

# Father Marquette Catholic School 2016-2017 Handbook for Students and Parents



## **Welcome to Father Marquette Catholic School**

Dear students and parents,

I want to welcome our new and returning students to Father Marquette Catholic School. As your principal, I am looking forward to this school year and the opportunity to play a role in the educational development of your child. We are proud of our academic and faith-based programs that will help you child experience success as they grow and develop.

This handbook contains important information regarding our school and school rules, as well as important policies. I hope that you find it to be a useful resource.

Father Marquette is a special place because of the amazing students, the dedicated teachers and staff, and the community where it is located. We want the best for all of our students and look forward to working with our families to ensure that everyone achieves their goals and experiences success.

To our students - come to school this year with an open mind and a willingness to work hard. Bring a positive attitude and let your teachers help you gain the knowledge and skills that will help you be successful.

To our parents – encourage your child every day, and do everything you can to support them. Communicate regularly with your child’s teacher. If we work together we can accomplish great things!

God bless,

Mr. Hedges

### **VISION STATEMENT**

It is our vision that the Catholic values and quality education provided during the developmental years will give our students the foundation they need for future growth in all areas of their lives. Through continued Christian guidance and educational excellence, our students will become responsible and independent young adults with a strong sense of Christian leadership and service to the community.

### **MISSION STATEMENT**

The purpose of the Father Marquette Catholic School is to nourish young people in our Catholic faith and in development of their spiritual, academic, social, emotional and physical growth. Guided by the Holy Spirit, the school system is a partner with parents and area parishes in providing a comprehensive, quality education for our students. We accept the Church’s mandate to share the Gospel message by building a strong sense of community while providing opportunities for Christian leadership and service.

# FATHER MARQUETTE CATHOLIC SCHOOL PARENT AND STUDENT HANDBOOK

[www.fathermarquette.org](http://www.fathermarquette.org)

Michael Hedges, Principal  
[mhedges@fathermarquette.org](mailto:mhedges@fathermarquette.org)

## ELEMENTARY CAMPUS

500 South Fourth Street  
Marquette, MI 49855  
(906) 225-1129

Secretary, Molly Bennett  
[mbennett@fathermarquette.org](mailto:mbennett@fathermarquette.org)

## MIDDLE SCHOOL CAMPUS

414 West College Avenue  
Marquette, MI 49855  
(906) 226-7912

Secretary, Ashley Maves  
[secretaryms@fathermarquette.org](mailto:secretaryms@fathermarquette.org)

## STAFF

Business Manager-----Edie Newcomb  
Food Service Director-----Terra Brugman  
Elementary Campus Maintenance-----Ricky Perrier  
Middle School Campus Maintenance-----Al Fortin  
Athletic Director-----  
Liturgical Choir-----Kathy Farrell

## FACULTY

Little Eagles (Pre-school)-----Kari Jurecic,  
Little Eagles (Pre-Kindergarten) -----Julie Smigiel  
Kindergarten-----Jennifer Nelson  
1<sup>st</sup> Grade-----Julie Hocking  
1<sup>st</sup> Grade-----Sue Sharrett  
2<sup>nd</sup> Grade-----Jessica Aho  
2<sup>nd</sup> Grade-----Noelle Tiziani,  
3<sup>rd</sup> Grade-----Judy Allie  
4<sup>th</sup> Grade-----Laura Wayland  
5<sup>th</sup> Grade-----Abby Shunk  
6<sup>th</sup> Grade-----Melissa Pillifant  
7<sup>th</sup> Grade-----Laura Ricklard  
8<sup>th</sup> Grade-----Jill Koski  
Art-----Tom Taylor  
Band-----Julie Napel

## MAPS PERSONNEL

Music and Choir-----Jan Broderson,  
P.E.-----Sharon Parsons

## **SCHOOL COUNCIL**

The school is governed by a council 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.

