

Marquette Catholic School



One in the Spirit

Parent/Student Handbook

NOTE:

When the Parent/Student Handbook has been read, understood, and accepted by you, as the Parent(s)/Guardians(s) of a child enrolled in our school, please sign the attached Handbook Acknowledgement form and return it to the Marquette Catholic School Office.

TABLE OF CONTENTS

Introduction	2	Emergency Information.....	22
History.....	4	Extended After School Care	22
Mission and Philosophy.....	5	Program.....	22
Goals & Objectives.....	5	Health Services.....	22
Religious Education Program & Policies	6	Illness During School.....	23
Liturgies and Prayer.....	6	School Accidents.....	23
Religious Education – Curriculum.....	6	Immunizations.....	23
Sacramental Programs.....	7	Medication Administration.....	23
Educational Program and Policies	8	Fever Policy.....	23
Books.....	8	Diarrhea Policy.....	23
Cell Phone & Electronics Policy.....	8	Vomiting Policy.....	24
Circle of Grace – Safe Environment.....	9	Pest Control Materials.....	24
Curriculum.....	9	Inclement Weather.....	24
Field Trips.....	11	Leaving the School Premises -	
Graduation.....	11	Students.....	24
Guidance/Counseling.....	11	Lost and Found.....	24
Homework.....	12	Lunch Program.....	24
Make-Up Work.....	12	Money.....	25
Media Resources.....	12	Parent/Guardian Volunteers.....	25
Physical Education/Sports.....	12	School Directory.....	25
Promotion.....	13	School Visits.....	25
Retention.....	13	Student Records – Inspection	25
Student Assessment/Grading.....	13	And Release.....	25
Student Work Habits.....	14	Title II/Textbook Funds for	26
Substance Abuse Prevention Program.....	15	Non-Public Schools.....	26
Technology.....	15	Tuition Policy.....	26
Testing.....	15	Uniform Policy.....	26
Title I.....	16	Vacation Policy.....	27
School Policies	16	Volunteers.....	27
Absences and Tardiness.....	16	Withdrawals.....	28
Admission Policies.....	17	Organizations.....	28
Admission Requirement.....	17	Advisory Committee on	28
Arrival/Dismissal Procedures.....	18	Catholic Education.....	28
Attire.....	18	Dioceses of Duluth.....	28
Birthday Party Policy.....	18	ISD #706.....	28
Code of Behavior.....	18	MN Non-Public School	29
Communication.....	21	Accrediting Agency.....	29
Conferences.....	21	National Catholic Education Assoc.	29
Complaint Process for Students and	21	State of Minnesota.....	29
Parents.....	21	Right to Amend.....	30
Computer Use.....	21	Notice of Nondiscriminatory Policy	30
Confidentiality.....	22		
Emergency Drills.....	22		



MARQUETTE CATHOLIC SCHOOL....One in the Spirit

Dear Parents:

Thank you for choosing Marquette Catholic School for the education of your most precious gift, your children. We appreciate your trust by enrolling at Marquette and hope that your expectations will not just be fulfilled but exceeded as well.

The fundamental goal of our Catholic school is the creation of a Christian Education Community where human culture and knowledge, enlightened and enlivened by Faith, is shared in a spirit of freedom and love. To make this goal a reality there are many ways that exists to improve your child's education at Marquette. Here are a few:

- a. Work in partnership with the school to establish desirable attitudes toward school, teacher, staff and administrators.*
- b. Refrain from discussing concerns and questions regarding faculty, staff and administration with your child.*
- c. Respond promptly to requests for parent-teacher conferences, meetings, and information on forms and reports. Contact the teacher with any questions/concerns you may have.*
- d. Show an interest in your child's work.*
- e. Encourage good study and reading habits. Encourage your child to complete any homework early in the evening.*
- f. Provide a Christian, family-oriented home life for your child which encourages love of God, love of self, love of learning, and love of life!*

Since handbooks and other written agreements may be legally construed as part of a contract between the school, its students and their parents, it is of utmost importance that you read and familiarize yourself with the policies and standards in this book. In addition, you will be asked to sign and return an agreement that states that you and your children have read the handbook and agree to be governed by its contents.

All legalities aside, we thank you for your prayers, encouragement, support and generous volunteer service to Marquette Catholic School. May we continue to work together to help our children grow in knowledge, love and services of our God.

*Joyfully in Christ,
Jean Virant
Principal*

INTRODUCTION TO THE SCHOOL

HISTORY

Father Williams Powers came to Our Lady of Lourdes Parish in January 1909. It was he who laid the groundwork for the construction of the Marquette Catholic School. The building was begun on May 15, 1915; and completed five months later at the cost of \$70,000. Monies for the building were received by individual pledges and donations. The building was designed by Holstead & Sullivan, a Duluth firm; the contractor was Bowe-Burke Company of Duluth and Minneapolis.

Marquette School Parishes:	Our Lady of Lourdes, Saint John the Baptist, and Sacred Heart
1916	September – Grades one through six
1917	September – Grades one through seven
1918	September – Grades one through eight
1919	Spring – First Graduation Class – Grade eight
1919 - 1969	June – Grades one through eight
1969	July – School Board Corporation is formed and school is leased to them from Our Lady of Lourdes Parish. The above three parishes are assessed for the operation of the School.
1969	September – Grades one through six
1970	May – Our Lady of Lourdes and Saint John the Baptist Parishes merge to form Holy Spirit Parish.
1974	August – Grades Kindergarten through six
1988	Noah’s Nook Preschool program established
2011	Noah’s Nook renamed as Marquette Early Learning Center

Principals of Marquette Catholic School (1916-2015)

- | | | |
|---------------------|---------------------------|----------------------------|
| 1. Sister Perpetua | 8. Sister Madonna | 15. Mrs. Margaret Whiteman |
| 2. Sister Berchmans | 9. Sister Petronilla | 16. Mrs. JoErnesta Johnson |
| 3. Sister Fabian | 10. Sister Jean Theresa | 17. Mrs. Cynthia Jindra |
| 4. Sister Rosaria | 11. Sister Jeremy Lessard | 18. Mrs. Marianne Runkle |
| 5. Sister Antonia | 12. Mrs. Carol Ferris | 19. Mr. Allen Kalar |
| 6. Sister Cecile | 13. Mrs. Maggie Manion | 20. Mrs. Georgia Brown Epp |
| 7. Sister Garvase | 14. Mrs. Beth Haines | 21. Mrs. Jean Virant |

MISSION and PHILOSOPHY

Diocese of Duluth: Mission of Our Catholic Schools

Our Catholic schools exist to advance the religious education, formation and service ministries of the Catholic Church. We welcome children into loving Catholic faith communities where religious instruction and faith formation are integrated into all our programs.

