



MARQUETTE CATHOLIC SCHOOL

1519 S. Quincy
Tulsa, Oklahoma 74120
(918) 584-4631

Pastor: Father Elkin Gonzalez

Principal: Jay Luetkemeyer

Assistant Principal: Tracey Robinson

Let it be known to all who enter here that
CHRIST
Is the reason for this school.
He is the unseen but ever present
Teacher in its' classes.
He is the model of its faculty and
The inspiration of its students.

*Revised July 17, 2018

Marquette Catholic School is accredited by the Oklahoma State Department of Education, the National Catholic Education Association, the Oklahoma Conference of Catholic Schools Accrediting Association, and the Oklahoma Private School Accreditation Commission.

Marquette Catholic School was established as Sacred Heart School in 1918, under the direction of the Ursuline Sisters. The first graduating class was in the spring of 1923. The name "Marquette" was adopted in 1928 to honor Father Jacques Marquette, French missionary and explorer of the Mississippi.

MISSION STATEMENT

The purpose of Marquette Catholic School is to use our commitment to faith and pursuit of academic excellence to evangelize, educate, and form students as disciples who enthusiastically bring Christ to their families, fellow parishioners, and the larger community while preparing for success in their academic and future professional lives.

PHILOSOPHY

Marquette Catholic School exists as a partnership between the parish and community to educate the whole student through a Catholic curriculum and to model a faith-based life through the values of respect, hospitality, faithfulness and compassion.

GUIDING PRINCIPLES

We Believe:

- Each student must be affirmed and each encouraged to strive to achieve one's full potential.
- Education is a partnership among students, teachers, parents, and the community.
- Every teacher is responsible for sharing the Gospel message.
- We must teach students to be productive members of the parish community and global society.
- School curriculum should challenge every child and prepare them well to be successful in catholic high school.
- Setting high expectations academically and behaviorally shows respect for all.
- Parents should be encouraged to participate in school life and volunteer to assist and lead co-curricular activities.
- Keeping students safe from danger at school, including bullying, should be a top priority.
- Students should feel loved and valued at all times.
- Teachers must use a variety of methods and styles to teach and assess students.
- Teachers and parents should communicate often about grades, curriculum, co-curricular activities, and student behavior.
- The school should provide for the regular practice of prayer and access to the sacramental life of the church.
- Foster a non-threatening learning environment.
- Provide student opportunities to develop and exercise leadership skills.
- Encourage and develop student role models through the "Buddies" and other programs.

We stress in our teaching the **SEVEN THEMES OF CATHOLIC SOCIAL TEACHING**.

The Church's social teaching is a rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society. Modern Catholic social teaching has been articulated through a tradition of papal, conciliar, and Episcopal documents. The depth and richness of this tradition can be understood best through a direct reading of

these documents. The themes of our Catholic social tradition are listed below:

- **LIFE AND DIGNITY OF THE HUMAN PERSON**
- **CALL TO FAMILY, COMMUNITY, AND PARTICIPATION**
- **RIGHTS AND RESPONSIBILITIES**
- **OPTIONS FOR THE POOR AND VULNERABLE**
- **THE DIGNITY OF WORK AND THE RIGHTS OF WORKERS**
- **SOLIDARITY**
- **CARE FOR GOD’S CREATION**
- **MARQUETTE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, RELIGION, OR ECONOMIC STATUS**

FACULTY & STAFF

Allred, Maryann	maryann.allred@marquetteschool.org
Baker, Julie	Julie.baker@marquetteschool.org
Detter, Alicia	alicia.detter@marquetteschool.org
Donatucci, Crissy	crissy.donatucci@marquetteschool.org
Douthat, Maria	maria.douthat@marquetteschool.org
Enzbrenner, Holly	holly.enzbrenner@marquetteschool.org
Evans, Julia	Julia.evans@marquetteschool.org
Fernandez, Lorena	Lorena.fernandez@marquetteschool.org
Ginn, Debbie	debbie.ginn@marquetteschool.org
Grinzinger, Cynthia	Cynthia.grinzinger@marquetteschool.org
Hinson, Pat	pat.hinson@marquetteschool.org
Inlow, Lara	lara.inlow@marquetteschool.org
Jenkinson, Dru	dru.jenkinson@marquetteschool.org
Joyce, Barbara	Barbara.joyce@marquetteschool.org
Johnson, Brittany	Brittany.leblanc@marquetteschool.org
Limes, Tina	tina.limes@marquetteschool.org

Lowry, Belinda	Belinda.fricker@marquetteschool.org
Maples, Helen	helen.maples@marquetteschool.org
Marsh, Donna	donna.marsh@marquetteschool.org
Kristin Mayfield	kristin.mayfield@marquetteschool.org
McGranahan, Eileen	Eileen.mcgranahan@marquetteschool.org
Miller, Raigan	raigan.miller@marquetteschool.org
Peterson, Alina	alina.peterson@marquetteschool.org
Seck, Sarah	sarah.seck@marquetteschool.org
Starnes, Tom	tom.starnes@marquetteschool.org
Stoermer, Jamie	Jamie.stoermer@marquetteschool.org
Talley, Alexandra	alex.talley@marquetteschool.org
Theban, Anita	anita.theban@marquetteschool.org
Uhren, Allison	Allison.uhren@marquetteschool.org
Vogt, Stacy	stacy.vogt@marquetteschool.org
Walsh, Deb	deb.walsh@marquetteschool.org
West, Susan	susan.west@marquetteschool.org
Wheeler, Mary	mary.wheeler@marquetteschool.org
Zetik, Megan	megan.zetik@marquetteschool.org

Luetkemeyer, Jay	jay.luetkemeyer@marquetteschool.org
Robinson, Tracey	tracey.robinson@marquetteschool.org

MARQUETTE SCHOOL ADVISORY COUNCIL

The Marquette School Advisory Council is comprised of members of the parish of Christ the King and are appointed by the pastor. The members meet on the first Tuesday of each month.

If any situation should arise that is a cause for concern to a parent, it should be brought to the attention of the child's teacher first. If that does not solve the problem, a Parent Concern Form should be submitted to the Principal or Assistant Principal. If there is a particular subject that needs to be brought before the Council for discussion, a request should be made in writing to the President at least ten days before the next meeting date.

Members:

Father Elkin Gonzalez – PASTOR
Stephanie Vanderslice – PRESIDENT
J P Szafranski – VICE-PRESIDENT
Ann Essman – SECRETARY
Michael Schooley – FINANCE/TUITION
Stephanie Heckenkemper – PUBLIC RELATIONS & DEVELOPMENT
Jennifer Bond – PUBLIC RELATIONS & DEVELOPMENT
Jacob Stoullil – SAFETY/FACILITIES
Alan Creekmore – TECHNOLOGY
Jay Luetkemeyer – PRINCIPAL
Tracey Robinson – ASSISTANT PRINCIPAL
Pepper McGough – ECDC DIRECTOR
Meg Grewal – HOME AND SCHOOL
Brian Dee – ATHLETIC DIRECTOR

HOME & SCHOOL ASSOCIATION

MHSA Mission Statement:

To support Marquette Catholic School, its students, faculty, and staff programs and objectives.

To organize activities that will bring parents and children together within the community environment of the school.

To organize and promote fundraising events that will financially support the needs of the school not included in the general budget.

Officers for 2018-2019:

President: Meg Grewal

President-Elect: Meg Nelson

Immediate Past President (ex officio): Jennifer Blankenship

Secretary: Colleen Calvani

Treasurer: Neil Dieterle

VP of Community-Building Events: Clara Rabb

VP of Family Engagement: Cara Miller

VP of Teacher Support: Kelly Davenport

VP of Ways and Means: Mary Jo Kimbro

Auction Co-Chairs – Jeni Knox and Jennie Miller

RELIGIOUS ACTIVITIES

The goals of the Religious Education Program at Marquette Catholic School are: 1) to foster personal and community prayer; 2) to develop a study of Scripture and the doctrine of the Catholic Church; 3) to foster moral decision-making; and 4) to enable students to live in Christian relationships with others through the practice of the virtues and through service. All students, Catholic or not, are required to attend all religious activities during the school day.

Mass Attendance

All classes, K-8, attend Mass weekly. Once each month, students will attend an All-School Mass, the liturgy being planned by a class. Parents are always welcomed and encouraged to attend Mass. Appropriate behavior and gestures are taught for Mass.

Daily Religious Instruction

Religion classes are taught daily. Second graders are prepared for the Sacraments of First Reconciliation and First Communion by the parish's Religious Education Director, the Pastor, and the 2nd grade teacher.

Faculty Religious Instruction

Catechetical training for the faculty is provided by the Diocese of Tulsa and school administration.

Service Projects

Every class has service opportunities. In order to stress the importance of service, middle school students are required to perform service hours each year.

6th grade is required to perform a minimum of 12 hours for the year.

7th grade performs a minimum of 16 hours.

8th grade is responsible for performing a minimum of 20 hours (5 need to be for the poor).

Special Celebrations and Activities

Penance Services

Advent Services

May Crowning

Stations of the Cross

ACADEMIC STANDARDS AND CURRICULUM

Homework

Homework is planned to meet the needs of the students and has an essential place in the educational program. Homework is designed to:

- Reinforce concepts and skills that have been presented in class
- Foster creativity and discipline through enrichment projects or research
- Train the student to work independently and to accept responsibility

The amount of homework will vary with each student. If your child has no homework or spends an excessive amount of time on homework, the teacher or teachers should be consulted. Parents have a responsibility to provide the student with a sufficient amount of quiet time for homework, a place conducive to study, and a sincere interest in the accomplishment and quality of the work. ON SCHOOL NIGHTS, ACTIVITIES WITH HOMEWORK SHOULD BE MONITORED. THE SCHOOL CANNOT OPERATE AROUND OUTSIDE ACTIVITIES.

You should expect the following amount of time for homework daily:

Grades 1 & 2	20 minutes
Grades 3 & 4	30-45 minutes
Grades 5 & 6	45-60 minutes
Grades 7 & 8	60-90 minutes

Kindergarten parents should read with the student each evening.

Grades K-8 may be assigned daily homework. Only rarely will students have homework on Friday, with the exception of on-going projects. Periodically, the school will have a no-homework night. During these nights no homework will be given.