### **Representing St. Peter Cathedral**

Msgr. Michael Steber  
Matt Maskart  
Glenn Johnson

### **Representing St. Michael Parish**

Fr. Greg Heikkala  
Andrew Grosvenor  
Karin Markey  
Tina Conklin

### **Representing St. Louis the King Parish**

Fr. Glenn Theoret  
Mary Friggens  
Warren Vonck

### **2016-17 Officers**

Matt Maskart, Chairperson  
Mary Friggens, Assistant Chairperson

## CATHOLIC SCHOOLS IN THE DIOCESE OF MARQUETTE

### Communities of Faith

- In communion with the Bishop and Pastors
- In partnership with parents, helping them fulfill their primary responsibility for the Catholic education of their children
- In Christian collaboration among the staff, teachers and parish
- In respectful personal relationships between teachers and students



### Committed to the integral formation of the student

- Through educational practice founded upon an understanding of children as persons created in the image of God
- By enabling students to become good citizens in this world, fulfilling their destiny to become saints, while loving God and neighbor, thereby enriching society with the leaven of the Gospel
- Through curricula which brings the study of faith, life, and culture into harmony
- Through teachers and staff who understand their mission as a vocation from God to form the whole child
- By aiding students in their prayer life and helping them see prayer as a genuine dialogue of love
- Teachers and staff are called to live lives of personal holiness rooted in love for Jesus Christ and His Catholic Church and witness this love to students and families

### Committed to the highest academic standards through a rigorous curriculum and effective instructional delivery

- To deliver challenging learning experiences to develop learning, thinking and life skills that lead to success at the next level
- To continually assess student learning and adjust teaching to meet learning goals and student needs
- To provide and coordinate learning support services to meet the unique learning needs of all students
- To offer a progressive technology infrastructure designed to support teaching and learning goals

### Committed to excellence in all co-curricular and extracurricular areas of programming

- To imbue in students a culture of charity through community service programs
- To establish co-curricular programs that enhance the core curriculum
- To provide team sports and other extra/co-curricular programs as a means to a well-rounded formation of students

## **PROFILE OF A FATHER MARQUETTE GRADUATE**

### **ACADEMICS**

**“For wisdom is protection just as money is protection, But the advantage of knowledge is that wisdom preserves the lives of its possessors” (Ecclesiastes 7:12)**

- Achieves a thorough understanding of all disciplines to be well-prepared for success in high school
- Expresses himself/herself clearly in speaking and writing
- Has a love of reading and learning
- Masters organizational skills
- Uses technology purposefully and proficiently

### **FAITH**

**“And this is the confidence that we have in him, that, if we ask any thing according to his will, he heareth us” (1 John 5:14)**

- Develops the ability to articulate the faith
- Grows in his/her love for the Eucharist and the Holy Mother
- Is an active example of faith, living out the Theological and Cardinal Virtues
- Prays daily and participates in the sacramental life of the Church in a full, active, and conscious manner.

### **SOCIAL & PHYSICAL**

**“Let no one despise your youth, but set the believers an example in speech and conduct, in love, in faith, in purity” (1 Timothy 4:12)**

- Promotes respect through virtuous interactions.
- Values lawful authority and God’s creation.
- Acts in charity, believing each person is created in the image and likeness of God.
- Leads by example and takes responsibility for his/her actions
- Understands his/her inherent dignity as a person, being a temple of the Holy Spirit.
- Displays good sportsmanship and teamwork.

## **GENERAL INFORMATION**

### **ELEMENTARY CAMPUS HOURS**

School begins at 8:00 a.m. and dismisses at 2:35 p.m. for grades one through four. The Preschool and Kindergarten have optional half-day sessions as well as full-day sessions. Half days officially end at 10:40a.m.

### **ELEMENTARY CAMPUS OFFICE HOURS**

The elementary office will be open 7:30am – 3:00pm.

### **MIDDLE SCHOOL CAMPUS HOURS**

School begins at 7:30 a.m. and dismisses at 2:21 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.

### **MIDDLE SCHOOL CAMPUS OFFICE HOURS**

The middle school office will be open from 7:15am – 2:45pm.

### **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 CLOSINGS**

In case of bad weather, school closings will be announced on the phone app Remind101, also on TV-6 and on the school's Facebook page. Whenever Marquette Area Schools are closed due to bad weather, Father Marquette will be closed too.

### **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).

### **ELEMENTARY CAMPUS DISMISSAL**

#### Before School:

Elementary School campus doors will be unlocked each morning at 7:30 am. Lower wing students (grades Pre-K – 2) may sit on the bench in the hallway with a parent or guardian until 7:50 am when the classrooms are open. **Please do not leave your child unattended.** Upper wing students (grades 3-4) may wait by the back entrance until 7:50 am. Please check with your child's homeroom teacher to make alternative arrangements if a special circumstance should arise. School officially starts at 8:00 am, with morning gathering starting in the gym at 8:10 am. School doors will be re-locked each morning at 8:15 am.

