Sacramental Preparation - preparation for the first reception of the sacraments of Reconciliation and Holy Eucharist will be given in the second grade. Parents/guardians should be directly involved in the religious education of their children. Meetings are held to inform and assist parents/guardians in the sacramental preparation for their children.

2. Liturgical Celebration - Students and teachers plan and participate in liturgies. Parents/guardians are always welcome to attend. The Sacrament of Reconciliation is provided during Advent and Lent.

III. ATTENDANCE POLICIES:

A. EQUAL OPPORTUNITY

Marquette Catholic is an equal opportunity employer and school. No student will be

discriminated against because of his or her race, creed, color, sex, sexual orientation, gender identity, national origin, religion or disability. However, students are required to meet the school's academic and financial requirement(s). As a bona fide religious institution, educational programs governed by the Archdiocesan Board of Education may consider a student's religion, sexual orientation and/or gender identity a qualification for enrollment when such qualifications are related to a bona fide religious purpose.

B. ADMISSION:

1. Children who are 5 years of age by September 15 are eligible to enroll for entrance into kindergarten.
2. Children are charged a tuition. Marquette Catholic School System will accept students of any religious conviction. However, as a student, everyone is considered a part of the total school community and will be included and expected to participate in all activities scheduled as apart of all required classes even those of a religious nature.

C. STATE LAW:

In general, students are to attend all scheduled classes and activities promptly and regularly. All students are required by state law to attend school unless they are over the age limit. Consequently, the school has no authority to excuse a student from attendance.

The current Iowa Code puts it bluntly: "Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian is the person held responsible in the law for compelling the child's education" (Iowa Code 299.1).

D. REGISTRATION:

Kindergarten: A special registration is held in the spring of each year for those students who will be entering kindergarten at Marquette Catholic School System the following year. At this time, school records are prepared. It is

important that the parents bring the child's baptismal certificate to this registration. Notice of the completion of all required immunizations is also necessary. Final Registration: The regular registration at Marquette Catholic School System is held in late summer. At this time, pertinent information is made available, class lists are completed, book bills paid, and tuition payments are arranged.

E. SCHOOL CALENDAR:

The Marquette Catholic School System adheres to the Bellevue Community School calendar with the approval of the Archdiocese of Dubuque. The calendar is issued each year and conforms to the Iowa State Laws and has 180 days. A school calendar will be sent home in the fall before the opening of school.

F. BUSING:

1. Students living more than two miles from Marquette Catholic School System are bused to school free because of an Iowa law passed in 1974. If you are interested in such services, contact the principal, the public high school, or the bus garage.
2. Safety of the children is a major concern and therefore misbehavior on any bus will not be tolerated. Courtesy, promptness, and good behavior are necessary for the safety of all who ride the bus.
3. For insurance purposes, a permission slip, signed by a parent, is presented to the school office if your child is to ride on a bus other than his/her regular bus. This will authorize the office to write out an official bus pass. If your child is not a bus rider, but wishes to ride a bus, a permit is also necessary.

G. EMERGENCY ANNOUNCEMENTS:

Marquette Catholic School System follows the Bellevue Community School District regarding school closings and delays. Listen to WMT, KMAQ, and KDTH radio stations or KWWL and KCRG television stations for official announcements.

H. TRANSFER:

When a student transfers out of St. Joseph's Elementary School, parents are asked to sign a permit slip at the receiving school. The slip gives permission to transfer your child's permanent record to the receiving school. The permanent record folder includes the following information: Scholastic ratings of each subject from first through eighth grade; results of standardized tests; attendance; health records giving information regarding communicable diseases; special help given to the student by the classroom teacher or tutor; promotion or retention.

When a student wishes to transfer from Marquette High School, his/her parents must notify the school office, giving the name of the new school and the reason for withdrawal. A transcript of the student's credits and other materials will be sent upon request but they will not be forwarded until all remaining obligations at Marquette have been fulfilled.

IV. ACADEMIC PROGRAMS AND POLICIES

A. STUDENT RECORDS:

A permanent record of each pupil is kept on file at school. These records are private property and are submitted only when lawfully requested. Should parents/guardians wish to see the records of their child, they should contact the principal. (Archdiocesan Board of Education policy 5125).

According to the Family Educational Right and Privacy Act of 1974, parents have the right to see their child's permanent record upon request. Anyone over the age of eighteen has the right to see his/her records. If you wish to view the records, please notify the office prior to your arrival.

B. PARENTAL NOTIFICATION:

Parents have the right to school records (newsletters, report cards, parent teacher conferences, etc.) In the case of a student whose parents' marriage has been dissolved or a separation of a parent from the home, the

name and address of both parents should be on file. Unless otherwise decreed by a court order, information commonly made available to parents of any student in attendance at Marquette Catholic School System (notice of school functions, progress reports, newsletters etc.) will be made available to both parents. The parent with physical custody of the child is responsible for tuition payments and fees unless other written arrangements have been made with the school. (Archdiocesan Board of Education policy 5124)

C. STUDENT PRIVACY ACT:

Marquette Catholic School System does not send out student/graduate information to any outside organizations without written authorization of the student/graduate. (Student Privacy Act, Archdiocesan Board of Education policy 5125)

D. GUIDANCE:

Guidance services are available to every student in the school. These include assistance with educational planning, interpretation of test scores, career information, help with school, home, or social concerns, or any question the student may want to discuss with the counselor.

E. SPECIAL SERVICES:

The services of a psychologist, school nurse, social worker, speech therapist and diagnostic testing for learning disabilities are available through AEA 9. Requests for these services are made by parents, or by teachers in agreement with parents and the school principal. All parental rights are strictly maintained.

When your child has been referred for special education services, federal and state laws give you certain rights. Some of these are:

1. The right to be contacted and told what the school plans to do about your child's educational program. This must be done before your child is tested or placed in a program.

2. You have the right to consent. This means the school must have your permission prior to placing your child in a special education program.
3. The right to a full evaluation of your child's needs. If you do not agree with the school's findings you may request an outside evaluation.
4. The right to see your child's records kept at school.
5. The right to privacy of information. With a few exceptions, no one may see your child's record without your permission, given in writing. Exceptions are people such as your child's teacher, or other school officials engaged in planning your child's education program.
6. The right, as much as possible, to have your child in classes with children who are not in special education programs.
7. The right to be involved in the development of your child's IEP (individual education program).
8. The right to have someone present to help you in the development of your child's IEP. This could be another parent, a teacher, a lawyer, or an advocate.
9. The right to appeal decisions made by the school regarding your child's diagnosis or placement.
10. If you desire additional information, please contact you child's principal.

F. PROGRESS REPORTS:

Progress reports are issued four times a year as an indication of academic progress and personal growth. These reports should be read by the parents/guardians and discussed with the child so that growth will be a continuous process.

G. PARENT-STUDENT-TEACHER CONFERENCES:

Individual conferences are held after the first and third quarters. Students are invited and encouraged to attend these conferences. Adequate and clear communication between school and home is essential for the success of

the children. Other parent-student-teacher conferences can be scheduled by either parents or teachers as the need is recognized.

H. ASSESSMENT:

A variety of assessment test are given each year. Students in grades 2, 4 and 7 take the Cognitive Ability Test (CAT). Students in grades 7 and 10 take the State Collaborative on Assessment and Student Standards (SCASS). Students in grades 4, 8 and 11 take the Iowa Collaborative Assessment Modules (ICAMS). Students in grades 3-8 take the Iowa Test of Basic Skills (ITBS). Students in grades 9-12 take the Iowa Tests of Educational Development (ITEDS).

When test results have been returned and analyzed, parents/guardians will receive appropriate information. In addition, personal conferences are available with parents to go over the results in more detail. Parents are encouraged to set up appointments if they wish more information.

I. MULTI-CULTURAL / NON-SEXIST / GLOBAL EDUCATION:

Marquette Catholic School System offers a global, multi-cultural, gender fair approach to the educational program. Marquette Catholic School System is committed to a curriculum that fosters respect and appreciation for cultural and racial diversity and an awareness of rights, duties, and responsibilities of each individual as a member of a multicultural, gender fair society. The education program is one of permeation and action for the implementation of the global, multicultural, and gender fair elements of the students' education. (Archdiocesan Board of Education policy 6144.2)

J. HUMAN SEXUALITY PROGRAM:

Human sexuality instruction is integrated into the religion program and is presented from the Catholic perspective in the context of total growth. Parental/guardian support and involvement is an essential component of this program. Information will be sent to parents/guardians as the time for this program

approaches. An option is provided for students whose parents/guardians do not want them to participate in these classes. A request for exemption must be sent in writing to the principal. Parents are permitted to review course materials at any time.

K. SUBSTANCE ABUSE EDUCATION:

A substance education program is one component of the guidance program. It includes basic student education reinforcing activities/events, family education (through parent meetings), and utilization of appropriate community agencies.

L. PHYSICAL EDUCATION CLASS:

Each child has a scheduled time for P.E. class each week. On P.E. days, all students are expected to have tennis shoes (not black bottoms), and grades 6-12 will change to sports/gym clothes. Students will change from the uniform to gym clothes before P.E. class. Students may not wear the same shoes for gym as they do for regular school activities.

M. PHYSICAL EDUCATION WAIVER:

A student shall not be required to enroll in either physical education or health courses if the student's parent or guardian files a written statement with the school principal that the course conflicts with the student's religious beliefs. (State Standard 12.5(6), Archdiocesan Board of Education policy 6144.3).

N. CHEATING POLICY:

Honesty is a Gospel value and is expected at Marquette Catholic Schools. Cheating is not tolerated at any time. Cheating refers to any deception regarding the student's work and/or knowledge of the course material. Cheating includes, but is not limited to, copying another student's assignment, working with a student on assignments designated as individual assignments, using notes on a quiz or test, or looking at another student's paper during a quiz or test. Any student caught cheating will be assessed a zero for that assignment or

exam. In addition, junior high and high school students will be issued a detention that will be kept on record in their permanent file.

O. COPYRIGHTS:

It is the policy of the educational programs governed by the Archdiocesan Board of Education that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by copyright laws, fair use guidelines, specific licenses or contractual agreements, and other types of permission. Employees, volunteers, and students who willfully disregard copyright law are in violation of Archdiocesan policy and are doing so at their own risk and assuming all liability. (Archdiocesan Board of Education policy 210)

P. INTERNET:

It is the policy of educational programs governed by the Archdiocesan Board of Education to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. (Archdiocesan Board of Education policy 2511)

Q. MEDIA CENTER:

The media center serves as a study hall and a classroom during the day. It is intended to be a place of silent study. If individuals wish to work together, they must seek permission of the study hall moderator and go to the place designated for such group work. The computers in the media center are to be used for educational purposes only. Students must obtain permission from a teacher in order to use them. Students must sign out books before removing them from the media center. All books are to be returned on or before the date due or subject to a fine. Reference books are to be used in the media center and may not be

taken from the room. Students who misuse the media center are subject to restricted access and may lose access privileges.

R. COMPLAINTS:

The following policies of the Archdiocesan Board of Education should be followed when dealing with complaints - copies can be obtained from the Administrator, board of education chairperson, or the Office of Educational Services: Instructional Materials and Activities (policy 1312), Complaints Against Teacher/Employee (policy 4119.4g), Complaints Against Administrator (policy 4119.4h), Complaints Against Board Members (policy 8252)

V. TUITION

A. TUITION PAYMENTS:

1. All Marquette Catholic School students will be registered and attend the school pursuant to a tuition contract which is to be signed by at least one parent or guardian of the student, and, if applicable, the student.
2. Changes in payment schedules on tuition contracts may be made by the school business office and the parent, guardian, or student at any time, but only written modifications shall be effective and binding on the parties. All changes are subject to approval by the School Board. The School Board delegates its approval authority to the Finance committee.
3. In the event of delinquent tuition/fees, the procedures adopted by the Office of Educational Services are to be followed.

B. TUITION TAX CREDITS:

Expenses incurred by parents may qualify for tuition tax credits. Information is distributed annually, usually at the end of the calendar year.

C. TUITION GRANTS:

Educational grants shall be established locally to make the program available to those who are committed to a Catholic education but who may be precluded from participation for economic reasons.

VI. DRESS CODE

A. GOAL:

The dress code strives to reflect modesty, good taste, neatness, and cleanliness, while avoiding seasonal trends and fads. Students reflect pride in their school by the way they dress. Parents, cooperating with the school, are expected to oversee dress in accordance with these regulations. The administration reserves the right to interpret the dress code. Their decision is final.

B. DRESS CODE SPECIFICS:

1. Slacks. Any solid color dress pants and cords, including cargo and carpenter pants, without decorations. Slacks must be worn full (ankle) length and have a finished hem with no raw edges. The waist of the slacks should be worn at the waist. The following will not be accepted: denim pants, baggy, wide legged pants, and leggings (or any tight fitting garment). Logos on slacks can be no more than 8 square inches.
2. Shirt/Blouse. Any polo shirt or dress shirt with a front button closure, turned down collar, and sleeves. The closure may have no more than two buttons open from the top. Turtlenecks are acceptable. The following will not be accepted: mock turtlenecks, soccer shirts, and zipper shirts. Logos on shirts/blouse can be no more than 8 square inches. All shirts must be tucked in. No midriff skin or undergarments should be visible. School t-shirts may be worn with collars and tucked in anytime during the year.
3. Sweaters/Jackets. Dress sweater, vest, dress jacket, fleece, or MHS/ St. Joe's or solid colored sweatshirt is acceptable if worn over a dress code shirt/blouse. Hoods are not permitted on sweaters, vests, dress jackets, fleece or sweatshirts, unless the hooded apparel displays Marquette, shared athletics, or Iowa High School sanctioned activities logo. Non-Marquette Catholic School logos (store names, professional, and college teams) on sweaters, vests, dress jackets, or

sweatshirts can be no more than 8 square inches.

4. Uniform Skirt/ Skort. Girls may wear school issued uniform skirts/ skorts in the colors of red/blue plaid, solid navy blue, black and khaki. Skirt/ skort must be between knee length and 4 inches above the knee.