To help develop students' organization, teachers will write homework assignments and test dates on the board and remind students to turn in their homework. Students in grades 2-5 are required to write assignments in their assignment notebook provided by the school. An agenda is provided for students in grades 6-8.

To reinforce achievement, students will exhibit respect for themselves by doing their best. NON-PERFORMANCE is NOT an option and students are expected to complete all assignments and to return them to the teacher on time.

If you have questions regarding your child's homework or status in class, please contact the teacher directly in lieu of office staff or administration.

Grading

Report cards are distributed quarterly in grades 1 through 8. Kindergarten students receive quarterly progress reports. Middle school students will receive semester grades calculated using the following formula: each quarter, 45% and semester exam, 10%; the yearly average will be the average of the two semester grades.

The factors involved in determining grades for achievement include:

- The quality and quantity of work
- Interpretation and application of knowledge and skills
- Critical thinking, creativity and class participation

Subjects receiving letter grades will be assessed as:

A = 90-100 %

B = 80-89%

C = 70-79%

D = 65-69%

Any score below a 65% is an F.

Promotion / Retention

All promotions, regular and special, shall be decided by the principal in light of the teacher's recommendation and in consultation with the parents and the student, if appropriate. Such decisions shall be based on a total evaluation of a student's growth in all areas of development. If a student receives a failing grade for the year in a core subject, summer school or other work deemed appropriate by the administration is mandatory.

Written proof of summer school attendance will be required for further

attendance. A student failing more than two core classes in a year will be retained or withdrawn.

No Pass / No Play (grades 6-8)

At Marquette Catholic School, participation in any school sponsored athletic activity is NOT dependent on academic performance. This policy is due to the difficulty of following the Buckley Amendment while using volunteer coaches. The school recommends parents use their authority to withhold athletic activities from their children who are doing very poorly in school. Parents are encouraged to use the RenWeb or email their child's teacher to check their children's progress.

Academic activities coached by faculty members will be subject to academic performance. For these activities, students must be passing all classes and may have no more than one "D" in classes.

Assignment Notebooks

Students in grades 2 through 8 are given an assignment notebook for daily homework. This is given for the student to record assignments for the day. Depending on circumstances, teacher(s) may initial that the notebook has been completed. If this is the case for a student, the student will then show the parent the work completed that evening and the parent will sign the notebook indicating that all assignments have been completed. The student will then submit the work to the teacher the following day.

Standardized Testing

Annually, each student, with the exception of Preschool, Kindergarten, and First Grade will take the ITBS norm-referenced test. This testing provides our school and parents with vital information regarding patterns of strengths and weaknesses of our school, curriculum, textbooks and student body. The tests do not fully measure students' creative or artistic powers, nor do they measure one's ability to communicate with others or analyze an issue in writing. What the results do provide is a sharper picture of where our school is, and they will provide guidance as to where our curriculum may need to develop. In this way, the tests provide accountability; keeping in mind, of course, that our school is driven by preaching the love of Christ, not test scores.

Curriculum

The school's curriculum is reviewed and updated annually according to: student progress, teacher evaluations, standardized test scores, and requirements of the State of Oklahoma, NCEA and OCCSAA.

CO-CURRICULAR ACTIVITIES

Because Marquette Catholic School is committed to educating each student's intellectual, physical, spiritual and social aspect, the school provides the following sports and activities to our students:

(Note: many of these sports and activities require a volunteer coach or moderator and cannot be provided unless such a volunteer steps forward.)

Volleyball for girls in Middle School
Basketball for girls and boys in Middle School
Academic Bowl Teams
Student Council
MathCounts League
Crossroads Learning
Geography and Spelling Bees
JA Biz Town
Junior Achievement
Diocesan Track Meet
Art Contests
Engineering Fair
Play Productions
Scouting, boys and girls

Marquette School Athletic Association: the policies for the school's athletic association and the Diocesan Middle School Athletic Association will be posted on our website.

DISCIPLINE

Good behavior habits and a positive attitude toward school and learning originate in the home. The values and feelings you hold toward our school will most likely be the values and feelings your child holds. A child cannot be expected to learn self-discipline in school without support from the home. We believe that school and parents must work together.

Adherence to Christian values, consistency, fairness and good preparation are the chief means to maintain and create a climate of freedom and self-discipline among students. We have great students at Marquette and are very proud of their behavior. However, despite this, rules are needed which help create a better learning environment. As a standard for all, students are expected to be respectful of peers, school personnel, of property and of rules and procedures.

Wrong behavior choices by students will result in natural and logical consequences. The following described behaviors should be viewed as representative of the wrong choices which most frequently cause disruption of the educational process. Other behaviors not listed may be disruptive and will be subject to the authority of the classroom teacher and the principal.

Unacceptable Behaviors, General

- Back-talking and rudeness toward teachers
- Rudeness toward classmates
- Improper behavior—language, gestures, noises...
- Disrupting class—interrupting or obstructing the educational process. Applies to behavior in Church, cafeteria, gym, playground and at school activities
- Un-preparedness—failure to complete assignments or have necessary supplies

Response from Teacher and Office

- The teacher will discuss the problem with the student (verbal warning). Classroom teachers may also use warnings, time-outs, and loss of privileges.
- If the misbehavior is repeated, a written notice of the problem will be sent to the parent. A parent conference may be requested to discuss possible solutions. The principal will be notified.
- On the third occasion, the principal, teacher and parent will meet in conference to discuss the problem.
- The fourth incident may result in the student receiving detention (before or after school or on Saturday) or being suspended.
- Repeated misbehavior may result in expulsion.

Unacceptable Behaviors, Specific

- Verbal or physical threats to teachers, staff or students
- Weapons—anything used to inflict harm
- Possession or exhibition of obscene materials
- Stealing
- Fighting—pushing, shoving, throwing things...
- Grossly inappropriate behavior, including forging parent signatures

Response from Teacher and Office

- The above behaviors may result in detention or immediate suspension (in-house or at home).
- The above behaviors may result in expulsion.
- Some counseling and/or assessment by a professional may be required before a student is accepted back into the school at the parents' expense.
- Law enforcement officials may be contacted.

Alcohol, Tobacco and Illegal Drugs

- Students are strictly prohibited from consuming, possessing or being under the influence of alcohol, tobacco or any other controlled dangerous substance to include K-2. If a violation occurs, the following steps will be taken:
 1. Parent will be notified immediately.

2. Appropriate law enforcement and/or medical personnel will be notified (at discretion of principal).
3. Student will be suspended for at least three days and may be expelled.
4. Student will undergo substance abuse evaluation and possibly counseling at the expense of the parents.
5. A behavior contract will be drawn and signed by the student, parent and school.
6. Subsequent violations will result in the student being expelled.

Any type of distribution or sale of tobacco, alcohol or controlled dangerous substances will result in immediate and permanent expulsion. Law enforcement officials may be notified.

Suspensions under this policy refer to in-school suspension. During in-school suspension the student is given assignments and does them at a designated spot away from other students, the student does not go to lunch or have contact with classmates. If a child is suspended, he or she may spend the suspension under the direction of a substitute teacher. The parent is responsible for the cost to hire the substitute if a substitute is warranted because other school personnel are unavailable for supervision. All assignments are due the next day, all tests given these days will be done while at in-school suspension, and the student may not participate in Marquette sponsored after school activities (sports, etc.).

Marquette Middle School students may be subject to detention after school or on Saturday as determined by the faculty and administration for violation of classroom/and or school rules. Detention may be issued for breach of classroom and/or school rules. Any staff member of Marquette may issue a detention. Detention takes precedence over appointments, practices, lessons, ball games, etc...

Firearms and Weapons

A student who brings a firearm or weapon to School or to a School-sponsored activity is subject to immediate expulsion from the School. A weapon is defined in the following description given by the Gun-Free Schools Act, 1994: A “weapon” means a firearm as defined in Section 921 of Title 18 of the United States Code. Included within the definition:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any weapon described above.
- Any firearm muffler or firearm silencer.
- Any explosive, incendiary or poison gas to include bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or similar device.
- Any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

Marquette is concerned for the safety of students and employees. Therefore no weapons of any type (guns, knives, etc.) or look-alike toy weapons are permitted.

Federal law prohibits the possession or discharge of guns within a distance of 1,000 feet from School property. Therefore, Marquette will not tolerate possession of a dangerous/deadly weapon on School property.

Any student who brings a weapon to School will be expelled permanently and may not apply for readmission at another date. Appropriate law enforcement agencies will be contacted as will parents. Students then in turn will be prosecuted. Look-alike toy weapons will be confiscated and student may be suspended or expelled.

In conjunction with the above, toys of any type are not to be brought to school or are permitted.

Threatening injury to self or others

If a student threatens violence or injury to self or others, the following procedures go into effect immediately.

- Parents are informed

- Student is suspended from School with the possibility of expulsion. In order for readmission, the following must be in place:
 1. School is provided with written documentation from a health care professional that student does not present a danger to self or others. This is done at parents' expense.
 2. Student participates in on-going counseling required by the School at parents' expense until student is released by a health care professional.
 3. Final disciplinary action may result in expulsion.

Hazing Policy

Marquette will not tolerate any form of hazing of students or student athletes. Any coach or activity sponsor with specific knowledge of events taking place or any person who suspects such an event has taken place and who fails to report said event to the administration of Marquette will be immediately suspended and/or dismissed from his/her position. Any further disciplinary action will be at the discretion of the administration of Marquette School.

Cheating

The administration and faculty expects students to be young women and men of personal integrity in all activities of their lives. Cheating is a sin that violates the Seventh Commandment (Thou Shall Not Steal) and the Eighth Commandment (You shall not bear false witness against your neighbor). Regarding their personal honesty and academic work, the following premises should be understood by all students, parents, and/or guardians as constituting cheating.

- Copying of another person's homework or providing the work to be copied is considered cheating. Working problems with other students, getting pointers, etc., with the goal of learning and completing an assignment is permissible, but copying another's work and/or answers is not permitted.
- Copying any portion of another person's quiz or test.
- Looking at any material not provided or directed by the teacher during a test or quiz.