We value each student as a special and cherished child of God. Our curriculum, classroom instruction and school activities challenge the children to achieve academic excellence, embrace and actively live the Gospel message and make a positive contribution to our Church and society.

The Catholic schools maximize the children's potential for future success. More importantly, we foster motivated life-long Christian disciples to lead and serve our parishes, communities and world.

Mission of Marquette Catholic School

Marquette Catholic Elementary School is dedicated to excellence in education based upon fidelity to the Gospel of Jesus Christ and to the Magisterium of the Roman Catholic Church. Marquette provides each child with opportunities to grow and develop in all aspects of life: spiritually, morally, intellectually, emotionally, socially and physically.

Goals and Objectives

To provide a spiritual environment where the Word of the Gospel is joined with the Spirit of the Gospel – Word and Spirit given further meaning through the experience of Christian community and service.

- To provide a highly professional and Christian administration and teaching staff to serve as a model of Christian living to our students.
- To encourage parishioners to educate their children at our school and to invite active participation by parents/guardians in the education of their children.
- To promote academic growth and intellectual development to each student's abilities.
- To provide an opportunity for creative and critical thinking in an environment where joy and eagerness in learning.
- Basic concepts and specific skills are taught.
- To positively encourage students to develop a feeling of self-worth so that they may grow into responsible, committed Christian citizens.
- To promote an awareness of and concern for social justice in today's world.

- To provide opportunity for aesthetic growth in such fields as art, music, literature, science and math exploration.
- To provide a safe and wholesome environment for spiritual, academic, aesthetic, social and physical growth.
- To offer students the use of facilities, materials, and technology that encourage and enhance learning, including a library/media center, computer instruction and use, science exploration equipment, athletic equipment, artistic instruction and supplies, music instruction, and other instruments and technology deemed necessary and/or desirable.
- To develop the school as a center for use by families, teachers, and the parish community for cultural, civic, social, educational/informational, and religious activities.
- To provide for the positive interactive presence of the clergy with the children in the school.

RELIGIOUS EDUCATIONAL PROGRAM AND POLICIES

LITURGIES AND PRAYER

Our school exists to transmit the values, principles, teachings, and traditions of the Catholic Church. Therefore, all students in our school are required to participate actively in all religious activities and services.

Special efforts are made to teach the liturgical seasons and feasts of the Catholic Church, especially Advent and Lent.

As Christians working and learning together, it is fitting that we come together and worship

1. The teachers, working with priest and students, plan special liturgies for various occasions throughout the school year.
2. These liturgies take the form of scheduled all-school morning prayer, special children's Masses for the entire school, communal penance celebrations, praying the rosary, Stations of the Cross during Lent, First Friday devotion for upper grades and other appropriate para-liturgical celebrations.
3. All parents are encouraged to participate. A yearly schedule is sent home at the beginning of the school year. Notices are also sent home before approaching liturgical celebrations.

RELIGIOUS ACTIVITIES

Prayer begins each day as students and teachers direct their minds and hearts to God and offer Him their daily activities. Students, as well as other persons, are encouraged to lead the opening prayers. Students may compose prayers, sing songs, offer prayer intentions and lead the prayer of the day. Teachers help students by witnessing God in their lives by prayer, example and an awareness of God's presence during the day. Religion class is held every day except Mass day, since the homily and scriptures are the instruction for the day. Teachers are expected to spend quality time on the preparation of the lessons, use their manuals as needed, and clearly present a love of their faith to the children.

Bible services, May Crowning, Stations of the Cross, celebration of religious feasts and praying the Rosary are planned by the teacher or by the faculty as a whole.

When Mass or liturgical celebrations are held for the whole school, students should be reminded of appropriate conduct. Respect for the Blessed Sacrament and the sacredness of the altar and sanctuary as well as the church being a place of prayer and worship should be carefully fostered.

The classroom environment should reflect Catholicity. A crucifix, statue or picture of Mary, a bulletin board depicting a message of religious significance and/or a prayer corner with the Bible enthroned in a meaningful, prominent manner are all ways to accomplish this. Holy Water is available from the pastor and may be kept in the prayer corner for student and staff use. Great care should be taken that all of the above are kept neat, clean and treated with the utmost respect and reverence.

RELIGIOUS EDUCATION – CURRICULUM

The Religious Education Program of our school develops in each student an attitude of prayer, respect for the sanctity of all life, and awareness of the presence of God in our world. The program fosters the knowledge and appreciation of the Gospel of Jesus Christ and the richness of Catholic teachings and traditions. The primary objective of the Religious Education Program is to bring the child closer to Jesus Christ through traditional and spontaneous prayer experiences, modeled attitudes and behaviors supportive of Church teaching and belief, daily religious instruction, Eucharistic liturgies, and paraliturgical services. Peace and justice issues, Catholic social teaching, mission awareness, and Christian/community service projects are an extension of the Religious Education Program.

All schools are expected to implement the Diocese of Duluth Curriculum Guidelines for Catechesis. The guidelines are available at each school and on the diocesan website: www.dioceseduluth.org.

SACRAMENTAL PROGRAMS **(Diocesan Policy)**

Preparation for the reception of the Sacraments is the primary responsibility of the parents/guardians in cooperation with the parish director of religious education. Students in second grade receive information and insights about the Sacraments of Holy Eucharist and Reconciliation. The reception of these Sacraments is determined by the parents/guardians, the parish director of religious education, and the pastor of the family's home parish. First Penance and Communion preparation should be provided within the parish religious education program.

Diocesan policies on the reception of First Penance and Communion can be found in the Diocese of Duluth Curriculum Guidelines for Catechesis. Stated guidelines for the reception of these Sacraments must be followed.

In the Diocese of Duluth, the Sacrament of Confirmation is received when students are in either tenth, eleventh, or twelfth grade. Diocesan guidelines for the reception of this Sacrament must be followed. See the Diocese of Duluth Curriculum Guidelines for Catechesis for policies regarding the Sacrament of Confirmation.

EDUCATIONAL PROGRAM AND POLICIES

ACADEMIC PROGRESS

Throughout the school year, progress is evaluated on an on-going basis through assignments and projects, teacher observation, subject area testing, standardized test scores, and report cards. Communication with parents/guardians is on-going throughout the school year by means of progress reports, conduct referrals, mid-term reports, phone calls, e-mail and conferences.

The teachers keep parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

BOOKS

All books are to be stamped with the school stamp unless already done so by the local school district. Replacement costs will be \$15 per book for library materials and \$50 per textbook.

