



MARQUETTE
UNIVERSITY
HIGH SCHOOL

For Faith, Scholarship and Community

2021-2022

**STUDENT/PARENT
HANDBOOK**

Please read this handbook carefully. Students who attend MUHS and their parents/guardians must read what is in this handbook, understand and abide by the rules set forth in this handbook and must cooperate with Marquette University High School.

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About Marquette University High School

Marquette University High School is rich in history and tradition. Founded as an academy for young men in 1857 the school was originally established to educate Catholic immigrants in their faith, to aid their families and the community by encouraging productive employment and civic involvement.

Marquette University High School, or MUHS, has evolved with each passing decade to meet the changing needs of the young men in our community and like our 17th Century namesake, Father Jacques Marquette, students, faculty and staff members share a passion for exploring uncharted territory, whether it's in a textbook or their own hearts.

The Christian leadership qualities of both St. Ignatius, founder of the Society of Jesus, and Father Marquette are rooted in their faith, courage, vision and generous concern for others and continue to inspire us even today.

MUHS is privileged to be a part of a Jesuit educational system which includes colleges, universities and high schools. Marquette University High School is fully accredited by the North Central Association of Colleges and Secondary Schools and is a member of the National Catholic Educational Association and the Jesuit Secondary Education Association.

Mission

Marquette University High School is a Catholic, Jesuit, urban, college-preparatory school for young men.

Marquette High strives to form leaders who are:

- Religious
- Loving
- Seeking intellectual excellence
- Committed to justice
- Open to growth

Marquette High fulfills its mission by:

- Providing a respectful, challenging and caring environment for a diverse community of students
- Educating the whole person – spiritually, emotionally, intellectually, artistically, morally and physically
- Deepening students' awareness of the dignity and needs of all people



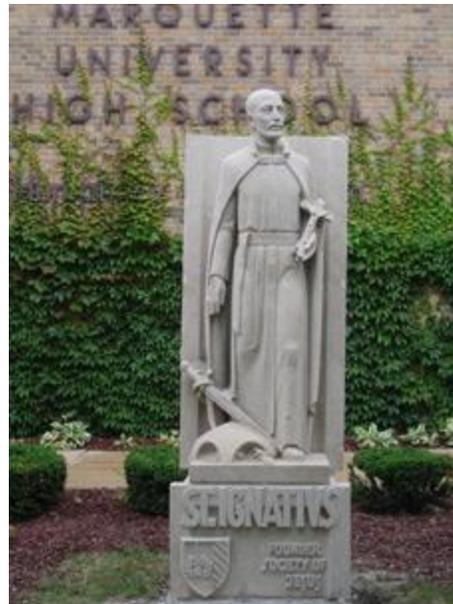
Forming men for others who will act like Christ, who came "not to be served but to serve." (Mark 10:45)

Jesuit Identity

The Jesuit order of Catholic priests and brothers has embraced the belief that true education should develop not only the intellect, but also moral and spiritual character.

A Marquette University High School education aims not only for the mind, but also the heart and soul. The experience is more than an acquisition of knowledge; it's a transformational education that challenges you to develop the goals and values that will shape the rest of your life. In the Jesuit tradition, the school aims at both academic excellence as well as the growth of the whole person in its task of preparing young men for college and subsequent leadership in the community. Therefore, it challenges and respects each student's talents, needs, and potential with a course of study that includes art, English, world languages, social studies, mathematics, music, physical education, science, speech, and theology.

There is a wide variety of co-curricular activities to facilitate healthy social, emotional, intellectual, and physical development. An active pastoral program, involving counseling, social service experience, retreats, and liturgies, promotes religious growth in Jesus Christ as the model and inspiration of our community. We invite you to learn more about the Society of Jesus, our unique Jesuit heritage.



The Graduate at Graduation

In 1981, the Jesuit high schools of the United States created *The Profile of the Graduate of a Jesuit High School at Graduation*. Therefore, the lay and Jesuit faculty aim to foster and encourage the development of graduates who will be intellectually competent, open to growth, religious, loving and committed to a strong sense of justice.

Seeking Intellectual Excellence

The graduate is encouraged to exhibit a mastery of academic skills for advanced education and development of character. He is trained in basic study and research skills so that he is prepared for life-long creative learning. He is developing an aesthetic capacity. The graduate is developing intellectual integrity and honesty. His repertoire of knowledge enables him to view his community in a compassionate and hopeful way. Similarly, he is developing a critical consciousness, which enables him to analyze and question the issues facing our society. He is learning that different branches of knowledge provide alternate approaches to truth.

Open to Growth

The MUHS graduate takes some intentional responsibility for his own growth. He strives to grow in the realization and use of his talents. He is beginning to understand that leadership is a vehicle of growth for both himself and others. The graduate is learning how to learn. Consequently, he desires learning as a life-long process to develop imagination, feelings, conscience, and intellect. He is developing compassion for others by respecting diversity and by accepting and offering constructive criticism. The graduate is willing to risk new experiences and recognizes them as opportunities to grow. A close relationship with God enables him to nurture such openness.

Religious

The graduate knows that God loves him and he returns that love through prayer and service. He has begun to experience a personal relationship with God and has reflected on that relationship in prayer. He seeks to recognize the work of God in others. He is aware that the Catholic Church is an instrument to aid personal development. The graduate seeks to develop a personal faith that recognizes injustices and promotes just actions.

Loving

The MUHS graduate is seeking to understand and to love himself and others. His relationships are deepening as he tries to move beyond self-interest and to disclose himself, accepting the mystery of other persons and cherishing these persons. The graduate is not a fully confident, loving adult, yet he is beginning to integrate his interests, concerns, feelings, and sexuality into his whole personality. The graduate, to the best of his abilities, gives himself to others in service and is becoming sensitive to the beauty and fragility of the created universe

Committed to Justice

The MUHS graduate is developing a strong sense of the dignity and equality of all persons. He is beginning to acknowledge and respect all people, regardless of race, sex, religion or ethnic background. He has begun to acquire skills toward improving his world, whether that be through his family, his school, his career, his city, or his nation. He is beginning to understand individual and structural injustices. The graduate knows that God can be found in all things. In working toward a just world, the graduate is preparing to contribute his gifts and talents developed at MUHS to his community. He is becoming aware of his participation in bringing God's kingdom to reality.



Academic Information

Marquette University High School, a community of students, alumni, parents, guardians, faculty, and staff, continues the mission of educating young men in their faith. It aspires to foster the growth of all its members in their bodies and minds, their hearts and souls.

In the Jesuit tradition, the school aims at both academic excellence as well as the growth of the whole person in its task of preparing young men for college and subsequent leadership in the community. Therefore, it challenges and respects each student's talents, needs, and potential with a course of study that includes art, English, world languages, social studies, mathematics, music, physical education, science, and theology. There is a wide variety of co-curricular activities to facilitate healthy social, emotional, intellectual, and physical development. An active pastoral program, social service experience, retreats, and liturgies, promotes religious growth in Jesus Christ as the model and inspiration of our community and of our concern for justice and peace in the world.

The overriding objective of Marquette is to form persons who will utilize their God-given gifts and talents in the service of others. Marquette aims to foster and facilitate the development of its students who, by the time of graduation, are open to growth, intellectually competent, religious, loving, and committed to justice. Although these five categories can be separated for purposes of description, they are interrelated and represent a unified, mutually dependent process

Jesuit Education

Students at Marquette University High School benefit from a Catholic education in the Jesuit tradition. The International Commission on the Apostolate of Jesuit Education (ICAJE) published a document outlining the distinguishing markers of Jesuit schools, *The Characteristics of Jesuit Education*. The following excerpts from this document highlight the guideposts for the curricula and graduation requirements of Jesuit high schools including MUHS.

- A thorough and sound intellectual formation includes mastery of basic humanistic and scientific disciplines through careful and sustained study that is based on competent and well-motivated teaching. This intellectual formation includes a growing ability to reason reflectively, logically and critically.
- While it continues to give emphasis to the traditional humanistic studies that are essential for an understanding of the human person, Jesuit education also includes a careful and critical study of technology together with the physical and social sciences.
- In Jesuit education, particular care is given to the development of the imaginative, the affective, and the creative dimensions of each student in all courses of study. These dimensions enrich learning and prevent it from being merely intellectual. They are essential in the formation of the whole person and are a way to discover God as He reveals Himself through beauty. For these same reasons, Jesuit education includes opportunities -through course work and through extracurricular activities - for all students to come to an appreciation of literature, aesthetics, music and the fine arts.

As a Jesuit school Marquette University High School follows the standards and benchmarks as stated in "Our Way of Proceeding: Standards and Benchmarks for Jesuit Schools in the 21st Century."

Graduation Requirements

To graduate from Marquette University High School a student must complete 23 credits, including the following requirements:

English	4.0 credits
Fine Arts	0.5 credits
Mathematics	3.0 credits
Science	3.0 credits
Social Studies	3.0 credits
Theology	4.0 credits
World Language	2.0 credits
Service	0.5 credits
Additional Credits	3.0 credits
<i>Year Course = 1 credit</i> <i>Semester Course = 0.5 credit</i>	

In addition to the academic requirements for graduation, all students must complete the following:

- Freshman Fitness Program
- Freshman Retreat
- Sophomore Retreat
- Service Program volunteer hours in the sophomore year
- Service Program volunteer hours in the junior year
- Senior Shared Life Project, including volunteer work and reflection day

Students who fail to meet fitness minute requirement freshman year or service hour obligations during the sophomore and junior year will receive a mark of Unsatisfactory on their permanent transcript and will be subject to dismissal.

While transfer credit may be granted toward graduation requirements, only courses completed at Marquette High will be included in the student's GPA. Credits earned in courses such as Driver's Education will not be accepted as part of the graduation requirements.

Required Courses

Courses required in a specific year are listed below. Students may complete other graduation requirements by selecting electives as they choose. Students taking four years of science must take one year of physics junior or senior year.