5. Shorts. The pants or shorts must be in the same colors and following the same criteria as the slacks. Girls may wear any length pants as long as the inseam is a minimum of 6 inches or longer for grades 4-12 and 4 inches or longer in grades K-3. Boys may wear dress or cargo shorts 2 inches above or below the knees and worn at the waist. The following will not be accepted: tight fitting, spandex, biking, baggy wide-legged or athletic shorts. Students may wear shorts from the start of the year until October 15 and from April 15 until the end of the school year.

6. Hats, Caps and Outerwear. Hats, caps, and coats are not to be worn in the classroom and must be stored in designated areas or lockers.

7. Shoes. All footwear is to be worn with socks. Sandals may be worn but must have a back or back strap. (Clogs are not permitted in grade K-5 because of recess safety.) The following will not be accepted: turf, cleated, or hiking shoes, flip-flops, or shoes that leave black marks or inflict damage to the floor.

8. Hair. Hairstyles are to be neat and well groomed. Boys are to be clean shaven. Facial hair is not permitted. Sideburns are to be no longer than the bottom of the earlobe. Extreme hairstyles or hairstyles that are distracting to the learning environment are not allowed.

9. Earrings may be worn only by females. No other visible body piercing is allowed.

10. Red and White Spirit Day. Periodically, throughout the year, there will be special days designated as Red and White Spirit Day. Students may dress in school colors - red and white or may wear any Marquette Catholic School promoted shirts, dress code length and loose fitting shorts, sweat pants, and wind pants. No disfigured clothing may be worn. Collars are not required. Students not observing Red and White Spirit Day must be in regular dress code.

11. Dress-up Day. Periodically, throughout the year, there will be special days designated as dress-up days. Dress must be consistently appropriate for an environment that fosters Christian respect, modesty, and learning. Accordingly, on dress-up days students will be expected to be in apparel that while 'dressier' than regular school wear, would be more appropriate for a job interview rather than a prom or other purely social occasion. Shoulders and the chest region must be covered and dresses and skirts may not be shorter than 2 inches above the knee. This dress is also appropriate for occasions, such as, the Academic and Athletic Awards evenings.

12. Miscellaneous. Visible tattoos are not allowed. Clothing advertising tobacco products, taverns, alcoholic beverages, liquor stores, or bearing immodest slogans or design are not allowed.

C. OUT-OF-DRESS

An excuse from home is necessary to be out of uniform. Permits will be issued during homeroom by the junior high and high school homeroom teachers. The administration and/or Board reserves the right to exercise judgment/revision on all aspects of the dress code.

D. OUT-OF-DRESS CODE PENALTY:

Dress code compliance is checked each morning in homeroom and throughout the day. Out-of-dress code violations result in a demerit for students in grades 6 through 12. Violations in grades K through 5 result in written parental notification. After three dress code violations, each additional violation will be issued a detention for the remainder of the year.

E. DRESS CODE REVIEW:

Review of the entire dress code will take place every five years. Next review is scheduled for the 2014-2015 school year with implementation in the 2015-2016 school year.

VII. HEALTH/SAFETY ISSUES

A. HEALTH SERVICES:

Vision and hearing tests are routinely conducted by Area Education Agency personnel. On occasion, other health related services are made available to Marquette students. All students are to have an immunization card on file in the office. Any medical emergency (for example, an injury) will be referred to the school nurse (if on campus) or to the office of the Medical Associates Clinic in Bellevue for initial treatment. It is desirable that the school have on file the names and locations of people to contact in the event of an emergency.

B. MEDICATION:

1. Prescription Drugs: Dispensing of prescription drugs will be administered by a nurse or designated party with training and with the written consent of parent(s). A physician's signed, dated authorization including the name of the student, physician, medication, dosage, and medication schedule must be given to the school on or with the original container. A record of each dose of medication administered will be documented in the pupil's health record. Contraceptives will not be dispensed.

2. Nonprescription Drugs: Dispensing nonprescription drugs may occur, provided the parents have signed and dated an authorization identifying medication, dosage, and time interval to be administered.

C. AIDS:

Children diagnosed as having any bloodborne pathogen disease, or with laboratory evidence of infection with a bloodborne pathogen associated virus (HILV-III/LAV) and receiving medical attention may attend classes in an unrestricted educational setting. (Archdiocesan Board of Education policy 5141.2)

D. OLWEUS BULLYING PROGRAM:

The Olweus Bullying Prevention Program is a program designed to prevent or reduce bullying in schools. A student is being bullied or harassed when he or she is exposed repeatedly and over time to negative actions on the part of one or more students. Bullying implies an imbalance in power or strength. The student who is bullied has difficulty defending himself/herself.

1. Goals:

- a) Reduce existing bully/ victim problems among school children.
- b) Prevent the development of new bully/ victim problems.
- c) Improve peer relations.
- d) Improve school climate.

2. Elementary Rules:

- a) We will not bully others.
- b) We will help students who are bullied.
- c) We will include students who are easily left out.
- d) When we know somebody is being bullied, we will tell an adult at school and/or at home.

3. Junior High Rules:

- a) We will not bully others.
- b) We will help students who are bullied.
- c) We will make it a point to include all students.
- d) If we know that somebody is being bullied, or if I am being bullied, it is our/my responsibility to tell a teacher and to tell an adult at home.

4. High School Rules:

- a) We will not bully, haze, or harass others.
- b) We will help students who are bullied, hazed, or harassed.
- c) We will work to include students who may feel left out.
- d) We will report bullying to a responsible adult.

5. Aggressive Behavior Consequences for grades K-8 are listed in the St. Joseph's Elementary School Disciplinary section of this handbook. Aggressive Behavior Consequences for grades 9-12 are listed in

the Marquette High School Disciplinary section of this handbook.

E. HARASSMENT/BULLYING OF STUDENTS:

1. Purpose: The Archdiocese of Dubuque and the State of Iowa are committed to providing all students with a safe educational environment in which all students of the community are treated with dignity and respect. A safe educational environment is necessary for students to learn and achieve at high levels. Harassing and bullying behavior can seriously disrupt the ability of employees and volunteers to maintain a safe environment, and the ability of students to learn and succeed.
2. Policy
 - a) It is the policy of the Archdiocesan Board of Education to maintain a learning environment that is free from any type of harassment/bullying. No student associated with the educational programs governed by the Archdiocesan Board of Education shall be subjected to any type of harassment/bullying while on school/parish property, at any school/parish function, or at a school/parish sponsored activity regardless of location.
 - b) It shall be a violation of this policy for any school employee, volunteer, or student to harass/bully a student through conduct or communications as defined in Section III below.
 - c) Each administrator shall be responsible for promoting understanding, acceptance and compliance with local, state, and federal laws and board policy and procedures governing harassment / bullying within the educational program.
 - d) Violations of this policy will be cause for disciplinary action.
3. Definitions:
 - a) "Harassment" and "bullying" shall be construed to mean any electronic,

written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions: 1) places the student in reasonable fear of harm to the student's person or property; 2) has a substantially detrimental effect on the student's physical or mental health; 3) has the effect of substantially interfering with a student's academic performance; 4) has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program. It includes but is not limited to: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) name-calling, sarcasm, spreading rumors, excessive teasing, and hazing.

- b) "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability, or disability, ancestry, political party preference, political belief, socioeconomic status, or family status.
- c) "Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail internet-based communications, pager

- service, cell phones, and electronic text messaging.
- d) "Volunteer" means any individual who has a regular, significant contact with students.
4. Standard: The standard for determining whether verbal or physical conduct is sufficiently severe or persuasive to create a hostile or abusive environment is whether a reasonable student in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. It is not necessary to show the victim was psychologically harmed.
 5. Prevention: Prevention is the best tool for the elimination of harassment. An educational program governed by the Archdiocesan Board of Education will maintain an environment free of harassment/bullying. Harassment/bullying conduct may be challenged even if the complaining person is not the intended target of the conduct.
 6. Procedures:
 - a) Any school employee, volunteer, parent, guardian, or student who witnesses or becomes aware of conduct in violation of this policy should file a complaint in writing directly to the victim's or perpetrator's teacher, immediate supervisor, principal, C/DRE, Director of Catechetical Services, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator and the victim, and identify any potential witnesses to the incident.
 - b) A school/parish employee, volunteer, student, or student's parent or guardian who promptly, reasonably, and in good faith reports an incident of harassment or bullying, in compliance with the procedures in this policy, to the appropriate school/parish employee shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.
- c) In the case of a student who threatens physical harm to another student for any reason, a "no-tolerance" stance will be taken. The perpetrator will be suspended from the educational program immediately. Reentry will be contingent upon a report from a competent mental health professional that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.
 - d) The filing of a complaint or otherwise reporting of harassment or bullying will not reflect upon the complainant's status nor will it affect future employment or work assignments. School employees, volunteers, and students shall not engage in retaliation, reprisal, or false accusation against a complainant, victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
 - e) The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible. Confidentiality may be sacrificed, however, in light of the necessity to investigate allegations of misconduct and to take corrective action when such conduct is found to have occurred.
 - f) The local Catechetical leader (principal, C/DRE, youth minister) designated by the Superintendent of Schools (for schools) or Director of Catechetical Services (for parish education programs) shall investigate a complaint to determine if, under the totality of the circumstances presented, the conduct in question objectively constitutes harassment or bullying under this policy. A written summary of the investigation and its findings will be developed. If charges are substantiated, the investigator should

contact the Office of Educational Services (for schools) and the Office of Catechetical Services (for parish education programs) for counsel.

- g) Local education programs should develop programs consistent with this policy to eliminate harassment and bullying from all educational programs in the Archdiocese.
 - h) Annually, the School Improvement and Advisory Committee (SIAC) for school programs and/or the C/DRE in charge of religious education programs must present recommendations to the local Board of Education and Formation on preventing harassment or bullying, to include goals, programs, training, and other initiatives.
7. Sanctions:
- a) A substantiated charge against a student in any educational program governed by the Archdiocesan Board of Education will subject that student to disciplinary action up to and including suspension or expulsion. (See also ABE 5144.1)
 - b) A substantiated charge against an employee or a volunteer will subject that individual to disciplinary action, up to and including discharge.
8. Notifications:
- a) Notice of this policy will be circulated to all educational programs governed by the Archdiocesan Board of Education. This policy will be incorporated in employee, volunteer, and parent/guardian/student handbooks.
 - b) Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all educational programs governed by the Archdiocesan Board of Education.
 - c) School programs are required to develop and maintain a system to collect harassment and bullying incidence data. This information is to

be reported annually to the local community as part of its Comprehensive School Improvement Plan.

F. HARASSMENT OF EMPLOYEES AND VOLUNTEERS:

1. Policy:

- a) It is the policy of the educational programs governed by the Archdiocesan Board of Education to maintain a learning and working environment that is free from any type of harassment. No employee or volunteer associated with these programs shall be subjected to any type of harassment.
- b) It shall be a violation of this policy for an employee, volunteer, or student to harass any employee or volunteer through conduct or communications as defined in Section II below.
- c) Each administrator shall be responsible for promoting understanding and accepting of and assuring compliance with local, state, and federal laws and board policy and procedures governing harassment within the educational program or office.
- d) Violations of this policy or procedure will be cause for disciplinary action.

2. Definition of harassment:

- a) Harassment may be on the basis of race, color, religion, gender, national origin, age, or disability. If so, it also constitutes discrimination and, such as, violates civil law and the policies of the Archdiocesan Board of Education. Harassment may also occur without regard to any of the above categories. It also violates the policies of the Archdiocese of Dubuque.
- b) Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual. It may be, but does not have to be, because of one's race, color, religion, gender, national origin, age, or disability, or that of one's

relatives, friends, or associates, that: 1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's performance; or 3) otherwise adversely affects an individual's opportunities. Threats to injure or kill another person or threats to do harm to another's property constitute harassment.

- c) Harassing conduct includes, but is not limited to, the following: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts; 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates; and 3) bullying which may be physical, emotional, racist, sexual, or verbal(e.g. name calling, sarcasm, spreading rumors, excessive teasing); 4) hazing.
 - d) The standard for determining whether verbal or physical conduct is sufficiently severe or pervasive to create a hostile or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile or abusive. it is not necessary to make a showing that the victim was psychologically harmed.
 - e) Prevention is the best tool for the elimination of harassment. An educational program governed by the Archdiocesan Board of Education has an affirmative duty to maintain an environment free of harassment. Harassing conduct may be challenged even if the complaining person is not the intended target of the conduct.
3. Procedures:
- a) Any person who alleges harassment by an employee, volunteer, or student of

an educational program governed by the Archdiocesan Board of Education should file a complaint in writing directly to his or her teacher, immediate supervisor, principal, C/DRE, Director of Catechetical Services, or the Superintendent of Schools of the Archdiocese of Dubuque. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.

- b) In the case of someone who threatens to injure or kill another person for any reason, or who threatens to do harm to another's property, a "no-tolerant" stance will be taken. The perpetrator will be suspended immediately. Reentry will be contingent upon a report from a competent mental health care professional indicating that the perpetrator is not perceived to be a threat to self or others. It may also be contingent upon a program of continued counseling.
 - c) The filing of a grievance or otherwise reporting of harassment will not reflect upon the complainant's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
 - d) The right to confidentiality, both of the complainant and of the accused, will be respected to the extent possible but consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The person receiving the complaint shall investigate the matter to determine if the charges are substantiated, after which a summary of the investigation will be developed. If charges are substantiated, contact should be made with the Office of Educational Services for counsel.
4. Sanctions:
- a) A substantiated charge against an employee or a volunteer will subject

such employee or volunteer to disciplinary action, up to and including discharge.

- b) A substantiated charge against a student in any educational program governed by the Archdiocese Board of Education will subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code. (See also ABE 5144.1)
5. Notifications: Notice of the policy will be circulated to all programs governed by the Archdiocesan Board of Education and incorporated in employee, volunteer, and parent/guardian/student handbooks. Training sessions on this policy and the prevention of harassment shall be held for employees, volunteers, and students in all educational programs governed by the Archdiocesan Board of Education.