- Giving answers to others on a test or quiz, unless directed by the teacher.
- Informing others of test or quiz items before they take a test or quiz.
- Failing to indicate by means of parenthetical note, footnote or endnote that a phrase or sentence was copied from a source other than the student writing the assignment. This is called “plagiarism.”
- Submitting an assignment that was completed by a group when a teacher intended the assignment to be completed by an individual.
- Printing/purchasing any type of product from the Internet and turning it in as your own work.
- Texting peers during class advising them of content. Texting is not allowed in school. If caught, phone will be confiscated and will not be returned until parent along with student discusses with administration. A \$10 fee will be assessed for confiscated items.

Students who are caught cheating will receive reduced or no credit on that particular assignment.

Stealing

If a student is found stealing anything from the School or an individual, the merchandise or cash must be returned and student will be subject to consequences which may include detention, suspension or expulsion. Students are not to take materials from other student’s lockers or desk without the express permission of that individual.

The principal and or assistant principal are the final arbiters in all disciplinary matters. The principal reserves the right to amend or by-pass any or all of the above actions as he/she deems. Students under suspension may not participate in any school-related activities. The decision to expel a student is made by the principal with the consent of the pastor.

SCHOOL UNIFORMS & APPEARANCE GUIDELINES

ALL STUDENTS: Must look clean, neat and professional

Belts: Belts are required with shorts or slacks. Belts are to be solid brown or black with a simple buckle. No rivets or decorations should be on belts.

Sweatshirts: Marquette sweatshirt may be worn (Navy blue only). Fleece pullovers with the Marquette logo may be worn with a uniform shirt underneath. No Hoodies are to be worn in class.

Hats: No hats are allowed or are part of the uniform.

Socks: Solid white or black socks. All students must wear socks. Ankle/Tennis socks are permitted but must be visible. Girls may wear tights (gray, black, blue or white) or knee socks.
No leggings.

Shoes: Only soft or rubber-soled shoes are acceptable. They are to be primarily white, gray, brown, black or blue (No green, red, orange, purple or other hue as a primary color). NO SANDALS, HEELIES (SHOES WITH WHEELS), CLOGS, OPEN-HEELED SHOES, BOOTS, SHOES THAT LIGHT UP OR PLAY MUSIC, OR ANY TYPE OF HIGH-HEELED SHOE, OR FLATS ARE PERMITTED.

- *There are to be no logo, designer names, extra zippers, or markings on shirts.*
- *Dry fit shirts are not an option for uniform shirts.*
- *The wearing of shorts (boys or girls) will be a parental decision, please consider weather conditions when deciding.*
- *We also strongly encourage parents to have children wear skirts or jumpers (girls) or long pants (boys or girls) on days when they have weekly or monthly Mass.*
- *The school strongly recommends that uniforms, gloves, hats, scarves, boots, sweaters, jackets, lunch boxes, and book bags be carefully marked in permanent ink with the child's first and last names.*
- *Boys in grades 6-8 may wear a tie on Mass days if they choose. Ties must be in good taste and worn appropriately.*

- *Uniforms should be cleaned and pressed. No torn clothing allowed.*

GIRLS:

Girls' uniforms are available through C & J School Uniforms, located in the Fontana Shopping Center, 51st and Memorial.

Grades K-4:

Blue and gray plaid jumper may be worn but must be an appropriate length. The rule for determining length will be as follows: while kneeling down, the space between the floor and hem should not exceed the width of a dollar bill.

White or oxford blouse, with button-down collar, shorts or long sleeves, or a white, golf-type knit shirt, or a Peter Pan collar style shirt. T-shirts underneath uniform shirts must be solid white (**No underarmour or insignias allowed**). Navy blue or Khaki dress slacks or walking shorts may be worn year round. Dress slacks may contain no pocket flaps, Velcro, additional zippers, or pockets on the legs. No skorts, bell-bottoms, or hip-huggers are allowed. **All shirts must be buttoned up and tucked in at all times.**

Grades 5-8:

Blue and gray plaid uniform skirt. Fifth grade girls may wear blue and gray plaid uniform jumper. White or blue oxford blouse, with button-down collar, short or long sleeves, **or**, a white or navy blue golf-type, knit shirt may be worn. Navy blue or Khaki **dress** slacks or walking shorts with a belt may be worn year round. Dress slacks or shorts may contain no pocket flaps, Velcro, additional zippers, or pockets on the legs. **No bell bottoms, tight pants or shorts, or hip-huggers are allowed.** T-shirts may be worn under the uniform shirt and must be white. (**No underarmour or insignias allowed**). **All shirts must be buttoned up and tucked in at all times until the student has been picked up from school (not including those students in after school care.**

8th grade girls only may wear khaki skirts as they will in most cases carry over to high school.

- The rule for determining appropriate length will be as follows: while kneeling down, the space between the floor and hem should not exceed the width of a dollar bill.
- Shorts may be worn under the uniform, but may not hang below the hemline.
- Jewelry may consist of one ring per hand, one bracelet per hand, post earrings no larger than a dime, and/or single necklaces with a Christian emblem. Studded bracelets are not acceptable. No body piercing other than ears; no tattoos. **ONLY CLEAR NAIL POLISH MAY BE WORN.** No multiple earrings. Earrings are to be worn only in the ear lobe.
- Hair must be neatly groomed, and out of the eyes. Make-up, worn in good taste, is acceptable. Hair color must be of natural hair colors only and not streaked. No hair dye or bleaching.

BOYS:

Boys' uniforms are available through C & J School Uniforms, located in the Fontana Shopping Center, 51st and Memorial.

Pants, Grades K-8: Navy Blue or Khaki dress pants or walking shorts (See sample in office) hemmed to a proper length and worn with a belt. Dress slacks and shorts may contain no pocket flaps, Velcro, additional zippers, or pockets on the legs. No bell-bottoms or hip-huggers allowed.

Shirts, Grades K-5: Solid navy blue or white golf-type, knit 2 or 3 button shirt with collar, short or long sleeves. Dry fit shirts are not acceptable.

Shirts, Grades 6-8: Solid navy blue or white golf-type, knit 2-3 button shirt with collar, short or long sleeves OR white or blue oxford cloth shirt with button-down collar. Dry fit shirts are not acceptable. T-shirts worn under the dress shirt are to be white (**No underarmour shirts, no insignias**). **All shirts must be buttoned up and tucked in at all times until the student has been picked up from school (not including those students in after-school care)**

- Hair should be neatly groomed, off the collar, and not below mid-ear and above eyebrows. Hair color must be of natural hair colors only and not streaked. No hair dye or bleaching. No faux-hawk, Mohawk or other non-conservative haircuts are permitted.
- Facial hair (beards, mustaches, goatees etc.) is not permitted. Sideburns should not be below mid-ear.
- No piercings of any kind. No studded bracelets. No tattoos. No earrings. A single necklace with a Christian emblem may be worn. One ring per hand. One bracelet per hand.

Blue and gray “Hoodie” sweatshirts may be worn with a uniform shirt underneath only at recess.

DRESS GUIDELINES FOR ALL STUDENTS:

- Clothing must be appropriately fitted, cleaned and pressed. No sagging or skin-tight clothing permitted.
- Clothes may not be ripped, torn or frayed.
- Hats and sunglasses are not permitted.
- No buckles, buttons or clothing with concert/drug/alcohol related words, symbols or pictures. No clothing depicting violence, heavy metal or gang themes. No studded apparel.
- No writing on arms or other parts of the body. No tattoos or body piercing.
- Hair should be clean, combed, and student’s natural color. No hair dye, streaking or bleaching.

FREE DRESS: Free Dress consists of clean clothing in good repair. Jeans, dresses, skirts, dress pants, dress/walking shorts, dress shirts or T-shirts may be worn by any student. Walking shorts may be no shorter than fingertip length and skirts must be uniform length. NO concert, drugs or alcohol references will be allowed. Also, no spaghetti strap shirts, tube-tops, tank-tops, hip-huggers or shirts or pants that expose the belly will be allowed. Sweat outfits and athletic clothing (including gym shorts) are not acceptable attire for free dress. Uniform shoes must be worn on free dress days (No flip-flops, CROCS, slippers, sandals etc.).

SPIRIT DAY/FREE DRESS - Will occur the 1st Friday of each month. Students may wear a Marquette spirit shirt, athletic jersey from the school, or sweater from either the current year or past years along with blue or

black jeans, or shorts (No tight or short shorts permitted), uniform pants or shorts.

If a student violates the free dress uniform policy, the student's parents will be called to bring a change of clothing, or the student may wear a uniform from the uniform closet. Student may be prohibited from attending class until a clothing change is made available and may also forfeit his/her free dress privilege/spirit dress for an indefinite period..

TUITION AND FINANCES

Tuition Payments

It is essential to the financial stability of Marquette Catholic School that each family meets its financial commitments to the school in a responsible and timely manner. The school is dependent on the funds committed in your tuition contract. All tuition payments and questions regarding balances are to be directed to the financial administrator of Christ the King Parish, 584-4788.

Eligibility for Parish Tuition

To qualify for the "Active Parishioner Tuition Rate" the student's family must qualify annually as Active Parishioners based upon the following criteria:

1. Attendance at Mass at Christ the King Church on a regular basis.
2. Financially support the Parish, commensurate with one's ability, through the use of the envelope contribution system, on a regular basis.
3. Active participation in Parish and/or School activities and giving of one's time and talents through those activities.

Tuition Committee

The Tuition Committee shall review all applications for Active Parishioner Tuition Rate and shall determine those students who qualify after consultation with the Pastor and Principal, based upon the criteria set forth in the Policy regarding Eligibility for Active Parishioner Rate.

The Tuition Committee shall consist of three to five parishioners appointed by the Pastor. Where possible the members of the Tuition Committee shall not be parents or grandparents of students at Marquette School. Only the Pastor and Principal shall know the identity of the members of the Tuition committee.

Adopt-A-Student

The Adopt-A-Student program is an annual fund-raising effort sponsored by Christ the King Parish. It is an appeal for additional personal and financial support of parish members attending Marquette School. It provides the opportunity for all parishioners to invest in the academic and religious education of an “adopted” student.

Parents in need of assistance apply each year in April for the following school year.