For students being picked up or dropped off DURING the school day, parents/guardians should access the school through the FRONT door and be buzzed in by the office. Be sure to sign the student in/out at that time.

### After School

The bus line in the upper wing and exits out the Rock St. entrance. After bus line dismissal, all other students will be dismissed. Lower wing students MUST stay in their classroom until they are picked up by a parent/guardian or dismissed to the After School Program by their teacher. Upper wing students should exit the building or with their parent/guardian or wait by the back door if their parents are not present.

School doors will be unlocked at dismissal, and re-locked for the evening at 3:30 pm, with the exception of the back doors used for parent pick up from the After School Program.

## **MIDDLE SCHOOL CAMPUS DISMISSAL**

### Before School:

Middle School campus doors will be unlocked at 7:00 am. Students may be dropped off in the front or back of the building (busses drop off in the front). Students entering the building prior to first bell must report to "Zero Hour" (designated areas per grade level) until the homeroom bell rings at 7:25 am.

School doors will be re-locked each morning at 7:45 am.

### After School:

The first bell rings at 2:11 pm to ready bussing students.

The second bell rings at 2:14 pm to dismiss bussing students from the building.

The third bell rings at 2:21 pm to dismiss the remainder of students for the day.

School doors will be unlocked at dismissal, and re-locked for the evening at 3:00 pm (2:45 pm on Fridays).

Students who do not take the bus should exit the school as soon as possible after the final bell. Any students who need to remain on the middle school campus after dismissal should attend 10<sup>th</sup> Hour, a teacher-staffed study hall, available MONDAY, TUESDAY and WEDNESDAY. On Thursday and Friday there is no arranged afterschool supervision, students must be picked up in a timely fashion prior to 2:30 pm.

For students being picked up or dropped off DURING the school day, parents/guardians should access the school through the FRONT door and be buzzed in by the office. Be sure to sign the student in/out at that time.

## **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. Visitor badges will be available at each office.

## **MEDICINES/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.

## **COMMUNICABLE DISEASE:**

Father Marquette Catholic School will follow the recommended guidelines from the Michigan Department of Health regarding exclusion and admission of students with communicable diseases or infections known to be transmitted by any form of casual contact and considered a threat to others. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health and well-being, and individual confidentiality.

If, at any time, a child is exposed to a contagious disease or parasite, the parent will be notified. All parents are requested to follow simple precautionary rules for the benefit of all our children. Children should not be sent to school if parents think they have been exposed to a contagious disease; the doctor should be called, then the school. 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. Children home should be kept home if there is any doubt.

## **IMMUNIZATIONS**

State law requires that each student must have current immunizations or a signed waiver on file when the student begins school. If a family has a waiver on file, a new waiver will need to be signed every school year. Noncompliance is reason for exclusion from school. Preschool students must submit proof of immunizations prior to the start of school. The State of Michigan requires parents wishing to sign immunization waivers obtain one from their local health department; Holy Name does not have waivers available.

## **HEARING/VISION SCREENING**

Hearing and vision screening is done on a regular rotating basis for all students. Recommendations for follow-up are sent home to parents.

## **DRILLS**

Fire, tornado, and emergency response drills are held according to state law. Students should follow exit routes and directions given by the teacher. Students should move silently and in an orderly, but quick, fashion to the designated areas.

## **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.

## **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 school, 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.

## **USE OF THE SCHOOL TELEPHONE**

Students are not allowed to use the phone in the office except in case of emergency or for disciplinary reasons. The teacher or principal may make exceptions. Plans for after-school activities must be made in advance. Students may not use the phones to order lunch.

Please leave phone messages for your children only when it is absolutely necessary. The message must be at school prior to 1:00 p.m. to insure that your child will receive it before dismissal. **Phone messages after these times may not get to your child.** Students are not allowed to carry cell phones, pagers, I-pods, MP3 players, or other listening devices during the school day. These interfere with learning.

## **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 Campus. At the Middle School Campus the lost and found is in the breezeway between the main school and the gym. Students/ parents should check these areas 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.