G. GANGS:

If a student is suspected or identified as being a member of a gang, initiates or participates in any gang related activity, or is actively involved in recruitment for a gang, any or all of the following steps may be taken:

1. Parents/guardians will be contacted immediately and appropriate intervention initiated.
2. A behavior contract will be prepared stating the conditions for the student remaining in the school.
3. Students may be referred to counseling (personal and/or family).
4. Students may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
5. Students may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
6. Students may be referred to the Task Force on Violent Crime if applicable.
7. Police, Juvenile Court, and other appropriate authorities will be notified of violence and/or illegal activities.
8. Students may be suspended and/or expelled as outlined in the

school/program/Archdiocesan discipline policies.

9. Parent/students will be held liable and financially responsible for all forms of vandalism. (Archdiocesan Board of Education policy 5133)

H. ABUSE:

In compliance with School Laws of Iowa and Archdiocesan Board of Education policy, any certified or licensed employee of Marquette Catholic School who has a reasonable belief that a child under the age of 18 has been abused by the person responsible for the care of the child, as defined by law shall report the suspected abuse verbally to the Department of Human Services (DHS) within 24 hours and follow the verbal report with a written report on the appropriate forms.

Employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, toward students. A level-one investigator will respond promptly to allegations of abuse of students by employees by investigating or arranging for full investigation of any allegations. The Office of Educational Services will appoint the level-one investigator (the principal) and alternate (Associate Directors of Educational Services), and will contact a trained, experienced professional to serve as a level-two investigator. (State of Iowa Code 280.17, School Rules of Iowa 281-102, Archdiocesan policy 4116.3a)

I. HELP FOR VICTIMS OF SEXUAL ABUSE:

The Archdiocese of Dubuque has established a program of pastoral assistance to people who believe they or those in their care have been sexually abused as minors by clergy or other Church personnel. This assistance will include help in informing civil and Church authorities. Victim Assistance Coordinators are trained to facilitate access to appropriate professional mental health services, social service agencies, support groups and/or individuals who can provide spiritual care. Any individual desiring

help from this program is invited to call toll free 800-803-6758 or 866-319-4536 to report an allegation or receive assistance. This program is part of the new "Policy for the Protection of Minors."

J. SMOKING/SMOKE FREE BUILDING:

Marquette Catholic School System has been designated a Smoke Free Zone. At no time during the school day will smoking be permitted within the buildings.

K. SEARCH AND SEIZURE:

It is the policy of the Archdiocese of Dubuque to operate its educational institutions in a Catholic, orderly environment. Recognizing that the presence of contraband on school\catechetical program property or on the person of a student attending the school\catechetical is not consistent with the above policy, the Archdiocese of Dubuque hereby adopts the following rules relating to periodic inspection, to the search of students, and/or to protected student areas:

1. Search of student and/or protected student area by school/program official

- a) The Board of Education of the school/program shall establish and may search a student or protected student area pursuant to a student search rule. The student search rule shall be published in the student handbook of the school/program. A school/program official may search individual students and individual protected student areas if both of the following apply:
 - i) The official has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
 - ii) The search is conducted in a manner which is reasonably related to the objectiveness of the search and which is not excessively

intrusive in light of the age and gender of the student and nature of the infraction.

- iii) If a student is not or will not be present at the time a search of a student protected area is conducted pursuant to paragraph 1, the student shall be informed of the search either prior to or as soon as is reasonably practicable after the search is conducted.
- b) Under no circumstances may a search be made which is unreasonable in light of following
 - i) The age of the student;
 - ii) The non-seriousness of the violation
 - iii) The nature of the suspected violation
 - iv) The gender of the student
- c) A school/program official shall not conduct a search which involves
 - i) A strip search;
 - ii) A body cavity search;
 - iii) The use of a drug sniffing animal to search a student's body;
 - iv) The search of a student by a school\program official not of the same gender as the student
- d) School\program officials may conduct periodic inspections of all, or a randomly selected number, of school/programs lockers, desks, and other facilities or spaces owned by the school/program and provided as a courtesy to a student. The furnishings of a school/program locker, desk or other facility or space owned by the school/program and provided as a courtesy to a student shall not give rise to an expectation of privacy on a student's part with respect to that locker, desk, or other facility or space. However, each year when the school/program begins, the school/program shall provide written notice to all students and the student's parents/guardians, or legal custodians that school/program officials may

conduct periodic inspections of school/program lockers, desks, and other facilities or spaces owned by the school/programs and provided as a courtesy to a student without prior notice. Such an inspection shall either occur in the presence of the student's whose lockers are being inspected, or in the presence of at least one other person. School officials shall notify a student if a search is conducted of a protected area.

e) Student Search by Peace Officer

The search of a student or of a protected student area by a peace officer who is not a school/program official, or by a school/program official at the invitation or direction of a peace officer who is not a school/program official, shall be governed by the statutory and common law requirements for police searches.

2. Marquette Catholic School authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas, or student vehicles based on a reasonable suspicion that a board of policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the Marquette Catholic School facilities. Periodically, in conjunction with law enforcement officials, the Marquette School System will conduct canine maintenance searches. Student lockers, desks, the parking lot, and other storage areas owned by the school and used by students can and will be inspected. Trained law enforcement officials will conduct these inspections.
3. Marquette Catholic School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to: nonprescription controlled substances, marijuana, cocaine,

amphetamines, barbiturates, apparatuses used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Such items are not to be possessed by a student while they are on school property or on property within the jurisdiction of the school system: while on school owned and/or operated school or chartered busses; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the Marquette Catholic School System. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The Marquette Catholic Board of Education believes that illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees, or visitors on the school premises or property within the jurisdiction of the Marquette Catholic School System.

L. WEAPONS/DANGEROUS INSTRUMENTS:

It shall be the policy of the Marquette Catholic School System Board of Education that weapons, look-a-like weapons, and other dangerous objects be taken from students and others who bring them on to the school. Parents/guardians of students found in possession of a weapon or a dangerous object shall be notified. Confiscation of the weapon or dangerous objects will be reported to law enforcement officials and the student will be subject to disciplinary action. Students in possession of a firearm while on school property or participating in any school related activity away from school premises shall be expelled for not less than twelve months. (Archdiocesan Board of Education policy 5137.7A)

M. CORPORAL PUNISHMENT, RESTRAINT, AND PHYSICAL CONFINEMENT AND DETENTION

State law forbids school employees from using corporal punishment against any student. Certain actions by school employees are not considered corporal punishment. Additionally, school employees may use “reasonable and necessary force, not designed or intended to cause pain” to do certain things, such as prevent harm to persons or property.

State law also places limits on a school employees’ abilities to restrain or confine and detain any student. The laws limit its why, how, where, and for how long a school employee may restrain or confine and detain a child. If a child is restrained or confined and detained, the school must maintain documentation and must provide certain types of notice to the child’s parent//guardian.

N. TOBACCO/ALCOHOL/DRUG POLICY:

Students are not to use, possess, sell, or be under the influence of drugs, beer, or other intoxicating beverages on school grounds at anytime or while they are on a school sponsored activity off campus. The use and possession of tobacco on school grounds is prohibited.

These are matters of state law and cannot be permitted in the school, in the immediate school area, at school related activities, or on school busses. Possession of tobacco, drugs, and/or alcoholic products by a student in school or at school activities will result in confiscation and discipline.

The Marquette Catholic School Board of Education developed guidelines that are in accordance with Archdiocesan Board of Education policies on student responsibility and discipline. Students, who self-refer for drug and/or alcohol treatment to any member of the faculty, will not be subject to the disciplinary code as long as treatment is ongoing and positive. (Archdiocesan Board of Education policies 5131.6, 5131.61, 5144 & 5144.1)

O. FIRE AND TORNADO DRILLS:

Unannounced drills are conducted at various times during the year in accordance with Iowa codes. Students are expected to leave in an orderly fashion, without talking, according to the directions of the teacher and return the same way. State law requires four tornado drills each year.

P. LEAD IN THE DRINKING WATER:

During 1991 all schools of the Archdiocese were tested for lead in the drinking water. The test results indicated the lead levels were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for lead needs to be done at this time.

Q. ASBESTOS:

Federal regulations and Archdiocesan Board of Education policy, require us to inform you that there is asbestos in the Marquette Catholic School System buildings. The buildings have been inspected by a certified asbestos inspector and all the asbestos found has been sealed and encapsulated. (Archdiocesan Board of Education policy 7113)

R. RADON TESTING:

During 1991 all schools of the Archdiocese were tested for radon. The test results indicated the rooms were below the established safety levels. Based upon these results and the rules of the Iowa Department of Public Health no additional testing for radon needs to be done at this time.

S. CHEMICAL RIGHT TO KNOW:

The Chemical Right to Know Law requires that all schools in the nation prepare a list of chemicals that are known to be present in their buildings and to maintain material safety data sheets (MSDS) on them. The law further states that all chemicals are to be appropriately labeled, storage areas are to be posted for the hazardous chemicals, and employees that

work with the chemicals are to be trained in the safe handling of these chemicals. The school is also to acquaint the local fire department with the location of hazardous chemicals in the school. If you want to know what chemicals are used in the school and where they are stored please contact the principal.

T. VISITORS:

Any person other than a Marquette student or faculty member in the Marquette building is regarded as a visitor and must stop at the office before going anywhere else in the building. Parents/guardians who wish to visit the school should call ahead to arrange a time. Any student who wishes to bring a guest to school for the day must obtain permission from the Principal in advance.

ST. JOSEPH'S ELEMENTARY SCHOOL
403 Park St.
Bellevue, IA 52031
563-872-3284

I. ATTENDANCE POLICIES & PROCEDURES

A. ATTENDANCE:

1. The regular class schedule is 8:10 a.m. to 3:15 p.m., with a noon hour break for all, and recess periods for students in grades K-5. Noon break is staggered because of hot lunch.
2. A student is tardy if he/she is not present in his/her homeroom for the opening of the school day and after lunch period. However, if tardiness is due to road conditions or bus breakdowns, the student will not be marked tardy.

B. ABSENCE:

Should a child be unable to attend school, a phone call should be made to the school after 8:00 a.m. to report the child's absence. If this phone call is impossible, the student must present a written excuse on the day of return. Lengthy absences (more than 3 days) require a written note even if a call was made the first day.

1. All homeroom teachers send a list of absentees to the office by 8:35 a.m. If any student arrives after this, the office personnel is notified immediately. The secretary will call the parents of unexcused students by 9:30 a.m. to determine the reason for the absence.
2. We encourage you to make medical appointments on early release days or after school. However, we do understand that this is not always possible. When appointments are arranged during school hours, a note indicating this should be presented to the office for approval and recording.
3. Should a child become ill during the school day, a phone call is made to the number indicated on the Emergency Form. If you cannot be reached, and the alternate parties are also unavailable, the ill child will be kept at

school under the supervision of the nurse or office personnel. At no time will the child be sent home without parental knowledge.

4. Written authorization from a parent or guardian is required for a pupil to leave school before time of dismissal. No child is released unless the principal knows the reason for the release and the person to whom the child is released.

5. Any student, who is absent for thirty days during the given school year will not be promoted to the next grade in the fall unless the work missed, determined by the teachers involved, is made up satisfactorily, or some proof of tutoring is presented to the school after the tutoring has taken place.

6. The current Iowa Code puts it bluntly: "Children between the ages of 6 and 16 are compelled to receive education, and each child's parent, guardian, or legal custodian is the person held responsible in the law for compelling the child's education" (Iowa Code 299.1).

C. DUTIES OF STUDENTS:

Students are expected to comply with the rules and regulations established by the Board of Education, the principal, and the teacher of the class. Students are expected to be in attendance for all classes, assemblies and liturgies. After being absent, students are expected to make up the work they missed. Students are expected to do their best to prepare the school work assigned to them.

D. CONTACTING STUDENTS DURING SCHOOL HOURS:

1. Parents are requested to call the school for the delivery of messages to students only in case of an emergency.
2. When necessity requires the student to use the phone, permission is obtained from the

principal, teacher, or other staff members. Students making long distance calls, should call collect except with specific permission of the principal or secretary.

II. ACADEMIC INFORMATION

A. MUSIC:

1. Grades K-8 have music classes two/three times a week. Each unit has a musical program at least once a year.

2. Private Lessons: Private lessons are offered at St. Joseph's Elementary School in piano and guitar. The teachers in charge may be contacted regarding rates. Band Lessons: Teachers from Bellevue Community Schools provide lessons on a daily basis, plus experience in band, city and state competition. The students involved walk to the public elementary, or are shuttled to the high school, for these lessons and band.

Those studying an instrument are encouraged to take lessons and to practice regularly. It is suggested that a specific time and place be set at home for a stipulated period of practice. The cooperation and encouragement of the parents will result in having the child well prepared for a lesson.

B. HOME STUDY:

Because education involves study, some memorization and assignments, all students are expected to spend a reasonable amount of time on school nights doing some type of homework, whether it be completing assigned work, studying math facts, spelling words, reading a book or doing extra credit work. At all times, assignments are to be done neatly and with the appropriate materials.

Parents are encouraged to examine the homework of their child and discuss the areas being taught. This will give the child greater confidence in what is being learned and will provide home reinforcement for the teacher.

C. FIELD TRIPS:

Field trips provide unique educational experience for students because they bring them to the realities they have studied. Field

trips serve the instructional program by utilizing those educative resources of the community and of the region which cannot be brought into the classroom. Field trips which exceed 30 miles one way must be approved by the Board of Education. Parents are required to sign a "Field Trip Permit" to indicate their permission for their child to join in the class trip. Transportation by bus is encouraged whenever feasible. Students will leave school, remain and return together with their assigned group and chaperone. They may not be excused to leave the group during the trip. All students are expected to observe school policies while they are on field trips.

D. SPECIFICS REGARDING CO-CURRICULAR ACTIVITIES:

A junior high student who receives a failing grade for a course at the end of a grading term will be ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for 30 consecutive days. Ineligibility begins when grades are due to the counselor's office.

III. DISCIPLINARY PROCEDURES

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the Marquette Board of Education with faculty, parents, and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes and their implementation are the responsibility and obligation of each Marquette student. Neither ignorance or lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to

Marquette Catholic Schools, are to be respected and followed.

