

## HOW THE SCHOOL IS FUNDED

FMCS has a budget of roughly \$1.5 million dollars per year. The (average) breakdown of expenses is as follows:

Expense	Average Percent
Salaries and Benefits	78%
Instruction Materials and Activities	3%
Administrative	10%
Building Expenses	9%

These expenses are funded from the following sources:

Revenue Source	Average Percent
Parishes	38%
Tuition	42%
Third Source	
Scrip and Fundraisers	13%
Endowment & Investments	3%
Diocese	3%
Tuition Assistance	1%

It is important to remember that the school would not exist without the generous support from the Parishes. In fact, of all collections received in our three supporting Parishes, roughly *one third* is used to support the school. Other Parishes also regularly support the school as well.

The school's main sources of third source funding are Scrip and general fundraisers, like the annual auction. Remember, though, that the Home and School budget is separately funded through their own candy bar sale.

The third source funding helps to keep tuition as low as possible. In addition, the school receives regular support from two endowments - The Legacy of Faith Fund and the Marquette Area Catholic Education Fund. Please consider these endowments when planning your charitable contributions.

## FATHER MARQUETTE CATHOLIC SCHOOL PARENT AND STUDENT HANDBOOK

### CATHOLIC IDENTITY

The goal of the religion program at Father Marquette Catholic School is to educate our students about their Catholic faith according to the Catechism of the Church and to instill in them lasting Catholic values and morals. Activities include daily religion classes, prayer services, weekly participation and preparation of the Mass, and service projects to the church, community, school, and family. Catholic values are taught and lived throughout the school day, in all classes and school-sponsored activities.

### SCHOOL MASS

All students will have opportunities to attend Mass on designated days each week throughout the school year. Each teacher's religion class has opportunities throughout the school year to plan and participate in a Mass. Children are also offered opportunities to celebrate the Sacrament of Reconciliation. Parents and relatives are encouraged to attend Masses. The normal schedule for Mass will be:

- **Elementary Mass: Thursdays, 9:00am at St. Peter Cathedral**
- **Middle School Mass: Fridays, 8:00am at St. Michael Church**
- **All-School Mass:** Several times during the year, the Elementary and Middle School students will worship together. Times and dates are announced in the school newsletter.

### DRESS CODE

The School dress code is based on the principle that student dress is a responsibility of each student's parents. We ask each parent to guide their student to dress in a way that will manifest a sense of dignity and modesty for our School environment. All apparel must be neat, modest, tasteful, and in good repair. It should never be provocative, distracting, or counter to the goals of the educational process.

Compliance to this dress code is the responsibility of the parents, as well as the students. Depending on the circumstances and age of the student, parents may be called to bring appropriate attire for students who do not comply with the dress code. The faculty and the principal will administer the policy, and questions on the above will be left to the discretion of the building principal/assistant principal.

**Dress Code for Mass:** Dressing for Mass is a way students can set a standard of excellence and show reverence to the Lord. In addition to the dress code standards for school, there are additional requirements for students attending and preparing Mass.

In addition to the items generally not allowed in school, for Mass, students may not wear t-shirts as outer shirts, denim or jean-style pants, sweatpants, sweat shirts, shorts, or tennis skorts (skirt in the front and shorts in the back). No beach flip flops are allowed.

### **All-School Mass / Mass Preparation / Eight Grade Students**

Students preparing the Mass and students attending All-School Mass will dress accordingly. Boys will wear dress slacks, a dress shirt, and a tie. Girls will wear dresses or skirts of an appropriate length (skin covered at least to the knee), or dress slacks, and blouses or sweaters.

*It is the goal that eighth grade students will set an example for the entire student body. As such, eighth graders will wear the All-School Mass dress code for every Mass.*

In the event that a student does not meet the dress code for the Mass, parents will receive a courtesy call and should deliver code-compliant clothing if this is possible. However, students who do not comply with the Mass dress code will still be allowed to attend Mass but may be asked to sit near the teacher.