## **REGISTRATION**

Registration is held in the spring for the upcoming school year. It is important that families turn in their forms as soon as possible so texts and supplies can be ordered for the year. We base our staffing needs on this information. Your prompt cooperation is essential for us to make the best use of our budget. Financial aid forms are due by April 1 for full consideration of available funds.

## **CLASSROOM PLACEMENT**

At the end of each school year, teachers place students in a homeroom and classes they think will best maximize the students' learning potential for the next year. Teachers take into consideration personality mixes and conflicts, gender mix, academic ability, socialization skills and more. If parents have a special request, it must be submitted in writing to the principal by end of the current school year for consideration. Doing this does not guarantee that the request will be granted. Changes will not be made unless they are deemed necessary by the principal and the teachers involved. Classroom homeroom lists will be posted the day of fall open house, about one week prior to the first day of class.

## **NON-DISCRIMINATION STATEMENT**

Father Marquette Catholic School does not discriminate on the basis of race, creed, color, sex, age, national origin, or handicap.

## **TUITION PAYMENTS**

Each year Father Marquette, in consultation with the Diocese of Marquette, sets the rate of tuition. The tuition rate is a set amount per family depending upon the number of students it is enrolling at Father Marquette. Set tuition payment schedules and payment options are available through SMART Tuition

## **SCHOLARSHIPS**

Families of Father Marquette have the option of applying for a scholarship to assist with the costs associated with tuition. Tuition funds are awarded in the order that applications are received.

## **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 and spend time in prayer before the Blessed Sacrament. 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.

### **NON-CATHOLIC PARTICIPATION IN MASS**

Non-Catholics are encouraged and welcome to participate in our Masses; however, according to Canon Law, they are not able to receive Communion. Non-Catholics attending our school are expected to participate in all religious activities held during school hours.

### **DRESS CODE**

#### **UNIFORMS**

Students in kindergarten through eighth grade wear uniforms. Preschool and pre –K students do not wear uniforms. Preferred uniform vendors are Land’s End, JC Penney, French Toast brand. Land’s End has a Father Marquette page with all the approved wear. If purchasing from another vendor, please ensure that items meet all requirements and use the Father Marquette Land’s End page as a guide.

#### **Grades K-4**

##### **Boys:**

- White or light blue plain polo shirt, long or short sleeves – no logos or designs
- White or light blue button down collared dress shirts
- Navy blue corduroy or twill slacks – No Cargo or nylon pants
- Navy blue “walking” uniform shorts
- White or navy, black plain socks. They must match. No logos or designs
- Navy sweater. V-neck vest or sweater, pull over, button or zip up cardigan. No other sweater, sweatshirt, jacket or hoodie can be worn during school.
- Footwear is at the discretion of parents. No open toe shoes (Keen style is ok, but worn with socks) for safety reasons.

##### **Girls:**

- White or light blue plain polo shirt, long or short sleeves – no logos or designs
- White or light blue collar blouses or button down shirts
- Navy blue jumper or skirt –Top of knee length only, (Land’s End brand Top of Knee Style as guide).
- Non-uniform shorts worn under a skirt or jumper must not hang below the bottom hem of the skirt or jumper.
- Navy blue corduroy or twill slacks, or capris, pleated or flat front. No skinny’s, cargo, nylon or fleece.
- Navy blue walking shorts or skorts, pleated or flat front (Bermuda style) (No higher than 2 inches above the knee)
- Navy or white sweater. V-neck vest or sweater, pullover, button or zip up cardigan. No other sweater, sweatshirt, jacket or hoodie can be worn during school.
- Navy or white leggings, tights, nylons or socks (to be worn with uniform skirt or jumper).

- Footwear is at the discretion of parents. No open toe shoes (keen---style is ok, with socks) for safety reasons.