- Freshmen: English 1, Mathematics, Introduction to Christianity and Hebrew Scriptures
- Sophomores: American Literature, Mathematics, Moral Decision Making, Christian Scriptures
- Juniors: Two English electives, Mathematics, Church History, Christian Discipleship
- Seniors: Two English electives, Theological Seminar, & ½ credit Theology elective

Academic Courses

A list of all courses offered at MUHS is printed below. Course descriptions, pre-requisites, and additional information may be found on the school website in the Curriculum Guide, found [HERE](#).

English

English 1
American Lit/Composition
American Studies - English
AP English Literature & Comp
AP English Language & Comp*
Myth & Culture
Expository Writing
Advanced Writing Seminar
Poetry as Power
Plays of Shakespeare*
Perspectives in Science Fiction
World Literature
Literature of Great Britain*

Mathematics

Algebra 1
Honors Algebra 1 & 2
Geometry
Advanced Geometry
Honors Geometry/Algebra 2
Algebra 2
Algebra 2 with Trigonometry
Honors Precalculus
Precalculus
Advanced Precalculus
AP AB Calculus
AP BC Calculus*
AP Statistics
Multivariable Calculus*

Computer Science

Computer Programming
AP Computer Science A*

*Dual Credit Possible

Science

Biology
Honors Biology
AP Biology
Chemistry
Honors Chemistry
AP Chemistry*
Environmental Science
Physical Geology
Physics
AP Physics 1
AP Physics C

Social Studies

World History
United States History
American Studies
 - Social Studies
AP US History
AP Human Geography*
AP European History*
Introduction to Sociology
American Government
History of Milwaukee
International Relations
AP Psychology*
Comparative Cultures
Topics in History: 50's & 60's
Topics in History: Civil Wars
Topics in History: World Wars
Introductory Economics
AP Microeconomics
AP Macroeconomics

Electives

Strength & Conditioning
Adv. Strength & Conditioning
History & Science of Human
 Innovation & Technology

World Languages

Latin 1-3
Honors Latin 4-5*
German 1-2
Advanced German 3
Honors German 4-5
Honors Spanish for Heritage
 Speakers 1-2
Spanish 1-2
Advanced Spanish 3
Honors Spanish 1-3
Honors Spanish 4*
AP Spanish Language &
 Culture*
AP Spanish Literature &
 Culture*

Fine Arts

Photography
Painting
2D Design
3D Design
Ceramics
Drawing
Advanced Drawing
AP Studio Art
Computer Assisted Music
Jazz Lab 1-4
Chorus & Select Chorus

Theology

Introduction to Catholic
 Christianity
Salvation History and the
 Hebrew Scriptures
Christian Scriptures
Moral Decision Making
Church History
Christian Discipleship
Theological Seminar
Faith & Reason*
Catholicism & World Religions
The Call of Christ

Grades and Grading Scale

The MUHS grading scale has been designed with the intention of allowing students to earn grade point averages that can be fairly assessed both internally and externally. Grade point averages are necessary to provide summative information about student performance to various stakeholders; however, MUHS places emphasis on life-long learning of content knowledge and skills over the accumulation of points and grades.

Percentage	Grade	Quality Points	Qualitative Descriptions
100-98	A+	4.1	Student demonstrates comprehensive knowledge, application, and understanding of the course content and skills. Learning outcomes are met. The student has shown a consistent commitment to academic excellence and is well prepared for the next level.
97-93	A	4.0	
92-90	A-	3.7	
89-87	B+	3.3	Student demonstrates a thorough knowledge and application of course content and skills, and is growing in understanding. Most of the learning outcomes are met. The student is well prepared for the next level.
86-83	B	3.0	
82-80	B-	2.7	
79-77	C+	2.3	Student demonstrates a mostly complete knowledge and application of the course content and skills, but may not yet have a full understanding of the broader concepts of the discipline. More than half of the learning outcomes are met, and all are in progress. The student is mostly prepared for the next level.
76-73	C	2.0	
72-70	C-	1.7	
69-67	D+	1.3	Student demonstrates a limited knowledge and application of the course content and skills with little understanding. Few of the learning outcomes are met. There is a concern for readiness at the next level.
66-63	D	1.0	
62-60	D-	0.7	
59	F	0.0	Student demonstrates unacceptable knowledge and/or application of the course content and skills. Learning outcomes are either not met or not attempted. The student is not prepared for the next level.

Other Grades

S- 0.00 - Satisfactory – used only in meeting school graduation requirements such as service, fitness, and civics exam.

U- 0.00 - Unsatisfactory – used only when not meeting school graduation requirements such as service, fitness, and civics exam.

P- credit - Passing – in special circumstances, the Assistant Principal for Academics may approve a pass grade for course credit.

I - 0.00 - Incomplete – used only in extraordinary circumstances and requires pre-approval by the Assistant Principal for Academics.

WF- 0.00 - Withdrew Failing – may be assigned if a course is dropped after a reasonable period of time as determined by the Assistant Principal for Academics.

MUHS communicates and recognizes earned grade point averages as reflected on grade reports and internal transcripts. Only courses taken at MUHS are calculated in the student's cumulative grade point average. MUHS College Counseling Office will issue transcripts to include weighted and un-weighted grade point averages for college and scholarship applications only. Advanced Placement courses and dual enrollment courses shall be given a weight of 1.0 point for the calculation of the weighted GPA.

Advanced Placement (AP)

Marquette University High School participates in the national College Board Advanced Placement Program. These courses align to rigorous, college-level, standards set by the College Board and are taught by MUHS faculty. AP courses prepare students to take a subject specific exam and potentially earn college credit in selected academic areas. AP courses have a heavier workload and are more time-consuming than most other courses in the same discipline. AP students should be strong readers and excel at writing. These courses often demand more independent study and academic initiative from students. AP students should have a passion for the subject area. MUHS encourages students to take AP courses, but to also carefully balance these courses' increased rigor with other curricular, co-curricular and extra-school commitments (e.g., work, family, club sports). All AP students must take the corresponding national exam the following spring at an approximate cost of \$95 per exam unless otherwise noted under the course description.

MUHS offers the following AP courses:

- AP Biology
 - AP Calculus AB
 - AP Calculus BC
 - AP Chemistry
 - AP Computer Science A
 - AP English Language & Composition
 - AP English Literature & Composition
 - AP European History
 - AP Human Geography
 - AP Macroeconomics
 - AP Microeconomics
 - AP Physics 1
 - AP Physics C (2 AP Exams)
 - AP Psychology
 - AP Spanish Language & Culture
 - AP Spanish Literature & Culture
 - AP Statistics
 - AP Studio Art
 - AP US History
-

Dual Enrollment Courses

SLU 1818 Program

MUHS partners with St. Louis University (SLU) for dual enrollment of some courses. Dual credit allows qualified students earn college credit at a discounted rate for authorized courses at MUHS where they are enrolled. These courses are determined on an annual basis by MUHS and SLU, and students should not select these courses with the expectation that they will be offered as dual enrollment. If a course is offered as dual credit students will register for SLU credit by the end of September. The registration process will be distributed to students and parents at the beginning of the academic year. Students are not required to take a MUHS course offered as a dual credit course for college credit.

Those who want to register for college credit for authorized courses must meet the following conditions:

Sophomores: Minimum of 3.0 cumulative GPA and parent and school permission

Juniors and Seniors: Minimum of 2.5 cumulative GPA and parent and school permission

Marquette University Partnership

Students may take courses at Marquette University during the January-term, summer, and spring semesters at a significantly discounted tuition (\$500 for a 3-credit course). Information about enrollment in a MU course should be requested through the Assistant Principal for Academics.

See [Academic Courses](#) for a list of Dual Enrollment courses.

Curriculum Guide

For current course descriptions and information regarding course selection, scheduling conflicts, course changes and withdrawals, learning adjustments, grading philosophy, grade scale and other curricular content, please review the Curriculum Guide linked below:

[Curriculum Guide 2021-2022](#)

[Additional Information \(MUHS Website\)](#)



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Curriculum Guide 2021-2022

Grade Information

Grade related information is made available to students and parents eight times a year: at the four mid-quarter progress report times and at the end of quarter and semester grading periods. Grades are a combination of the student's test and quiz scores, his class work and participation, and his homework. Only semester grades are kept on a student's permanent record; quarter grades and mid-quarter progress report information are not recorded on the permanent record.

MUHS provides periodic online access to student grades. Students and parents are each assigned individual accounts to access this information through the school's online program, Skyward. Grades and brief comments will be made available at the conclusion of each quarter and semester. At each mid-quarter progress report time, grade-related information will also be made available; however, substantive comments from a teacher will only be provided if a student has a grade of C- or lower in the class.

Any additional grade-related information made available between the required eight intervals is provided entirely at an individual teacher's discretion. There is no obligation for a teacher to update online grade-related information with greater frequency. Once entered, grade information will remain in the program, and substantive scores and/or categories will be provided by each teacher so that there is more information than just the final grade for each progress report time or grading period. Please refer to each teacher's course syllabus for specific grading policy information. Additional academic warnings may still be sent home by any teacher.

In making this information available, we strongly encourage increased communication between the student and his parents/guardians about coursework, as the numerical grade information is only part of a student's overall academic performance.

Should a family not have home internet access, parents/guardians may receive upon request printed grade reports for quarter and semester grades, as well as mid-quarter progress reports. Please contact the Registrar for printed information.

Marquette High uses letter grades from A to F, with pluses and minuses. A student must earn at least a D- in order to receive credit for a course. An F grade indicates a failure for the course and no credit is earned. If a student receives an incomplete (I) grade for a course, he must complete the course requirements within a designated time. If the course is not completed in that time, the student will be assigned a failing grade.

Students who fail a requisite course may be required to take an equivalent summer school class to make up the necessary credit. In some cases, such summer school courses may need to be completed during the summer following the failure and prior to advancing into the next grade level.

A Grade Point Average (GPA) of 1.7 (a C- average) is necessary for a student to receive Marquette High's recommendation for entrance into college. This recommendation will not assure acceptance since colleges and universities have different entrance requirements.