**Specific Requirements:** Tops and bottoms must overlap; no midriffs, thighs, cleavage, or undergarments should be showing. Shorts (for girls and boys), skirts, or leggings must extend at least to the knee. Leggings, 'jeggings,' and other skinny-type pants are allowed so long as the top shirt or sweater extends down to mid-thigh. Leggings may be worn under skirts so long as the skirt still hits below mid-thigh and the leggings extend at least to the knee. No short-shorts or mini-skirts are allowed, even with leggings or tights worn underneath. Students are not allowed to wear tank tops, muscle shirts, or spaghetti straps unless the straps are covered by another shirt or top. Flannel pajama pants or other types of pajama pants are not allowed. Apparel should not portray bands, groups, symbols, or wording that is inappropriate to Christian values. Shoes must be on at all times and hats are not to be worn inside the school building.

### **School Council and School Superintendent**

The school is governed by a council (aka commission) consisting of members appointed by the three supporting parishes. The council is lead by the Pastoral Representative, appointed by the Bishop. The council is responsible for providing leadership to the school, as well as supervising policies, budgets, initiatives, and public relations. They meet monthly during the school year and the meetings are open to parents and the general public. The council committee chairs are published in the FMCS phone book annually. In addition, the Diocese of Marquette supports a Superintendent, who is responsible for the policies and oversight of all of the Catholic schools in our diocese. Policies and Superintendent contact information is available on the Diocese of Marquette website and at the Dioceses office.

### **Third Source Funding**

Revenue that is not from the parishes or tuition is generally termed "third source funding." Third source funding is an important part of the FMCS operating budget. The major third source of funding is scrip.

**SCRIP** is a program where the school buys gift certificates from vendors at a discount and sells them for face value, keeping the profit. National and local vendors participate. At FMCS, scrip purchase is not mandatory, but a certain amount of scrip purchase can be used to supplement tuition. Families have until spring each year to purchase scrip to offset a certain amount of tuition. This offset, called the scrip profit goal, is published each year by the council and is usually around \$250.00. Once the profit goal is met, any additional scrip profit can be applied directly to reduce your tuition for the next school year. It sounds more complicated than it is; ask an office staff member if you need more information. Scrip is sold at each school and after Mass at the parishes.

### **Family Accounts**

In the middle school, students travel on band trips, class trips, and a traditional 8th grade "graduation" trip. These trips are funded by the families of the students. In order to offset the cost of these trips, FMCS arranges for one family account fundraiser each year. All profit (which is half the sale amount) from this fundraiser is deposited into a fund for the use of the family of the student who made the sale. These funds, then, can be used to finance school trips as needed. The school keeps no profit from this fundraiser. Participation is completely voluntary.

## HOME & SCHOOL ASSOCIATION

The Home & School (H&S) Association of Father Marquette School is similar to parent teacher organizations in other schools; it consists of families and school personnel working together in support of the school.

**H&S Candy Bar Sale:** The H&S has its own budget, funded from the annual candy bar sale proceeds. These proceeds are used to fund activities and materials not otherwise budgeted in the regular school financial plan. H&S plans and pays for activities, experiences, and material purchases for the students and classrooms without using tuition or other funding.

**Monthly H&S meetings** are announced in the newsletter and are usually held at the elementary school. The agenda may include: discussion of projects, support of extra-curricular activities or one-time improvements, activities to promote a family atmosphere, issues facing the school, and other topics of interest. The website for Home & School is <http://teacherweb.com/MI/FatherMarquetteMiddleSchool/HomeandSchool>. These meetings provide an excellent way to participate in enriching the students' school experiences.

## PARENT VOLUNTEERS

Volunteerism is essential to school success and FMCS parent volunteers are the best! In fact, in the last survey of parent volunteerism, we found that over 90% of parents volunteer in some capacity. Sometimes it seems like we see the same volunteers on the playground, in the lunchroom, and at parties— thank you to all these front-line volunteers. However, don't forget that some of our parent volunteers work quietly to tally scrip, bake for events, build floats, paint classrooms, organize fundraisers, type publications, tutor students, and much more.

Parent volunteer forms are sent home every year, but please contact the classroom teacher or school office to arrange a specific volunteer opportunity; we need you. We especially need more playground and lunchroom volunteers.