If books are kept in students' desks or cubbies, student names must be entered in each book the first week of school. Books used infrequently and kept on a shelf must be signed out by students when taking them home. Books taken home for homework should be carried to and from school in some type of backpack or book bag.

If students damage or lose a book during the year, they will be fined or asked to replace the text. The above procedure applies to library and supplementary books as well as basic texts. Consult the office about replacement costs.

CELL PHONE AND ELECTRONICS POLICY

We recognize that cell phones have become a common tool for communication. However, they have also become a major distraction and potential problem in our learning environment. We ask that parents or guardians allow their child to carry a cell phone only if needed to communicate with you outside of school hours.

If a phone must be carried to school for the above reason, the cell phone must be turned off, placed in the student's backpack, and remain there for the entire school day. Phones are not to be used during the hours that school is in session or at MCS Aftercare. In addition, other privately owned electronic devices are not to be used during school hours or at the MCS After School Care Program.

Students who need to reach parents or guardians during school hours may speak to parents from the phone in the MCS office.

Infractions of this policy will be handled as follows:

- 1st infraction – Student will have their cell phone and/or other electronic devices confiscated and returned at the end of the day.
- 2nd infraction – Student will have their cell phone and/or other electronic devices confiscated and locked in the Principal’s office until a parent comes to retrieve it. The student will no longer be allowed to bring the phone or electronic device to school.

CIRCLE OF GRACE – Catholic Safe Environment (K-6)

The Diocese of Duluth, the Catholic Parishes of Virginia and Mt. Iron, and Marquette Catholic School are committed to maintaining an environment in which everyone feels safe. As part of establishing a safe environment for children and in response to the society and culture in which we live, Marquette Catholic School presents sessions from *Circle of Grace*. These sessions are presented by our classroom teachers. Parents are urged to attend with their child. However, if a parent is unable to attend, the child is still encouraged to participate.

This diocesan program is rooted in three essential principles. The first is that parents are the primary educators of their children and they know best how to provide the right education for their children. The second principle is that parents are the most effective people to ensure their children’s safety. The third principle is that all persons have an inherent dignity that comes from the fact that they are made in the image of God.

CURRICULUM

Curriculum is the plan for learning which identifies the student’s interaction with content, materials, resources, other learners, and procedures for assessing the attainment of educational outcomes.

The curriculum reflects the mission and goals of the school community, needs of the learners, and positive educational practices that enable all students to be confident and competent learners and citizens.

The curriculum reflects an awareness and appreciation of the cultural diversity found in the local community, the state, the nation, and the world. It reflects current research on learning, learning styles, and the stages of human development. Instruction is the process of delivering the school’s curriculum to students. Teacher’s help students learn and enable them to develop and meaningfully use concepts and skills. The teachers also foster the student’s development of attitudes, understanding, and values. The teachers establish an environment, the accessibility to resources, and the facilitation of experiences that support all learners in constructing and exhibiting knowledge.

The curriculum has been developed through the guidelines of the Diocese of Duluth to meet or exceed all applicable requirements of the State of Minnesota. The textbooks and other learning materials are chosen to meet school and diocesan educational goals. The principal and faculty update and evaluate the curriculum regularly.

Teachers seek to meet the needs of individual students by implementing various learning experiences and teaching techniques in all curriculum areas. The school incorporates enrichment activities and individualized learning within these groups. Throughout the core curriculum, emphasis is placed on faith integration; creative thinking, writing and speaking proficiency; problem solving; and communication skills development.

Each area of our school's educational program is in the continual process of being integrated with the values, principles, teachings, and traditions of the Catholic Church. The educational program for Marquette Catholic School follows:

Pre Kindergarten

- Religious Awareness
- Readiness Skills
- Art
- Fine and Gross Motor Skills
- Physical Education
- Learning About Self
- Language
- Library
- Music

Kindergarten

- Religion
- Mathematics
- Social Studies
- Early Childhood
- Library
- Music
- Reading Readiness
- Art
- Physical Education
- Science
- Spelling

Grades 1 – 3

- Religion
- Phonics
- Spelling
- Music
- Mathematics
- Science
- Physical Education
- Reading
- English
- Art
- Handwriting
- Social Studies
- Library
- Computer Applications

Grades 4 - 6

- Religion
- Spelling
- Music
- Mathematics
- Science
- Physical Education
- Reading
- English
- Art
- Handwriting
- Social Studies
- Library
- Computer Applications

FIELD TRIPS

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce students to community resources. Students are expected to participate in all field trips. Parents/guardians will be notified prior to any scheduled field trips.

All field trips must have an educational purpose and be approved by the principal prior to the event. Field trips should reflect a meaningful experience related to the school curriculum. The educational purpose should be stated on the permission form. Any risks should be stated also (i.e. climbing rocks, near large body of water, etc.). Field trips such as amusement parks, visits to cabins for a fun day, attending sporting events, and viewing movies are discouraged. If other than school buses, the mode of transportation should be noted. Volunteer drivers must follow diocesan guidelines.

All children are required to wear seatbelts while being transported by car or van. Students may not be transported in 10-15 passenger vans. Students under 12 years old or less than 100 pounds may not ride in front seats with airbags. Children under the age of 4 may not be transported for field trips except by their own parent/guardian.

When a field trip is planned, a permission slip will be sent home. A parent/guardian is required to sign this form. The permission slip must be returned to the teacher before the child is permitted to take the trip. Insurance regulations of the diocese require parent/guardian authorization (signed permission form) EACH TIME the students participate in a field trip. A phone call from a parent/guardian is not an acceptable substitute for a signed permission form; however, a faxed or emailed form is acceptable. If for some extraordinary reason a student does not attend this educational experience with his or her class, he or she is still required to come to school for the full day. Work will be provided by the student's teacher/s.

The ratio of children to adult chaperones should be at least 10:1. All adult chaperones/volunteers must have completed the Duluth Diocesan Safe Environment online training and have had a background check prior to chaperoning any minors on the school premises or on field trips.

GRADUATION

Before any student may participate in graduation activities, all required work and testing must be completed and tuition and other fees paid in full. Promotion will not be granted until the above requirements are met.

GUIDANCE/COUNSELING

The principal and the teachers strive to meet the needs of students in a positive, affirming, caring, and Christian manner. Parents/Guardians may choose to seek professional counseling for their child if this seems appropriate. The public schools Special Services Team is available for further consultation.

HOMEWORK

Homework is an integral part of the learning process, as it encourages students to begin accepting responsibility for managing time and quality of work. Parents/guardians should encourage their children to develop good study skills while doing their homework. There are instructional consequences for not completing homework, which may include marking work as incomplete and sending it home for completion and parent/guardian signature. Incomplete homework will affect a student's grades. Parents/Guardians are encouraged to check for completion of work, although the primary responsibility for completing work is the child's. The expected amount of work per grade is about ten minutes per grade (i.e.: first grade - ten minutes, third grade - 30 minutes).