Any combination may be worn Monday – Friday, including Mass days

## Grades 5-8

### Boys:

- **Shirts**  
Light blue collared button down shirt – long or short sleeve – No logos or designs Navy blue or light blue polo shirt, short or long sleeves – No logos or designs  
No colored undershirts  
Shirts must be tucked in and collars turned down
- **Sweater**  
Navy blue or white sweater V---neck vest or sweater, pull over, button or zip up cardigan. No other sweater, sweatshirt, jacket or hoodie can be worn during school. No ribbing or logos
- **Pants**  
Khaki pants  
Shorts to the knees  
No cargo pants or baggy pants No skinny pants  
Must be twill, flat or pleated front  
The waistband of the pants must come to the student's hipbones Slacks may not be baggy
- **Socks**  
White, khaki, black or navy socks
- **Footwear**  
Is at the discretion of the parents. However, no open shoes for safety reasons (keen style shoes may be worn with socks).
- **Belts**  
Tan, navy, or brown belts are acceptable and required for boys
- **Headwear**  
No hats, scarves, handkerchiefs, or hoods may be worn in the building

### Girls:

- **Tops**  
Light blue collared and buttoned down shirt, long or short sleeved – No logos or designs Navy or light blue polo or blouse, long or short sleeved – No logos or designs Undergarments cannot be seen through the shirt  
White undershirts are acceptable Collars turned down  
Shirts buttoned and tucked in
- **Sweaters**  
Navy or white sweater, V-neck vest or sweater, pull over, button or zip up cardigan. No other sweater, sweatshirt, jacket or hoodie can be worn during school.  
No ribbing or logos
- **Bottoms**  
Skirts – Top of knee length only, khaki (Land's End brand "Top of knee" as a guide). Pants or

capris – khaki

Shorts – Knee length khaki

No cargo pants or baggy pants

No skinny pants or form fitting pants

Pants, shorts, and capris must be twill, flat or pleated front only

The waistband of the pants or capris must come to the student's hipbones

Non-uniform shorts worn under a skirt must not hang below the bottom hem of the skirt or jumper.

- **Sock or tights**

White, khaki/tan, black or navy socks No designs or logos

Socks must match

White, skin tone, or navy tights or nylons may be worn under skirt

Navy or white leggings acceptable if worn with uniform skirt or skorts (skirts and skorts must still follow uniform policy length guidelines)

- **Footwear**

Is at the discretion of the parents. However, no open toe shoes for safety reasons (keen type styles ok with socks).

- **Belts**

Tan, navy, or brown belts are acceptable and required with pants

- **Headwear**

No hats, scarves, handkerchiefs, or hoods may be worn in the building.

Any combination may be worn Monday – Friday, except on Mass Days

### **Mass Days for Grades 5-8**

- Button down light blue shirt for boys and girls
- Uniform khaki pants for boys
- Uniform khaki pants or skirts for girls
- Ties for boys and girls (coordinated colors – one new tie provided by School for each)
- Sweaters, vests are optional for that day
- Dress shoes at discretion of parents

### **K-8 Non-uniform days**

- Are held periodically throughout the School Year
- There are three types of non---uniform days: dress up days, special theme days, spirit wear days
- Clothing must not be any more revealing than the uniform
- No logos across the seat of pants and sweats
- Skirts, dresses, or shorts must come to at least the top of the knee. Gym included
- Leggings and skinny jeans/pants are only acceptable if worn under a skirt, shorts, or top of the knee shirt
- No Pajamas
- No undergarments may be shown
- Torn clothing is not acceptable
- No midriff showing or spaghetti straps

- No inappropriate pictures or slogans
- On “dress up days” clothing must be at least as “dressy” as the uniform and no more revealing.
- On special theme days, students are to either participate in the theme or wear their uniforms
- On spirit wear day, students can either wear the uniform, a spirit t-shirt/sweatshirt, or school colors with jeans or pants
- On special trips where swimming is involved, including retreats and the 8th grade class trip, swimwear must be one-piece for girls and full swim trunks for boys. Swim shirts over a two piece or tankinis for girls is acceptable.

## **CONSEQUENCES FOR DRESS CODE VIOLATIONS**

The dress code of Father Marquette Catholic School strives to reflect good taste, neatness, and Christian modesty. This outward expression shows physically what already exists in our school, namely, a clear differentiation between the quality of education and environment we provide compared to other schools in the area.

Students in pre-kindergarten through eighth grade must comply with the FMCS Dress Code. Only students in kindergarten through eighth grade are required to wear the FMCS uniform. Pre-kindergarten students follow the non-uniform day dress code.