Student Course Load

Each student must take a course load of at least five courses each semester; however, six courses per semester are recommended. While MUHS is strongly committed to working in partnership with parents and students in the course selection process, MUHS reserves the right to make final decisions regarding course selections for students.

In order for a student to advance from year to year, he must have earned 5.5 credits after freshman year, 11.5 after sophomore year, and 17 after junior year. If a student does not meet these minimum requirements, he

may be asked not to return to Marquette for the following year or, at the least, would be required to attend summer school to make up the needed credits before advancing to the next grade level.

Continuation Courses

Some of the year-long courses are considered to be continuation courses, that is, the second semester's work is a continuation of and a building on the first semester's work. In these courses, if a student fails the first semester, but passes the second semester, he will receive credit for the full year. His "F" grade for the first semester will be changed to a "D-". Continuation courses include: English 1, American Literature/Composition, World History, U.S. History, year-long Mathematics, World Language and Science courses, and Biblical Literature. Other year-long courses may receive this designation at the discretion of the Assistant Principal for Academics.

Academic Probation

The school uses a system of academic probation for those students who are not performing at a satisfactory level academically. Students will be placed on academic probation at the end of any quarter or semester grading period if their GPA falls below 1.7 (C-) or if they are identified as having two or more failing (F) or incomplete (I) grades. Probationary students who fail to demonstrate academic progress in subsequent semesters will be considered for dismissal at the end of the year. In certain cases, students may be reviewed for dismissal at the end of the fall semester.

Students on Academic Probation:

- will have mid-quarter progress report information available online.
- will be assigned to a mandatory silent study hall during free periods.
- are ineligible for interscholastic athletic or co-curricular competition, school trips, and various other co-curricular activities. Students may participate in practice.
- may be assigned to the Academic Support Program and be required to be in the Academic Success Center during free periods (freshmen and sophomores only).
- will be ineligible in the senior year for open campus privileges and final exam exemptions.

Academic Dismissal From School

It is the policy of MUHS to retain students only if they remain on track to fulfill all graduation and credit requirements and are earning a GPA sufficient to warrant the school's recommendation for college acceptance. A student is liable for academic dismissal if, after being placed on probation, he fails to demonstrate sufficient academic progress in subsequent terms or if failing grades jeopardize his ability to fulfill graduation and credit requirements. All dismissal decisions are made by the Principal.

Academic Integrity

Students are expected to conduct themselves in the classroom in accordance with the values, ethics, and mission of MUHS by exhibiting academic honesty in all aspects of classroom life. Academic dishonesty occurs when a student obtains or assists another in obtaining credit for work, which is not his own. Administrators, faculty, students and parents share the responsibility for promoting an atmosphere in which personal integrity and accountability are valued. Each and every violation for academic dishonesty results in a severe grading penalty for that assignment or evaluative exercise.

Examples of academic dishonesty include, but are not limited to:

- Use or possession of unauthorized notes, cheat sheets, marked hands and clothing;
- Improper use of devices such as iPads, cell phones, calculators, Apple or other smart watches;
- Plagiarism, unauthorized copying, improper citation, failure to cite sources and use of online translation sources;
- Improper use of online translators or applications;
- Copying material from another student or other source;
- Allowing another student to copy from one's own work;
- Failure to comply with rules and instructions regarding testing and assignments;
- Communicating with another student during an exam or quiz;
- Submitting falsified information for grading purposes;
- Obtaining a copy of and/or information about an exam or quiz without the knowledge and consent of the teacher;
- Removing or copying exams or quizzes from the classroom without the knowledge and consent of the teacher;
- Actions that earn credit for work which is not one's own;
- Activity or circumstances, which give a student an unfair advantage, compared to other students doing the same assignment.

Consequences for Academic Integrity infractions can be found in the [Guidelines for Students](#) section under *Cheating/Plagiarism/Academic Dishonesty*.

Student/Parent Concerns Regarding Instructional Practices or Content

It is incumbent upon parents to cooperate closely with the educators to whom they entrust their children. If there is an unresolved concern between a parent or guardian of a student enrolled in MUHS and an employee of the school, the parent or guardian must meet or communicate with the employee with whom there is an issue to see if reconciliation can occur. If there is no resolution, the parent or guardian may bring forth documentation of the concern to the Department Chair, generally within ten days of the initial meeting with the employee. Documentation must indicate the factual information regarding the concern, steps already taken to address the matter, and specific recommendations for resolution. The supervisor will schedule a meeting of all parties to work toward reconciliation.

Parent concerns related to MUHS curriculum or academics may be initiated with the Assistant Principal for Academics. The Assistant Principal for Academics will meet with the parent and attempt to resolve the parent's concerns accordingly.

Academic Study Habits

This section is intended to provide students with suggestions to become successful students. As stated in the Profile of the Graduate, Marquette students strive for intellectual excellence. Mastery of academic skills and habits forms the foundation for the development of character and preparation for life-long learning.

Homework

Marquette University High School believes that homework is a necessary component of the learning process. Homework is written or non-written work expected to be completed by students during non-instructional hours.

It prepares students for upcoming instruction; reinforces skills taught; reviews, extends, and applies concepts; and encourages creativity. Students investigate new topics, and reflect on and respond to feedback given by the instructor. Homework may include: reading, written work, memorization, note-taking or annotation, watching videos, research, writing papers, or completing projects.

Role of the School

- Teachers design quality homework that is relevant, rigorous, and connected to outcomes of the lesson/unit/course.
- Departments discuss suitable expectations for type and amount of homework given, but the ultimate determination is made by individual teachers.
- Teachers communicate the purpose of homework to students and set clear standards and expectations for quality work.
- Teachers provide specific, written explanations for long-term assignments so that expectations and timelines are clearly communicated to students.
- Teachers review homework, and provide timely and appropriate feedback for collected work.
- Teachers provide a day's grace period on major assessments given to students who participate in an MUHS retreat. (Teachers may require students to complete routine assessments including homework and quizzes on the day they return from a retreat.)
- MUHS provides access to learning resources, such as technology, internet access, library, and quiet/group study spaces.
- Teachers may assign individual students to 9th Hour, a mandatory after-school program, to complete missing homework assignments.

Responsibilities of Students

- Reading is essential.
 - Students read as part of all homework assignments.
 - Students read all books assigned over the summer.
 - Students devote leisure time to independent reading.
- Students complete all homework carefully, completely, and on time.
- Students commit time to daily study beyond assigned work to review content.
- Students use an assignment notebook and course websites to track assignments and due dates.
- Students divide long-term assignments into incremental steps in order to ensure thoughtful and timely completion.
- Students demonstrate academic honesty and integrity in all work.
- Students bear the responsibility for determining and completing all work missed due to an absence within three days of their return to school.
- Students complete homework in advance of planned absences, including school retreats, whenever possible.
- Students carefully consider the homework assigned when choosing classes, keeping in mind that AP, Honors, and Accelerated courses may have expectations significantly beyond that of other courses.
- Students seek balance between academic and non-academic pursuits, understanding that there are natural and legitimate academic consequences for over-involvement.

Recommendations for Parents/Guardians

- Parents provide a study environment suitable to the individual, with minimal interruption.
- Parents limit access to cell phones, social media, video games, and other potentially distracting technology during study hours.

- Parents provide guidance to their sons when difficulties arise, but should never do the work themselves.
- Parents encourage students to ask their teachers clarifying questions in class concerning assignments.
- Parents monitor participation in non-academic activities so that sufficient time is provided for homework, understanding that there are natural and legitimate academic consequences for over-involvement.
- Parents encourage students to contact teachers as soon as possible when absences occur, but recognize that teachers cannot duplicate learning experiences provided in the classroom that are missed as the result of student absence.

Reading

Reading is an essential component of all learning. At the high school level, there are a variety of different reading tasks, each of which requires a different strategy and level of attention. However, any reading necessitates consideration of the following steps:

1. Determine the purpose for reading.

- What is the goal for this reading? (e.g. learn a concept, reinforce an idea, find facts, analyze point of view)
- What level of attention is required?
- What level of understanding is expected?

2. Select and employ appropriate reading strategies (some of which are listed below) to ensure comprehension.

- Note-taking (Cornell, Harvard, outline, concept map, etc.)
- Annotation
- Section review
- Questioning the text
- Text tools
- Scrutinizing graphics (charts, maps, pictures, etc.)
- Paraphrasing
- Summarizing
- Use of reference works

3. Consider ways to extend and connect reading to classroom experiences.

- Record questions the reading evokes.
- Converse with others about the reading.
- Draw connections with previous experiences.
- Consider counter arguments to ideas presented.

Studying

Studying involves distinct skills and strategies, and varies according to the intended outcome. Competence in studying improves with practice; regular study leads to greater understanding and intellectual excellence.

While homework is rooted in study, study beyond homework is necessary to achieve real understanding. To study effectively, the following considerations should be made:

TIME

- Consider how much and how often studying will be necessary to truly commit to memory and comprehend the material in the larger context.
 - How MUCH? Short, frequent intervals (up to 15 minutes separated by short breaks) may be more effective and efficient for learning than cramming.
 - How OFTEN? Daily study is the best route to long term memory.
- Consider what times of the day are best for being alert. Waiting until the end of the night and attempting to study in bed is not conducive to retention.

PLACE

- Find a quiet environment, free of external distractions.
 - Lock down devices. Multi-tasking is a myth, and brain researchers suggest that every distraction (text message, email, etc.) requires the brain several minutes to recover and refocus back on the task at hand.
 - Select a quiet, well-lit space with upright seating and a writing surface. Avoid studying in the bedroom (as that disrupts both studying and sleep patterns).
- Begin with all necessary materials so interruptions are minimized.