All school volunteers must have a criminal background check and attend a mandatory volunteer training session (called "VIRTUS") in order to volunteer in our schools.

## GENERAL INFORMATION

### ELEMENTARY SCHOOL HOURS

School begins at 8:00 a.m. and dismisses at 2:30 p.m. for grades one through four. The Pre-Kindergarten and Kindergarten have optional half-day sessions as well as full-day sessions. Non-bus students are asked to arrive no earlier than 7:50 a.m. Half days officially end at 10:45a.m.

### MIDDLE SCHOOL HOURS

School begins at 7:30 a.m. and dismisses at 2:16 p.m. School doors are open at 7:00 a.m. and students must remain in a designated area until 7:20 am. Half days officially end at 10:40a.m.

### EMERGENCY PROCEDURE CARDS

An emergency procedure/enrollment information card is sent home the first week of school. Please return this card with each one of your children the next school day. Also, please insert any information that is incomplete or change any information that is incorrect before the cards are returned to school. It is imperative that the office have a number where parents or guardians can be contacted.

### SCHOOL EMERGENCIES/CLOSING

In the event school is to be closed after the student arrives in the morning, the student will take normal transportation home unless an exception is specified by parent/guardian. If school is closed because of adverse weather, it will be announced through the media. We will close schools if and when Marquette Area Public Schools are closed.

### BUSES

Father Marquette School has access to Marquette Area Public School buses. Elementary students ride the middle school buses. Middle school students ride the high school buses. The buses run according to the public school calendar schedule. As such, there may be certain days where FMCS is in session, but no busing or no after-school busing is available. Check the FMCS calendar and newsletter for these dates. If a child needs to ride a different bus on certain occasions, the procedure is as follows: A *Bus Pass* will be issued only after receiving a note from the parent or guardian. Marquette Area Public Schools Bus Conduct Regulations should be adhered to. A copy of the regulation guide is available in the school office and on [mapsnet.org](http://mapsnet.org).

### **MEDICINES / HEALTH / MEDICATION DISPENSING**

All medication (prescription or non-prescription) can only be administered in the school office. The medication must be in the original container and clearly labeled with the name of the student, dosage, method of dispensation, time of day to be given, and name of physician. All medication must be brought to the office by a parent or designated adult. A permission form must be completed and signed by a physician before medication will be dispensed. Permission forms are available in the school office. Parents are asked to notify the school if a student is taking any medication, which could influence his/her behavior or well-being. Should a student become ill/injured during school hours, he/she is to go to the office. Parent(s) will be notified.

**Head Lice/Pink Eye/Communicable Disease:** Parents are requested to contact the school office in the event of head lice, pink eye and/or communicable disease. Treatment must be administered before the child is permitted to return to classes.

### **LEAVING THE BUILDING**

If it is necessary for a student to leave the building during the school day, the parent or guardian **must** sign the child out on the sign out form located in the school office. If another individual is picking up the child, a note or phone call to the office naming the individual is required. This policy includes the recess breaks and lunch hour.

### **PARENT/VISITORS SIGN-IN**

Visitors are always welcome, but must check in at the office before going to the classrooms. Student visitors are not permitted without the permission of the principal. While visiting, all must abide by the rules and regulations of the school.

### **LUNCH**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable rate. Menus are sent home each month. Those families who may find it difficult to pay full price for their children's hot lunches are asked to fill out the specific form to allow free or reduced-price lunches. These forms are available at any time. Please return them to school in a sealed envelope.

### **ELEMENTARY SCHOOL AFTER-SCHOOL PROGRAM**

An after school program is offered in the elementary building. It is open to students in grades Pre-K through 4. Students must be 4 years old to attend. In addition to daycare, programming includes opportunities for gross motor skills, organized group and individual play, computers, and time to do homework. The program runs from the end of the school day until 5:30 pm during the regular school calendar; there is no after-school care on half days but care is available after early-dismissal Tuesdays. If interested, please contact the elementary school office (225-1129 ex 4).

### **MIDDLE SCHOOL**

Information about zero hour, ninth hour, and homework completion is distributed at the beginning of each year to the students.