Christ the King/Marquette Endowment Fund

This trust is created and operated exclusively for the benefit of Marquette School and other religious educational activities, which are under the jurisdiction of the Marquette School Advisory Council. The only activity to be carried on by the Trust is the investment of its principal and the distribution of its income to educational activities sponsored by the Board of Education.

PARENTS IN EDUCATION

The administration, faculty, and staff at Marquette Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children.

Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, and psychologically. Your choice of Marquette School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Marquette Catholic School, we trust you will be loyal to this commitment. During these formative years (preK-8th), your child needs constant support from both parents and faculty in order to develop. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. MARQUETTE WORKS WHEN KIDS DO THEIR WORK AND WHEN PARENTS SUPPORT OUR EFFORTS TO MAKE CHILDREN WORK. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to

partnership as we support one another in helping your child become the best person he/she is capable of becoming.

As partners in the educational process at Marquette, we ask parents

- To set rules, times, and limits so that your child
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time;
 - Has necessary materials

- To actively participate in school activities such as parent-teacher conferences.

- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student

- To notify the school with a written note when the student has been absent

- To notify the school office of any changes of address or important phone numbers

- To meet all financial obligations to the school

- To inform the school of any special situation regarding the student's well-being, safety, or health

- To complete and return to school any requested information promptly

- To read school notes and newsletters and to show interest in the student's total education

- To support the religious and educational goals of the school

- To support and cooperate with the discipline policy of the school

- To treat teachers with respect and courtesy in discussing student concerns

In order for the school to work effectively with a child it is imperative that the home and the school be on the same page philosophy-wise.

Differences in philosophies will cause problems between the School, the parent and child. If the School philosophy is not supported at home, then a change to another school may be warranted.

By coming to Marquette, a partnership is formed between parents and the School. Just as a parent has the right to withdraw a child, if desired, the School administration reserves the right to require withdrawal of a student based on in and out-of-school behavior and if the partnership is irretrievably broken.

PROCEDURES

Admissions Policy

Kindergarten and First - - Students entering Kindergarten should be 5 years old by September 1st, and that students entering 1st grade be 6 years old by September 1st. A copy of each student's birth certificate is needed to verify that the child meets this requirement.

Testing completed by a qualified individual or agency is valuable information to the school. A copy of all testing information should be made available to Marquette School for placement purposes for all new students being admitted into the school.

Students applying for entrance into Kindergarten must take a readiness test. All new students, grades 1 to 8, applying for entrance to Marquette School must supply all existing records and testing results from their previous schools. School personnel may administer the ITBS Test to all new pupils (Grades 3-8) at a designated time. An evaluation of the Test and other existing records will be reviewed by the principal and teacher(s) to determine placement of the student in Marquette School. Within the first

six weeks, from time of entry into the school, a conference between the student's parents, and teacher(s) will be held to review the student's strengths and weaknesses.

All new students must provide their birth certificate, Baptismal records (where applicable), along with proof of adequate immunization as required by Oklahoma state law. Physical exams are required for all students in grades 1, 3, 5 and 7.

Admissions Requirements

The order of priority for acceptance for new students, who have met entrance requirements, shall be as follows:

- 1) Children of active parishioners participating in the sacrificial giving program with siblings in the school.
- 2) Children of active parishioners participating in the sacrificial giving program without siblings in the school.
- 3) Children of active parishioners with siblings in the school.
- 4) Children of active parishioners without siblings in the school.
- 5) Children of other families with siblings in the school.
- 6) All other applicants, including non-active parishioners, out-of-parish Catholics and non-Catholics.

The pastor may, at his sole discretion, use such other factors as he may deem appropriate and may make exceptions to the foregoing policy on a case by case basis.

The following definitions shall be used for the purpose of this admissions policy:

“Active Parishioners Participating in the Sacrificial Giving Program” is defined as a family who tithes a percentage of their income to Christ the King Church and who give substantially to Christ the King Church and/or Marquette School of their time and talent and who attends Mass regularly at Christ the King Church.

“Active Parishioner” is defined as a family who gives substantially to Christ the King Church and/or Marquette School of their time, talent and treasure and who attends Mass regularly at Christ the King Church.

“Family” is defined as the student, his or her brothers and/or sisters and his or her parents. For purposes of this admission policy the fact that grandparents and/or other relatives of the student are active parishioners will not qualify the student for the active parishioner priority except in extraordinary circumstances and upon application to the pastor.

Attendance & Tardies

Prompt and regular attendance at school is essential for success. Student’s must be on time and in attendance to be successful at school. Before-school care begins at 7:15; students are to report to the cafeteria for before-care. There is no fee for before-school care. Classroom doors open at 7:45 am with classes beginning at 8:00. However, we want all children in place at 7:55 so we can begin the day promptly at 8:00 a.m. Children arriving after 8:00 are tardy and must report with their parents to the office for a tardy slip before going to class. **Excessive tardiness will not be tolerated.** Being tardy puts a student at a disadvantage as he/she arrives late for a class that has already started the learning process. Teachers are then put in the role of trying to help that individual student catch-up which in turn has an impact on the students who had already begun their lesson. Being late slows the down the learning process.

If a child is tardy, the parent **MUST** come to the school office to sign the child in. If the parent does not sign in the child, the parent will be called and the child will wait in the office until the parent arrives.

If a child is absent from school, please call the office (584-4631) before 9:00am on the day of the absence. When your child returns to school after an absence, a note should be sent to the teacher stating the reason for the absence. Requests for homework should be made only when the student is absent for more than one day. These requests must be made before 9:00am on the day of an absence. Do not request homework unless it will be picked up between 3:00 and 3:30 on the day it is requested. If requested homework is not picked up, no further request for homework will be granted. Parents are asked to avoid scheduling family vacations during times when school is in session; as prolonged absences can have a

detrimental effect on a student's academic progress. Teachers cannot be expected to give assignments in advance of a significant absence.

All school work missed during an excused absence may be made up. It is the responsibility of the student to meet with his/her teacher to acquire missed assignments and/or makeup work as well as returning it to the teacher within specified time limits. No penalty shall be assessed for makeup work as long as it is turned in or made up in the same number of days the student was absent plus one extra day. For example, a student who is absent four days will have homework due on the fifth day the student is back in class unless homework has been requested to be completed during the student's absence. If a student fails to get the work from the teacher or turns it in past the deadline, work will be considered unfinished and graded accordingly.

The maximum a student may be absent and still receive credit for a semester will be 15 days. This limit includes excused and unexcused absences. The only exception will be in the case of extended illness when the student has been able to do makeup work at home.

Any child who has not been present for the required number of school days, may need to attend summer school prior to receiving promotion

Bullying

In our efforts to create a school climate which reflects the love and action of Christ, the following policy has been created. The policy applies to all students, employees, and volunteers and covers four areas of bullying: Physical (hitting, kicking, pushing, harming property, threatening), Social (gossiping, spreading rumors, ostracizing, humiliating, harassing), Emotional (insulting gestures/remarks, name-calling, teasing) and . Consequences for bullying action include, but are not limited to: mediation, parent notification, lost privileges, being sent to the principal, loss of merits, being sent home, counseling, completion of the "Think About It" worksheet. Continued violations will result in further disciplinary action. The policy (below) is deliberately simple and straightforward, but makes the point that bullying and harassment have no place whatsoever at our Catholic school.

Any student who is or has been subjected to harassment by another person on school grounds, at school-sponsored activities, or at school-sanctioned events, or knows of any student who is, or has been,

subjected to harassment, should report all such incidents to his/her teacher or principal. Any sexual harassment complaints will be investigated.

Sexual harassment includes unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature. Inappropriate conduct includes unwelcome sexual flirtations; advances or propositions; verbal abuse of a sexual nature; subtle pressure or request for sexual activities; graphic or verbal commentaries about an individual's body; sexually degrading words used to describe an individual; display of sexually suggestive objects or pictures, sexually explicit or offensive jokes or physical assault.

Campus Rules

1. Under no circumstance is any student to leave campus to retrieve a ball, etc., without verbal permission and direction from the teacher on duty.
2. No picking up or throwing stones, sand, gravel, or gum balls.
3. No "tackle" football or slide-tackle soccer.
4. Snowballs are not allowed anywhere on school or church property.
5. No toys should be brought to school.
6. No P.E. equipment may be used during lunch.
7. No chewing gum, candy, or food is allowed anywhere on parish grounds except at teacher-permitted classroom parties.
8. No one is to congregate under the building's windows or on the building's steps.
9. Students will take correction from any faculty member on duty.
10. No climbing on backstops or fences and no hanging on the basketball goals.
11. No use of cell phones is allowed during the school day. The same applies to texting.

Child Abuse Laws

Marquette School abides by the Child Abuse laws of Oklahoma. This law mandates that all cases of suspected abuse and/or neglect be reported to Children & Family Services.

Closing of the School

In the event of snow or other inclement weather, Marquette School will act independently of Tulsa Public Schools. Announcements will be made primarily through email and RenWeb text alerts when school closes because of bad weather.

Change of Address

A change of address, job information or of telephone number should be updated on RenWeb by the parent. The office must also have at least one Emergency telephone number on file.

Contagious Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chicken pox, tuberculosis) shall not be permitted at school or school-sponsored activities as long as the possibility of contagion exists. To determine the diseased condition or the liability of transmitting the disease, the principal may require a student to be examined by a physician.

Deliveries

We do not allow deliveries for students during the school day which are not needed for academic reasons. Gifts for holidays, special occasions, etc., cannot be delivered to the classroom without creating a disruption and is not permitted.

Directory

Each family which has paid Home & School Association dues will receive a directory listing students' and parents' names, addresses, phone numbers, and email addresses. The directory should be used to acquaint parents with the names of their children's classmates and parents. These directories should not be **used** or **sold** for business or other purposes.

Dismissal

Students are to leave the premises at 3:00 p.m. unless other arrangements have been made. Any student for whom no other arrangements have been made and who has not been picked up by 3:15 will be sent to After School Care. The normal “drop-in” rate will be charged. Students may not leave campus to go to a nearby restaurant/business then return. Also, students are not to go to the playground after school unless they are checked into aftercare.

Students can be dropped off and picked up in the parking lot, on Quincy Avenue or on 16th Street. **STUDENTS ARE TO CROSS WITH THE CROSSING GUARD.** Please instruct your child as to where to meet you.