PROCESS

- Begin with the most complex tasks. Many students put reading off until the end of the night, but reading requires a great deal of attention and focus.
- Make a judgment of time for each night's work, and stick to the plan.
- Study Strategies:
 - Summarize - Reviewing readings, notes, and materials and attempting to rewrite the information in a more concise form leads to better understanding.
 - Rehearse - Repetition is necessary to commit new concepts to memory.
 - Flash cards
 - Two-column covered notes
 - Reflect - Making connections between diverse concepts, both within and between disciplines solidifies retention.
 - Review - Attempt to discern what is not yet known or well understood.
 - Quizzing with a partner
 - Anticipating assessment questions and tasks

Testing & Assessment

The most important component of assessment is preparation. Careful reading, study, and review lead to greater success.

- Preparation
 - Determine gaps in understanding and seek clarification
 - Inquire about the format of the assessment (short answer, multiple choice, essay, etc.)
 - Plan study strategies to match the format (memorization, flash cards, reading review, etc.)
 - Start early, and study in increments over time
 - Get enough sleep and eat breakfast
 - Gather the necessary materials for the assessment (pencils, calculator, etc.)
- During the Assessment
 - Arrive early
 - Look over the entire assessment before beginning

- Read directions carefully and listen attentively to teacher directives
- Manage time based upon point allocations
- Clarify points of confusion with instructor
- Maintain academic integrity
- If time allows, review and check responses

Stress Management

Stress interferes with concentration, memory, and clear thinking. The following strategies help to reduce stress:

1. Eat a well-balanced diet.
2. Get enough sleep.
3. Exercise on a regular basis.
4. Practice meditation or relaxation techniques. Pray.
5. Recognize, acknowledge, and express feelings. Arguments at home, fights with friends, and general confusion are signs and causes of stress. Find ways to deal with feelings constructively so they don't create needless pressure.
6. Connect with a trusted adult. Advisors, counselors in the guidance office, teachers and administrators are available to help.

Tuition and Fees

Tuition for the 2021-22 academic year is \$14,850, exclusive of any student fees. All tuition and student fees are billed and collected through Smart Tuition.

Tuition Agreements

As part of the annual registration process, families must complete and return a signed Tuition Agreement for each student that will be attending MUHS. A student's registration is considered incomplete until the Business Office has received this form.

Tuition Payment Options

When completing a Tuition Agreement, families elect to pay tuition under one of two tuition payment plans:

- One Month Plan
 - Full payment of tuition is due on July 15.
- Ten Month Plan
 - Tuition is paid through a 10-month Smart Tuition plan with payments due on the 15th of the month from July through April.
 - Smart Tuition plans are subject to a plan fee equal to 3.5% of the plan amount. The plan fee is non-refundable and will be billed pro rata across the term of the Smart Tuition plan.
 - Families can make an optional down payment to MUHS by June 15 in order to reduce their Smart Tuition Plan amount. However, only down payments received by June 15 will be deducted before the 3.5% Smart Tuition plan fee is assessed.

Student Fees

In addition to tuition, the school bills student fees (e.g. retreat, graduation, athletic, AP testing fees, etc) through a family's Smart Tuition account. Student fees billed in a given month are due on the 15th of the following month.

Tuition Payment Policy

If a family's Smart Tuition account becomes delinquent, the school may suspend a student, disallow a student from returning to school, or deny admission to an incoming student. The school retains sole ownership of all student records and will not release the records of a student with an outstanding Smart Tuition account balance. In the case of a graduating senior, final transcripts, reports, etc. will not be mailed to a college/university until the family's outstanding balance is paid in full.

Refunds of tuition and student fees will only be made during the first ten school days of the respective school year. After this date, tuition is non-refundable. Families of students transferring out of the school during the school year for any reason will be responsible for the full year's tuition and student fees billed to date. Registration fees paid for incoming freshmen are non-refundable.

Registration Agreement

The registration of a student is deemed an agreement on his part and on the part of his parents or guardian, to act in compliance with rules and regulations of the school. Permission to register will be allowed provided all previous years' tuition and student fees are paid in full.

Transfer or Exchange Student Housing Policy

All transfer and foreign exchange students must live with a legal parent/guardian or school-approved host family. The parent/guardian or host family must have the capacity and legal right to act *in loco parentis*.

Digest of Student Rules

Students at Marquette University High School (MUHS) participate in the school's goals of fostering academic excellence and personal maturity. The school rules provide structure for responsible members of a community to move toward these goals. These rules represent the school's expectations of all students and every effort will be made to enforce them in a fair and consistent manner. The school reserves the right to interpret and apply these rules.

The Dean of Students at MUHS is assigned the responsibility to oversee all matters dealing with student behavior and discipline. The Dean reserves the right to make judgments in those situations which require an interpretation of a rule or policy.

When circumstances dictate, particularly in those cases when a serious infraction of rules occurs or when dismissal from MUHS may be a consequence of student misbehavior, the Dean of Students or Principal may convene the Discipline Committee. This committee consists of the Dean of Students, the Academic Assistant Principal, a guidance counselor and the student's faculty advisor. This group will examine the circumstances surrounding the student behavior and make a recommendation to the Principal.

In serious matters regarding suspension or probation, the Dean of Students and Principal will agree upon the appropriate consequence. In more serious matters of student misconduct when dismissal from MUHS is a consequence, the Principal and President will agree on this course of action.

Attendance

Students are expected to be present for each class every school day. Excessive absences, even when authorized, interfere with the goal of academic excellence. Students with excessive absences from school (five per semester) and those who are often tardy, will be referred to the administration. **These students risk grading penalties and the possible loss of academic credit.**

Authorized Absence: Students can receive permission to be absent for legitimate, unavoidable reasons. Handwritten notes to excuse for medical appointments need to be presented to the attendance office by 9:00 a.m. **Family vacations and other plans should be scheduled outside of school hours – see unauthorized absences.** Exceptions to this policy must be arranged with the Dean of Students. Two weeks prior to a planned absence, students are required to complete a planned absence form and arrange to maintain academic work. Planned absence forms can be picked up in the Main Office.

Unauthorized Absence: Missing class without a legitimate excuse is a serious offense and will be minimally punished with a Saturday JUG. Sporting events (baseball opening day, NCAA basketball, concerts, social events, etc.) are not legitimate excuses for absences. Staying home from school to do homework or to rest from a late night is not acceptable. **Students are not permitted to extend their vacation periods, even for college visits. For this reason, absences during the two days prior to and following each major holiday (Labor Day, Thanksgiving, Christmas, Easter, etc.), employee retreat and freshmen retreat will be considered unexcused** other than for illness. MUHS neither sponsors nor approves of a senior skip day. There is no approved senior skip day. Days absent from school for such an event will be unexcused and will

result in disciplinary action. Seniors that have an unexcused absence during their senior year lose senior privileges such as open campus and final exam exemptions.

Teachers have the responsibility of assigning grade penalties for missed classes. **Students who miss a class three times without permission can be dropped from the class with a failing grade.** Students who skip a day of school or part of a day will be referred to the Dean of Students, and may be asked to appear before the Discipline Committee. Consequences for an unauthorized absence range from a Saturday JUG(s) to dismissal from MUHS.

Illness: Unplanned absences because of illness must be reported to the school by phoning the attendance office between 7:30 and 9:00 a.m. at 414-933-7220 x3069. Parents should report the student's name, class, reason for absence and a number at which they can be reached should further information be needed by administration. **A student who misses any of the last five class periods of the day may not participate in any co-curricular activities the day of the absence, with exception of preapproved absences via the Dean's office. When a student is unexcused from class he may be suspended from participation.**

On the second day of absence from school due to illness, the parent may request homework from the Assistant to the Dean between 7:30 and 9:00 a.m. Students should do their best to maintain their academic standing by keeping up with notes from friends and following the course syllabus. Teachers also post a syllabus and homework assignments on their individual course websites (i.e. Moodle, Google Classroom).

Students returning to school from an illness or other absence must provide a written excuse from their parents explaining the absence, even if parents have called. These notes should be presented to the Attendance Office between 7:30 and 8:30 a.m. on the day of return. Students who are late for school because of an appointment or other legitimate reasons should report to the Attendance Office **with a written excuse** and obtain an admit slip.

Extended or Excessive Absences: MUHS firmly believes that a student's interactions, participation, as well as classroom activities and labs are an integral part of the education, and therefore are essential for earning credit. Any student that misses 10 or more class periods in a semester will be under review, may be required to withdraw from the course with an "F", or may be asked to leave the school.

In the instances where a significant medical condition exists, the student's parent/guardian must submit a completed Medical Care Verification Form. In some instances the school may recommend the student withdraw in good standing, with the ability to re-enroll. MUHS strongly encourages parents/guardians to disclose ahead of time any preexisting medical conditions that may impact a student's attendance.

If a student misses three or more consecutive school days, that student must provide a doctor's note upon returning to class. Without a doctor's note, the absences will be considered unexcused.

MUHS provides online access to student attendance records. Students and parents are each assigned individual accounts to access this information through the school's online program, Skyward. Student attendance records will be updated and accessible throughout each school day.

Mental Health Safe-to-Return Protocol: Any student that has had to be admitted for inpatient mental health assistance, must have written documentation from the primary mental health practitioner stating that the student is safe to return to school. This document must also include any necessary support that the student needs. Prior to returning to classes, the student, parent, administrator and a counseling staff member must complete a re-entry meeting.

Students who become ill, injured or need to leave school for a medical appointment during the school day must report to an administrator or attendance office before missing any class or going home. Failure to do so will result in an unauthorized absence. **Excuses will not be accepted the day after the absence.** This offense may result in a Saturday JUG.

Tardiness: Students who are late for their first period should report to the Attendance Office. Late car pools, traffic, oversleeping, a missed bus and so on will not be considered legitimate excuses. Tardiness will result in making the time up after school. Students who arrive to a class after the bell for class has rung are considered tardy. Students who are late for class because of carelessness should report directly to that class, where the teacher will deal with the situation.