MAKE-UP WORK

It is the student's obligation to procure and complete work missed during an absence. If homework is to be picked up, parents/guardians should inform teachers in the morning. Teachers will have assignments ready for pick-up after the regular school day. Parents/guardians may call the school and request that the teachers detail missed work if the child has an extended illness.

MEDIA RESOURCES

The school library and media center are designed to provide a wide variety of educational materials that will enable students to grow in knowledge and to strengthen their interest and ability to read and critically think. Books and materials are selected to represent a diversity of views, topics, and expressions in order to encourage students to think critically and to learn to objectively evaluate ideas and concepts. Numerous selections are available to encourage students to develop their Catholic faith. The students are taught a variety of reference and library skills that are age appropriate to their level and ability. Skills are applied to classroom activities and integrated with various projects. The school retains the right to library censorship.

MUSIC

Students participate in music activities in the classroom as part of our standard curriculum and at our weekly Children's Mass, where they have the opportunity to lead in song as choir members and/or as Cantor's. Choir is offered as an extra-curricular activity for students in grades 3-6 and is held one day per week during the noon recess. Orchestra and Band opportunities are offered to MCS students through the Virginia public school for students in grades 5 and 6 respectively.

PHYSICAL EDUCATION/SPORTS

Each child is scheduled to take part in the physical education program. If, for a medical reason or physical limitation, a child cannot participate, the school must be made aware of this by a written note from the parent/guardian and doctor.

Our school has a cooperative agreement with the local public school and local private schools, which allows our students to participate in sports and extra-curricular activities that are not provided by the school.

PROMOTION

Academic progress in meeting stated learner outcomes, maturity level, and attendance are the criteria used for promotion.

REPORT CARDS/PROGRESS REPORTS

Student report cards are distributed four (4) times each year.

Mid-quarter reports will be sent to parents/guardians if a child is performing on less than a satisfactory level.

Parents or legal guardians are allowed to review the child's complete record in the presence of the principal upon proper notification.

RETENTION

Students who may be considered for retention may show minimal progress in two or more major academic subjects. The major subjects are as follows:

Grades 1-3: Reading, Mathematics, and Language Arts

Grades 4-6: Reading, Mathematics, Language Arts, Social Studies, and Science

Any inquiries from a parent/guardian or student challenging non-promotion will be referred to the teacher involved, who will then notify the principal.

STUDENT ASSESSMENT/GRADING

The school year is divided into four quarters and report cards are issued approximately every nine weeks in grades K-6. Conferences are held in the fall and in the spring.

Grades K-2 are reported as follows:

VG	=	Very Good
G	=	Good
I	=	Improving
S	=	Satisfactory
N	=	Needs Improvement

Grades 3-6 are reported as follows:

A	=	94 - 100
B	=	88-93
C	=	80-87
D	=	70-79
U	=	below 70
S	=	Satisfactory progress
I	=	Improvement needed
+	=	meets requirements ✓ needs Improvement

Parents/Guardians are encouraged to discuss with the teacher any concerns or questions regarding student assessment and grading. Any inquiries from a parent/guardian or student regarding a student's grade/s will be referred to the teacher involved. A teacher is required to respond to parental/guardian concerns in a prompt and thorough manner.

STUDENT WORK HABITS

The development of student work habits is an essential component of our academic program. Some of the skills include:

- Neatness of work
- Study habits
- Care of textbooks and learning materials
- Note-taking
- Homework completion
- Organizing the student desk/work area
- Keeping track of assignments (use of a daily planner/assignment book)
- Completing work on time

Homework Responsibilities of Teachers:

- Communicate to students and parents/guardians homework goals and expectations.
- Set clear and concise assignments concerning assigning, returning, and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work, and who may assign homework.
- Assign appropriate homework according to students' needs.

Homework Responsibilities of Students:

- Know and understand the purpose of the homework assignment.
- Copy assignments into assignment notebook or other such notebook, understand directions, and know what is required for completion of the assignment.
- Complete and return assignments.

- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians:

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for his/her efforts.
- Help the child by clarifying directions and helping them with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
- Review the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child.

SUBSTANCE ABUSE PREVENTION PROGRAM

Students in all grades receive instruction about the sanctity of life and the need to take care of the life God has given us. Part of this instruction is teaching students about the dangers of drug and alcohol abuse, the proper use of prescription and over-the-counter drugs, negative peer pressure, self-esteem, and wellness. These topics are addressed in religion and science/health classes.

TECHNOLOGY

The emergence and availability of modern technologies have the potential of reinvigorating the way teachers teach and learners learn. These technologies have the power to bring the entire world of research and beauty within a keystroke and the power to unleash creativity and excitement in all our students. The purpose of the technology program is to familiarize students with the range of uses technology offers to students. The program provides some or all of the following: keyboarding skills, use of hardware and software, use of internet, peripherals, multimedia, PowerPoint presentations, research skills, etc. Technology is used for academic projects and student publishing at various grade levels. Also see Cell Phone and Electronic Policy on page 8.

TESTING

All of the Diocese of Duluth schools administer the Measure of Academic Progress (MAP) assessment as their standardized testing method which offers unique elements to help us better understand our students and their progress. MAP tests are given three times a year for grades 1-6 and two times per year in Kindergarten. Parents will receive a detailed summary of their child's test results. Data analysis is provided relative to growth, proficiency and norms. The results become a classroom tool that relates test scores directly to classroom instruction. The data provides teachers with an efficient way to assess ability levels of learners. Teachers target appropriate instruction for each student or groups of students, building both individual growth and classroom achievement.

A student needing further professional testing to assess academic needs or perceived emotional/behavioral problems is recommended to the public school district for evaluation. Teachers, parents/guardians and the principal complete the necessary forms and attend the team conferences in order to best evaluate and create an individual education plan for the student.

TITLE 1

This government program is available for students that qualify. Testing is given in the spring of each year. Trained assistants or special Title 1 teachers consult with the classroom teacher for direction and remediation.

SCHOOL POLICIES

ABSENCES AND TARDINESS

Marquette Catholic School strives to develop a sense of responsibility in all our students and to maintain a classroom environment conducive to learning. Absence from school is the single greatest factor contributing to student success or failure. Students should not be allowed to miss school unless they are ill or a family emergency occurs. If your child will be absent, you need to call the school at 218-741-6811 before 8:00 a.m. Punctuality is an important part of this process. In accordance with Minnesota law, parents/guardians are responsible for their child's attendance and punctuality. If a child is consistently absent or tardy, the administration has the right to consider retention for the following school year. Whenever a child is absent from school, a note explaining the absence must be sent when the child returns to school. In the case of prolonged absences (chicken pox, measles, etc.) the school must be notified.