If a parent wishes his/her child to be picked up before the regular dismissal time, it is essential that the parent, or an adult given permission by the parent, **GO TO THE OFFICE AND SIGN OUT THE STUDENT BEFORE LEAVING.** The student will then be called to the office for you. Adherence to this rule ensures the safety of all students.

Emergency Care

If a student becomes ill, or has an accident at school, school personnel will provide first aid and attempt to notify the parents/guardians as soon as possible. In an extreme emergency AND/OR if the school cannot reach the parent/guardian, EMSA or other emergency medical services may be called. Expenses for emergency care will be directed to the parent/guardian if a student is seriously injured in an accident or becomes seriously ill at school. Parents/guardians should notify the school of work and home telephone number changes to avoid delays in contacting them for emergencies.

Every student is required to have emergency information on file in the school office. This information should include parent/guardian work numbers, as well as the name, telephone number, and relationship of two

people who can be contacted if the parent/guardian cannot be reached. It is the parent's/guardian's responsibility to keep this information updated.

Emergency Drills

Students will participate in emergency drills several times throughout the school year as designated by the Diocese of Tulsa. These may include but are not limited to Fire Drills, Tornado Drills, Lockdowns, or Stranger On Campus.

Facilities Maintenance

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at this school and at the Catholic Schools Office in the chancery Building if you wish to see it.

Be advised that Marquette School is free of asbestos.

Fads

Each year there are a few new "fads" that show up at school. These, of course, cannot all be listed, nor a regulation be devised to specifically cover them. When a "fad" interferes with the appropriate learning atmosphere or becomes a nuisance, then that nuisance will be eliminated. Just because something is not covered in the handbook does not mean that it will be acceptable at school. The Principal will make those decisions as necessary during the course of the year.

Field Trips

Field Trips are arranged by the classroom teachers. These trips are grade-level appropriate and always have stated educational objectives.

Permission slips and information concerning the nature and cost (if any) of the trip are sent home to parents well in advance of the trip. Each child who participates in a field trip must, by law, have returned a signed permission slip. The school CANNOT ACCEPT phone calls in the place of this permission form. Students must ride to and from the field trip with their class with not stops in between unless otherwise directed in advance.. Please read below “Transportation of Students”.

Individual teachers in consultation with administration reserve the right to deny student participation on a field trip due to poor conduct or performance.

Copies of the field trip permission form can be found on the website and in the back of this handbook.

Head Lice

Students who are found to have head lice are excluded from school until adequately treated, free of lice, and have no nits within one-half inch of the scalp.

Screening Procedure:

1. Classroom screening is done on an as needed basis.
2. Screening of the students is done in the classroom or in the health room. The brightest possible light should be used. The entire head should be checked by parting the hair into small sections. Tongue Blades or applicators may be used to part the hair. Alcohol sponges are used to wash hands between students. If lice or viable eggs are found, the student is sent home.
3. The parents are notified and a copy of the first letter to parents is sent home with the child, giving instructions for treatment of the child and control measures for the home.
4. The child may be returned to school by presenting proof of treatment (a note from a physician, a note from the school health department, or the box from the appropriate medicated shampoo). The student will be checked. If the treatment was not satisfactory, he/she will not be admitted to school.
5. Seven to ten days after the child was treated, the second letter to parents is sent home. The procedure for returning to school is the same as was previously mentioned.

NO STUDENT WILL BE ADMITTED TO CLASS WHO HAS EITHER EGGS (NITS) OR LICE LEFT IN THE HAIR. PARENTS MUST NOTIFY THE SCHOOL IF THE CHILD HAS HEAD LICE.

Homeroom Placement Information

The majority of children perform successfully in a variety of classroom environments. The ability to adjust to different teacher personalities and a diversified classroom of students is an important life skill. For most students, specific classroom placement requests are not an issue.

Placement decisions are made at Marquette by gathering information from teachers. The Principal and Assistant Principal will use this information in order to create a well-balanced classroom environment. Other factors for placement include boy/girl ratio as well as the academic, social, physical and emotional needs of students. Administrators will make the final decision in generating class lists for each homeroom after gathering all the facts.

If you have concerns about your child's homeroom placement, please consider the following when making placement requests.

***Please do not make individual teacher requests.** Please let administration know the type of teacher who might work best with your child.

***Separating individual students** may need to be done to insure a productive classroom environment. Please let administration know if there is a concern realizing because of the smallness of the school it may or may not be a possibility.

***If you have information** that you feel is important to share concerning placement of your child, this information **must be provided in writing.** **No phone calls to make requests will be accepted.**

Illness

If a student appears to be ill while at school, the student will be sent to rest, and a parent will be notified immediately. Every effort to pick him up

quickly is appreciated. After the required sign-out procedure has been completed, the sick child will be dismissed.

If your child exhibits any of the following symptoms, please **DO NOT** bring him/her to school.

- Fever of 100 degrees or higher within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Unusual coughing, runny nose and eyes
- Rashes on the skin
- Student is incapacitated to the point of not being able to attend all classes or negotiate stairs (no area for supervision available)

MENINGOCOCCAL MENINGITIS

Meningococcal Meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk.

SYMPTOMS include severe headache, high fever, stiff neck, nausea and vomiting, numbness and a loss of feeling, light sensitivity, confusion, rash and seizures. A person may not have all the symptoms or may not have them all at the same time.

MENINGITIS can be caused by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns.

MENINGITIS may be prevented by avoiding the behaviors that spread it or by receiving a vaccination. Ask your child's health care provider about how to protect your child.

Immunizations

Oklahoma State law requires that all students be immunized against diphtheria, pertussis, tetanus, rubella, and poliomyelitis before admission into school. The parents must provide proof of this immunization by presenting to the school office before the beginning of the school year a complete immunization record signed by a doctor.

The Oklahoma State Department of Health recommends all children be fully immunized (5 doses of DTP, 4 doses of polio, and 2 doses of MMR) before kindergarten enrollment. Current school immunization requirements include at least 4 DTP or DT shots, three doses of polio vaccine, and one dose each of measles, mumps, and rubella vaccines received on or after the child's first birthday. A tdap booster is needed in seventh grade.

ALL CHILDREN ENTERING KINDERGARTEN OR THE 7TH GRADE WILL BE REQUIRED TO HAVE 3 HEPATITIS B AND TWO HEPATITIS A VACCINATIONS.

Internet Usage and Technology

Any student who will use the internet services at school must have on file a signed (by parent) acceptable use agreement form. This form is available in the school office or from the Marquette Technology teacher. Any student using a computer inappropriately will not be allowed to touch a school computer for the remainder of the academic year.

Marquette Catholic School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may; subject the student to consequences. Inappropriate use includes harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.

Marquette does not actively monitor student use of technology outside the school (Internet blogs, chat rooms etc.). While our filtering system establishes some parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Library Books

Books need to be turned in on time. Students are not allowed to check out books until the old ones are returned. Lost books are required to be replaced; parents will be responsible for purchasing the book and

delivering it to the school office. Report cards may be held if books are not returned or paid for if lost.

Lost & Found

The school strongly recommends that uniforms, gloves, hats, scarves, boots, sweaters, jackets, lunches, and book bags are carefully marked with the owner's name. During the school year, the school personnel will try to help students become more responsible for their personal belongings. Parental cooperation in this endeavor is requested.

All lost items will be kept in a designated area in the school office. **Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity. Any articles left after the last day of the school year, will be donated to charity.**

Lunches

Students may purchase lunch from the cafeteria or may bring their own. Student lunches should never include glass containers. Parents are discouraged from bringing lunches from carry-out restaurants.

All students are expected to conduct themselves in a mannerly and orderly fashion while in the cafeteria and must abide by cafeteria rules so that everyone's lunch will be pleasant, comfortable and relaxing.

Behavior guidelines for the cafeteria are:

- Students are expected to follow directions and do as they are asked in the cafeteria at all times.
- Students may visit in a quiet and orderly manner. Inside voices only.
- Students are to show respect for adults in the cafeteria by following instructions, utilizing good manners etc.
- For safety reasons, students are to remain seated at all times until given permission to get up or until dismissed.
- To avoid hurt feelings, seats may not be saved.
- No tossing or throwing of any items.
- Students are not to break the lunch line or to save places in the line.
- Food and drinks are NOT to be taken out of the cafeteria.

- Students are responsible for leaving the table area clean when they are dismissed. Trash should be picked up and thrown away.
- For safety reasons, all students should be in the cafeteria during their lunch period. No student is to be in the classroom, halls or any other part of the building during lunch unless permitted and supervised by a teacher.

Medications

NO MEDICATION INCLUDING OVER THE COUNTER MEDICATIONS CAN BE ADMINISTERED TO ANY CHILD BY SCHOOL PERSONNEL WITHOUT AUTHORIZATION! NO PHONE CALLS OR FAXES MAY BE SUBSTITUTED FOR THE AUTHORIZATION FORM!

Parents are encouraged to schedule medications such as decongestants so that they can be administered at home. The school may not administer antibiotics. Medications given three times a day should be given in the morning before school, after school and at bedtime, unless advised otherwise by a physician. If a student needs to have medication during school hours, the medication must be brought to the school office with the following:

- 1) The prescription vial/bottle/container which correctly states the name of the patient, the name of the medication, the name of the doctor and directions for administration.
- 2) The parent must fill out the authorization form, available in the office, requesting the school to administer the medication at the times the prescription indicates.

School staff members are not liable for damages to the student which result from administering medicines.

Messages & Announcements

Only messages of an emergency nature will be delivered during the school day. Some preplanned instructions should be given to each student regarding what to do if it rains, snows, or you are late picking him/her up. Messages will not be given to students regarding changes in carpooling unless there has been an emergency.

The telephone at school is off-limits to students. Students are responsible for bringing books, homework, and lunches each morning, and for making after-school social arrangements outside of school time.

Off-campus Conduct

The authority of administrators to expel, suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended out of school or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline, or the learning environment at the school.

Lockers

Lockers and desks are the properties of Marquette School. Periodic checks of both lockers and desks, together with their contents, can be made by authorized personnel. Such actions can also be taken when the principal has reason to believe that they contain illegal or forbidden substances or any items that would be harmful to others in the School community. This procedure applies to purses, jackets, backpacks, etc. The School reserves the right to search automobiles on School property. Such action will be taken when the principal has reason to believe that property contains illegal or foreign substances or other items that may be harmful to others in the School community.