15 Day Policy: A student's participation in two or more non-required school-sponsored events that cause a student to miss an entire school day within 15 school days will be subject to approval by the Dean of Students. If the two events occur within 15 school days of each other, the student must seek out the permission of the Dean of Students. Without permission the absences will be considered unexcused. The Dean of Students may keep the student from participating in one of the events. Students should plan appropriately to minimize the amount of missed class time.

Exams: A student who is unexcused for an exam period will receive a two letter grade reduction on the exam. The student will also minimally receive a Saturday JUG.

Under rare circumstances some seniors can earn exemptions from second semester exams. Seniors who are not eligible for exemptions include: 1) those who have 10 or more absences, 2) those who have one or more unexcused absent periods (see unauthorized absences above), 3) those who have outstanding obligations to the school (unserved JUGs, library fines, etc.). In addition, missing five or more class days in the semester is considered excessive. Teachers may consider not granting exemptions to these students.

School Closing Policy: When we experience inclement weather, MUHS may be closed, but we will always call off school by our own decision independent from any other schools. Cancellation of classes or a delayed start time will be announced by the following stations or websites: Channel 4 television, WTMJ radio (AM 620), www.620wtmj.com and the MUHS website. Every effort will be made to provide such announcements by 5:30 a.m.

There may also be rare situations when students will be dismissed from school early because of weather conditions or other circumstances that might disrupt school operations. In these instances, an announcement will be made on the information sources listed above. On these days when the school closes early, all after school activities will be cancelled.

Discipline Procedures

The goal of the faculty and staff of Marquette University High School is to hold students responsible for their decisions and actions in an effort to help them grow in maturity. Consequences for actions that do not contribute to the goals of the school can range from a simple admonishment by an adult to dismissal from the school. Varying degrees of discipline will be determined by the Dean.

JUG: (Justice Under God) Violations of school rules or standards are most frequently censured with the student being given a detention, known locally as a "JUG." Students who receive a JUG will report to Room

114 at 3:15 p.m. the following designated day (Tuesday, Wednesday or Thursday). The student should be prepared to work on an assigned task until 4:00. Students will not be permitted to do homework, or use electronic devices while in JUG. Missing JUG for a co-curricular activity is not a valid reason. Skipping JUG will result in an additional JUG or a Saturday JUG.

Saturday JUG: Saturday JUG is a serious censure and is reserved for serious or chronic violations of school rules and standards. The fourth JUG a student receives in any semester will be a Saturday JUG. Saturday JUG will be served from 7:00 until 10:00 a.m. on the Saturday following the issuing of the JUG. A \$10 fee is required. Students who miss Saturday JUG may be suspended. Students who are late to Saturday JUG will receive an additional Saturday JUG. Missing more than two Saturday JUGs makes a student liable for dismissal from MUHS.

Probation: Students who fail to cooperate with school policy and rules, or who commit a serious offense, will be placed on probation. Probation status will be reviewed at the end of each year. Failure to improve will result in serious penalties, stricter probation, loss of privileges or dismissal from MUHS. Probation may include loss of free periods, suspension from co-curricular activity, required meetings and other consequences as determined by administration.

Suspension: The administration reserves the right to suspend students for consistent or serious disregard of school rules. Suspension may be either in-school or at home, as determined by the administration. Home suspension will be used in cases where the student's continued presence at school is deemed detrimental to the institution. Suspension will last until a parental conference is held, and may be extended for a longer period to allow the student to stabilize his behavior. **Suspension is a serious matter and appears on the student's school record.**

Dismissal: Dismissal from MUHS is the prerogative of the school Principal and President, who may consult with the Discipline Committee and receive recommendations for appropriate action from that committee and other concerned faculty members. The Discipline Committee meeting is a hearing at which the student and his parent(s) present information pertinent to a decision. The Discipline Committee's decision is advisory to the Principal.

Students make themselves liable for immediate dismissal for the following:

1. Any behavior that endangers other members of the community. These include a) possession or use of any type of explosive or weapon, b) the attempt to injure or the injury of another student, staff or faculty member with physical violence, including fighting, and c) tampering with warning systems in the school.
2. Any actions contrary to federal or state laws and local ordinances. These include possession or use of alcohol or controlled substances, theft, sexual assault, vandalism, gambling and other illegal activities.
3. Consistent neglect of rules, school work, or the goals of the institution. This includes students judged to be a negative influence on their peers or manifesting a negative attitude toward the school's goals.

Other Options: Other consequences may apply following policy violations, such as not getting promoted to leadership positions in clubs or activities or for role-model positions. The school reserves the right to suspend students from participation in co-curricular activities if behavior or academic performance is judged unsatisfactory. The school further reserves the right to dismiss, at any time, any student whose conduct or effort it considers very unsatisfactory. Conduct is very unsatisfactory when it is detrimental to the reputation of the school, or when it hinders the advancement of the moral good of other members of the MUHS community. In instances when local laws have been broken, MUHS reserves the option to notify legal authorities.

Mandatory Reporting

Marquette University is required by law to report any suspected abuse or neglect or threatened abuse or neglect. For more information about the following questions, please refer to the appropriate state laws provided next to each question.

Who Must Report?

Wis. Stat. 48.981(2)(a)

What is reportable child abuse or neglect?

Wis. Stat. sec. 48.02(1)

Student Appearance

General Norms: Marquette University High School, as a private educational institution, reserves the right to determine and insist upon a norm of appearance for its students. The primary norm is whether or not appearance is appropriate to the serious task of educating young people. Students are to dress in a manner that indicates they understand the difference between being dressed for a day at school and dressed for a recreational/social activity outside of school. Sloppy clothing or grooming is not appropriate. If any question should arise as to what is appropriate, the clothing or grooming is brought (not worn) in and the Dean will be the judge. In general, MUHS relies upon the good judgment and cooperation of both students and parents in the implementation of these norms. Considerable freedom is allowed with respect to clothes, but the general guidelines for students' appearance are:

1. **Pants:** Students must wear casual pants, khakis or jeans. The pants must be neat, clean and without rips or frays. Pants must be worn at waist level at all times. Dress slacks or khakis must be worn for all school liturgy days. Athletic style pants are not permitted.
2. **Shirts:** Students must wear a collared shirt at all times. A collared shirt is either a button down or a polo shirt. Jerseys with collars may NOT be worn. Shirts that extend below arm length must be tucked in. Pullover sweaters or sweatshirts may be worn without a collar underneath. Full zip or full button sweaters or sweatshirts must have a collared shirt worn underneath. Any sweater or sweatshirt worn with graphics other than a plain manufacturer's label, the MUHS logo, a college logo, or professional sports team logo may NOT be worn. Items containing business or product advertisements or political messaging may not be worn while school is in session. Shirts and ties must be worn and tucked in for all school liturgy days.
3. **Shoes and socks** must be worn at all times. No sandals. Dress shoes should be worn for all school liturgy days.
4. **Hair** must be clean, neatly combed and of reasonable style and natural shade. Students may wear neatly trimmed beards and mustaches.
5. During the first two weeks of classes at the start of the school year and during the last two weeks of the school year, students may wear dress shorts. Cut-offs or athletic shorts are not permitted. Shorts must be worn at waist level at all times.
6. Clothing or jewelry which advertises or displays tobacco, alcohol, controlled substances or other material judged contrary to the school's goals are not allowed at any time in school or at any MUHS activity.

7. Body piercing other than simple earrings is prohibited.
8. Coats/Jackets may NOT be worn in school and should be put in a locker prior to the first class period of the day.
9. Hats and sunglasses may not be worn in the building. If a student wears a hat to school, it should be kept in a locker during the school day.

These guidelines do not cover every possible situation, but do apply on all school days including testing periods, exam days and shortened schedule days, unless temporarily amended by the administration. Questionable attire or appearance will be referred to the Dean of Students for arbitration. Violation of any of the above standards or an inappropriate appearance can result in a JUG and, in severe cases, the student could be sent home. Students sent home to change will need to make up for the lost time. **For special events, students will be encouraged to dress up. On these days, dress shoes, slacks, shirt and tie (tucked in) are required. MUHS students always dress up for all school liturgies.**

Guidelines for Students

Rules at MUHS exist to protect the rights of all individuals in the community and help to reinforce development of moral and ethical standards. The best rule to follow is always treat individuals and property with reverence and respect. Any student who violates this basic “rule” in any way should expect to face consequences for that behavior.

Safety: Since all individuals are entitled to work and study in conditions of safety, anyone whose actions threaten that safety will be liable for dismissal from MUHS. Any action that endangers the safety of another person or their property is considered a most serious offense.

Vandalism and Damage: Any damage to the school building or its contents and equipment, even through recklessness or carelessness, will result in fines sufficient to cover the cost of replacement/repair, including labor, and make the student liable for disciplinary action, the minimum being a Saturday JUG.

Pranks: Pranks on school premises or directed at members of the school community off the school premises will not be tolerated. Students engaging in such activity make themselves liable for disciplinary action. Seniors who engage in a prank may not be allowed to participate in graduation ceremonies. In the event a prank involves trespassing or property damage, the school reserves the right to report the incident to the police.

Stealing: Stealing of any kind will be dealt with most severely. Stealing another person’s property, stealing food or drink from the cafeteria line, or stealing any school equipment will make the student liable for dismissal from MUHS. Items that are found should be turned in immediately to the Lost and Found in the Main Office. Keeping something that is found is considered theft. Stealing is also a Co-curricular Code violation.

Cheating/Plagiarism/Academic Dishonesty: Cheating in any form, including plagiarism or allowing one's work to be used, will be considered a serious offense. Examples of academic dishonesty are:

- Plagiarism - Using the work, either intentionally or not intentionally, of another individual, book, magazine, internet, or any other source without giving proper credit for the information used.
- Cheating - Using another student's work and copying or using the contents, communicating information about a test or a quiz to another student, using a translator system, or using unauthorized resources.
- Prevarication - Stating information that is untrue in coursework such as fabricating lab results, citing sources that were not used, taking credit for a group assignment you did not contribute to, etc.;
- Resubmission of Work - Taking an assignment that has already been submitted for another class and submitting the information for a different class without consulting a teacher.