### **Grade Pre-K /K (per quarter)**

- 1<sup>st</sup> Offense – Parent contact
- 2<sup>nd</sup> Offense– Parent Contact
- 3<sup>rd</sup> Offense and beyond – Will be handled at the discretion of the principal

### **Grades 1-8 (per quarter)**

- 1<sup>st</sup> Offense– Teacher/Staff warning and parent contact
- 2<sup>nd</sup> Offense – Parent contact and loss of recess 5 minutes
- 3<sup>rd</sup> Offense – Parent contact and loss of recess 10 minutes
- 4<sup>th</sup> Offense and beyond – Will be handled at the discretion of the principal

## **ACADEMICS**

### **CURRICULUM**

Father Marquette follows the curriculum guidelines provided by the Diocese of Marquette. Our curriculum is designed to help our students become responsible and independent young adults grounded in truth 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 hands-on lessons, which often integrate several disciplines to provide ongoing opportunities for mastery of basic skills. 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 Logic, Physical Education, Art, Choir, Apologetics, Living the Liturgy, Band, Music, Computers, and others.

## **SPECIAL NEEDS**

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 Non-public Service Plan contact your child's teacher or principal.

## **STANDARDIZED TESTING**

Starting in 2016, FMCS will be taking the NWEA/MAP test. This test will be administered in the fall and spring to track yearly progress for each student. The MAP Test is an adaptive tool to assess the instructional level of the students, giving us data to guide instruction.

All diocesan schools will be participating in the IOWA Test of Basic Skills in the spring. This survey test is used to gauge student learning in the areas of reading, language arts, and math.

## **WEBSITES AND ASCEND SMS**

Each teacher maintains a class website. Valuable information regarding assignments, projects, and schedules are posted on these sites.

FMCS will be using Ascend SMS, a free student management platform for managing attendance, grades, conduct, health, lunch, and parent communication.

**Parents and students should check this program regularly to keep track of grades.** The technology coordinator provides information about passwords at the beginning of the school year and upon request.

## **ABSENCE WORK**

Homework requests for absent students must be called in by 9:00 a.m. to allow teachers enough time to gather materials and textbooks. When possible, homework will be in the office at the end of the school day for parents/guardians to pick up. It is the student's responsibility to contact each teacher for missed assignments upon the student's return to school to ensure everything is completed. Students have the number of days they were absent to make up the missing work.

## **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



## **MIDDLE SCHOOL HONOR ROLL**

Our GPA format is based on a 4.0 scale, and is calculate based on your child's grades from all of their classes. Please refer to the Middle School GPA guidelines below:

All "A" Honor Roll – students with a GPA of 4.0 in EVERY class.

High Honor Roll – students with a GPA of 3.7 to 3.99.

Honor Roll – students with a GPA of 3.3 to 3.69.

\*\*A grade of "D" or "F" in any academic subject makes a student ineligible for any Honor Roll tier\*\*

## **STUDENT RECOGNITION**

A special effort is made to recognize our student's achievement during the school year. Students at the Elementary Campus are recognized during the monthly Virtue Assemblies. At the Middle School Campus students are acknowledged in the Mining Journal as Student of the Week, at the end of each marking period for Honor Roll, and at the end of year for Christian Witness Awards and activity participation awards.

## **8<sup>th</sup> GRADE AWARDS**

### **Excellence in Education Day**

87% GPA for 8<sup>th</sup> grade year only (to date) and meeting or exceeding expectations in work habits and behavior. Other 8<sup>th</sup> grade students may be chosen based on excellence in meeting or exceeding their potential. 7<sup>th</sup> grade students may be chosen to attend if there are any remaining openings. 7<sup>th</sup> grade students are chosen based on GPA 7<sup>th</sup> grade year only (to date) and work habits and behavior.

### **Kaufman Award Criteria**

Academic Awards are given to all students who have maintained an 87% Average GPA for 3 yrs. in the core classes from 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade (thru 3<sup>rd</sup> qtr.)

Faculty Awards (outstanding Female & Male) are given to two students. Selected by 7<sup>th</sup> /8<sup>th</sup> grade teachers.

Special Awards are given to one student in each of the following areas: Art, Band, Choir, Computer Education, Physical Education, Personal Achievement and School Service. Selected by the teacher in those specialty areas.

### **St. Michael's Men's Club Award**

Criteria for the most outstanding 8<sup>th</sup> grader based on: leadership, academics, service & citizenship. 7<sup>th</sup>/8<sup>th</sup> grade teachers and principal vote on the student.