A. PRIMARY UNIT:

1. We believe all students can behave in an appropriate manner in the classroom, on the playground, in the library, and in the lunchroom. We will not allow any student to prevent another student from learning, nor will we permit any student to prevent a teacher from teaching. Each teacher has the right to teach in an atmosphere that allows for learning. The Christian development of your child/children is a shared responsibility between family and school.
2. We will expect:
 - a) Behavior that gives evidence of respect for self, others, and property.
 - b) Students are to be honest in work completed and in their dealings with one another and with adults.
 - c) Examples of disrespect (use of foul language, talking back to an adult, the making of unnecessary noises, the making of sarcastic remarks to others, etc.) will not be allowed to be made by our students to each other or to anyone else.
 - d) Students will follow all directions given by a faculty or staff member.
3. If your child fails to follow these expectations, the following measures will be utilized:
 - a) Teacher-student conference and verbal correction in private.
 - b) A note and/or telephone call to parents.
 - c) Principal-pupil conference.
 - d) Parent-principal-teacher-student conference.

B. INTERMEDIATE UNIT

1. We will expect:
 - a) Behavior that gives evidence of courtesy towards each other, faculty, staff, priests, and any other adults,
 - b) Behavior that gives evidence of the acceptance of all students.

- c) Behavior that gives evidence of respect to all people.
 - d) Behavior that gives evidence of the student's desire to be responsible by being on time, and having assignments completed.
 - e) Students will follow all directions given by a faculty or staff member pertaining to all school rules.
 - f) Students are to participate fully at mass and during other school activities
2. If your child fails to follow these expectations, the following measures will be utilized:
 - a) Teacher-student conference and verbal correction in private.
 - b) A note and/or phone call to parents.
 - c) Principal-pupil conference.
 - d) Parent-principal-teacher-student conference.

C. JUNIOR HIGH UNIT:

1. Demerits: It is impossible to avoid discipline in one's daily life. The only real choice is to discipline oneself or accept discipline from others. Minor disciplinary problems will result in the student being issued a demerit. A demerit will be made up in the same way as a detention except that no record will be kept.
2. Detentions: Detentions will be used for major disciplinary problems. A detention will consist of a 1/2 hour period immediately after school. All Junior High detentions will be served on the Wednesday following the issuing of the detention. All students must report to the St. Joseph's Lead Teacher for detention by 3:20. Failure to report by that time will result in an additional detention. If the student fails to report the third day it will result in a one-day in-school suspension. Practice or participation in extracurricular events is not an excuse for missing detentions. They will keep a record of all detentions.
3. Disciplinary Board: Should a student receive 5 detentions he/she and a parent will be required to appear before the

Disciplinary Board that will consist of the Principal, Lead Teacher, Guidance Counselor, and two teachers. Disciplinary Board action may include, but is not limited to, the right to refuse a grade, suspension, and/or expulsion.

4. Suspensions: For any in-school suspensions students must report to the Lead Teacher no later than 8:00 a.m. on the day the suspension is served. The day will end at 3:30 p.m. Excessive suspensions may result in expulsions.
5. Appeal: To protect the rights of the individual student an appeal of the judgment of any school personnel may be made in the following sequence:
 - a) Decision of staff or teacher may be appealed to the Lead Teacher and the Principal.
 - b) Decision of the Lead Teacher and the Principal may be appealed to the Disciplinary Board.
 - c) Decision of the Disciplinary Board may be appealed to the Marquette Catholic School System Board of Education. Appeals are to be made in writing stating the purpose of the appeal and giving evidence or argument which may be submitted to support the appeal.

D. AGGRESSIVE BEHAVIOR CONSEQUENCES FOR K-2:

1. Hurtful Teasing
 - a) 1st Time: Student is given a warning. Student apologizes to the victim.
 - b) 2nd Time: Student is given a warning. Student apologizes to the victim.
 - c) 3rd Time: Student stays in during recess (for at least 5 minutes) to write an apology to the victim. Teacher sends note to student's parents regarding the behavior
 - d) 4th Time: Student stays in during recess (for at least 10 minutes) to write an apology to the victim. Teacher calls student's parents regarding the behavior

- e) 5th Time: Student stays in entire recess to write an apology to the victim. Teacher calls student's parents regarding behavior and possibly sets up a time to meet.

2. Exclusion

- a) 1st Time: Student is given a warning. Student will find opportunity by next school day to include/play with victim.
- b) 2nd Time: Student is given a warning. Student will find opportunity by next school day to include/play with victim.
- c) 3rd Time: Student stays in during recess (for at least 5 minutes) to discuss excluding and to write an apology to victim. Student does one kind thing in secret for the victim. Teacher sends note to student's parents regarding the behavior.
- d) 4th Time: Student stays in during recess (for at least 10 minutes) to discuss excluding and to write an apology to the victim. Student does two kind things in secret for victim. Teacher calls student's parents regarding the behavior.
- e) 5th Time: Students stays in the entire recess to discuss excluding and to write apology to the victim. Student does three kind things in secret for the victim. Teacher calls student's parents regarding the behavior and possibly sets up a time to meet.

3. Hitting with Intent to Annoy

- a) 1st Time: Student is given a warning. Student apologizes to the victim.
- b) 2nd Time: Student is given a warning. Student apologizes to the victim.
- c) 3rd Time: Student stays in during recess (for at least 5 minutes) to write an apology to the victim. Teacher sends note to the student's parents regarding the behavior.
- d) 4th Time: Students stays in during recess (for at least 10 minutes) to write an apology to the victim. Teacher calls parents regarding the behavior.
- e) 5th Time: Student stays in the entire recess to write an apology to the

victim. Teacher sends note to student's parents regarding the behavior and possibly sets a time to meet.

4. Hitting with Intent to Harm
 - a) 1st Time: Student stays in during recess to write an apology to the victim. Teacher sends note home. Principal is informed.
 - b) 2nd Time: Student stays in during recess to write an apology to the victim. Teacher calls parents. Principal is informed.
 - c) 3rd Time: Student stays in during recess to write a note to his/her parents and to write an apology to the victim. Teacher calls parents. Student is sent to the principals office.
 - d) 4th Time: Student stays in during recess to write a note to his/her parents and to write an apology to the victim. Student fills out an incident report to be signed by parents. Student is sent to the principal's office.
 - e) 5th Time: Student stays in during recess to write a note to his/her parents and to write an apology to the victim. Student fills out an incident report to be signed by parents. Meeting with student, parents, teacher, and principal.

E. AGGRESSIVE BEHAVIOR GRADES 3-5 CONSEQUENCES

1. Taunting/Name Calling
 - a) 1st Time: Miss one recess. Written apology to victim.
 - b) 2nd Time: Miss two recesses. Written apology to victim. Incident reflection signed by parents.
 - c) 3rd Time: Miss five recesses. Meeting with guidance counselor.
 - d) 4th Time: Meeting with student, principal, and parents to develop an individual student plan.
2. Exclusion
 - a) 1st Time: Warning. Written apology to victim.
 - b) 2nd Time: Miss one recess. Write ways to include the victim.

- c) 3rd Time: Miss five recesses.
 - d) 4th Time: Meeting with student, principal, and parents to develop an individual student plan.
3. Hitting (pushing, slapping, grabbing)
 - a) 1st Time: Miss 1 recess. Written apology to victim.
 - b) 2nd Time: Miss three recesses. Written apology to victim. Incident reflection signed by parents.
 - c) 3rd Time: Miss three recesses. Call parents from principal's office. Talk to principal.
 - d) 4th Time: Meet with student, principal, and parents to develop an individual student plan.
 4. Severe Hitting (punching, kicking, and similar behavior that may injure others)
 - a) 1st Time: Miss three recesses. Written apology to victim. Incident reflection signed by parents.
 - b) 2nd Time: Miss three recesses. Calls parents from principal's office. Talk to principal.
 - c) 3rd Time: Meeting with student, principal, and parents to develop an individual student plan.
 - d) 4th Time: Decided at meeting.
 5. Harassment
 - a) 1st Time: Miss two recesses. Written apology to victim. Incident reflection signed by parents.
 - b) 2nd Time: Miss 4 recesses. Written apology to victim. Incident reflection signed by parents.
 - c) 3rd Time: Miss five recesses. Written apology to victim. Incident reflection signed by parents.
 - d) 4th Time: Meeting with student, principal, and parents to develop and individual student plan.
 6. Encouraging Bullying
 - a) 1st Time: Miss one recess. Written apology to encouragee and victim.
 - b) 2nd Time: Miss three recesses. Written apology to encouragee and victim. Incident reflection signed by parents.

- c) 3rd Time: Miss five recesses. Written apology to encouragee and victim. Incident reflection signed by parents. Meeting with guidance counselor.
- d) 4th Time: Meeting with student, principal, and parents to develop an individual student plan.

- detention, incident report, parent notification.
- b) 2nd Time: Same consequences as 1st time.
- c) 3rd Time: Same consequences as 1st time.
- d) 4th Time: After the 4th incident report in a year, school staff and parent meet to develop an individual student plan.

**F. AGGRESSIVE BEHAVIOR
GRADES 6-12 CONSEQUENCES:**

1. Hurtful Teasing & Systematic Exclusion
 - a) 1st Time: Verbal warning with documentation
 - b) 2nd Time: Incident reflection written by the student under the direction of the guidance counselor and signed by parent(s)
 - c) 3rd Time: Incident reflection written by student under the direction of the guidance counselor and signed by parents with detention.
 - d) 4th Time: After the 4th incident report in a year, school staff and parents meet to develop an individual student plan.
2. Hitting, Pushing, Slapping, Grabbing, Horseplay
 - a) 1st Time: Students will be verbally warned with documentation that what they see as goofing around could be dangerous.
 - b) 2nd Time: Incident reflection written by the student under the direction of the guidance counselor and signed by parent(s).
 - c) 3rd Time: Incident reflection written by the student under the direction of the guidance counselor and signed by parent(s) and a detention.
 - d) 4th Time: After the 4th incident report in a year, school staff and parents meet to develop an individual student plan.
3. Severe Hitting (punching, kicking, and similar behavior that may injure others) & Harassment (racial, ethnic, or sexual name calling or other severe harassment)
 - a) 1st Time: Because this could be seen as a criminal offense, administration will automatically be notified and determine appropriate course of action:

**G. SPECIFICS REGARDING
EXTRACURRICULAR ACTIVITIES:**

1. All activities which involve competition with other schools, performing for other schools, performing for the public, or representing Marquette Catholic School System outside of Bellevue, shall be covered under these guidelines.
2. The time period regulated by these guidelines commences when the student signs a contract or otherwise indicates the desire to participate in an extracurricular activity; it terminates with the conclusion of the activity/season.
3. Athletes who violate the policy on tobacco, alcohol, intoxicants and illegal drugs during an athletic season will be prohibited from participating in athletic competition for two weeks, a minimum of two games; the athlete would still be required to attend all practice sessions during that penalty period. If the infraction takes place outside his/her athletic season, it would bar the athlete from two weeks of competition in his/her next season. In the case of a second offense an athlete is barred from said participation for six (6) weeks and must participate in mandatory community/school service, attend counseling and/or abuse classes. In the case of a third offense, an athlete is barred from participation for the remainder of the year.
4. Non-athletic extracurricular activities (for example, speech, drama): Any student in such a covered activity who violates the policy on tobacco, alcohol, intoxicants and illegal drugs during the period of that activity will be dropped from further participation in that activity.

5. Students who violate the policy on tobacco, alcohol, intoxicants and illegal drugs and are involved in one or more activities will not be allowed participation for a two week period.

IV. GENERAL OPERATING PROCEDURES

A. PARENT-TEACHER ORGANIZATION:

Parents with children in grades PK-8 are regarded as members of the St. Joseph's Parent-Teacher Organization, formerly known as the St. Joseph's Booster Club. The PTO's priority is making St. Joseph's Elementary the finest school it can be - academically, emotionally and spiritually - with a vested interest in St. Joseph's students and their families. The PTO sponsors activities throughout the year such as an Open House potluck, a literacy evening, a Book Fair, and a carnival, just to name a few. The PTO also is a voice for families - a forum to address concerns and brainstorm solutions, as well as a means to share ideas. The PTO's Central Planning Committee meets monthly to plan activities, discuss concerns and share ideas.

B. PARENT-SCHOOL COMMUNICATION:

Adequate and clear communication between school and home is essential for the success of the children. A parent newsletter will be sent home on a monthly basis with the youngest student, unless advised otherwise. Periodic notes will be sent home to notify the family of school matters. Feel free to call the office to discuss your concerns or to make arrangements to talk with any of the staff.

C. COURTESY:

Respect and courtesy should be shown at all times to priests, sisters, teachers, volunteers, and to all others who work with the students. Pupils must understand that each teacher has jurisdiction over any pupil of the school, regardless of age or grade. Children are expected to conduct themselves in a refined

and courteous manner whenever attending assemblies, sports events, socials, and other gatherings.

D. SCHOOL PROPERTY:

Children are required to walk in the school corridors and classrooms. This is necessary to protect the child and also school property. Care of the school property is not only a matter of respect but of conscience. Damage due to carelessness or malice to the desks, to restrooms, and to other school property, requires restitution. Children are not to be in the school buildings after school hours or on weekends unless there is adult supervision.

E. BICYCLES:

Bicycles are to be parked by the school building in the area outside of the breezeway on the east side of the building.

F. TELEPHONE:

The school phone is intended for calls concerning school business. Students are to use the phone only when it is deemed necessary by a teacher or the office.

G. YEARLY SUPPLIES:

1. Textbooks: An archdiocesan curriculum committee studies and evaluates all the available textbooks in an area and then approves three to four companies' products for use. From these recommendations, the teachers make a choice of the textbook which will be used in the school for a period of time.
2. Supplies: A list of suggested school supplies will be sent home in the spring or at summer registration. A limited supply of paper, pencils, pens, erasers, folders, etc., may be purchased at the office.