Teachers record daily absence and tardiness and send it to the secretary's office. Each teacher should also keep a separate record of absences and tardies on a class attendance sheet.

Tardiness and personal and/or medical dismissals count against perfect attendance.

Absences to Avoid

- Vacations that have not been approved by the school -- For instance, you would count it as an avoidable absence if the family notified the school of their plans and efforts to make up the schoolwork have been outlined.
- Many health related absences without a doctor's notice -- For instance, if a child stayed home once a week on average because of headaches or stomach aches and no effort has been made to find the cause of the medical problem. After several of these instances, a doctor's excuse would be requested.
- Babysitting
- Transportation problems
- Out of town company is visiting
- Tired

ADMISSION POLICIES

Since all school students enjoy the dignity of human beings, they have an “inalienable right to an education that is in keeping with their ultimate goal, their ability...and the culture and tradition of their country...” (Second Vatican Council: Declaration on Christian Education). Catholic educators have a responsibility to meet the needs of individual students as they attempt to develop their God-given gifts. Insofar as possible, schools should offer programs within their capabilities and resources which are flexible and appropriate, accommodating varying academic levels and individual learning styles in order to meet the needs of students.

Marquette Catholic School is committed to providing equal opportunity in education for all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission, and any other status protected by applicable law. Marquette Catholic School is also committed to prohibiting discrimination in education on the basis of race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission, and any other status protected by applicable law. Marquette Catholic School’s commitment applies to all aspects of education, including admission policies, scholarship and loan programs, athletic programs, and other school-administered programs.

The Catholic Schools in the Diocese of Duluth, in compliance with Gospel values and the teaching mission of the Church extend an invitation of admission to all students without regard to race, color, creed, national origin, sex, disability, status with regard to public assistance, membership or activity in a local commission. A disability, either temporary or permanent, is not a disqualification of admission providing that with reasonable accommodation the school can meet the needs of the student. Each school determines its suitability for meeting the extraordinary needs of students prior to formal admission of students with extraordinary needs.

Marquette Catholic School, in compliance with Gospel values and the teaching mission of the Catholic Church, invites all students to apply for admission. Marquette Catholic School may give admission preference to students that are members of the supporting parish(es). Students who are not members of the supporting parish(es) are welcome to apply for admission, but they must understand that Catholic schools form part of the teaching mission of the Catholic Church, which involves the active transmission of the values, principles, teachings, and traditions of Catholicism.

ADMISSION REQUIREMENTS

At the time of registration, parents/guardians must present the following:

- To enter Kindergarten, the child must be five years old by September 1.
- The child’s birth certificate
- The child’s immunization record
- The child’s latest report card and standardized test scores (grades 2-8)
- Completed registration form, including signed policy agreement

- Required fees (non-refundable)
- The child's First Communion Certificate and/or First Penance Certificate (grades 3-8, if Catholic)

ARRIVAL/DISMISSAL PROCEDURES

On a regular school day, students will be admitted at 7:30 a.m. and dismissed at 2:30 p.m. (1:30 p.m. on early release days – every other Wednesday unless noted on school calendar.) Students arriving to school between 7:30 and 7:50 a.m. will be directed a location in the school or church (to be determined on a school year basis) where they will be supervised until release at 7:50 a.m. to their classroom.

Families are encouraged to park in the Holy Spirit Church/MCS parking lot for drop off and pickup. Parking cones will be placed in the front of the school during the entire school day. These cones reserve a lane for the school bus and ensure that students boarding the bus will not walk near or between cars as they exit the school. Families are asked not to approach or park between these cones at any time. If parents/guardians would like their child(ren) to participate in the After School Care program, parents must comply with the rules established by that program for pick up of their children.

Those students not picked up by 2:45 p.m. will be sent to the MCS After care program at the family's expense unless other arrangements are made with the MCS office.

As a safety precaution, if the staff member in charge at dismissal time is not familiar with the individual(s) picking up a student, they may ask for a picture I.D. to verify identity prior to releasing the student to their care.

ATTIRE - STUDENTS

Uniforms have been adopted to promote an atmosphere conducive to learning and with safety in mind. Parents are asked to ensure children wear clothing outlined by the uniform policy. Minnesota is a state with confusing weather patterns. Please dress your child accordingly.

BIRTHDAY PARTY POLICY

Parents/guardians are asked to send all birthday party invitations through the mail/email or call parents about the event. Parents should speak with their child about discussing an event where all students are not included. Using the bus to transport children to the party is not allowed.

CODE OF BEHAVIOR AND DISCIPLINE POLICY

A Catholic school is a Christian community that thrives on love, respect, and appreciation for the dignity of all people. A firm commitment toward individual responsibility for these core values is necessary for all students in our school community. It is expected that students will obey stated school rules and regulations as well as modeled rules of courtesy and appropriate behavior. It is

important that students develop and demonstrate an understanding and respect for the values reflected in the Prayer for Excellence and the school's mission, goals and objectives.

Student Responsibilities

1. To show, by demonstrated actions, awareness and acceptance of the core values of the school.
2. To show respect for administration, clergy, teachers, employees, other students, and the school facility.
3. To obey the rules, regulations, and procedures established by the school and parish.
4. To be present and punctual daily.
5. To show satisfactory academic progress in classwork, including the completion of assigned work and projects as directed.
6. To participate appropriately at liturgies, prayerful activities, school assemblies, school-related activities outside of the school facility, etc.
7. To practice courtesy, good manners, and kindness as expected of a student in our school.
8. To demonstrate by personal example an understanding of the principles of peace and social justice.

Disciplinary Code

Discipline is essential in the classroom, on the playground and in the school as a whole if teaching and learning are to be effective. It is the foundation of our whole educational structure. Each teacher will explain to the students the classroom and school behavior expectations.

If a student does not meet these basic expectations, instruction for compliance and/or disciplinary action will result. No student will be allowed to prevent any teacher from teaching or any student from learning.

When a teacher encounters a student who refuses to adhere to the school disciplinary policy, the following action will be taken:

1. Logical consequences (i.e. time out, missed recess, apology, etc.)
2. Infractions. The following types of behavior warrant an infraction:
 - a. Disrespect for administration, faculty and staff
 - b. Using profane, abusive or obscene language
 - c. Disrespect toward other students
 - d. Disruptive behavior in the school facility or during school related activities
 - e. Repetition of minor offenses with no sign of improvement
 - f. Incomplete homework assignments
 - g. Willful disregard of classroom and school behavior plans
3. Detention (One hour after school after three infractions).