### **Beth Frye Memorial Award**

All 8<sup>th</sup> grade students, male or female, are eligible for this award; except for students awarded other major award. This award does not focus on the student's grades. The focus would be on the student's sincere desire to improve and determination to succeed regardless of the outcome they achieve. The student continues trying to do their best no matter what the obstacles are. Recipient treats other students, faculty and staff with dignity and respect. Recipient exhibits Christian behavior. Teachers & administrators select recipient

### **Ed Poirier Memorial Sportsmanship Award – Track**

Shows outstanding performance in track & field, has a solid work ethic, assists others, is highly thought of by peers and inspires others to exceed their normal level of performance.

### **Ed Poirier Memorial Sportsmanship Award – Cross Country**

Shows outstanding performance in cross country, has a solid work ethic, assists others, is highly thought of by peers and inspires others to exceed their normal level of performance.

**Karen Ogles Sportsmanship Award**

Chosen by the teachers and given to an 8th grade student who has overcome any emotional, physical or spiritual obstacle with dignity and grace. (Does not have to be sports related.)

**Terese M. Gostomski Writing Award**

Chosen by the Language Arts teachers and given to an 8<sup>th</sup> grade student who displays a talent in reading and writing, and who shows the beauty of language in work at Father Marquette.

**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.

**PROMOTION/RETENTION**

Promotion to the next grade is based upon a child's effort, cooperation, and ability. Parents will be kept informed of their child's progress throughout the year. The school will keep documentation. Students who fail two or more 'core' subjects may be retained in the same grade for the coming school year. Parents will be notified by mid-April if there is a strong possibility of retention. Every effort will be made to assist students and parents if special help is needed. All requests for outside intervention must be processed through the child's teacher and/or the principal. The parents, as the primary educators of their children, have the final decision.

**GRADUATION POLICY**

Students in the eighth grade will be allowed to participate in graduation privileges and exercises at Father Marquette Catholic School, if they:

1. have completed all of their work
2. have consistently been in attendance
3. have maintained a high enough average GPA
4. have paid in full: tuition, lunch fees, book fines, fundraising money, Scrip fee, band transportation fee, etc.

**CONDUCT**

**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.

## **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:

### **Be Prompt and Prepared**

Be on guard, therefore the Son of Man will come when you least expect it. Luke 12:40

### **Respect Authority**

Pay attention and you will have understanding. What I am telling you is good, so remember it. Proverbs 4:2

### **Respect the Rights of Others**

Whatever you do for the least one of these you do for me. Matthew 25:40

### **Respect Property**

Every good gift and every present comes from God. James 1:17

### **Display a Concern for Learning**

If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. Sirach 1:26

### **Display Appropriate Character**

Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God. 1 Peter 4:10

## **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.

## **LUNCHROOM**

The usual standards of courtesy and good manners are to be followed in the cafeteria.

- Use good table manners. No throwing or playing with food.
- Clean the area where you have eaten: table, chair, and floor. Food stays in the lunchroom.
- Talk quietly.
- Walk at all times.
- Be respectful to the monitors.

- No electronic devices or cell phones are to be used at this time.
- Students are not to leave the lunchroom without permission from the supervisor.

## **PLAYGROUND**

Students are expected to go outside for recess on a daily basis and should come to school dressed for the weather (snow pants, mittens, boots, hats, etc.). Students are supervised on the playground or in the gym during recess periods by lunch monitors, faculty, and/or the principal.

- Courtesy, respect, and safety are expected at all times.
- Students are prohibited from playing contact sports such as tackle football and king-of-the-mountain.
- They are also prohibited from throwing snow of any kind.
- There is no hanging from the basketball rims at the Middle School Campus.
- Students must stay in view of the supervisor.
- Skateboards, roller skates, and roller blades are not permitted on school grounds.
- Students may not enter the building without supervisor permission.

## **HALLWAY**

Students should conduct themselves in an orderly fashion when in the hallways, before school, at lunch, and between classes. Students are permitted in the hallways during class only with the permission of the teacher.

- Students are to walk.
- Hands, feet, etc. are to be kept to self.
- Quiet voices should be used.

## **TEXTBOOKS**

All school-owned textbooks are required to be covered with a removable cover. All books are to be cared for by students as their private property. Replacement charges will be assessed for loss, unusual wear, or destruction.