If a student does not adhere to the above guidelines, disciplinary action may be taken. When a student is reported to the Academic Assistant Principal and Dean for cheating, the following steps will be taken:

1. the student will be sanctioned, minimally with a Saturday JUG,
2. the student's parents will be notified,
3. the teacher will impose a severe grading sanction.

For a second cheating violation in one class, the student will receive an F for the course, but any second cheating violation makes the student liable for suspension and in serious cases, liable for dismissal from MUHS. Cheating is also a Co-curricular Code violation. For more information, please refer to the Academic Integrity policy, found under Grade Information.

Disrespect: MUHS seeks to create and foster a school community in which all individuals are treated with dignity, integrity, respect and compassion. Any action of defiance towards a faculty or staff member will be treated seriously. In most cases of insubordination, students who talk back to faculty members or ignore directives will be given at least a Saturday JUG, may face suspension, and can be dismissed from MUHS.

Disrespect of peers will be treated seriously. Violence or threats of violence may lead to immediate dismissal and may be reported to legal authorities. Students who witness such behavior should report to a faculty member. Students who are involved in fights in any way will be sent home for the remainder of the day and are subject to further disciplinary actions, including suspension for additional days. Repeated violations make a student liable for dismissal from MUHS.

Bullying, Cyberbullying, Intimidation and Harassment: Our Catholic faith embraces each individual as a gift from God, worthy of love and respect. Bullying, intimidation and harassment form a continuum of behaviors which cause discomfort to another person or which interfere with the recipient's academic performance or wellness with MUHS. The acts can be a single episode or part of a course of repeated behaviors. It is the policy of MUHS that its students will not be allowed to engage in any form of bullying or intimidation toward other students. "Bullying" means, among other things, striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same. "Intimidation" means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Harassment is defined as unsolicited, offensive behavior. These behaviors may be verbal – jokes, insults, innuendo, propositions or threats – or nonverbal – gestures, touching, assault, or the display of pictures or other visual material. Behaviors characterized as bullying, intimidation or harassment may take place at school; during a school-sponsored activity; on buses; on cell phones; or through the use of social media – "cyber-bullying".

Therefore, bullying, intimidation or harassment in any form – based upon but not limited to ethnicity, race, gender, religious belief, nationality, disability or sexual orientation – is prohibited. Any individual who engages in bullying, intimidation or harassment in any form will be subject to immediate discipline. Students who believe they have been subjected to bullying, intimidation, or harassment or any parents/guardians who believe their student has been subjected to bullying, intimidation or harassment should report the incident(s) to the Dean of Students or a Counselor. Third party witnesses are strongly encouraged to report observed incidents of bullying, intimidation or harassment to the Administration. Retaliation against any individual who complains of bullying, intimidation or harassment will be subject to immediate discipline. All complaints will be investigated. Disciplinary action against students may include suspension, expulsion, and/or notification of legal authorities.

Hazing or Initiation: No student may intentionally or recklessly engage in acts which endanger the physical or emotional health or safety of a student, regardless of the person's willingness to participate, for the purpose of initiation or admission into or affiliation with any organization operating in connection with Marquette High. The school prohibits hazing, initiations, harassment and discrimination of any form. A person who engages in an act that violates school policy or law shall be subject to discipline for that act. This applies to hazing behavior that occurs on or off school property and during or after school hours. For more information, please refer to the [MUHS Anti-Hazing/Initiation Policy](#).

Gambling: Any type of gambling in school is strictly forbidden, this includes card-playing for money and sports pools.

During the school day, no gum chewing is allowed. There is absolutely NO eating or drinking allowed above the ground level of the building without specific permission. No food or beverages will be allowed in or outside the gym during the lunch hours. Food should be eaten in the lunch rooms.

Transportation

Bikes: Students may ride bicycles to school, but may not use them on school property. Bikes should be parked and **locked** in the designated area.

Automobiles: The privilege of driving to school and parking in the school lot will depend on student cooperation with these rules. If students drive to school, they must park in one of the student lots. Cars must have a parking permit affixed to the driver's windshield. Failure to display a parking permit may result in towing. Students should either use the lot on 35th & Michigan or 32nd & Wisconsin. Students may not park on the street if spots are available in one of the student lots. Street parking is severely restricted. Driving over the speed limit of 5 M.P.H., honking of horns, littering, and going to cars during the school day are violations. Inappropriate or irresponsible behavior in the parking lot or inconsiderate behavior can result in the loss of parking privileges in addition to regular disciplinary consequences. Likewise, hazardous vehicle operation in the neighborhood will result in disciplinary consequences and notification of parents. Parking is a privilege and the school assumes no responsibility for any damage or destruction which may be caused to automobiles in the parking lots or for theft or damage to contents of an automobile. The student lot will be locked in the morning as soon as it is full. A Saturday JUG will be given for illegal parking.

Neighborhood and Grounds

Neighborhood: Students must respect the neighborhood and our neighbors. Students are not allowed to congregate on neighborhood property including alley ways. Students should drive carefully through the neighborhood, not congregate on neighbor's property, avoid littering and generally treat our neighbors with respect. Failure to comply with these simple demands exposes a student to disciplinary consequences. Any problems or concerns should be reported to the administration immediately.

Grounds: Students are not allowed to congregate or loiter anywhere on school grounds during the school day. During nice weather, students may be allowed to recreate on Takton Field with an adult supervisor. Students may not go to cars or leave the building during the day without permission.

While at School

Student I.D.: Students will receive a personal ID card at the beginning of the school year. Students must carry these at all times while at school and school functions. Failure to do so will result in disciplinary consequences. *Lost I.D. will be replaced by the Dean of Students for a \$10.00 fee.*

Arrival: The Cannon Commons and Library are open before school. The building opens at 6:00 a.m. There is a 7:50 a.m. bell alerting students to be in their first period call by 8:00 a.m. Students may not congregate in hallways prior to the 7:50 a.m. bell.

Lockers: Lockers will be assigned by the Dean of Students, and may not be changed or shared without permission. Only school issued locks may be used; others will be cut off by the Dean of Students. No decorations are allowed on the outside of the locker. Inappropriate posters and pictures are not allowed in the locker. Lockers should be locked at all times. Do not tell others your locker combination. Lockers remain the property of the school. The school reserves the right to open lockers as it deems necessary.

Valuables: It is important to put your name in all books and other personal property that you have at MUHS. Lost articles may be sought in the Lost and Found, which is located in the main office. In general, large amounts of money are not needed during the school day. Articles of value should not be brought to school. If they must be brought, they should be locked in lockers or car trunks. The school assumes no liability or responsibility for personal property lost or stolen at school.

Class Periods: Students should not loiter in the hallways during class periods, but rather determine their destination and move quickly to it. Classroom discipline is maintained by each teacher. If no faculty member is present in a classroom or other areas within reasonable time, students should notify an administrator. Students may not leave a classroom without permission from an administrator.

Students must carry out reasonable directives that the teacher may assign for classroom misconduct. Failure to do this will be treated as a breach of school discipline and appropriate consequences will result. Students removed from class must report to the Dean of Students' office and will minimally be punished with a Saturday JUG. A student sent to the office is not permitted to leave until an administrator has addressed and dismissed the student from the office.

Between Classes: Students should move efficiently through hallways between classes, but are strictly forbidden from running. Between classes is the only time students are allowed at their lockers. Students should not congregate in hallways, but rather get what they need from their lockers and move to their destination as quickly as possible. Loitering in hallways, excessive noise or any misbehavior will be censured.

Out of Bounds: No student may leave the school building during the day without faculty permission. The following areas are out of bounds without special permission: 1) the auditorium, stage area and underneath the stage, 2) the school's roof, 3) maintenance areas, 4) areas under construction, 5) any storage area, 6) locker rooms, 7) the elevator, 8) neighbor's property, 9) unsupervised gym, 10) any other place students have no business. Students violating Out of Bounds rules will receive a Saturday JUG.

Lunch Period: Students may eat lunch in either the Cannon Commons or the Blue & Gold Room. Rules to be followed in those areas at all times: 1) keep single file in the food and beverage lines, 2) do not skip ahead, 3) no excessive noise is permitted, 4) do not move the tables, 5) put your chair back in its proper place, 6) when finished, clean up, 7) leave the area clean, 8) follow directions of the prefects, 9) do not bring book bags into lunch lines, 10) students are not allowed in the classroom hallways during lunch periods, 11) No food is allowed above the basement level of the building.

No one is allowed above the ground level of the classroom building during the lunch periods, except to go to the Office, Library, Gym or special study sessions established by a teacher.

Doerr Library Information, Guidelines and Expectations

The library is a silent study space. Any student choosing to talk will be asked to leave. Students needing to talk or work on group projects should check out one of five Group Learning Rooms located within the library proper or use the seating available in the Atriums, Cannon Commons or the Blue & Gold Room.

Hours: The library is open and staffed from 7:00 a.m. until 5:00PM. Monday through Thursday and Fridays until 3:30 p.m.

Behavior: To provide a safe and respectful environment for study and research, the Doerr Library expects library users to abide by the Digest of Student Rules. In addition, cell phone use, including text messaging, is prohibited from 8:00AM to 3:10PM. Anyone who violates these policies will be asked to stop the prohibited behavior and/or to leave the library. Failure to observe these rules may result in disciplinary action, including loss of borrowing privileges and/or access to the Library.

Circulation: The library uses the student I.D. to check out materials. Books may be checked out for 3 weeks and may be renewed once. Reference, reserve material, and back issues of magazines may be checked out overnight. Equipment may be checked out but requires a permission slip from a classroom teacher.

Overdue materials: While the library does not charge overdue fines, students are responsible for returning materials in a timely fashion. Overdue notices are sent to the student's school email account once a week. Students will be charged a replacement cost and processing fee for lost materials.

Miscellaneous Matters

Leaving School: Freshmen are required to be in school the entire day. All other students may leave school after their final class of the day. If a student's final class of the day is before 2:00 p.m., students are required to report to the office and obtain written permission to leave school grounds. They should leave the premises quickly and quietly.