H. BOOK DAMAGE POLICY:

All textbooks are owned by the school, either Marquette Catholic School System or the Bellevue Community School District. Nevertheless, students are responsible for the proper care of those materials. Incidental damage to the book(s), or the wear and tear

resulting from normal use, will not be fined. However, significant damage to any book, such as writing or drawing in it, torn pages, or smashed or folded pages or cover(s), will result in a fine and possible punishment. Assessment of damage will be determined by the classroom teacher, who may request the opinion of the school principal, if desired. Categories of damage and corresponding restitution:

1. Lost book: pay full replacement cost.
2. Intentionally damaged beyond use: normal punishment of grade-level for damaging property and pay full replacement cost of the book.
3. Accidentally damaged beyond use: pay full replacement cost of book.
4. Intentionally damaged but usable: normal punishment of grade-level for damaging property and pay one-fourth the book replacement cost.
5. Accidentally damaged but usable: pay one-fourth of the book replacement cost.

I. LUNCH:

Students may buy hot lunches or bring their own cold lunches. Milk may be bought separately. The hot lunches provided by our staff are eaten in Kieffer Hall. A hot lunch scantron card can be purchased from the hot lunch program director. Free and reduced rate lunches are available for those families

meeting certain requirements and making application through the government program.

J. FIRE EXTINGUISHERS/FIRE ALARMS:

Any student handling or discharging a fire extinguisher/fire alarm at any time other than in an emergency will be fined \$25.00 and will be subject to further disciplinary action.

K. GUM:

Gum chewing is prohibited on the school grounds at all times. A fine of \$1.00 will be paid by anyone breaking this rule.

L. SNOWBALLS:

Throwing snowballs is not permitted on school grounds. The bodily dangers involved, risks of permanent injury, and possible lawsuits are too great. There, a fine of \$1.00 will be imposed.

M. GRADUATION:

Before graduation specific instructions will be sent home. The closing exercise of the school year is a specially scheduled liturgy offered by the pastor for the members of the eighth grade class. All work must be completed satisfactorily and other commitments taken care of in full before graduation.

MARQUETTE HIGH SCHOOL
502 Franklin St.
Bellevue, IA 520031
(563)872-3356

I. ACADEMIC PROGRAMS AND POLICIES

The instructional program of studies available at Marquette High School has been designed to enable each student to fulfill his/her potential capacity for intellectual, personal and social growth. To insure one's maximum development, each student should begin early to plan a course of study, taking into consideration all available information concerning the world of work, as well as his/her own interests, abilities, motives and prior achievements. As the individual matures and gains knowledge, he/she must be prepared to evaluate and revise this plan.

Each student must decide which courses he/she will take in high school, whether or not he/she will seek educational training after high school, and, if he/she does, what school one will choose for this training. Counselors aid students in making these decisions by helping them assess their abilities and by supplying them with information on vocational training schools, colleges and universities, and information on entrance requirements and scholarship opportunities. With the aid of one's teacher advisor and counselor, each student selects his/her courses for the following year. The work of the counselor supplements the daily guidance offered by parents at home; the best results can be achieved only when school personnel and parents correlate their efforts. Therefore, parents and students are urged to maintain contact with one's counselor and other school personnel. Appointments with any teacher or administrator can be made by phoning Marquette (872-3356).

A. GRADUATION REQUIREMENTS:

1. In order to graduate from Marquette High School, a student must successfully complete work in certain well-defined branches of study. The current total credit graduation

requirement was adopted by the Marquette Board of Education in the spring of 1998. The number of required credits per branch of study was adopted in the spring of 2007.

2. A credit refers to the value given for a semester course. In general, a semester course is worth 1 credit and a year course is worth 2 credits. All Marquette students are required to be carrying eight credits each semester. Juniors and seniors are allowed to carry seven credits each semester if a work release is obtained.

3. A student entering Marquette must successfully complete 56 academic credits to be awarded a diploma from Marquette.

4. The board has specified 37 of these credits to be taken in the following departments: theology, English, math, social studies, science, and computers. Specifically, each student graduating from Marquette must successfully meet the following departmental requirements:

8 credits of Theology

A waiver for non-Catholic students may be granted for individual courses upon consultation of the theology department and approval by the school board. Exception: The second semester of Theology I teaching adolescent development and/or personal growth and dating are mandatory in order for Marquette and its students to comply with current state standards.

9 credits of English including 2 credits each in English I, II and III

6 credits of Mathematics including 2 credits each in Algebra or Basic Algebra

6 credits of Natural Science including 2 credits each in Freshman Science and Biology

7 credits of Social Studies including 2 credits each in World Studies, U.S. History and 1 credit each in American Government and Sociology

1 credit of Computers I

5. The other 19 credits may be selected by the individual student from those courses offered at Marquette and those shared-time courses at Bellevue Community High School which are approved by Marquette's administration. Band and choir will each be worth 2 credits per year which will count toward the 56 credits required for graduation and will be calculated into the student's grade point average.

6. In addition, each student is expected to take physical education each semester; waivers for an individual semester will be granted only for medical reasons or scheduling conflicts deemed irresolvable by the administration. Each year of physical education carries 1/2 credit per year which counts toward the 56 credits required for graduation and is calculated into the student's grade point average.

7. Students for Educational Services (SES) is available to sophomores, juniors and seniors and is worth 1 credit per semester. Students may take SES for a maximum of four (4) semesters earning a maximum of four (4) credits. These credits count toward the 56 credits required for graduation but are not calculated into the student's grade point average.

8. Driver education is available only during the summer through one's home school district (Bellevue, Andrew, Dubuque, etc.).

9. In the light of increasing entrance requirements for Iowa's colleges and state universities, those planning to go to college are urged to take additional mathematics including Algebra II, additional science including Chemistry, and at least two years of a foreign language.

B. SAMPLE COURSE LOADS:

1. The typical **freshman** schedule would include
 - a) Theology
 - b) English I
 - c) World Studies
 - d) Freshman Science
 - e) Algebra or appropriate level math course
 - f) Computers I
 - g) Spanish I or elective

- h) one elective
 - i) Physical education
2. The typical **sophomore** schedule would include
 - a) Theology
 - b) English II
 - c) Biology
 - d) Geometry or appropriate level math course
 - e) Spanish II or elective
 - f) three electives
 - g) Physical education
 3. The typical **junior** schedule would include
 - a) Theology
 - b) English III
 - c) U.S. History
 - d) Advanced Algebra or appropriate level math course
 - e) four electives
 - f) Physical education
 4. The typical **senior** schedule would include
 - a) Theology
 - b) American Government & Sociology
 - c) English elective
 - d) five electives
 - e) Physical education

C. SHARED-TIME CLASSES:

1. A student is not allowed to enroll in a course at BHS if the same course is offered at Marquette.
2. The Marquette administration reserves the right to limit the number of shared-time classes taken by a Marquette student in a particular semester. A maximum of two courses is allowed at BHS. An additional course may be taken at BHS with administrative approval.
3. Marquette students attending BHS for one or more courses must abide by all of BHS's regulations concerning attendance and individual classroom procedures.
4. For safety reasons, economy and the orderly movement of students, Marquette students are normally expected to use the bus transportation provided by Marquette. Exceptions to this rule may be allowed on a particular occasion with the permission of the parents and Marquette's Lead Teacher; in such an instance, a student driving to BHS

must also abide by BHS's own parking regulations.

5. The regular course fees charged to all students at BHS are paid directly by Marquette High School from money received from Marquette's own book fee. Individual students, however, remain responsible for any other fees (for example, the cost of materials in an art or shop course) charged by BHS.

D. CLASS CHANGES:

1. Course registration changes may be made through the Guidance Office during the first six days of the semester. Entrance into a class after that time is possible only with the approval of the course instructor, the guidance counselor, the principal and the student's parents.

2. A student who withdraws from a course during the first four weeks of the semester may do so only if the student is able to make arrangements to take another class during the same block.

3. Withdrawals from a class are not considered a failing grade. Students will be allowed to drop classes until 3:15 p.m. of the first Friday of December. During the second semester, students may drop classes until 3:15 p.m. on the first Friday of May. In order to withdraw from a class, the student must have the following permissions: parent/guardian (in writing), counselor, lead teacher and principal. A student may not drop a "required" course at any time.

4. A student withdrawing from a course after the first five days will be subject to the following charges. Second week - \$10.00. Third and fourth week - \$35.00. After the fifth week - \$50.00.

E. HIGH SCHOOL CREDIT FOR ELEMENTARY/MIDDLE SCHOOL STUDENTS:

Elementary students who are enrolled in and successfully complete high school equivalent courses, e.g. Algebra, will have those classes noted on their high school transcript. High school credit can not be given for those courses, but they may be substituted for a high school prerequisite, permitting enrollment in

advanced courses upon entering high school, e.g. taking Algebra in eighth grade may permit entrance into Geometry in high school. Such high school equivalent courses as described above do not factor into the student's high school grade point average. Nor do these classes count toward the student's high school graduation requirements.

This policy reflects the NCAA directive not to provide high school credits for high school equivalent courses a student takes in elementary school.

F. GRADING SYSTEM:

A	95-100	4.00
A-	93-94	4.00
B+	91-92	3.33
B.....	87-90	3.00
B-	85-86	2.67
C+	83-84	2.33
C.....	79-82	2.00
C-	77-78	1.67
D+	75-76	1.33
D	72-74	1.00
D-	70-91	0.67
F.....	Below 70 ..	0.00

Work that was incomplete at the end of a term will be recorded as "F" if it is not completed within three weeks.

G. HONOR ROLL:

A listing of those students earning a 3.20 grade point average for the grading period will be issued following each grading period (1st through 4th quarter). Those who have made the High Academic Honor Roll (3.5 and above) for four consecutive quarters will qualify for an Academic Letter.

H. NATIONAL HONOR SOCIETY:

1. Introduction: Membership in the National Honor Society is an honor bestowed upon a student. Selection for membership is decided by faculty evaluations and a faculty council. It is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Selection to the National

- Honor Society is based on the student's demonstration of the following traits.
2. Scholarship. The junior or senior student must have a 3.5 or higher cumulative grade point.
 3. Leadership. The student leader:
 - a) is resourceful in proposing new problems, applying principles, and making suggestions.
 - b) demonstrates leadership in promoting school activities.
 - c) exercises influence on peers in upholding school ideals.
 - d) contributes ideas that improve the civic life of the school.
 - e) exemplifies positive attitudes.
 - f) demonstrates academic initiative.
 - g) successfully holds offices or positions of responsibility, conducting business effectively and efficiently, and, demonstrates reliability and dependability without prodding.
 - h) demonstrates positive leadership in the classroom, at work, and in school or community activities. Is thoroughly dependable in any responsibility accepted.
 4. Service. The student who serves:
 - a) is willing to uphold scholarship and maintain a loyal school attitude.
 - b) participates in some outside activity: Girl Scouts, Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties.
 - c) volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
 - d) works well with others and is willing to take on difficult or inconspicuous responsibilities.
 - e) is willing to represent the class or school in interclass and interscholastic competition.
 - f) shows courtesy by assisting visitors, teachers, and students.
 5. Character. The student of character:
 - a) takes criticism willingly and accepts recommendations graciously.
 - b) consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, stability, etc.).
 - c) upholds principles of morality and ethics.
 - d) cooperates by complying with school regulations.
 - e) observes instructions and rules, punctuality and faithfulness, both in and out of the classroom.
 - f) demonstrates the highest standards of honesty and reliability.
 - g) manifests truthfulness in acknowledging obedience to rules and the avoidance of cheating.
 - h) actively helps rid the school of bad influences or environment.

I. ACADEMIC ELIGIBILITY:

Marquette Catholic School students are governed by the state of Iowa's academic eligibility rules that went into effect on July 1, 2006. If a student is ineligible by state of Iowa's standards, their ineligibility will be governed by the state of Iowa's guidelines.

For purposes of the rules, extracurricular activities include all interscholastic athletics, cheerleading, band and choir contests, drama productions, and speech.

It is important for each student, regardless of one's interests, to be making satisfactory progress in one's classes each semester. Therefore, it is necessary for any student participating in any extracurricular activity (e.g. sports, play) to be doing passing work. Academic ineligibility will be handled as follows:

1. A student must receive credit in at least 4 subjects at all times.
2. At the end of a grading period (first and second semesters), if a contestant is given a failing grade **in any course for which credit is awarded**, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions for 30 consecutive days. At the end of a grading period that is the final grading period in a school year (end of the second semester), a baseball or softball player who receives a failing grade in any course in which credit is awarded is ineligible to dress

for and compete in interscholastic baseball or softball for 30 days following the end of the final grading period (end of second semester).

3. An **incomplete** is not considered a failing grade at the end of a grading period. However, the **incomplete** must become a passing grade within a three week period or the grade becomes a failing grade. If the **incomplete** was given due to a medical condition, a longer period of time to make up the incomplete grade could be granted. A letter from a doctor would be necessary to grant a longer period for the incomplete to become a passing grade.

4. **Withdrawals** from a class are not considered a failing grade. Students will be allowed to drop classes until 3:15 p.m. of the first Friday of December. During the second semester, students may drop classes until 3:15 p.m. on the first Friday of May. In order to withdraw from a class, the student must have the following permissions: parent/guardian (in writing), counselor, lead teacher and principal. A student may not drop a “required” course at any time.

5. Ineligibility begins at the time grades are due in the counselor’s office. If further explanation is needed, please contact the Activities Director, or Mr. Jim Squiers, Principal at 872-3356 or 872-3284.

6. Any question about the student’s ineligibility may be referred to the Marquette administration. Extenuating circumstances in a specific case will be considered. The principal, lead teacher, and counselor will make the final decision about ineligibility.

7. A student failing a course at the end of the first or second semester will have his/her eligibility evaluated on an individual basis by the Marquette administration: counselor, lead teacher, and principal.

8. Those enrolled in choir or band are allowed to participate in any scheduled concert, despite current academic probation or ineligibility, because said participation is a factor in the overall grading procedures for that class.

9. Sophomores, juniors, and seniors may not satisfy any ineligibility time period by going out for stage crew for the fall play or spring musical unless they were out for stage crew

for the corresponding activity the previous school year.