When a student is given detention, the parents will be notified in writing. A time and date will be given to the parents as to when the detention will take place. The parent(s) or guardian(s) of the student involved will be responsible for the student's transportation

home from school. In the event of cancellation of detention, the parent(s) or guardian(s) of the student will be notified.

4. Administrative Warning

After a thorough investigation, the principal will arrange a conference with parent(s)/guardian(s), the student and the teacher or any other involved parties, at which time the extent of disciplinary action will be determined.

The following types of observed or referred student behavior could warrant administrative warning:

- a. Stealing
- b. Vandalism of school property or the personal property of others
- c. Leaving school grounds without permission
- d. Verbal assault/harassment of students
- e. Refusal to cooperate with school rules, regulations and values
- f. Refusal to serve detention or teacher determined consequences
- g. Threatening, intimidating or physically harming another student
- h. Repeated detention or teacher-determined consequences
- i. Use of electronic devices (i.e. cell phone, MP3 players, hand held video games)

The disciplinary procedures for administrative warnings are as follows:

- The principal will contact the parent(s)/guardian(s) and arrange a conference at the earliest convenient time. This conference will include the principal, the parent(s)/guardian(s), the students, and the teacher or other persons when appropriate.
- Following the conference, the principal will notify the parent(s)/guardians(s) of the disciplinary action to be taken. A written report of the incident will be kept in the principal's office (not in the student's permanent record file).

5. Suspension

A student who commits a serious infraction of school rules and values will not be allowed to attend class for a specific number of days determined by the administration. This may involve in school as well as at-home suspension.

- a. The following types of behavior will warrant suspension:
- b. Blatant disrespect to staff and/or students
- c. Fighting (after administrative warning)
- d. Willful destruction of school property (this must be a repeated offense after an administrative warning or so serious that an immediate suspension is warranted)
- e. Possession of dangerous objects (determined by the school)
- f. Extortion (seeking or obtaining a payment or favor from another person by intimidation or blackmail)
- g. Serious offenses of school rules or values or repeated offenses (determined by the principal).

6. Expulsion

The following types of behavior will warrant expulsion:

- a. Use or possession of illegal substances on the school grounds or at any school-related function or activity.
- b. Use or possession of weapons or dangerous objects.

- c. Physical assault on any member of the school community
- d. Robbery or theft
- e. Arson
- f. Repeated suspensions (at the discretion of the principal/pastor)

The disciplinary procedures for expulsion are as follows:

Parent(s)/guardian(s) is/are notified and a conference is held immediately with the principal, the pastor and any other persons deemed appropriate by the principal.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule at his/her discretion.

COMMUNICATION

Communication is the key to the successful partnership between parents and staff in the education of children at Marquette Catholic School. Our goal is to keep the channels open and accessible. We encourage parents and teachers to be in regular communication with one another in the best interest of our children.

When parents wish to speak to a teacher, it is necessary to schedule an appointment that is mutually convenient. Please avoid disturbing the teacher during class time or right before or after school while students are present.

COMPLAINT PROCESS FOR STUDENTS AND PARENTS

Most problems involving students occur in the classroom. Thus, the first step in problem restitution is an informal dialogue between the student and the classroom teacher. If a parent/guardian has a concern, the first step in problem restitution would be a scheduled dialogue with the classroom teacher.

If an informal dialogue and/or scheduled dialogue have not successfully resolved the problem, the principal needs to be involved.

If the problem is not resolved after documented good faith efforts by the principal working with all other involved, the complainant may request a hearing from the pastor. Working in conjunction with all parties involved, a resolution will be affected according to stated policy and gospel values.

COMPUTER USE POLICY

Any use of Marquette Catholic School's computer resources, including the e-mail and internet systems, by employees, volunteers, and students must be deemed appropriate. Student use of computer resources must be supervised by a teacher or other designated adult at all times.

CONFERENCES

Conferences with teachers will be scheduled in the fall and the spring. Parents/Guardians are encouraged to attend these conferences and any other conference requested by a teacher or the

principal. Parents/Guardians may request a conference with teachers or the principal at anytime throughout the year.

CONFIDENTIALITY

Parents have been asked to supply confidential information concerning children and family to Marquette Catholic School, (i.e. emergency care cards and student health records). This information will help us aid your child in case of an emergency or a health concern.

Refusing to supply the requested information will greatly hinder us in assisting your child. Please note that in a crisis we might need to call 911 or the police for help with your child.

All information collected will be private and confidential, and will be available only with staff who work directly with the children. Data privacy laws ensure confidentiality. Pursuant to MS 13.04, school districts are required to inform parents/guardians how this information will be used.

EMERGENCY DRILLS

The required number of fire drills and lock downs shall be held throughout the school year. All students, staff and volunteers in the school shall participate in these drills. Periodic natural disaster drills shall be held, especially during the tornado or severe storm weather season.

EMERGENCY INFORMATION

Every family must have an emergency form on record in the school office. If any information should change during the course of the school year, the school office must be notified immediately. Parents/guardians are to notify the teacher and school office if the method of student transportation changes during the year.

EXTENDED SCHOOL PROGRAM

The Marquette After-School Program provides professional and nurturing care of children during after school hours. Our program provides an atmosphere in line with the philosophy of Marquette Catholic School to meet the emotional, social, intellectual, physical and development needs of the child. The primary purpose of our after school program is to provide a safe and quality after school environment to foster positive individual behavior, group relationships, autonomy, and healthy living for each child. The program operates Monday through Friday from 2:30 to 5:30 on scheduled school days. On scheduled early release days hours will begin at 1:30 p.m. There will be no After-School Program when school is not in session, or when school is cancelled due to any reason, including weather.

HEALTH SERVICES

Each student must have current health history on file in the Heath office. No medications may be given unless the required medication forms are signed and on file. If a child has chicken pox, lice,

measles, mumps or any other communicable disease, the office must be notified. Vision and hearing screening are done on a yearly basis.

- **Illness During School**

When a student complains of an illness, he/she is assessed by the school nurse, office staff or teacher, depending on the availability of health personnel. A rest area is provided for students. If a child is too ill to return to the classroom, parents will be called and the child will be sent home. When parents cannot be reached, information on the Emergency Card will be used. The child will remain in the office until a responsible adult is reached. Children will not be sent home without permission of the parent or designated person on the Emergency Card. Parents are responsible for transporting the ill child home. The school will provide transportation only in rare circumstances.