Forwarding Messages: Before 9:15 a.m. a parent/guardian can have an important message forwarded to a student. After that time classes will not be disrupted unless it is an emergency. Students can pick up messages at the message board during free periods or after school. Students should not be accessing or viewing phones or text messages during the school day without permission.

Posters and Publications: As a private school, MUHS reserves the right to approve all written material intended for public circulation. All posters or announcement sheets must be approved by the administration prior to posting on school property.

Co-curricular Activities: Participation in co-curricular activities, either actively or as spectators, is strongly encouraged of all students and other members of the MUHS community. While attending these events, the same standards of conduct are expected as would apply during the school day. Students are expected to follow instructions of coaches, moderators, prefects and chaperones. Failure to do so will result in serious sanctions.

Crisis Planning: In the event of an emergency MUHS has a prescribed crisis plan. Awareness and planning will ensure safety and provide the best communication. Students must have permission from a teacher or administrator prior to using cell phones during crisis or evacuation drills.

Use of School Name: The MUHS name, or variations of that name, may not be used for any event, social, athletic, political or other, nor may anything be published under the school's name unless permission has been obtained for each use.

The school does not hold itself responsible for offenses committed outside of its jurisdiction, yet it cannot ignore scandal or conduct detrimental to the school. MUHS students involved in illegal or immoral activities at any time are liable for dismissal. For instance, students involved in the use of tobacco, alcohol or controlled substances at any time are liable for sanction, as described in the school's AODA Policy Statement.

Visitors to School: No student should bring a non-Marquette student to school without advance approval from the administration. All school property is off limits to non-Marquette students during the school day, and they will be asked to leave. If someone must meet a student at school, that person must report to the school office.

Acceptable Use of Technology Policy

Marquette University High School recognizes that computers, smartphones, iPads, and other technology play a powerful role in modern society. The use of a personal device, the campus computer system, the wireless network and other technology promote greater academic collaboration, efficiency and communication throughout the school community. Use for other purposes such as personal business or entertainment is not acceptable during school hours. Understanding the importance of this medium, while being aware of the potential for inappropriate use, MUHS promotes and allows use of IT Devices with limits set forth by the

Acceptable Use Policy as follows:

The primary purpose of information technology at Marquette University High School is to enhance and support the school's educational programs. Information technology, the use of systems (especially computers and telecommunications) for storing, retrieving, and sending information, at MUHS must be used in a manner that is consistent with the school's mission, educational purposes, and environment as well as all local, state, and federal laws, regulations, and policies. The use of a technological device at MUHS is a privilege not a right. This policy applies to the operation of any information and communication device at MUHS, regardless of who owns the device. Everyone using an information technology system is expected to act in a spirit of mutual respect and cooperation while adhering to the regulations and guidelines set forth in this document.

Compliance and Penalties

All students, faculty, staff, authorized visitors granted the permission or use of MUHS information technology are expected to comply with all provisions of this policy whenever they make use of information technology provided by or located at MUHS. This includes personal devices while on MUHS property, any MUHS property that is removed from the school, and all remotely accessed MUHS resources. The extent of the scope of this policy is intended to be as broad as possible to cover all MUHS information technology.

Violation of these policies, abuse or misuse of school technology will result in one or more of the following penalties which will be assessed at the discretion of the school administration:

- Suspension or revocation of computing and other technological privileges;
- Confiscation and search of the device;
- Overnight confiscation;
- JUG or Saturday JUG;
- Disciplinary action assigned by the Dean of Students;
- Disciplinary action up to and including dismissal from school;
- Mandatory removal and deletion of content;
- Revocation of permission and ability to use the Technology and related services;
- Full restitution to MUHS for resources consumed;
- Other legal action including action to recover damages;
- Referral to law enforcement authorities.

All persons shall assist MUHS in administering these policies and procedures and shall make no effort to subvert, obfuscate, confuse, mislead, or otherwise conceal a violation or evidence of a violation.

Academic Integrity with Respect to Technology

All users of MUHS Technology must act with integrity. In seeking to promote the Graduate at Graduation values, MUHS requires that students complete their own work in an honest and virtuous manner. As such, students may be required to:

- Refrain from using the Internet to access websites or advocate values that are different from the goals of MUHS;
- Avoid any form of academic dishonesty;
- Ensure that their work product is the result of their own academic efforts rather than the efforts of another, including parents, teachers, and other students;
- Refrain from any form of plagiarism;
- Provide accurate citations and credit to sources;
- Submit assignments to a plagiarism checking service such as Turnitin.com;

MUHS has no tolerance for plagiarism and any student who is found to have engaged in academic dishonesty will be subject to severe disciplinary action, as described in the [Guidelines for Students](#) under *Cheating/Plagiarism/Academic Dishonesty*. For more information refer to the Academic Integrity section of [Grade Information](#).

Network Access

All students are issued a network login. Students are required to use their network login any time they use a MUHS computer or use the wireless network with their own device. Students must keep passwords confidential and will be accountable for any unacceptable use under his user name. Under no circumstances may a student use another student's identity.

When using technology, students must adhere to the following guidelines:

Student Expectations and Prohibitions

Students are expected to:

- Promote and demonstrate the values of the school as stated in the Profile of the Graduate at Graduation;
- Show the respect and ethical behavior that is expected of MUHS students at all times;
- Respect the privacy of other users;
- Consider the reputation of themselves and the school in all activities;
- Maintain their accounts and files in an organized and clean manner;
- Ensure prompt installation of any and all necessary updates to technology that are needed for compatibility with classroom instruction;

Students shall not:

- Use any MUHS technology for illegal activities, commercial purposes, advertisement or political lobbying, or sexually explicit or pornographic purposes;
- Act in a way that intimidates, threatens, harasses, or otherwise demeans another individual;
- Transmit malicious harassing or defamatory content;
- Transmit inappropriate images, sounds, or messages that is in contrast to the mission and values of MUHS;
- Access pornographic, obscene, or vulgar material including but not limited to; downloading, printing, or viewing such material;
- Engage in software piracy, vandalism, or malicious use of the computers to develop programs that harass other users or infiltrate a computer, computing system, network and/or damage the software components of a computer, computing system, or network;
- Attempt to access another person's e-mail, or similar electronic communications, or to use another's name, e-mail, or computer address or workstation to send e-mail or similar electronic communication;

- Use the Internet to share or misrepresent their own, or another's, personal contact information such as, address, phone number or credit card information;
- Send mass electronic communications to the student population without explicit permission from MUHS staff and administration;
- Use the Internet to share or misrepresent another's personal opinion, comments, or viewpoints;
- Share any non-educational content that is for personal use in any format;
- Engage the audio functions of their technological device without prior permission from the teacher. The volume is to remain on mute unless headphones are attached;
- **Engage the recording (audio or video) or photographing features without explicit permission from MUHS staff and administration;**
- Engage in any gambling whatsoever, whether by formal or informal means;
- Engage in any gaming and/or the use of social media during class time or study hall, violators will receive a minimum of a Saturday JUG.
- Use any technology while in an area where privacy is expected (i.e. bathrooms or locker rooms).

E-mail, Student Portal, Skyward and Academic Storage Space

Students are issued email, Skyward, Google and Moodle accounts that are accessible via the website. These accounts facilitate communication within the MUHS community. Students should check their email and portal accounts frequently, as faculty, staff and administration will communicate through these media.

Student accounts and storage are subject to review and supervision by school personnel. Inappropriate materials stored on the network will be removed without notification and may lead to disciplinary action.

Network/Tech Misuse

The school computers and network are and shall remain the property of the school. MUHS reserves the right to monitor, both physically and electronically, all activities on the network.

It is a misuse of MUHS Information Technology for any individual to:

- Seek unauthorized access to the computer or other technological resources of the school;
- Disrupt the appropriate use of these resources;
- Waste resources such as personnel, computer hardware or software or ancillary materials;
- Compromise the privacy or human dignity of others or harms the reputation of the school;
- Use proxy servers or other means to avoid restrictions placed on the network;
- Intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the networks;
- Use the networks to disrupt the use of the network by others;
- Send mass electronic communication without staff and administration permission;
- Create, send, forward, or otherwise transmit chain letters;
- Modify, destroy, vandalize or abuse hardware or software in any way;
- Engage in software piracy, vandalism, or malicious use of the computers to develop programs that harass other users or infiltrate a computer, computing system, network and/or damage the software components of a computer, computing system;
- Install hardware and/or software on any MUHS computer or network without explicit authorization, access to the MUHS computers and networks does not constitute authorization to install. Only authorized persons may connect a computer or other electronic equipment to the school's network;
- Intentionally wasting limited resources or printing more than one (1) copy;
- Save any personal files (non-school related) to the local network. Such files should be saved on removable media or in the student's home folder;
- Use Printers for materials not related to school, except with expressed permission of a member of the faculty or staff;
- Use the Student Internet Access for non-school related activities;
- Attempting to access, or successfully accessing restricted resources;

- Any attempt by students to bypass firewall restrictions will be considered a serious violation of the school's Acceptable Use Policy and may be subject to disciplinary action. Student use of technology is restricted by the use of security measures which include group policies and a firewall;
- Attempt to fool others into revealing their log-in credentials or passwords, whether by use of social engineering, by tricking others into entering their credentials where key loggers can capture the information, or by any other means;
- Provide network access to an unauthorized individual;
- Permit another individual to access a user account not created and maintained for that individual;

Personal Technology Use – Computers, Phones, Recording and Other Devices

Students are expected to have with them a 1-to-1 device that provides the minimum expectations provided by the school. Students may bring their technology devices to school and access the wireless network for academic purposes. These devices include laptops and tablets. In general, these items may be used in class for academic purposes. However, the teacher will ultimately determine what is appropriate in that classroom. Teachers may declare technology-free times, call for the placing of technology at the front of the room or in a ready-to-use position.