J. FAILURES:

The usual way to make up lost credits through failure or dropping a course is to repeat the course (or take its equivalent) the following year (in addition to one’s normal academic load). Alternative actions, such as correspondence courses or onsite class work through one of the area’s community colleges, may be acceptable pending administrative approval. Should a student not be able to complete 56 units of credit in one’s four year’s at Marquette, the administration may issue a Certificate of Attendance to the student in lieu of a diploma.

K. TRANSCRIPTS:

Anyone needing a transcript of credits forwarded to a prospective college, employer, etc., must sign a release of information form from the Guidance Office. Each transcript request must be accompanied by a \$1.00 fee for current students and a \$2.00 fee for alumni.

L. EARLY HIGH SCHOOL GRADUATION

The Marquette Catholic Board of Education acknowledges that some students seek to pursue educational goals that include graduation from high school at an earlier date than their designated class.

A student who completes the requirements for early high school graduation may participate in the graduation ceremonies with his/her designated class or the class graduating in the year in which she/he completes Marquette Catholic’s requirements for high school graduation.

Application for early high school graduation must be submitted to the high school principal and/or guidance counselor prior to second semester of the student’s junior year.

The principal may honor this request if all conditions for high school graduation are met and the student fulfills the high school graduation requirements.

II. ATTENDANCE POLICIES & PROCEDURES

A. GENERAL OPERATING PROCEDURES

1. An absence will be considered excused by Marquette for one of the following reasons:
 - a) Sickness in the immediate family (student himself or, in a specific case, the student's parent or another family member).
 - b) Death of some member of the immediate family (including grandparents, aunts or uncles). In keeping with the Christian tradition, student may be dismissed from school with parent's permission for the funeral Mass of relatives and friends. Permission must be obtained before the beginning of the school day.
 - c) Wedding of an immediate family member.
 - d) Any absence requested by the student's parent(s). In the case of necessary appointments, parents must notify the office no later than the morning of the appointment. When any absence is anticipated, such request should be made and approved by the Lead Teacher beforehand. We appreciate total parental cooperation in this regard.
 - e) All excused absences will count toward the 15 per semester as stated in the Iowa Code and will be subject to Iowa Code regulations.
2. Unexcused Absence - Any absence from an assigned class or activity without permission is considered an unexcused absence. Make-up work will not be allowed and no credit will be given for work missed.
3. Parental Notes - If a student is absent, he/she is to present a note upon returning in the event that a parent/guardian has not called. The dated note needs to include the date and length of absence, the reason for the absence, and a signature. If the student fails to bring an excuse after the second morning, a demerit will be issued.

B. CALL IN:

All students must be at their assigned place at 8:05 A.M. When a student is unable to attend school, a parent must call the school between 8:00 A.M. and 9:00 A.M. on the first day of absence to report the reason for the absence and the estimated length of the absence. If the school does not receive a parental call, the school secretary will call the parents of the unexcused students by 9:30 a.m. to determine the reason for their absence. If no phone contact is made, the student must present a parental note the next morning.

C. MAKE-UP WORK:

The student will be allowed to make up the class work missed during the time of an excused absence. It is the responsibility of the student to obtain the assignments missed and to complete the required work by the second class day following the absence. Work not completed on time or work missed during an unexcused absence may result in the reduction of the scholastic grade.

D. TARDY:

A student is tardy at the beginning of any class if not in the assigned room at the time the class or activity is scheduled to start. Students who are tardy will be given a penalty by the teacher affected. Accumulation of 5 unexcused tardies from homeroom itself will result in a demerit.

E. OFF-CAMPUS PERMISSIONS:

All off-campus permissions must be obtained during the homeroom period from the Lead Teacher. A student leaving school with such a permission is to sign out and sign back in on the form outside the secretary's office. If, after starting the class day, it becomes necessary for a student to leave school for any reason, the student is to check out with an administrator (normally the Lead Teacher), obtain parental permission, and sign the form outside the secretary's office. Students are not allowed to leave the school campus for lunch. Students who leave without the permission of

both a parent and an administrator will be given an unexcused absence.

F. SKIPPING:

Students are expected to be in attendance of all classes, assemblies and liturgies. An unexcused absence on either campus will result in the following disciplinary action.

1. one block: letter to parents plus one detention;
2. in excess of one block to 2 full blocks: a 1 day in-school suspension;
3. in excess of 2 blocks to one full day: a 2 day in-school suspension.
4. Repeat offenders will be subject to Disciplinary Board review.

G. EXCESSIVE ABSENCE:

1. The Iowa Code spells out the procedures which Marquette High School will be following if a student is absent excessively. The principal will notify the parents after a student has four (4) absences from a class in the same semester. After a student has five (5) absences from a class, a meeting will be arranged with the parents and the Disciplinary Board. The Disciplinary Board reserves the right to refuse a final grade.
2. When absences reach twelve (12) school days in a semester and the records have been reviewed, a letter from the Principal is mailed to the home, and a copy of that letter will be placed in the student's cumulative folder. Following fifteen (15) absences in a semester and a review of the student's attendance record, the Principal is obligated by Iowa Law to contact the County Attorney for further action. Note that all days that a student is absent will count toward the fifteen (15) days, regardless of the reason(s) for the absences.
3. Students who miss a class because of an extracurricular activity must see the instructor of the class(es) prior to leaving for the activity. Failure to notify the instructor will be considered an unexcused absence.

H. ABSENCES AND PARTICIPATION IN EXTRACURRICULAR EVENTS:

In order to participate in any extracurricular event students must be in school on the day of the event(s) from 12:00 noon until the end of the class day. Exceptions will only be made for emergencies or extenuating circumstances approved by the administration. (Ordinarily, college days would not be included among such exceptions.)

I. COLLEGE DAYS:

Each senior or second semester junior is permitted a college day, work seeking or military day. The student is permitted to be absent from school for two (2) nonconsecutive days sometime during one's final three semesters to seek a job or to visit a school of his/her choice. The student must obtain a visitation form from the counselor at least one (1) day before the college day or job-seeking day is taken. The absence is an excused absence and will not be counted as an absence, and the work missed can be made up and credit will be given. Failure to complete the form will cause the absence to be considered an unexcused absence, in which case the teachers need not permit work to be made up and loss of credit will follow. College, work or military days must be taken before May 1.

J. WORK RELEASE POLICY:

1. A senior who wants to take advantage of the work release privilege must obtain and complete a Work Release Permit from Marquette's Lead Teacher. Work release is only available within the Bellevue city limits. In addition, the student must turn in a signed note from the employer stating: 1) the main job description of the employment, 2) the location of the employment and 3) the consent of the employer that the student will only be available on a swing schedule for the work release. In addition, the student must turn in documentation signed by the employer listing the hours worked. This form must be turned in each Tuesday for the previous week.
2. If a senior believes there are extenuating circumstances to allow the work release

outside the Bellevue city limits, he/she must meet with the administrative team to explain the circumstances and obtain their approval.

3. If a junior believes there are extenuating circumstances to allow the work release as a junior, he/she must meet with the administrative team to explain the circumstances and obtain their approval.

4. The student agrees that the work release will be cancelled if grades fall or if the student fails to abide by other school regulations.

III. DISCIPLINARY POLICIES AND PROCEDURES

In order to provide and maintain an atmosphere which permits the orderly and efficient operation of the school and which encourages learning and helps students to develop a Christian code of personal conduct, school rules and regulations are in effect. These policies and procedures have been established by the Marquette High School Board of Education with faculty, parents, and students. Their effectiveness requires the positive and voluntary cooperation of all concerned.

The knowledge of the rules and regulations, their processes and their implementation are the responsibility and obligation of each Marquette student. Neither ignorance or lack of understanding of the rules and regulations will release a student or parent/guardian from responsibility to cooperate with the stated policies. All Archdiocesan policies and State of Iowa education laws, as they apply to Marquette Catholic Schools, are to be respected and followed.

A. FINES:

All fines are to be paid as soon as possible. No quarter/semester exams will be administered to students with overdue fines and no grade will be given. A fine report will be turned in to the secretary by the teacher assessing the fine.

B MINOR DISCIPLINARY PROBLEMS:

It is impossible to avoid discipline in one's daily life. The only real choice is to discipline

oneself or accept discipline from others. Minor disciplinary problems at Marquette will result in the student being issued a demerit. A demerit will consist of a 1/2 hour period immediately after school. All students must report to the Lead Teacher for demerit by the 3:15 bell.

C. DETENTIONS:

Detentions will be issued for major disciplinary problems. A detention will consist of a one-hour period immediately after school. All students must report to the Lead Teacher for detention by the 3:15 bell. Failure to report by that time will result in an additional detention. If the student fails to report the third day it will result in a one-day in-school suspension. Practice or participation in extracurricular events is not an excuse for missing detentions. The Lead Teacher will keep a record of detentions.

D. SUSPENSIONS:

For any in-school suspensions students must report to the Lead Teacher no later than 8:00 A.M. on the day the suspension is served. The day will end at 3:30 P.M. Excessive suspensions may result in expulsion.

E. DISCIPLINARY BOARD:

Should a student receive four disciplinary referrals he/she will be required to appear before the Disciplinary Board. A student can also be called before the Disciplinary Board for any serious or repeated infraction of school, church, or community morals. This decision rests with the Principal and the Lead Teacher.

The Disciplinary Board shall consist of the Principal, the Lead Teacher, the Guidance Counselor, two faculty members, the student's pastor and a member of the school board. Disciplinary Board action may include, but is not limited to, the right to refuse a grade, suspension and/or expulsion.

F. AGGRESSIVE BEHAVIOR GRADES 6-12 CONSEQUENCES:

1. Hurtful Teasing & Systematic Exclusion

- a) 1st Time: Verbal warning with documentation.
 - b) 2nd Time: Incident reflection written by the student under the direction of the guidance counselor and signed by parent(s).
 - c) 3rd Time: Incident reflection written by student under the direction of the guidance counselor and signed by parents with detention.
 - d) 4th Time: After the 4th incident report in a year, school staff and parents meet to develop an individual student plan.
2. Hitting, Pushing, Slapping, Grabbing, Horseplay
 - a) 1st Time: Students will be verbally warned with documentation that what they see as goofing around could be dangerous.
 - b) 2nd Time: Incident reflection written by the student under the direction of the guidance counselor and signed by parent(s).
 - c) 3rd Time: Incident reflection written by the student under the direction of the guidance counselor and signed by parent(s) plus a detention.
 - d) 4th Time: After the 4th incident report in a year, school staff and parents meet to develop an individual student plan.
 3. Severe Hitting (punching, kicking, and similar behavior that may injure others) & Harassment (racial, ethnic, or sexual name calling or other severe harassment)
 - a) 1st Time: Because this could be seen as a criminal offense, administration will automatically be notified and determine appropriate course of action: detention, incident report, parent notification.
 - b) 2nd Time: Same consequences as 1st time.
 - c) 3rd Time: Same consequences as 1st time.
 - d) 4th Time: After the 4th incident report in a year, school staff and parent meet to develop an individual student plan.

G. APPEAL:

To protect the rights of the individual student an appeal of the judgment of any school

personnel may be made in the following sequence.

1. Decision of staff or teacher may be appealed to the Lead Teacher and the Principal.
2. Decision of the Lead Teacher and the Principal may be appealed to the Disciplinary Board. The decision of the Disciplinary Board may be appealed to the Marquette School Board.
3. Appeals are to be made in writing stating the purpose of the appeal and giving any evidence or argument which may be submitted to support the appeal.

H. TOBACCO, ALCOHOL, INTOXICANTS AND ILLEGAL DRUGS:

1. Indulging in or possessing intoxicating liquor, smoking, chewing or other use or possession of tobacco or use of a controlled substance on school property, or bringing any of these onto the school property or to any extracurricular activity (whether in or out of school time) is considered a serious offense. Such a violation as reported by a teacher, law enforcement officer, school board member and/or parent of the student, and/or through self-admission by the individual student, will result in a 3-day in-school suspension. A second offense will result in an appearance before the Disciplinary Board.
2. If a student illegally indulges in or is in possession of intoxicating liquor, tobacco, or a controlled substance and this fact becomes known through a teacher, law enforcement officer, school board member, one's parent(s), or through self-admission, the student will receive a one day in-school suspension and the parent(s) must contact the school's administration. A second offense will result in an appearance before the Disciplinary Board and the student will be referred to counseling and/or substance abuse classes.

I. SPECIFICS REGARDING EXTRACURRICULAR ACTIVITIES:

1. All activities which involve competition with other schools, performing for other schools, performing for the public, or

representing Marquette High School outside of Bellevue, shall be covered under these guidelines.

2. The time period regulated by these guidelines commences when the student signs a contract or otherwise indicates the desire to participate in an extracurricular activity; it terminates with the conclusion of the activity/season.

3. Athletes who violate the policy as stated in the previous section during an athletic season will be prohibited from participating in athletic competition for two weeks, a minimum of two games; the athlete would still be required to attend all practice sessions during that penalty period. A student who is ineligible will not be allowed to miss school to attend games. If the infraction takes place outside his/her athletic season, it would bar the athlete from two weeks of competition in his/her next season. In the case of a second offense an athlete is barred from said participation for six (6) weeks and must participate in mandatory community/school service, attend counseling and/or abuse classes. In the case of a third offense, an athlete is barred from participation for the remainder of the year.

4. Non-athletic extracurricular activities (for example, speech, drama) - any student in such a covered activity who violates the policy as stated in the previous section during the period of that activity will be dropped from further participation in that activity.

5. A Student Council member who violates the policy as stated in the previous section must comply with the following rules.

a) Give an oral apology to the faculty, student council, and representation two days following the violation. Failure to do so will result in the student's dismissal from Student Council for the remainder of said school year.

b) A second violation in the same school year would result in the student's dismissal from the Student Council for the remainder of the school year, and the student will be ineligible to hold office the following year.

6. Students who violate the policy as stated in the previous section and are involved in one or more activities will not be allowed participation for a two week period.

7. During the ineligibility period, a student will not be allowed to leave school early to attend games, meets, matches, etc.