To safeguard all valuables, please leave those items at home.

Pagers / Cell Phones/Electronic Devices

Students are not allowed to have CD players, iPods, cellular phones, or laser pointers in the classroom. If a student brings any of these and they are being utilized while class is in session, they will be confiscated and kept in the office until retrieved by a parent/guardian. A fine of \$10 will be assessed upon which item will be returned to the student.

Parent Contact with teachers

There may be times when you have questions regarding your child's progress, type of assignment given, projects that are due and so on. When you have questions, **PLEASE CONTACT THE TEACHER FIRST BEFORE CONTACTING ADMINISTRATION.** Contacting the administrators first adds a step to the process and prolongs the issue. The dialogue needs to be between the teacher and parent first. Please approach these with the idea that parents and teachers are working together for the benefit of the child.

Parents in Classrooms

In order to maintain both security and an undisturbed learning environment, parents are asked not to go directly to classrooms during school hours. Messages and/or items for students are to be brought to the school office and the student will be notified. **ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE.**

Physical Appearance of Books

Books should be covered, and backs of books should not be torn-off. Books owned by the School and damaged by a student will be replaced with a new book at student's expense.

Placement Policy

Classroom assignments at Marquette School will be made as follows:

- 1) A conference of the present teacher and the administration is held at the end of the school year to receive teacher input into classroom assignments for the coming year.
- 2) Overall gender ratio in the class.
- 3) Overall number of students per class.

A parent may request a teacher based on academic requirements only. The request should be submitted in writing to the Principal by the first Friday of May. The principal retains the authority to deny any request for placement.

Property

We take pride in our school and its appearance and expect students to not carve on desks, destroy ceiling tiles, write on tables, deface property or bring gum to school.

The parent of a child who destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount or repairs and labor or replacement. This policy includes a fine or replacement for damaged or lost texts.

Records

Marquette School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Students requesting records/transcripts/recommendations must make a five school day request to the school office. No records will be sent to transferring schools of students whose financial commitment is in arrears.

Respiratory Care Treatments

School personnel cannot provide respiratory care treatments to students. Such treatments must be provided by a licensed respiratory care practitioner. This does not prohibit self care by a patient or care by a family member or friend.

For students who use Meter Dose Inhalers, the inhaler should be labeled with prescription, physician name, address, phone and student's name.

Right To Amend

Marquette Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday folder.

Safety

With all activities and day-to-day operations of the School, safety is uppermost in our minds. In light of the many news items regarding **the topic of guns**, it is very important to provide an environment that is safe for all. **If you, as parents, have guns in your home, please be sure they are locked and stored in safe areas away from children. Parents sending children to other homes should check to see if guns are present and discuss provisions for safety.** Curiosity killed the cat and in today's society curiosity about guns has killed or hurt children too many times.

If hosting a pool party at your house or at another establishment, please be sure the pool area is properly chaperoned at all times and that an adult in attendance has CPR training. As parents, when sending your child to a pool party, please inquire about safety provisions, such as number of chaperones, who they are, who has CPR training and the number of lifeguards present.

The safety of our children lies with us but also rests with our kids. They need to act in safe and reasonable ways. Please do not leave safety to chance. Actively talk to your child about behavior expectations regarding any gathering, discuss what is off-limits and brainstorm ways your child can back out of unsafe situations. With adults and kids working together we can maintain safety and have fun in the process.

School Office Hours

School hours are from 8:00 a.m. until 3:00 p.m. The west door in the parking lot will open at 7:15 a.m. for early arrivals. The first bell will ring at 7:45 and students will proceed to their classrooms. We discourage arriving early because of the lack of supervision at this time. Once a student is dropped off, he or she must stay on the school grounds. The

west door on Quincy Ave. may be used as an exit only. Enter the school from the parking lot north or west doors between 7:45 – 8:00. The north door will then be locked for the remainder of the day. All traffic will come through the west doors and first report to the school office.

Social Activities / Parties

All social activities should be closely monitored and supervised by parents. Problems relating to social activities can spill-over into the classroom and quickly destroy the effort being made in teaching values of Christian behavior. Please be sensitive to other children's feelings.

Simple birthday treats (store bought-no homemade items because we have children at school with food allergies) may be brought for all classmates at the discretion of the classroom teacher. These will be distributed at a time that is convenient for the teacher and the class schedule. Gum should never be included as part of the treats.

Please be sure to check with teachers and office in advance of giving treats as some students may have severe allergies that could cause a major medical emergency if they eat certain foods. Please notify the teachers and office staff of any allergy or medical condition that warrants a watchful eye. Please notify us if your child has any food allergies before the school year begins.

Holiday greeting cards may be distributed in school if all students in the class receive one. Birthday party invitations should be mailed. If they are distributed in school, all girls and/or boys must be invited.

Homeroom parties are planned by the homeroom mothers and teachers at special times of the year. Easter parties are not held during Holy Week.

Support Services

Support services are available for parents and students through the school. Marquette utilizes Educational Consultant, Dr. Mary Brandt, on a monthly basis who works with parents, children and faculty. To secure time with Dr. Brandt, please call the principal to schedule an appointment.

Megan Zetik, is our school counselor and is available every Monday for students, parents, teachers and staff.

Telephone Use

The school phones are for school business purposes only. Students will NOT be called out class to answer calls except in cases of an emergency. Students are NOT to use the phone in the office without permission from teacher and office personnel.

Tornado

In the event of a tornado warning in the vicinity, children will remain in the school building and go to the designated tornado shelter areas which are located in the basement of the Sacred Heart Evangelization Center and in the “Youth Space” below the church. Students will be kept at school until weather permits them to leave. Children may be released only to parents who come in person to get them.

Traffic & Safety

Student safety is the responsibility of every driver on our school grounds. We ask that you drive slowly (5-10 mph), carefully and courteously at all times. Please respect the authority of our teachers and Safety Director on duty.

To ensure that traffic flows smoothly, please do not make left turns into and out of the school parking lot.

Please refrain from using your cell phone while dropping off or picking up children.

No vehicles should be left unattended while in line to pick up children as this slows the process down and impedes others. Do not park in the fire lane as this area needs to remain open in case of an emergency.

Once students have been dismissed and have left campus for the day, they are not allowed to return unless accompanied by a supervising adult.

Students may not go off campus unsupervised during the break between dismissal and after school activities.

For safety reasons, students may not cross at crosswalk until a parent is waiting in that area. Students should not run through the parking lot unsupervised because of the traffic and the increased risk of accident.

In case of extreme weather, students will not be sent outside for dismissal. Instead, they will be picked up in the front by the flagpole and in the back drive by the gym. You will be notified by SchoolReach and e-mail if this should occur.

Transportation of Students

All vehicles used to transport Marquette School students must meet requirements of Oklahoma statutes as to condition and insurance coverage (\$10,000 bodily injury per person, \$20,000 bodily injury per accident). Drivers must be adults, age 21 or older with a valid Oklahoma driver's license.

All vehicles should be properly registered according to state statute, where required, they should be inspected. Each person should have his/her own seat and **must** use a seat belt. Younger siblings may not accompany school field trip functions when the driver is acting in such capacity. Also, drivers must drive directly to the designated function, not stopping en route for drinks, snacks, etc. The same rule applies to the return trip.

For trips of round-trip distance of 250 miles or longer, a minimum coverage of \$50,000 per person and \$100,000, /\$300,000 (is recommended). In case of an accident, vehicle owner's insurance is primary.

GUIDELINES TO FOLLOW WHILE TRANSPORTING MARQUETTE SCHOOL STUDENTS:

1. FORMS IN THE OFFICE NEED TO BE COMPLETE.
2. ALL CHILDREN MUST WEAR A SEAT BELT WHILE YOUR CAR IS MOVING.
3. FROM THE TEACHER YOU WILL RECEIVE A LIST OF STUDENT YOU WILL TRANSPORT AND FOR WHOM YOU WILL BE RESPONSIBLE.

4. PLEASE CHECK WITH THE CLASSROOM TEACHER TO SEE IF THERE ARE ANY SPECIAL INSTRUCTIONS FOR TRAVEL (STAYING TOGETHER, PLACES TO MEET, ETC.)
5. PLEASE GO DIRECTLY TO AND FROM THE SCHEDULED EVENT. DO NOT STOP FOR TREATS (I.E., FOOD, DRINKS, ETC.). EACH STOP INCREASES LIABILITY AND/OR OPPORTUNITY FOR ACCIDENTS TO OCCUR.
6. WHEN YOU ARRIVE AT THE EVENT, PLEASE HELP MONITOR STUDENTS' BEHAVIOR, REMEMBERING THAT EVERYONE IS ENTITLED TO DIGNITY AND RESPECT. A TEACHER WILL BE AVAILABLE TO ASSIST WITH DISCIPLINE IF NECESSARY.
7. ALL THE RULES AND GUIDELINES ARE MADE FOR THE SAFETY OF THE CHILDREN. YOUR COOPERATION IS APPRECIATED AND THANK YOU FOR HELPING

Visitors

School visitors (volunteers, parents) must come to the main office. For safety and security reasons, each person is required to sign in at the office. All visitors are required to wear a designated badge that may be picked up in the office.

Students may not have other student guests just “show up” at school for any time period (lunch, all day etc.). Request to allow a student from another school visit Marquette must be made at least 2 days in advance with the principal or assistant principal. As with any visitor, students must check in the office before proceeding to any part of the building.

Volunteers

All school employees and volunteers are required to submit to an Oklahoma State Bureau of Investigations screening. Forms for this screening are available in the school office. Those who are to coach students in any Marquette-sponsored activity or sport, must participate in VIRTUS training before working in this capacity with students.

Withdrawals

If it becomes necessary to withdraw a student, the office should be notified as soon as possible. All school property (textbooks, etc...) must be returned and all fees, tuition and other charges must be paid before withdrawal is complete.

Yearbooks

Yearbooks are disseminated after the conclusion of the school year so that end of the year activities can be included. Inappropriate messages or pictures written in another child's book will cause forfeiture of yearbook of the writer, as well as a call being made to parent regarding the behavior. No refund will be made available to anyone who has a yearbook taken away due to inappropriate content. Other consequences may be administered as well.