### **PARTY INVITATIONS**

Many times parents have sent party invitations with students to school for distribution to friends. Unless everyone in the class is invited, this practice has resulted in hurt feelings on many occasions and is an interruption in the school program. We request that parents mail any invitations or use the telephone to contact other parents. Please contact your child's teacher to arrange classroom treats.

### **STUDENT BELONGINGS (SEARCH & PRIVACY EXPECTATIONS)**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may, for any reason, conduct periodic, general inspections of lockers and desks at any time without notice, without student consent and without a search warrant. Failure to permit search of a locker or desk will be considered grounds for disciplinary action.

Student lockers and desks are school property and are under control of the school. Students should have no expectation of privacy regarding the contents of their desk or locker. Students, however, are expected to assume full responsibility of the security of their lockers and desks.

A student's person and/or personal effects (for example, purse, book bag or gym bag) can be and will be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such finding shall be turned over to proper legal authorities for ultimate disposition.

### **USE OF THE SCHOOL TELEPHONE**

Please note that the school telephone system is set up on a per-call plan. Each call costs approximately 11 cents (2008 figure). Students are encouraged to use the phone only for school-related communication. Arrangements for after-school activities should be made prior to the school day.

### **CELL PHONES**

While students may sometimes bring cell phones or other electronic devices to FMCS, they are not allowed to use them during school hours.

### **PLAYGROUND**

It is the policy at Father Marquette School to have students in all grade levels spend the recess time outdoors, except in the cases of severe inclement weather. Rainy days are always included in the definitions of inclement weather. Students will remain indoors when the wind-chill factor is below "0". Students who have been ill and have written permission may remain indoors for a specific period of time. Reasonable activity of some kind is helpful for the development of a sound body. Fighting and rough play, however, will not be tolerated!

Even though the playground is supervised, growing children sometimes get hurt. If an accident occurs, a member of the faculty will render first-aid and notify the parents. Any treatment beyond first-aid will be the responsibility of the parent or guardian. Note: Throwing snowballs is not permitted on school grounds for safety issues. Parents are also asked to encourage their children to avoid throwing snow or ice at anyone, at passing automobiles, buses or other vehicles.

### **ATTENDANCE/ABSENCE/TARDINESS**

Parents must notify the school if a child will be absent or tardy. A child is tardy if he or she is not present in class at the time set for the opening of school or at the end of lunch period. Please call the elementary office (225-1129) or the middle school office (226-7912) by 8:30 so that the lunch count is accurate and the teacher can be notified.

**Family trips** that do not coincide with the school calendar are discouraged. Notice of family trips of more than three days in length should be given to the principal and teachers.

### **ADDITIONAL REQUIREMENTS FOR MIDDLE SCHOOL STUDENTS:**

All students are expected to attend school every day and to be on time. Students should strive to develop habits of punctuality, self-discipline, and responsibility. If a student is tardy to class, it is necessary for a student to bring a tardy pass from the office to class. Excused absences are limited to illness of student; dental care; eye/vision care; other medical; family trip; or death/emergency in the family.

### **LOST AND FOUND**

The lost and found for general items is located by the main offices and by the Rock Street entrance at the Elementary School. Students/parents should check this area if they notice an item has been misplaced. Items left in the lost and found box will be sent to St. Vincent DePaul's frequently.

## **CURRICULUM**

Father Marquette Catholic School curriculum is designed to help our students become responsible and independent young adults with lasting Christian values and morals. The goal of the program is to encourage development in academic, social, emotional, spiritual, and physical growth. At the center of our curriculum is our Catholic Faith. In addition to rigorous religious study, all students participate in weekly celebrations of the liturgy.

The curriculum is designed to include developmentally appropriate lessons and address the multiple intelligences. Lessons often integrate several disciplines to provide ongoing opportunities for mastery of basic skills. Field trips are encouraged as an enhancement of the curriculum. Michigan Standards and Benchmarks, Common Core State Standards, and the Diocesan Curriculum Guidelines provided the core curriculum for each subject area. Students are provided instruction in Religion, Language Arts, Reading/Literature, Social Studies, Science, and Math. Depending on the grade level, students also have exploratory/enrichment classes including Physical Education, Art, Choir, Band, and Computers. The full technology plan is available on the website.