## **CARE FOR SCHOOL PROPERTY**

Students are expected to treat all school property with respect and care. Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something accidentally, report it to a teacher or the office immediately.

## **LOCKERS**

Lockers and “cubbies” are to be kept clean and in good order at all times. No stickers, tape, or gummed materials are to be used on the lockers. Any locker problems should be reported to the school office.

## **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.

## **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.

### **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.

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.

If this is a school safety issue, speak directly to the 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.

## **AFTER SCHOOL ACTIVITIES**

### **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. If interested, please contact the elementary school office (225-1129).

### **MIDDLE SCHOOL**

Information about zero hour and tenth hour is distributed at the beginning of each year to the students by the office. Teachers are available to answer student questions and give extra help as needed before school for about 30 minutes most days and for about 30 minutes after school on M-W. It is helpful to make arrangements with the teacher to be sure no clubs, meetings, or other appointments are scheduled for that day.

### **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.

### **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.

## **VOLUNTEERS**

Home and School Association Information

Mission Statement

"The purpose of the HSA shall be to promote & provide for extracurricular & enrichment opportunities for students and teachers at Father Marquette Schools from little eagles through 8th grade in coordination with the Board of Education & Administration of the school system by bringing the right people together"

Meetings: Held at 6:30pm the second Wednesday of each month. An e-mail will be sent out advising where we will be meeting. Locations have food and drink and people typically arrive around 6 if they would like to eat beforehand.

Fundraisers: Three opportunities are planned for this year. They include the Parent Social planned for September 15, 2016. The Yankee Candle Sale to be held prior to Christmas and the ever popular Fruit Sale!

Board:

Jeff Gregorich – 221-2122  
Melissa Curran – 362-0759  
Cheryl Turausky – 226-2060  
Mary Diddams – 360-3286  
HSA e-mail – [HSA@fathermarquette.org](mailto:HSA@fathermarquette.org)

### **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.

### **FAMILY SERVICE REQUIREMENTS**

Each family is required to generate 25 hours of service for the school, between the dates of July 1- June 1. Each hour of service is worth \$10.00. Hours may be earned by volunteering your time, services, or goods. If you do not wish to participate in the Family Service Hour Program (previously named "Mandatory Volunteer Program), you may opt out for the fee of \$250.00.

### **VIRTUS**

The Diocese of Marquette requires everyone who has contact with young people in our Catholic schools or parishes to go through the VIRTUS sexual abuse awareness training. This includes volunteering in the classrooms, driving for field trips, working in our kitchen or library, coaching, chaperoning, etc. The background check and training do not cost anything other than time. Check with the school office to find out the dates and times of VIRTUS training or on the web at [www.virtusonline.org](http://www.virtusonline.org).

### **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.

Each family is expected to generate \$300 of **profit** through Scrip sales. Profit percentages are indicated on the order form next to each vendor. Family and friends may purchase Scrip in your name.

It is easy to buy and order Scrip. You may purchase Scrip in the school office or after Mass at one of the Catholic parishes. You may phone in an order to school, email an order to the school secretary, or order online. Most orders will be filled immediately. If we do not have a particular Scrip on hand, it will usually take one week to get it in. **All of your Scrip sales from July 1 through June 1** will be recorded for you in a computer program to track each family's sales. A print out will be sent home periodically to inform you of your progress. Any excess profit over the \$300 will be credited to the family's Tuition Account at a 50% rate as a Scrip Tuition Credit in the next school year. If a family does not meet the \$300 profit requirement, they will be expected to pay the difference. Any amount due will be added to the following year's tuition, or billed to the family if the family is not returning. This must be paid prior to records being released to another school.

### **FAMILY ACTIVITY ACCOUNTS**

Family activity accounts can be used to pay for family funded auxiliary school expenses that are greater than \$25. Most of these occur during middle school and include the band trip, other class trips and the traditional 8<sup>th</sup> grade graduation trip. In order to offset the cost of these trips, the Home and School Association offers fundraisers to raise funds for the family activity accounts. Profit from these fundraisers (amount varies by fundraiser) are deposited into a fund tracked by family for use of students of that family. These funds can then be used to finance school trips as needed. Neither the Home and School Association nor FMCS keep any profit from these fundraisers. Participation is COMPLETELY VOLUNTARY.