Marquette After School Care

The After-School Care program (M.A.S.C.) is a part of Marquette Catholic School. It operates under the goals of the school and is planned, organized and coordinated by the director of the program under the guidance of the principal. The primary purpose of MASC is to provide quality care for children whose parents cannot provide care after school hours. Each child will be encouraged to gain social and personal skills necessary for daily living. MASC provides a safe, healthy atmosphere and loving, Christian direction to facilitate this self-development.

Normal operating hours for MASC are 3:00-5:30 p.m. In order to attend, enrollment and reservations are necessary. Enrollment information is available from 2:30-5:30 p.m. in the MASC office located in the cafeteria. The telephone number is 584-0294.

Students not picked up by 3:15 will be enrolled in the after-school care program and a fee assessed.

There will be no after school care on days when school is not in session, including days when school is closed due to inclement weather.

Tuition for this program is payable to MASC.

Asbestos Management Plan

Notification of Availability of Plan to all Parents, Teachers, and School Employees

The Asbestos Hazard Emergency Response Act of 1986 requires that all buildings in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at the school and at the Catholic Schools Office in the Chancery Building if you wish to see it.

This notification is being provided to you by annual inclusion in your September school newsletter and in the Faculty and Parent/Student Handbooks.

Notification of Activities To all Parents, Teachers and School Employees

The School will notify all parents, teachers, and other employees (full-time, part-time, short term) of any asbestos, including assumed asbestos, in buildings, information concerning inspections, re-inspections, response actions and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress at least annually.

The School will annually notify all parents, teachers and other employees (full-time, part-time, short term) of the availability of the management plan by inclusion of this information in the Faculty and Parent/Student Handbooks, and the September newsletter. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees, concerning the specific activity.

ATHLETIC POLICY

PREAMBLE

Mission: *The purpose of Marquette Catholic School is to use our commitment to faith and pursuit of academic excellence to evangelize, educate, and form students as disciples who enthusiastically bring Christ to their families, fellow parishioners, and the larger community while preparing for success in their academic and future professional lives.*

Philosophy: *Marquette Catholic School exists as a partnership between the parish and the community to educate the whole student through a Catholic curriculum and to model a faith-based life through the values of respect, hospitality, faithfulness, and compassion.*

ARTICLE I – PURPOSE

The principal purpose of athletics at Marquette Catholic School is to provide student-athletes with a recreational opportunity to develop their fundamental athletic skills and sportsmanship through participation in various athletic team competitions.

The following goals and objectives have been set forth in order to fulfill the above purpose:

- 1) To allow the student-athlete to experience team competition as a life experience and to further the goal of building community within Marquette Catholic School and Christ the King Parish.
- 2) To develop the desire in the student-athlete to participate in physical activities as a recreational pursuit; to develop the appreciation and knowledge of participation in sports and to participate in athletics with good sportsmanship.
- 3) To teach student-athletes that participation in athletics are but one part of their total growth and that God, family and academics come first.
- 4) To allow the student-athlete to experience growth in self-esteem and self-confidence through participation in athletics.

ARTICLE II – APPLICABILITY & OTHER GOVERNING POLICIES

Marquette Catholic School Advisory Council serves as the governing entity for the Marquette School Athletic Policy. The provisions of this policy are applicable to all participants involved

with the organized athletic programs for Grades K-8th at Marquette Catholic School. Having any of the following criteria establish an athletic team as a Marquette School team and require them to adhere to all aspects of the Policy:

- 1) Team members in any league or tournament consist of 50% or more Marquette students OR
- 2) Team uses the Marquette School name for purposes of league or tournament registration and/or on team uniforms

Any recommended changes to this policy should be directed to the Chair of the Advisory Council.

In addition to the Marquette School Athletic Policy, all Marquette Middle School Athletic Programs will adhere to all policies specified in the current year publication of the Tulsa Diocese Catholic Schools Diocesan Middle School Athletic Association Handbook (DMSAA).

All parents, coaches, student athletes, and Marquette School personnel participating in any aspect of Marquette Middle School athletics are expected to read and required to adhere to the DMSAA Handbook. Athletic Director is responsible for distributing the current DMSAA Handbook to all coaches and ensure a current copy is kept in the school office.

Coaches, Assistant Coaches, and Athletic Director will not provide any paid private lesson, or any form of coaching

student athletics outside the normal team practice, during the season of the sport which they are involved.

ARTICLE III – ATHLETIC DIRECTOR

This position will be appointed by Marquette Advisory Council. If possible, a Marquette Catholic School employee shall fill this position (with and appropriate stipend to be determined at the discretion of the Marquette Advisory Council). If no employee is available, a parent volunteer will be selected and an effort made to provide a school employee to provide administrative support. The Athletic Director will be responsible for coordinating the sign-up of children in sports activities, selection of teams, selection of coaches and such other duties deemed necessary by the School Advisory Council. The Athletic Director shall serve a one year term from August 1 to July 31. An Athletic Director may be appointed for multiple terms, whether or not successive, at the discretion of the Marquette Advisory Council.

ARTICLE IV – SELECTION OF TEAMS/LEAGUES

The Athletic Director shall coordinate either a sign-up or the distribution of sign-up forms to parents. The sports coordinated by the Athletic Director and sponsored by Marquette School and the leagues in which Marquette teams participate shall be determined by the Marquette Advisory Committee and include Baseball/Softball, Basketball, Volleyball, Soccer, Tennis, and Golf. The Advisory Committee may change the sports and leagues that Marquette participates in from time to time. The use of the Marquette team name (or Marquette uniforms, sports

equipment, etc.) may be used only for those sports which have been approved by the Marquette Advisory Committee.

The Athletic Director, coaches and parents of a given grade shall determine if there is a need for one or multiple teams in a sport at a given grade level. At the early grade school level, the same parties will determine the appropriateness of co-ed teams or gender specific teams.

If it is determined that more than one team is necessary, the selection of the teams will take place on the following basis:

- 1) A mandatory practice will be held to be attended by all children and head coaches.

The purpose is to allow the head coaches to observe all of the children who will be participating.

- 2) At the end of the practice, the head coaches and the Athletic Director or an athletic representative who has no child in the grade in question shall meet to choose teams.
- 3) Each head coach will keep their respective children.
 - 4) Each head coach shall make an alternating selection of players. The head coach who has the first selection shall be determined by a coin flip. If a head coach has two children on a team, the other head coach shall get the first choice.
- 5) The selection process will not be attended by anyone other than the head coaches and the Athletic Director/ athletic representative and shall be kept confidential.

- 6) Assistant coaches may be determined only after the selection of players.
- 7) Once the selection of teams is made, the teams will be announced and rosters will be final.

Article V
-Selection
of Coaches

The selection of a head coach or coaches will be made on the following basis:

- 1) Anyone interested in being a head coach of a team shall submit a Voluntary Coach Application form to the Athletic Director indicating his or her desire to do so.
- 2) Athletic Committee (see Article VII) will review all applications and make the final selection decision. The Athletic Committee may require the candidate to participate in a brief interview session prior to making a decision.
- 3) All coaches must complete Virtus Training, background check, and meet all other requirements identified in Article VIII.
- 4) If two or more coaches are interested in coaching the same team, the Athletic Director will inquire if one or more will volunteer to serve as assistant

coach. If there are no volunteers, each candidate will be required to submit in writing to the Athletic Director their reasons for wanting to coach and any related qualifications. The Athletic Committee will review all submissions and make a recommendation to the Pastor of Christ the King Catholic Church who will have final approval.

The selection of an assistant coach or coaches may be made only after the selection of the head coach, subject to the rules regarding selection of teams set forth in Article IV above.

ARTICLE VI – GRIEVANCES

Any complaints, grievances, or problems concerning athletics shall be handled in the following order:

- 1) Individual(s) with a complaint are expected to review the Athletic Policy, including the DMSAA Handbook (if applicable), to ensure the complaint is substantiated by the Athletic Policy, i.e., the issue is something that goes against the policy.
- 2) If no resolution is reached, individual(s) will contact the Coach of the team involved.
- 3) If an acceptable resolution with the Coach cannot be reached, individual(s) will submit the complaint in writing to the Athletic Director.
- 4) If an acceptable resolution with the Athletic Director cannot be reached, individual(s) will submit the complaint in writing to the Athletic Committee (see Article VII below). The Athletic

Committee will have the final authority.

If at any time an issue arises that the Pastor of Christ the King Catholic Church or the principal of Marquette Catholic School deems injurious to the welfare of the school or the parish, they may intervene and make any directive necessary to correct the situation. Either the pastor or the principal may suspend or modify any rule or athletic directive in order to resolve any such issue.

ARTICLE VII – ATHLETIC COMMITTEE

The Athletic Committee will consist of the Athletic Director, School Principal, and School Advisory Council Chair. The Committee will be responsible for the selection of all coaches as well as reviewing and making final decision on any unresolved complaints submitted in writing. The Committee will call a review meeting as soon after receiving a written complaint as possible. The Committee will consider the written material and such other written and personal testimony as it deems appropriate. The Committee will then make a recommendation which will be communicated to the Pastor for his approval. Subject to the Pastor's approval, the Athletic Director will communicate the recommendation.

ARTICLE VIII – COACHES CODE OF CONDUCT & RESPONSIBILITIES

Coaches serve a key role in the development of the student athlete and are expected to serve as adult role models for players. Coaches should have a familiarity with and understanding of the sport they are coaching. Although

coaches are not considered to be experts, they are expected to act as professionals at all times.

All coaches will agree to be bound by the following code of conduct:

- 1) A coach will place the emotional and physical well-being of the children ahead of any personal desire to win.
- 2) A coach will remember to treat each player as an individual, remembering the large spread of emotional and physical development for the same age group.
- 3) A coach will do their best to provide a safe playing situation for all children.
- 4) A coach will do their best to make practices fun and challenging for all children.
- 5) A coach will lead by example in demonstrating fair play and sportsmanship to all children.
- 6) A coach will insure they are knowledgeable in the rules of the sport they are coaching and will teach the rules to the children. A coach will attend all required clinics/training sessions and obtain such certifications mandated by the applicable league, the Diocese of Tulsa (including Virtus training and background check)

and/or the Marquette Advisory Council.