Students have the opportunity for special reading and writing assistance. Some receive the assistance of a speech and language specialist. When needed, resource persons or places in our area are utilized in assisting students with special needs. Special assistance is coordinated between the parents, our teaching and administrative staff, and the public school resources. If you feel your child requires special assistance and your child's teacher has not already initiated an Individual Education Plan (IEP) contact your child's teacher or principal.

## **CODE OF CONDUCT AND DISCIPLINE PROCEDURE**

Students who attend Father Marquette Catholic School should strive to be known for their Christian courtesy. Respect for teachers, administrative staff, support staff, volunteers, visitors, and fellow students, is essential for the learning environment. Adherence to the Code of Conduct is expected at all times.

**Code of Conduct** We believe that Jesus is present in every person. Therefore, we will strive to make all of our actions show our respect for Jesus. To demonstrate our faith, we will:

- treat all with respect and courtesy.
- show respect for all school and personal property.
- help create and maintain a positive and safe learning environment.
- always be prepared for class and do our best to learn.
- model excellence in all that we do.
- help everyone feel capable, worthy, and part of the group.

### **Discipline Procedures**

Through discipline, we empower our students to reflect on their behaviors, attitudes, decisions and actions so that they can choose to change, establish healthy boundaries, grow in God's love, and become productive citizens.

The FMCS discipline plan asserts that most inappropriate actions present an opportunity for listening, reteaching, modeling, and reinforcing expected behaviors. When inappropriate behavior occurs in the classroom or other group environment, though, the teacher's first responsibility is to restore the learning environment. Therefore, listening to the student, reteaching the expected behavior, modeling good behavior, and reinforcing expected behaviors may have to be delayed until a more appropriate moment.

Every effort will be made to help develop student self control and social skills. If the teacher or other supporting adult realizes that he or she has made a mistake in identifying or reacting to an action, this too can be a teaching moment to powerfully demonstrate how we appropriately correct mistakes.

The full discipline plan is available in each office and on the Father Marquette website. It is not included here due to its length.

If this is a school safety issue, speak directly to the principal or assistant principal. If you are uncomfortable discussing the issue with the teacher, you may speak to the principal directly to start the issue resolution process. The principal will work with you to determine what level of teacher involvement would be a good idea. Also, remember that if there is another student involved, due to our confidentiality practices, you may not be informed about the details of the actions the school took regarding the other student. If you are concerned that not enough or inappropriate action was taken against another student, you can ask the personnel committee to review the action and provide feedback to you.

If you are unsatisfied with the result of the issue resolution process, you have the option of stating your issue before the full school council during a meeting (the third Tuesday of every month at the St. Peter Cathedral meeting room).

If you contact a school council member or priest directly, he or she will probably ask what steps you have taken in the issue resolution process. There are three important things to remember: First, no single council member can change school policy or practices; the council can only work together through the normal channels for school change. Second, the full council and the committees meet only once each month, so feedback would be keyed to the meeting dates. Third, issues raised during a council meeting are referred back to the appropriate committee. While there is a time during each council meeting for visitor comments, no immediate feed-back will be provided during the council meeting.

Current committees include Finance Committee, Catholic Identity, Personnel, Building and Site, Marketing, and Student/Curriculum. Please contact the appropriate committee chairperson with any concerns. Council member names are posted on the FMCS website.

### **SEXUAL HARASSMENT POLICY**

It is the policy of the Diocese of Marquette that all parishes, schools, and institutions maintain a working and learning environment that is free from sexual harassment. While this code of conduct is the procedure that details the consequences for sexual harassment involving students, the full Diocese of Marquette Policy is available in each office and on the diocese web site.

### **STATE TESTING**

The Michigan Educational Assessment Program (MEAP) is administered to 3rd through 8th grade students during the Fall of each year. Results are posted on the FMCS website.