J. NON-SCHOOL TEAM PARTICIPATION POLICY:

A high school student who participates in school sponsored athletics may participate in a non-school sponsored sport during the same season with the approval of the high school principal and the head coach. Such outside participation shall not conflict with the school sponsored activity. Violation of this policy will result in an athlete being prohibited from participating in athletic competition for two weeks, a minimum of two games; the athlete would be required to attend all practice sessions/games during the penalty period.

K. MISCELLANEOUS INFRACTIONS MERITING DISCIPLINARY ACTION:

1. Vandalism: Students are responsible for the proper care of all books, supplies, lockers, furniture and other aspects of the school. Any student tampering with school equipment or deliberately damaging school property in any way is subject to disciplinary action in addition to the cost of the repair. Damage to any equipment or part of the school should be reported to the office as soon as possible so it can be repaired before it becomes the cause of additional problems.

2. Fire Extinguishers/Fire Alarms: Any Student handling or discharging a fire extinguisher or fire alarm at any time other than in an emergency need will be fined \$25.00 and will be subject to further disciplinary action.

3. Snowballs: The throwing of snow or snowballs, or pushing of other students into the snow, will result in a \$2.00 fine.

4. Water Devices: The possession and/or use of squirt guns or other water devices in the buildings or on the premises will result in a \$2.00 fine plus confiscation.

IV. GENERAL OPERATING PROCEDURES

A. DAILY SCHEDULE:

The school day begins with homeroom at 8:05 with prayer and any announcements for the day given over the P.A. There are six periods in a school day. Three periods are in the morning, followed by lunch and three more periods in the afternoon. A 10-minute seminar is scheduled after the second period. The school day concludes at 3:15.

B. SUPERVISION:

No student is to be in the building before 7:50 A.M. and after 3:30 P.M. without the supervision of a faculty or staff member who is present in the building.

C. HALL PASSES:

Students are not to be in the corridor during a class period without a pass. Silence in the hall during class periods is necessary to maintain an academic atmosphere. Those taking shared-time classes are to leave and enter the building quietly.

D. ELECTRONIC DEVICES:

Students are not to use or be in possession of any electronic devices (i.e. cell phones, ipods, etc.) without staff consent. Cell phone ringers must be turned off at all times. Students found using electronic devices, including cell phones, without permission will have the device confiscated and turned into the office. The device may be picked up at the office at 3:30. On the fourth and subsequent violation of this rule, parents will be notified and for a two week period, the student is required to turn the device into the office before homeroom and may pick it up at 3:15. This policy is also in effect while Marquette Catholic students are attending shared-time classes at Bellevue High School.

E. PUBLIC ADDRESS SYSTEM:

The public address system is to be used only by the office personnel or by those authorized by them. Announcements are to be made only at the beginning and end of the day except in special circumstances.

F. BULLETIN BOARDS:

The bulletin boards are used for announcements. Students seeking to display announcements must have the announcement signed by a faculty member.

G. SPECIAL MESSAGES:

Special messages for students are communicated during classes only if there is an emergency situation. Otherwise messages will be forwarded to the students in between classes.

H. TELEPHONE:

Permission must be obtained to use the telephone in the secretary's office. All long-distance phone calls must be made collect or charged to the home phone and recorded on the record sheet.

I. LOCKERS:

Each student is assigned a locker. It belongs to Marquette and is to be used only by the student to whom it has been assigned. Lockers are subject to inspection by the Lead Teacher. Do not kick the locker to open or close it. Pop bottles or cans are not to be stored in the locker. Abuse is subject to loss of locker privileges. If a lock is desired, it must be obtained through the office. Signs may be taped to the area above the lockers but are not to be taped on the lockers.

J. BOOK BAGS/BACK PACKS/DUFFLE BAGS

1. No book bags/back packs/duffle bags will be allowed to be placed on the hallway floors at any time.
2. No book bags/back packs/duffle bags will be allowed to be carried into classrooms.
3. Extra lockers are set aside for storage of duffle bags needed for physical education and athletic participation. Keep in mind the size of the locker when purchasing and filling duffle bags.

K. PERSONAL PROPERTY:

Books, clothing and other personal property are to be marked for easy identification and are not to be left in classrooms, corridors, or

restrooms. Money and other valuables are not to be left in lockers. The school cannot provide protection for a student's personal property left in lockers or elsewhere in the buildings. If a student loses an article, inquiry should be made in the office. If a student has reason to believe that something has been stolen, this fact should be reported to the Lead Teacher. Students who find lost articles are asked to bring them to the office where they may be claimed by the owner.

L. TEXTBOOKS PROCEDURES:

Textbooks used by Marquette students are supplied either by the Bellevue school district or Marquette.

1. Students are to sign the textbook card when receiving the textbook thereby accepting the responsibility for proper use and return of the textbook.
2. Students who damage or lose the textbook will be charged a replacement fee.

M. LITURGIES AND ASSEMBLIES:

During liturgies and assemblies students are to sit in their designated area. Movement to and from such activities should be quick and orderly. Courtesy is to be extended at all times through respectful attention. Each teacher is responsible for the conduct and attendance check of his/her assigned group and should be present with the students unless participating in the program.

N. ATHLETIC CONTESTS:

At athletic contests, home and away, students should treat opponents, spectators and officials with Christian courtesy and respect. Failure to do so may result in being refused admittance to future extracurricular events.

O. CAFETERIA:

The cooperation of all students is appreciated in the use of the lunchroom. Leave the table and floor around you clean and free of litter; deposit all litter in the containers provided; return all trays and utensils to the dish washing area. No food is to be taken from the lunchroom. Students are not to leave the

lunchroom without permission of the moderator in charge.

P. FIRE EXTINGUISHERS/FIRE ALARMS:

Any student handling or discharging a fire extinguisher/fire alarm at any time other than in an emergency will be fined \$25.00 and will be subject to further disciplinary action.

Q. SNOWBALLS:

Throwing snowballs is not permitted on school grounds. The bodily dangers involved, risks of permanent injury, and possible lawsuits are too great. Therefore, a fine of \$2.00 will be imposed.

R. FOOD AND GUM:

The consumption of food in the classrooms, the media center and the computer labs without the specific permission of a faculty member is not allowed. Gum chewing is not allowed in the Marquette buildings and violators are subject to a \$2.00 fine due to the office the following day.

S. USE OF AUTOMOBILES & PARKING:

Students who drive to school are to park in the west parking lot only. Street parking is NOT allowed by students who drive to school. The north parking lot is reserved for faculty and staff. Fifth street parking is reserved for hot lunch personnel.

Students are not to be in cars during school hours without permission. Students who violate this policy will be issued a demerit.

Students who drive cars are only to do so in coming to school and going home. At other times, permission from the office and parents is required. A detention will be issued for unauthorized use.

T. SCHOOL VEHICLES:

Consideration for others is important when riding the school bus or van. It is a serious violation for a student to behave in such a way as to endanger the safety of others in the vehicle. The school vehicles are in demand for many activities so it is important that each

group using the vehicle be responsible for leaving it clean and ready for the next trip.

Any damage done should be reported by the driver, moderator or coach.

PRAYERS, BASIC BELIEFS, and PRACTICES

The following Prayers, Beliefs and Practices are found in the Compendium - Catechism of the Catholic Church ©2006 and the United States Catholic Catechism for Adults ©2006. Prayers are organized from the most foundational to more complex; Belief and Practices are alphabetized. The Prayers, Beliefs and Practices have been subdivided into the grades in which it is recommended that they are to be taught. While there is no definitive statement which assigns the Prayers, Beliefs and Practices to the various grade levels, the Prayers, Beliefs and Practices coincide with suggestions and recommendations as presented in “By Their Fruits You Shall Know Them. . .” (NCEA) and Sowing the Seeds of Faith (NCCL) which reflect developmentally-appropriate levels.

This entire listing is also consistent with the following publications of the Archdiocese of Dubuque: the Catholic school religion standards/grade level expectations developed by the Office of Catholic Schools and the Basic Elements of Catholic Faith from the Office of Catechetical Services.

While other prayers of cultural/liturgical significance may be recommended and used as designated by the local site, students are expected to have an understanding of the Prayers, Beliefs and Practices contained herein, and they will be part of prayer in the school and religious education programs.

The sections are available in both English and Spanish and include:

- Prayers
 - Beliefs and Practices
 - Prayers, Beliefs and Practices by Grade Levels
-

Prayers

Sign of the Cross

In the name of the Father and of the Son and of the Holy Spirit. Amen.

Our Father/The Lord's Prayer

Our Father who art in heaven, hallowed be thy name. Thy kingdom come. Thy will be done on earth, as it is in heaven. Give us this day our daily bread, and forgive us our trespasses, as we forgive those who trespass against us, and lead us not into temptation, but deliver us from evil. Amen.

Hail Mary

Hail, Mary, full of grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, mother of God, pray for us sinners, now and at the hour of our death. Amen.

Glory Be

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning is now, and ever shall be world without end. Amen. (Traditional wording)

Glory to the Father, and to the Son, and to the Holy Spirit. As it was in the beginning, is now, and will be forever. Amen. (Found in the Liturgy of the Hours)

Angel of God

Angel of God, my guardian dear, to whom God's love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

Grace Before a Meal

Bless us, O Lord, and these thy gifts, which we are about to receive from thy bounty, through Christ our Lord. Amen.

Grace After a Meal

We give thee thanks, for all thy benefits, Almighty God, who live and reign for ever. Amen.

Morning Prayer (younger children)

God, my Father, I give you today all that I think and do and say. I'll work and study, have fun and pray. Jesus be with me all through the day. Amen.

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day for all the intentions of your Sacred Heart, in union with the Holy Sacrifice of the Mass throughout the world, for the salvation of souls, the reparation for sins, the reunion of all Christians, and in particular for the intentions of the Holy Father this month. Amen.

Act of Contrition

My God, I am sorry for my sins with all my heart. In choosing to do wrong and failing to do good, I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our Savior Jesus Christ suffered and died for us. In his name, my God, have mercy. Amen. (Alternate version from the Rite of Penance)

O my God, I am heartily sorry for having offended Thee, and I detest all my sins because of thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to sin no more and to avoid the near occasion of sin. Amen. (Traditional version)

Jesus Prayer

Lord Jesus Christ, Son of the living God, have mercy on me, a sinner.

Confiteor

I confess to almighty God
and to you, my brothers and sisters,
that I have greatly sinned,
in my thoughts and in my words,
in what I have done
and in what I have failed to do,
through my fault, through my fault,
through my most grievous fault; therefore I
ask blessed Mary ever-Virgin,
all the Angels and Saints,
and you, my brothers and sisters,
to pray for me to the Lord our God.

Apostles Creed

I believe in God, the Father almighty,
Creator of heaven and earth, and in Jesus
Christ, his only Son, our Lord, who was
conceived by the Holy Spirit, born of the
Virgin Mary, suffered under Pontius Pilate,
was crucified, died and was buried; he
descended into hell; on the third day he rose
again from the dead; he ascended into
heaven, and is seated at the right hand of
God the Father almighty; from there he will
come to judge the living and the dead. I
believe in the Holy Spirit, the holy Catholic
Church, the communion of saints, the
forgiveness of sins, the resurrection of the
body, and life everlasting. Amen.

Nicene Creed

I believe in one God, the Father almighty,
maker of heaven and earth, of all things
visible and invisible. I believe in one Lord
Jesus Christ, the Only Begotten Son of God,
born of the Father before all ages. God from
God, Light from Light, true God from true
God, begotten, not made, consubstantial
with the Father; through him all things were
made. For us men and for our salvation he
came down from heaven, and by the Holy
Spirit was incarnate of the Virgin Mary, and
became man. For our sake he was crucified
under Pontius Pilate, he suffered death and
was buried, and rose again on the third day
in accordance with the Scriptures. He
ascended into heaven and is seated at the

right hand of the Father. He will come again
in glory to judge the living and the dead and
his kingdom will have no end. I believe in
the Holy Spirit, the Lord, the giver of life,
who proceeds from the Father and the Son,
who with the Father and the Son is adored
and glorified, who has spoken through the
prophets. I believe in one, holy, catholic and
apostolic Church. I confess one Baptism for
the forgiveness of sins and I look forward to
the resurrection of the dead and the life of
the world to come. Amen.

The Rosary

How to Pray the Rosary:

Make the Sign of the Cross.

Holding the Crucifix, say the Apostles'
Creed.

On the first bead, say an Our Father.

Say three Hail Marys on each of the next
three beads. Say the Glory Be.

Go to the main part of the rosary. For each
of the five decades, announce the Mystery,
then say the Our Father. While fingering
each of the ten beads of the decade, say ten
Hail Marys while meditating on the
Mystery. Then say a Glory Be.

Announce the second Mystery and continue
in the same way until each of the five
Mysteries of the selected group or decades
is said.

After saying the five decades, say the Hail,
Holy Queen.

Mysteries of the Rosary

Joyful Mysteries (recited Monday and
Saturday)

The Annunciation

The Visitation

The Nativity (birth of Jesus)

The Presentation

The Finding in the Temple

Mysteries of Light or Luminous (recited Thursday)

The Baptism of Jesus

The Wedding Feast of Cana

The Proclamation of the Kingdom, with
the call to Conversion

The Transfiguration
The Institution of the Eucharist

Sorrowful Mysteries (recited Tuesday and Friday)

The Agony in the Garden
The Scourging at the Pillar
The Crowning with Thorns
The Carrying of the Cross
The Crucifixion

Glorious Mysteries (recited Wednesday and Sunday)

The Resurrection
The Ascension
The Descent of the Holy Spirit
The Assumption
The Crowning of Mary Queen of Heaven and Earth

Hail, Holy Queen

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To you do we cry, poor banished children of Eve. To you do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious advocate, your eyes of mercy toward us, and after this exile show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary. Pray for us O holy Mother of God. R. That we may be made worthy of the promises of Christ our Lord.

Act of Faith

O my God, I firmly believe that you are one God in three divine Persons, Father, Son, and Holy Spirit. I believe that your divine

Son became man and died for our sins and that he will come to judge the living and the dead. I believe these and all the truths which the Holy Catholic Church teaches because you have revealed them who are eternal truth and wisdom, who can neither deceive nor be deceived. In this faith I intend to live and die. Amen.