- 7) A coach will endeavor to remember that they are a youth coach and that the game is for the children, not the adults.
- 8) A coach will endeavor to remind all parents of children that this code of conduct applies to them as well.

Coaches Responsibilities:

- 1) Familiar with Athletic Policies: All Marquette School coaches should be thoroughly familiar with and adhere to the Marquette Athletic Policy. All Marquette Middle School coaches are expected to be familiar with and adhere to the Diocese of Tulsa DMSSA Handbook.
- 2) League & Tournament Rules: All coaches are expected to be familiar with and adhere to all league or tournament specific requirements involving the participation of their team. The league or tournament specific policies will determine the minimum requirement for length of games, minimum player playing time, and other requirements. Coaches are required to communicate the rules to their players and parents.
- 3) Student Athlete Playing Time: If the specific recreational league does not require

all players to play a minimum amount of time, coaches will insure each athlete play in every contest if the athlete regularly attends practice sessions, demonstrates cooperation with his/her coach and program, and demonstrates conduct and character that is in good standing with the school they are representing.

Competitive leagues and tournaments are by design competitive. Although coaches are not required to play all players in competitive leagues or tournaments, they are expected to make every effort to play each athlete if the student athlete regularly attends practice sessions, demonstrates cooperation with his/her coach and program, and demonstrates conduct and character that is in good standing with the school they are representing.

4) Mismatches of Athletes: Coaches must use reasonable care in matching opponents.

Some criteria for potential mismatches include:

a. Size of student athletes

b. Age differences

Skill and

experience levels d.

Incapacitating

conditions

5) Communication with Parents: coaches are required to meet with all parents of players on

their team by the first practice. Coaches are to convey personal expectations, within the scope of this policy, to parents and players, and communicate the general philosophy of Marquette School athletics. Additionally, coaches will refer parents to the Marquette Catholic School Handbook & Directory for a copy of the Athletic Policy.

- 6) Coaches must remain with players until parent or guardian picks up player after games or practices.

The Pastor of Christ the King Catholic Church or the principal of Marquette Catholic School shall have the right to remove any coach for violation of the above code of conduct or any other actions or inactions they deem injurious to the welfare of the school or the parish. Any coach so removed shall not be allowed to be a head coach or an assistant coach at any time after removal until reinstated by the Pastor or principal.

ARTICLE IX – STUDENT ATHLETES’ RESPONSIBILITIES & CODE OF CONDUCT

Student athletes represent the school, the student body, their teammates, and most importantly themselves, and are expected to conduct themselves in a Christian manner. Student athletes who have an ongoing problem with behavior will be subject to either game suspensions or removal from the team at the discretion of the School Principal.

Student Athlete Code of Conduct:

- 1) Demonstrate Christian values while participating in the athletic program.
- 2) Students athletes are expected to attend all practices and games. Practices and games are important to each team's success and routinely missing practice is not fair to the other player's and coaches in attendance. If you occasionally cannot make a practice or game, you are responsible for notifying your coach in advance of the session.
- 3) Be on time for all practices and games.
- 4) Be properly dressed for practices and games. Team coaches will advise student-athletes of proper attire.
- 5) Student-athletes must respect all school property, home and away.

- 6) Profanity, disrespect, or selfishness towards teammates, other students, staff members, referees, opposing players or coaches will not be tolerated.

- 7) Make every effort to reach his/her academic potential. Please refer to the Marquette Catholic School Handbook for more information regarding academic and conduct requirements.

ARTICLE X – PARENTS’ / SPECTATORS’ RESPONSIBILITIES & CODE OF CONDUCT

Parents serve an important role in the development of the student athlete, particularly in the development of discipline, teamwork and sportsmanship. Parents should require their son or daughter to maintain acceptable level of grades in all subjects. If a student athlete receives a below passing grade, parents are expected to make a decision regarding their son or daughters involvement in athletics.

Parents should be thoroughly familiar with this policy and actively assist in the achievement of the objectives of the school athletic programs. In addition, parents are expected to support the program by volunteering time as requested.

Parent’s / Spectator’s Code of Conduct:

- 1) Parents are expected to ensure their son/daughter

routinely attends practices and games and arrives on-time. Practices are important to each team's success and routinely missing practice is not fair to the other player's and coaches in attendance. An occasional exception should be communicated to the coach in advance of the session.

- 2) Parents are expected to abide by a coach's decision unless a decision is in violation of this Policy.
- 3) Parents shall not attempt to force a coach to play their child in a certain position or to secure increased playing time.
- 4) Parents shall exhibit proper Christ-like behavior by not complaining about officiating calls during games and not attempting to coach their children from the stands.
- 5) Parents shall not leave any children unattended anywhere on school property before or after practices or games.
- 6) Parental with concerns/problems regarding the administration of the athletic program must follow Article VI of this policy.

ARTICLE XI – PRIVATE LESSONS

Anyone participating as an official staff member, volunteer or paid, in an athletic program, will not provide any paid

private lesson, or any form of coaching student athletics outside the normal team practice, during the season of the sport which they are involved.

ARTICLE XII – USE OF MARQUETTE SCHOOL FACILITIES

Marquette School has two gymnasiums: 1) Vision Gymnasium (located on the north end of the main school); 2) Legacy Gymnasium – located adjacent to the Early Childhood Development Center (ECDC). Use of the gymnasiums for athletic purposes is as follows:

- 1) In order to help protect the middle school gym wood floor, all social functions such as large parish and diocesan youth group gatherings that are too big to be held in the new youth center, and other adult social functions, will be held in the elementary school gym as much as practical.
- 2) Any group or person wanting to use either gym for any form of activities outside of School or Parish functions, i.e., non-Parish or non-Marquette group or event, must reserve the gym as outlined by the Parish Building & Facilities Committee.

The school principal will have final authority in determining any exceptions to Article XII.

All who attend athletic events in the gyms, playground, or anywhere on the Marquette School property, are expected to follow the rules listed below:

- 1) A designated custodian or monitor must be present at all times while the gym, playground, etc. is in use. Those in

attendance (coaches, fans, team, etc.) will cooperate with all directives of the custodian or monitor.

- 2) No children may be left unsupervised in school buildings, parking lot, or general grounds at any time.
- 3) **NO FOOD OR DRINK** will be allowed in the gymnasiums. Only water for the players and coaches is allowed.
- 4) Other than game officials, score keepers, and clock runners, **NO ONE WILL BE ALLOWED ON THE STAGE AT ANY TIME.**
- 5) All spectators, including children must stay in the area of the bleachers, or other designated seating areas (no roaming).
- 6) An adult must directly supervise all children during practices and games. Do not drop off your child/ren and leave him/her unsupervised.
- 7) Anyone caught defacing school property will be held financially and legally responsible. The School principal will determine their forfeiting the privilege of attending games and practices at the school.

Internet Safety Policy

The following is a contract between the student parent or guardian, and Marquette School. Please read carefully.

With access to such vast storehouses of information and instant communication with millions of people from all over the world, material will be available that may not be considered to be of educational value by the school or which is inappropriate for children. The school has taken available precautions including but not limited to enforcing the use of filters that block access to obscenity, pornography and other materials harmful to children. However, on a global network it is impossible to control all material and an industrious user may obtain access to inappropriate information or material. The school believes that there is a great deal of value in information that can be garnered from the Internet and recognizes it's potential as well as inherent problems.

It is all staff member's responsibility as well as parents to educate students about appropriate online behavior, including interactions with other individuals on social networking sites/chat rooms, and cyber bullying awareness and response. This may be done in a variety of ways such as training sessions in computer and other classes, one-on-one education with individual students, and or via educational handouts or presentations from law enforcement personnel in the community and talks between parent and child. It is the responsibility of school personnel and parents alike to monitor students' online activity for appropriate behavior.

As a Marquette Catholic School student I agree to the following terms and conditions:

*I will not use the Internet for transmission of any materials in violation of any federal or state regulations. Transmission of copyrighted material threatening or obscene materials protected by trade secrets, product advertisement or political lobbying is also prohibited.

*I will refrain from using profanity and vulgarities on the Internet. I will not use the Internet for illegal activities.

*I will not give my home address, location of my school , phone number or any personal information about myself or another student or school personnel to anyone via the Internet.

*I understand that use of e-mail or any other communications over the Internet are not private; any messages related to or in support of illegal activities may be reported to authorities.

*I understand that I am prohibited from conducting any actions that may endanger my safety, or the safety of other students/staff members while using any component of the school's internet access and or network.

*I will not use the Internet in a way that would disrupt the use of the network by others.

*I will respect the trademark and copyrights of materials on the Internet and assume anything accessed via the network is private property.

*The school and service provider are not responsible for any damages or losses resulting from using Internet services or information obtained from the Internet.

*If you discover any way to access unauthorized information or defeat any security measures you must inform the teacher immediately. You must not share any unauthorized information with any other user.

*Vandalism of any kind is prohibited.

*These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma and the United States of America.

*I understand access to the Internet through Marquette is a privilege. School authorities can deny any student access to the Internet at any time, and their decisions are final.

My instructor will explain the terms and conditions for using the Internet.

I have read the above forms and conditions and understand that violation of these can result in the denial of Internet privileges. I also agree not to hold the school, state and local boards of education or the Internet provider responsible for the consequences resulting from the violation of these terms and conditions by the student.

Parent/Guardian's Signature and Date:

Student's Signature and Date:

Parent Signature Page

I have read the 2018-2019 Parent and Student Handbook and agree to follow the school policies and procedures as stated.

Parent Signature

Date

Parent Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Student Signature

Date

Signed Form due to the School Office by Friday, September 7, 2018

All Policies and Rules:

Marquette Catholic School retains the right to amend and change the rules included in these pages. The administration will make every effort to inform all students and parents of any changes in school policies or procedures. Marquette Catholic School retains these rights in an effort to make the school a safe and secure place for all those that enter these premises.

Grievance Procedures

If a parent has a complaint or concern, the following procedures are to be taken:

- *Contact the teacher first.
- *If not resolved, seek the school administrator's involvement.
- *If unresolved, the pastoral administrator may be consulted.
- *As a last resort, the Catholic Schools Office may be notified.