### **WEBSITES AND THINKWAVE**

Each teacher maintains a class website. Valuable information regarding assignments, projects, and schedules are posted on these sites. Grades for third-grade through eighth grade, assignment grades are posted on-line using a secured program called thinkwave. The teachers provide information about passwords and signons in the beginning of the school year and upon request.

### **MIDDLE SCHOOL PROGRESS REPORTS**

Midway through each marking period a report is sent home to parents indicating the student's current progress in academic work, work habits, and behavior. Progress reports are to be signed and returned to the student's homeroom teacher.

### **REPORT CARDS**

Report cards are distributed at the end of each quarter. Students are evaluated on academic work, work habits, and behavior. The grading scale used in the Father Marquette Catholic School is as follows:

#### **Pre-Kindergarten/Kindergarten:**

O – Outstanding S – Successful T – Tries and has some success N – Needs more time M – Mastered / – Not evaluated this marking period

#### **Grades 1 & 2:**

O – Outstanding N – Needs to Improve S – Satisfactory N/A – Not applicable P – Progress Noted

#### **Grades 3 & 4:**

A 90-100 B 80-89 C 70-79 D 60-69 F 0-59 N Not Evaluated This Quarter

#### **Middle School:**

A 94-100 A- 90-93 B+ 87-89 B 83-86 B- 80-82 C+ 77-79 C 73-76 C- 70-72 D+ 67-69 D 63-66 D- 60-62 U 0-59

## **PARENT TEACHER CONFERENCES**

Formal parent-teacher conferences are held at the end of the first and third marking periods. In the Middle School, the fall conference is mandatory and involves the student, parent, and teacher. This is a means of emphasizing the mutual responsibilities of all involved in the student's education. The third quarter conference is at the request of the teacher and/or the parent.

Conferences are a great opportunity for you as a parent or guardian to discuss your son or daughter's progress with their teachers. Intake conferences are held in August or September of each school year. Teachers and parents also conference on an individual basis throughout the school year as needed.

## **EXTRA-CURRICULAR ACTIVITIES**

Father Marquette Middle School recognizes the need for and encourages student participation in extracurricular activities. Participating in these activities carries with it the responsibility of good behavior in and out of school. Students who participate in extracurricular programs must meet academic eligibility requirements. Failure on the part of any student to meet this responsibility is cause for suspension of the privilege of participation. Extracurricular activities require hard work, commitment, and the willingness to learn. The school offers many extracurricular activities. If a student chooses to participate, policies and guidelines are available.

## **FATHER MARQUETTE ISSUE RESOLUTION PRACTICES**

This is a guide to inform parents about the process Father Marquette Catholic School uses to resolve problems. This guide shows what you can expect from teachers, the principal and the school council when you have an issue to resolve. It also suggests strategies for success. If you have an issue or concern:

Step One: Discuss the issue with the teacher. Most problems and concern are solved at this level. There are many venues for bringing issues to a teacher's attention: face-to-face meetings, conferences, simple notes, e-mail, or even a phone call.

Suggested strategies for success:

- Ask if this is a good time to discuss the issue. We want the teacher to be able to give you his or her full attention.
- Define the issue or area of concern. Let the teacher know if there are background issues or if other children are involved.
- State what is already being done or what has worked in the past.
- Ask for a plan. Work together to outline acceptable solutions and state what your desired outcome would be.
- Set a time for follow-up.

Step Two: Follow-up with the teacher. Discuss successes and make adjustments to address areas of continuing concern if necessary.

Step Three: If you do not feel that the issue has been resolved, meet with the principal or assistant principal.

Suggested strategies for success:

- Include the teacher in the meeting – or – give the principal time to meet with the teacher before the meeting.
- Let the principal know what is not working and work together to develop a plan. The plan may include the teacher, the student, and the principal if necessary. Be clear on what outcome, follow-up, or feedback you expect.

Step Four: If you are unsatisfied with the proposed actions or the results, you may schedule a meeting with the principal and a member of the personnel committee of the council. At this point, there would be two tasks assigned: one to address your specific issue and one to determine if there are issues that should be addressed school-wide. Your issue will be brought to the full personnel committee, which is the venue for assigning tasks and making changes. Confidentiality of the family is protected. Family names are used only when necessary.