Act of Hope

O Lord God, I hope by your grace for the pardon of all my sins and after life here to gain eternal happiness because you have promised it who are infinitely powerful, faithful, kind, and merciful. In this hope I intend to live and die. Amen.

Act of Love

O Lord God, I love you above all things and I love my neighbor for your sake because you are the highest, infinite and perfect good, worthy of all my love. In this love I intend to live and die. Amen.

Memorare

Remember, O most gracious Virgin Mary, that never was it known, that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided. Inspired by this confidence I fly unto thee, O Virgin of virgins, my Mother. To thee do I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Angelus

V. The angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.
Hail Mary

V. Behold the handmaid of the Lord.

R. Be it done to me according to thy word.

Hail, Mary

V. And the Word was made flesh,

R. And dwelt among us. Hail, Mary

V. Pray for us, O holy Mother of God,

R. That we may be made worthy of the promises of Christ.

Let us pray: Pour forth, we beseech thee, O Lord, thy grace into our hearts; that we, to whom the Incarnation of Christ, thy Son, was made known by the message of an angel, may by his Passion and Cross be brought to the glory of his Resurrection. Through the same Christ, our Lord. Amen.

Mary's Prayer (Magnificat)

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant. From this day all generations will call me blessed: the Almighty has done great things for me, and holy is his Name. He has mercy on those who fear him in every generation. He has shown the strength of his arm, he has scattered the proud in their conceit. He has cast down the mighty from their thrones, and has lifted up the lowly. He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children forever. Glory to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now, and will be forever. Amen.

Come, Holy Spirit (Prayer to the Holy Spirit)

V. Come, Holy Spirit, fill the hearts of your faithful.

R. And kindle in them the fire of your love.

V. Send forth your Spirit and they shall be created.

R. And you shall renew the face of the earth.

Let us pray: O God, by the light of the Holy Spirit you have taught the hearts of your faithful. In the same Spirit, help us to know what is truly right and always to rejoice in your consolation. We ask this through Christ, Our Lord. Amen.

Prayer of St. Francis/Prayer for Peace

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

where there is injury, pardon;

where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
and where there is sadness, joy.

Grant that I may not so much seek
to be consoled as to console,
to be understood as to understand,
to be loved as to love;
for it is in giving that we receive,
it is in pardoning that we are pardoned,
And it is in dying that we are born to eternal
life.

Psalm 23

The Lord is my shepherd; I shall not want.
In verdant pastures he gives me repose;
beside restful waters he leads me; he
refreshes my soul. He guides me in right
paths for his name's sake. Even though I
walk in the dark valley I fear no evil; for
you are at my side. With your rod and staff
that give me courage. You spread the table
before me in the sight of my foes; you
anoint my head with oil; my cup overflows.
Only goodness and kindness follow me all
the days of my life; and I shall dwell in the
house of the Lord for years to come.

Additional Prayers

Vocation Prayer (Archdiocese of Dubuque)

Lord Jesus, life is Your gift to us.

Through Baptism You invite us to share the gift of our lives in service to others.

Give us the courage and generosity to respond to Your call.

Through the Eucharist You fill us with Your life-giving presence and strengthen us in holiness.

Give us the grace to make our efforts in Your service fruitful in Your kingdom.

Through Confirmation You seal us with the gifts of the Holy Spirit and send us forth.

Give us the strength to proclaim Your Word and make known Your Will to all the world.

Open our hearts to Your service and move the hearts of men and women to follow You as Priests, Deacons, Sisters and Brothers.

Help parents, grandparents and teachers to share their Catholic faith and to encourage our young people to explore religious vocations.

Guide all people, Lord, in Your ways of compassion, truth, and peace, that we may find joy in fulfilling our vocation. Amen.

Prayer of Discernment

Lord, God, we know that by baptism and the gift of the Holy Spirit, you reign in our lives, and you call us to holiness and truth. Renew us that we might be all that you want us to be, so that we live in accord with your desires. We strive to be attentive to your promptings. Help us do what is right. Grant us the gift of knowledge, to be informed; the gift of wisdom, to use our experience; the gift of understanding, to learn from one another; the gift of right judgment, to make good decisions; the gift of courage, to enact what we decide; the gift of faith, to trust You. We ask this in the power of your Spirit, and in the name of Jesus, our Lord. Amen.

Beliefs and Practices

Formulas of Catholic Doctrine

Beatitudes (Matthew 5:3-12)

- Blessed are the poor in spirit, for theirs is the kingdom of heaven.
- Blessed are they who mourn, for they will be comforted.
- Blessed are the meek, for they will inherit the land.
- Blessed are they who hunger and thirst for righteousness, for they will be satisfied.
- Blessed are the merciful, for they will be shown mercy.
- Blessed are the clean of heart (or pure of heart), for they will see God.
- Blessed are the peacemakers, for they will be called children of God.
- Blessed are they who are persecuted for the sake of righteousness (or righteousness' sake), for theirs is the kingdom of heaven.
- Blessed are you when people revile you and persecute you and utter all kinds of evil against you falsely on my account. Rejoice and be glad, for your reward will be great in heaven.

Communion Regulations

- As Catholics, we fully participate in the celebration of the Eucharist when we receive Holy Communion. We are encouraged to receive Communion devoutly and frequently.
- In order to be properly disposed to receive Communion, participants should be conscious of no grave sin and normally should have fasted for one hour.
- A person who is conscious of grave sin is not to receive the Body and Blood of the Lord without prior sacramental confession except for a grave reason where there is no opportunity for confession. In this case, the person is to be mindful of the obligation to make an act of perfect contrition, including the

intention of confessing as soon as possible (CIC, can. 916).

- A frequent reception of the Sacrament of Penance is encouraged for all.

Communion Fast

- **We are expected to fast from food or drink for at least one hour prior to the reception of Holy Communion.**

Four Gospels

- Matthew, Mark, Luke, and John

Holy Days of Obligation - On these days, there is an obligation to attend Mass and to refrain from servile work as much as possible.

- Mary Mother of God - January 1
- Ascension of the Lord - 40 days after Easter or the following Sunday (celebrated on the 7th Sunday of Easter in the Archdiocese of Dubuque)
- The Assumption of Mary - August 15
- All Saints Day - November 1
- The Immaculate Conception of Mary - December 8
- Nativity of our Lord or Christmas - December 25

Liturgical Year

- Advent-Christmas Season (Christmas day until Sunday after Epiphany)
- Ordinary Time
- Lent (Ash Wednesday until Holy Saturday)
- Easter Season (Easter Sunday until Pentecost, 50 days after Easter)
- Ordinary Time

Parts of the Mass

Introductory Rites

- Gathering Song
- Greeting
- Penitential Rite (or blessing and sprinkling with holy water)

- Glory to God
- Opening Prayer

Liturgy of the Word

- First Reading (usually from the Old Testament)
- Responsorial Psalm
- Second Reading (usually from one of the letters of the New Testament)
- Gospel Acclamation
- Gospel
- Homily (an explanation of the readings)
- Profession of Faith (Creed)
- General Intercessions (Prayers of the Faithful)

Liturgy of the Eucharist

- Preparation and presentation of the gifts
- Prayer over gifts
- Preface
- Holy, Holy, Holy Lord
- Eucharistic Prayer (during this prayer the bread and wine become the Body and Blood of Jesus)
- The Great Amen
- **Communion Rite**
 - The Lord's Prayer
 - Sign of Peace
 - Breaking of the Bread
 - Lamb of God
 - Reception of Communion
 - Prayer after Communion

Concluding Rite

- Blessing
- Dismissal

Regulations for Fast and Abstinence

- Fasting is refraining from food or drink to some degree.
- Abstinence is refraining from eating meat.
- In the United States, Ash Wednesday and Good Friday are days of fast and abstinence, and all Fridays of Lent are days of abstinence.
- The obligation to abstain from meat binds all Catholics 14 years of age and older. The obligation to fast, limiting oneself to one full meal and two lighter

meals in the course of a day, binds Catholics from the ages of 21 to 59.

Seven Sacraments

- Sacraments of Initiation: Baptism, Confirmation, Eucharist
- Sacraments of Healing: Penance and Reconciliation; Anointing of the Sick
- Sacraments at the Service of Communion: Holy Orders and Matrimony (Marriage)

The Four Cardinal Virtues

- Prudence
- Justice
- Fortitude
- Temperance

The Four Last Things

- Death
- Judgment
- Hell
- Heaven

The Fruits of the Holy Spirit

- Charity
- Joy
- Peace
- Patience
- Kindness
- Goodness
- Generosity
- Gentleness
- Faithfulness
- Modesty
- Self-control
- Chastity

The Gifts of the Holy Spirit

- Wisdom
- Understanding
- Counsel (Right Judgment)
- Fortitude (Courage)
- Knowledge
- Piety (Reverence)
- Fear of the Lord (Wonder and Awe in God's Presence)

The Golden Rule (cf. Mt 7:12)

Do unto others as you would have them do to you.

The Five Precepts of the Church

- You shall attend Mass on Sundays and holy days of obligation and remain free from work or activity that could impede the sanctification of such days.
- You shall confess your sins at least once a year.
- You shall receive the sacrament of the Eucharist at least during the Easter season.
- You shall observe the days of fasting and abstinence established by the Church.
- You shall help to provide for the needs of the Church.

The Seven Capital Sins

- Pride
- Covetousness
- Lust
- Anger
- Gluttony
- Envy
- Sloth

The Stations of the Cross

1. Jesus is condemned to death.
2. Jesus accepts his cross.
3. Jesus falls the first time.
4. Jesus meets his mother.
5. Simon helps Jesus carry the cross.
6. Veronica wipes the face of Jesus.
7. Jesus falls the second time.
8. Jesus meets the women.
9. Jesus falls the third time.
10. Jesus is stripped of his clothes.
11. Jesus is nailed to the cross.
12. Jesus dies on the cross.
13. Jesus is taken down from the cross.
14. Jesus is placed in the tomb.

The Ten Commandments

1. I, The Lord, am your God. You shall not have other gods besides me.

2. You shall not take the name of the Lord, your God, in vain.
3. Remember to keep holy the Lord's day.
4. Honor your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbor.
9. You shall not covet your neighbor's wife.
10. You shall not covet neighbor's goods.

The Three Theological Virtues

- a. Faith
- b. Hope
- c. Charity

The Two Commandments of Love

- You shall love the Lord, your God, with all your heart, with all your soul, and with all your mind.
- You shall love your neighbor as yourself. (Matthew 22:37-39)

Works of Mercy

The Seven Corporal Works of Mercy

- Feed the hungry.
- Give drink to the thirsty.
- Clothe the naked.
- Shelter the homeless.
- Visit the sick.
- Visit the imprisoned.
- Bury the dead.

The Seven Spiritual Works of Mercy

- Counsel the doubtful.
- Instruct the ignorant.
- Admonish sinners.
- Comfort the afflicted.
- Forgive offenses.
- Bear wrongs patiently.
- Pray for the living and the dead.

Prayers, Beliefs and Practices
Suggested/Recommended at Developmentally Appropriate Grade Levels

Kindergarten

- Sign of the Cross
- Grace Before a Meal
- Our Father/The Lord's Prayer
- Hail Mary

Grade 1

- Sign of the Cross
- Grace Before a Meal
- Our Father/The Lord's Prayer
- Hail Mary

New Prayers, Beliefs and Practices introduced at this level are:

- Grace After a Meal
- Glory Be
- Morning Prayer
- Angel of God

Grade 2

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God

New Prayers, Beliefs and Practices introduced at this level are:

- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments

Grade 3

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments

New Prayers, Beliefs and Practices introduced at this level are:

- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year

Grade 4

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year

New Prayers, Beliefs and Practices introduced at this level are:

- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary

Grade 5

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary

New Prayers, Beliefs and Practices introduced at this level are:

- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass

Grade 6

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary
- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass

New Prayers, Beliefs and Practices introduced at this level are:

- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule
- Holy Days of Obligation

Grade 7

- Sign of the Cross
- Grace Before/After a Meal
- Our Father/The Lord's Prayer
- Hail Mary
- Glory Be
- Morning Prayer
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary
- The Stations of the Cross
- Morning Offering
- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule

New Prayers, Beliefs and Practices introduced at this level are:

- Nicene Creed
- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus

Grade 8

- Sign of the Cross
- Our Father/The Lord's Prayer
- Hail Mary
- Grace Before/After a Meal
- Glory Be
- Angel of God
- Act of Contrition
- Communion Fast
- Communion Regulations
- The Ten Commandments
- Apostles' Creed
- The Rosary
- The Two Commandments of Love
- Liturgical Year
- Jesus Prayer
- Act of Faith
- Act of Hope
- Act of Love
- Seven Sacraments
- Beatitudes
- Mysteries of the Rosary
- The Stations of the Cross
- Morning Offering
- Psalm 23
- Confiteor
- The Seven Capital Sins
- The Four Last Things

- Memorare
- Hail Holy Queen
- The Five Precepts of the Church
- Parts of the Mass
- The Seven Corporal Works of Mercy
- The Seven Spiritual Works of Mercy
- The Fruits of the Holy Spirit
- The Gifts of the Holy Spirit
- Four Gospels
- The Golden Rule
- Nicene Creed
- Come, Holy Spirit (Prayer to the Holy Spirit)
- Angelus
- Holy Days of Obligation
- Regulations for Fast and Abstinence
- The Three Theological Virtues
- The Four Cardinal Virtues

New Prayers, Beliefs and Practices introduced at this level are:

- Prayer of St. Francis
- Mary's Prayer (Magnificat)

Acknowledgment/Agreement Form

Please return the bottom portion of this page after reading/reviewing the Marquette Catholic School System Parent/Guardian-Student Handbook with your child/ren.

To Marquette Catholic School:

I/We have read the Parent/Guardian-Student Handbook and understand our responsibility in the matters included in this handbook. I/We have discussed the necessary items with my/our child/ren.

Signature/s:

Child: _____

Child: _____

Child: _____

Child: _____

Child: _____

Child: _____

Child: _____

Child: _____

Parent/Guardian: _____

Date: _____

Please return this form to an office at Marquette Catholic Schools.