- **School Accidents**

Accidents in school or on school grounds must be reported to the principal and/or the school nurse. Simple first aid for bruises and cuts will be administered by the nurse or trained school personnel. If an injury needs further medical assessment and/or treatment, parents will be called to take their child to the medical facility of their choice. Parents are responsible for the choice of treatment sought. In the event of a life threatening accident or emergency requiring immediate attention, parents will be notified by telephone. The student will be taken (by the school staff or ambulance) to the nearest medical facility. School personnel assume no responsibility for any treatment beyond first aid.

- **Immunizations**

Parents are responsible to have their children immunized to meet the requirements for school entrance. Minnesota Statutes 1980, Section 123.70, requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, hepatitis B, measles, mumps, and rubella, allowing for certain specified exemptions.

- **Medication Administration**

School personnel will only administer medications approved by the Federal Drug Administration. No medications, including over-the-counter medications, cough drops or ointments are allowed in the student's possession. They must stay in the nurse's office. School health service personnel, teacher or principal will administer prescriptions per physicians signed order. Medication forms, required by the State of Minnesota, must be completed and signed by the doctor and/or parent to allow the student to take any medications. Forms can be obtained in the school office. Prescription medications should be in an appropriate bottle provided by the pharmacy. Over-the-counter medication should be identified in writing by the parent(s).

- **Fever Policy**

Marquette Catholic School policy on fever states that a child with 100 degrees or greater is excluded from school. Students who have experienced a fever of 100 degrees or greater must remain out of school and stay at home for at least 24 hours after the temperature has returned to normal without the assistance of a fever reducing medication.

- **Diarrhea Policy**

Diarrhea may have many causes including: illness or anxiety. Therefore, the need for nursing assessment and history-taking helps to identify a possible cause for the diarrhea.

Students who have experienced diarrhea, with or without fever, may not return to school until 24 hours after the last episode.

- **Vomiting Policy**

Students who experience one or more vomiting episodes with or without fever, over a 24 hour period and/or are unable to tolerate normal food and drink, may not return to school until 24 hours after the last vomiting episode.

- **Pest Control Material**

Marquette Catholic School utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the school building. Their program consists of:

1. inspection and monitoring to determine whether any treatment is needed.
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease.

Therefore, we must prevent and control them. The long-term health effects on children from application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to labels

INCLEMENT WEATHER

In the event of poor and/or dangerous weather conditions, the school follows Virginia ISD #706's decision on closings, late arrival and early dismissals. School closings will be communicated through the School Alert System and will be announced on WDIO television station. Parents are urged to use reasonable caution as the guide for sending children to school in inclement weather. Families should have an emergency backup plan when school is dismissed early.

LEAVING THE SCHOOL PREMISES – STUDENTS

If a child leaves school early for any reason, a note must be written in advance stating the nature of the early dismissal. Parents/Guardians must meet the child at the school office. For the safety of the student, anyone who is not a parent/guardian must show proper identification.

LOST AND FOUND

Lost and Found can be located near school office. The school is not responsible for personal articles brought to school. All personal items, especially for younger students, should be marked with the child's name so that when an item is found it can be returned to the owner. All lost and found items not retrieved are given to charity at the end of the school year.

LUNCH PROGRAM

Marquette Catholic School contracts with INAC to supply a breakfast, hot lunch with milk or milk only. Checks are made out to INAC. Families in arrears will have a three-day grace period

before hot lunch service is denied. Students are given a sandwich, fruit and milk during the grace period. A free/reduce lunch program is offered through the State of Minnesota. The necessary form needed to request the free and/or reduce cost hot lunch program is located in the school office.

MONEY

All monies are channeled through the classroom/subject area teacher to the school office (i.e. Lunch money, fundraising/donations). Payments *of any kind* should be placed in a sealed envelope marked with the child's name, grade, and purpose for the money.

PARENT/GUARDIAN VOLUNTEERS

Parent/Guardian volunteers assist teachers during school or at home. Through the Home and School Association, parent/guardian volunteers help with various school activities.

All parent/guardian volunteers must know and practice the school guidelines for positive interactions with students. This is essential to maintain the core values of the school community. Adults working with children in the school, including volunteers who have significant interaction with minor children, must complete an online Safe Environment training and background check. This is a diocesan requirement to protect the children in our schools.

SCHOOL DIRECTORY

The school directory is published for the use of all families at the beginning of each school year. This directory contains the names of all students, their parents, their address, email address and home phone number. If a parent does not want this information to be part of the school directory, he or she must sign the Student Information Form requesting not to be a part of the school directory.

SCHOOL VISITS

All visitors to Marquette Catholic School must check in at the school office, fill out and wear a visitor badge prior to entering the school. If at any time parents/guardians wish to speak with a teacher, the parent/guardian must schedule an appointment and inform the school office when entering the school. This is a safety procedure to allow the school to know when visitors are in the school building and the purpose of the visit. Visits to classrooms are not permitted during school hours unless previous arrangements have been made through the school office and with the individual teacher.

STUDENT RECORDS - INSPECTION AND RELEASE

Parents or legal guardians may ask the principal to review the contents of any records collected and maintained on their child. These records may include any of the following:

1. Data identifying the child by any quantifying or qualifying characteristics
2. Summary of completed/attempted academic progress, including grades, standardized test scores, portfolios, and other assessment forms
3. Dates of school attendance
4. Scores of intelligence, psychological, or aptitude tests

5. Interest inventory results
6. Health data
7. Family background information
8. Written observations of counselors and teachers
9. Verified reports of behavioral problems

No student records may leave the school building. Records should be obtained from and returned to the secretary on the same day.

TITLE 11/TEXTBOOK FUNDS FOR NON-PUBLIC SCHOOLS

Our school participates in the government Chapter 11 Block Grant Program. This program allows the school to purchase supplemental educational materials.

Our school participates in various funding programs. An allotment of funds is available each year on a per student basis. Funds are used to purchase textbooks and learning materials for each child. The parent/guardian must sign approval forms at the beginning of the school year for the school to obtain these funds. These funds have provided a significant amount of learning materials and in-service training for our school.

TUITION POLICY

Families may pay their tuition in full by August 31st to Marquette Catholic School. If tuition is not paid for the previous year, parents must make arrangement for tuition payment before the beginning of the new year. One of following options must be decided upon:

- Automatic Withdrawal from a current bank account.
- Payment in full
- Other arrangement approved in advance

A signed tuition contract and paid registration and activity fee are required.

Families delinquent in tuition are expected to contact the Business Office at 218-741-6344, to make payment arrangements. If necessary, legal action will be taken to recover delinquent tuition.

UNIFORM POLICY

Guidelines for kindergarten through grade 6 are as follows:

SHIRTS: Dark navy blue, dark red or plain white with collars, including turtlenecks, can be long or short sleeved. No monograms, colored trim, or colored buttons. Only deviation is the polo with school logo. Only white t-shirts may be worn under the white collared shirts.

SHORTS: (September, May and June only) Khaki shorts are to be modest length – longer than the tips of the fingers when the student is standing at attention.

PANTS, SKIRTS, SKORTS, SCOOTERS AND JUMPERS: Khaki pants are uniform style (i.e. inside pockets in the back). No cargo, carpenter, jean-style pants or shorts. Modest lengths – fingertip length or longer. Plaid skirts, jumpers and skorts are acceptable. (use #9455 when ordering from Donald’s uniforms)

SWEATERS: Pullover, cardigan, vest, crew neck, or v-neck in red OR navy blue (not both in one.) A white collared shirt must be worn underneath.

SWEATSHIRTS: Only school sweatshirts are acceptable. A white collared shirt must be worn underneath.

FLEECE VESTS AND JACKETS: Only school fleece are acceptable. A white collared shirt must be worn underneath.

SOCKS, TIGHTS, AND HAIR ACCESSORIES: White, navy, red or khaki only. Socks are required at all times.

SHOES: Must be safe and appropriate for school. Tennis shoes are acceptable.

BELTS: Preferred but not required. Brown, black, khaki, navy, red, or white.

- Any jewelry worn must be simple and modest.
- Ear piercing is acceptable with a limit of one piercing per ear. Post earrings only.
- No facial piercings, tattoos or dyed hair.
- Out-of-uniform days are at the discretion of the principal.
- Students must dress appropriately for seasonal weather.
- Hats, mittens/gloves, boots, snow pants and jackets are required for winter.
- The principal will review all fads.

VIOLATIONS: Students who are not in compliance will receive a Dress Code Notification to be signed by parents.

VACATION POLICY

The school recognizes the value of travel but also recognizes the difficulty of missing class. Simply doing homework does not replace teacher lecture, science experiments, class discussion, or multi-sensory stimulation. We strongly encourage family vacations to coincide with scheduled days off during the school year. Written notification to the teacher and office is needed if a vacation must be taken. Parents should consult with the teacher two weeks prior to the scheduled time out of school to receive any assignments that would be issued during that vacation period, so these assignments may be handed in prior to the student’s absence. Your cooperation is most appreciated.

VOLUNTEERING

Parental involvement is vital to the success of Marquette Catholic School. Volunteers are needed for the major fundraisers such as walk-a-thon, dinner dance, pie sales, as well as social and enrichment activities such as Catholic Schools Week, Christmas/Spring programs, carnival, and classroom activities. The Diocese of Duluth requires the completion of the Safe Environment

Training and a background check prior to volunteering at any scheduled student activity or classroom event.

WITHDRAWALS

Whenever a pupil is transferring to another school the following steps must be followed:

1. Make an appointment with the principal and/or inform the principal of the transfer.
2. Return all textbooks, library books, equipment, etc., belonging to the school.
3. Pay all outstanding debts (tuition payments, library fines, etc.).
4. Sign the release of records form.

Records will be forwarded directly to the next school after a written request from that school has been received by the school office.

ORGANIZATIONS

ADVISORY COMMITTEE ON CATHOLIC EDUCATION

Marquette Catholic Advisory Committee on Catholic Education is consultative to the pastor and helps the principal in policy formation, implementation, and evaluation; development and fundraising and public relations. Meetings are normally held on the first Thursday of each month.

Parents with concerns about the school or school personnel must take these concerns initially to the person most involved or responsible (principal or teacher). If resolution is not obtained, the principal or pastor is the next step in the process. The complaint and grievance procedure is clearly stated in the handbook. The Advisory Committee is not part of the complaint or grievance procedure.

Diocese of Duluth

Marquette Catholic School does not function in isolation. The most significant relationships beyond those of the immediate faith community are those with the Diocese of Duluth.

The Code of Canon Law states:

“Catholic religious formation and education, which are imparted in any schools whatsoever...are subject to the authority of the Church...and it is the responsibility of the diocesan bishop to regulate such education and be vigilant over it.” (Canon 804)

“The diocesan bishop has the right of vigilance over and visitation of the Catholic schools located in his territory...he is likewise competent to issue prescriptions dealing with the general regulation of Catholic schools...the directors of the Catholic schools, under the vigilance of the local ordinary, are to see to it that the instruction given in them is at least as academically distinguished as that given in the other schools of the region.” (Canon 806).

These canons clearly state the regulatory authority of the bishop over the Catholic schools in the diocese. The size of the diocese, the number of schools, and the enormous demands on the time and person of the bishop make it necessary to delegate responsibility in this area to officials in the Diocesan Department of Education with the expertise needed to help the schools meet diocesan expectations of educational quality and active transmission of the values, principles, teaching, and traditions of the Catholic Church.

The Department of Education is a subsection of the Office of Word. It is composed of the Department of Schools, the Department of Catechesis, the Department of Youth and Young Adult Ministry and Media Department. These four diocesan departments work together to create a vision of education that encompasses the entire human life span. The official that works most closely with the schools is the Director of Schools.

ISD #706

There are services to which all students in Minnesota are entitled, regardless of where they attend school. ISD #706 provides these services the Marquette Catholic School and its students. These services include:

- Transportation to and from school
- Title I instruction and materials
- Nursing services
- Speech/LD services

OTHER AGENCIES

Minnesota Non-Public School Accrediting Agency (MNSAA)

The Minnesota Catholic Conference (MCC) represents the six dioceses in Minnesota. The MCC provides legislative updates, legal information and the contract form used at Marquette Catholic School. www.mncc.org

National Catholic Education Association (NCEA)

The National Catholic Education Association (NCEA) provides a national network for Catholic educators. The NCEA sponsors the national Catholic School Week celebration and the NCEA Convention. www.ncea.org

State of Minnesota

The Minnesota Department of Education (MDE) provides teachers licenses and licensure requirements for all schools in the state. Teachers in the Catholic schools in the Diocese of Duluth are licensed and/or have equivalency.

The Direction of Catholic Schools represents the Catholic schools in our diocese at the state level.

The state provides a number of mandated services to Catholic schools. The services include:

- partial funding for textbooks (nonreligious)
- grant money
- information services

(<http://education.state.mn.us>)

RIGHT TO AMEND

Since situations may arise that are unforeseen and cannot be controlled, Marquette Catholic School reserves the right to amend the contents of this handbook as needed. Parents will be notified of any amendments.

Notice of Nondiscriminatory Policy as to Students

Marquette Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

2017-2018