Students may not record images or audio without permission from those present. Recording without permission will result in significant consequences. In a classroom situation, students must have permission from the teacher before using any video or audio recording device. Students may never (before, during or after school) use mobile phones and image or audio recording equipment in a locker room, bathroom, counseling center or other places where privacy is expected.

Items used in violation of these rules may be confiscated regardless of academic need with standard consequences applied. Repeated offenses of inappropriate use may include additional consequences including Saturday Jug, suspension or dismissal from school. All electronic devices, including phones, are subject to search by school administration.

Charging at school will be permitted, but the school cannot guarantee that a student will be able to plug in during class. If a device is left at home or is not charged, the student remains responsible for completing all coursework. Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment unless no other means of completion exist.

Cameras – the student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of a camera in the restroom or a locker room, regardless of intent, will be treated as a serious violation.

Use of the camera, speakers, and microphone are strictly prohibited unless permission is granted by a teacher.

Device Care

- MUHS is not responsible for the damage or loss of any device.
- It is the student's responsibility to keep their device safe and secure.
- Devices belonging to other students are not to be tampered with in any manner.
- If a device is found unattended, it should be given to the nearest faculty/staff member.
- If a device is lost, stolen, or damaged, the Dean's Office must be notified immediately.
- When possible tracking programs on devices are encouraged (ex. Find My Phone, Mobile Me) and assistance and compliance from the student in implementing, accessing, and using these programs is required.
- The school is not responsible for the security or functionality of any electronic devices or their ability to connect to the wireless network. The school strongly encourages students to keep these devices on their person or in a secure location at all times. The school is not responsible for the loss, theft or damage to any electronic device, including the loss of any data stored on a device.

Social Media

Social Media is defined as any electronic tool that allows for social, interactive, and connective learning allowing for but not limited to: video and photo sharing, social networking, blogs, wikis, podcasting, instant messaging, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media at any time on campus or off campus, students are expected to observe and follow the Student-Parent Handbook which includes demonstrating respect for others and the school.

Students shall not use computers or any electronic devices for dissemination or publication of any material which jeopardizes the good name of the school, which is detrimental to the common good, or which is harmful or offensive to members of the school community. This includes the posting of inappropriate material on any blog, chat room, social site, or website, and may result in disciplinary action.

Off-Campus Technology Use

MUHS reserves the right to impose consequences for inappropriate behavior that takes place on or 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, but is not limited to harassment, inappropriate use of the school name, remarks directed to or about faculty, staff, students or others, offensive communication, and safety threats.

Cell Phone Policy

MUHS restricts students' in-school use of cell phones. Cell phones may be used in accordance with the following guidelines.

- Students may use cell phones before or after school and during lunch.
- A teacher has given special permission for in class academic work.

Cell phones are NEVER permitted:

- During instructional time (unless given permission by a teacher for academic work)
- During exams
- In the Doerr Library (unless given permission by Librarian for academic work)
- In locations where there is an expectation of privacy (e.g., locker rooms, restrooms)
- When the device distracts others or interferes with the operation of the school
- During passing time
- During study halls/free periods, unless permission is granted by administration for school purposes, or for the sole purpose of listening to music or other audio features (with headphones).

Though students may be sent messages during the school day, they are not permitted to check a device unless it is outside of school hours or during their lunch period. If a student is alerted to a message while using the device for permitted purposes during school (e.g., classroom academic work), they are not to respond or follow up on such a message until an authorized time. Parents are asked not to contact/text their son by cell phone until after 3:10 p.m. on school days. If a parent or guardian needs to get a hold of their son, please call the main office.

Headphones/earbuds connected to personal electronic devices are only permitted during authorized use times detailed above.

- Students are never permitted to wear headphones/earbuds during passing periods or any time they are moving through the school building.

Phones must always be on silent with vibration mode turned off, as to never distract others.

If a student is suspected of misuse, the student may be asked to surrender the device to MUHS personnel without objection or hesitation from the student. Any cell phone confiscated may be withheld and only returned to the student's parents. The student must also serve a JUG. For the second violation the student may receive a Saturday JUG. Any student with multiple cell phone infractions may be asked to have his phone held with the Dean of Students during the school day. In these instances, the phone would be turned in prior to school and picked up at the end of the school day. Additionally, teachers may ask students to check their phones at the door prior to the onset of class. MUHS is not responsible for lost, stolen or broken cell phones.

School officials may observe cell phone history including voicemail, text messages, photographs, social media accounts, etc. Violations of school policy will be dealt with according to school policy and may involve legal authorities. Furthermore, in instances of serious disregard of school policy other students' cell phones may be confiscated and searched.

Non-Academic Technology Use

Personal use of technology is not prohibited; however, during the school day students are restricted in their use of personal technology to Academic Use. When in doubt, it is the obligation of the user to verify permissive use and seek assistance. Ignorance is not an acceptable excuse for misuse. The following activities are explicitly prohibited:

- Use of computers or the network for games, watching movies, listening to music or other personal entertainment;
- Use of social media sites for non-academic purposes;
- Obscene email or excessive use of email;
- Use of any social networking or chat websites or software;
- Accessing prohibited websites and content, including but not limited to; professional sports scores or fantasy sports sites, pornographic content, gambling websites, and any other activities which would be otherwise prohibited under the MUHS Network Use and Student Expectations sections;

Additional Devices

Devices such as Apple Watches, Fitbits, etc. that can send and receive messages may be restricted. Students may be asked to remove these devices during class time, especially during assessments.

Intellectual Property

- All individuals are expected to respect Copyright, Trademark, and other Intellectual Property Laws and the Intellectual Property rights of others;
- Users shall not access, download, upload, or exchange copyrighted media;
- Users shall promote and preserve the Intellectual Property of MUHS and shall take no action that negatively impacts those rights of MUHS;
- MUHS encourages members of its community to make thoughtful, good-faith determination that a use of a copyrighted or trademarked material is a fair use in support of teaching and research, and to properly attribute those materials;
- The use of the MUHS logo and other trademarked and copyrighted materials (publications, pictures, recordings, etc.) shall be in conformity with the rights and responsibilities of MUHS, prior authorization for any such use is required;
- Proper attribution for any and all uses of ANY intellectual property, whether owned by MUHS or not, is mandatory; citation to source material is required;
- Citation and attribution to source material is expected and should include, at a minimum, the source's location and date accessed;
- No individual shall enter into an agreement that impacts the intellectual property rights of MUHS without prior authorization;
- Compliance with all licensing agreements for materials supplied by MUHS is required;
- Circumvention of Copyright protections, including those on property that the user owns, is prohibited;
- Violations of intellectual property laws by a user are not authorized by MUHS and MUHS is not responsible for any illegal activity undertaken by any user. It is the sole responsibility of the user for their actions and any legal consequences arising therefrom;
- Users are subject to the intellectual property laws of the United States of America and the various States, penalties for violations may include legal consequences including but not limited to criminal conviction.

Technology Free Zones/Times

While MUHS promotes the use of technology for educational purposes, it also believes that it is a healthy practice to disconnect once in a while. The Gymnasium, Ministry Center and Three Holy Companions Chapel are designated as technology free zones.

***Bathrooms and locker rooms are, by law, always technology free zones. Students violating this will have their device confiscated and will minimally receive a Saturday JUG.**

Any student use of technology, including tablets, personal cell phones, laptops, or other such devices, in a manner contrary to the Acceptable Use Policy may result in disciplinary action. The student's consent to inspect storage of personal laptops and other personal devices being used on the campus or at any school-sponsored activity is hereby obtained by MUHS school administration by way of the Student's signature on this form. The MUHS school administration, at their discretion, will determine if the inspection is necessary for the enforcement of the provisions of the handbook or for the protection, safety, and welfare of the school or the students. Refusal to submit to, permit, or provide access for such an inspection may be considered grounds for expulsion. In cases of impending danger to the community, the school reserves the right to inspect without consent.

Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the Network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Alcohol, Tobacco & Controlled Substances

Marquette University High School (MUHS) seeks to provide a drug-free environment for students. Any involvement with tobacco, alcohol and controlled substances is harmful to a young person's physical, emotional, spiritual and intellectual development. MUHS believes that all students should be drug and alcohol free. Use of these substances by a student can display simply poor choice, or in some cases, a need for intervention and professional assistance. Consistent with the School's philosophy emphasizing prevention of and intervention with drug and alcohol abuse among its student body, MUHS encourages parents to report to the school any incidents of drug or alcohol use by their sons.

Following such parental notification, the school's response will be that of assistance rather than disciplinary action; however, athletic or club sanctions will apply. In keeping with the philosophy of education, prevention and intervention, MUHS has adopted the following policy:

1. The use or possession of tobacco, alcohol, controlled substances or drug paraphernalia on school property or at any school function or activity is prohibited. If a student uses these substances at any time, the student is subject to school response, sanctions, disciplinary action and possible dismissal from MUHS.

2. Students of MUHS are expected to remain free of tobacco, alcohol and controlled substances at all times – 365 days a year. Absolute abstinence is demanded of all students. Violations of this standard will result in parental notification and will put the student at risk of disciplinary action. In addition, students can be required to participate in therapeutic activities ranging from educational seminars to formal professional treatment.
3. After a student has violated the AODA policy and if the student will remain an MUHS student, then the student will undergo a professional evaluation by a certified professional outside of MUHS. The evaluation session must include a review of substance use history, a review of current substance use pattern and a psycho-social evaluation.

Alcohol and Other Drug Abuse (AODA)

Any use of alcohol or controlled substances constitutes abuse of that substance. “Controlled substance” includes, but is not limited to marijuana, speed, cocaine, LSD, psilocybin (mushrooms), Ecstasy, Methamphetamine, and unauthorized prescription drugs such as Oxycontin, Valium and Ritalin. Reliable information indicating that a student has possessed, used or distributed these substances should be referred to the Dean of Students, who will notify administrators, the Student Support Program Director and other school personnel as necessary.

1. **With respect to alcohol, this policy prohibits:** 1) the possession; 2) use; or 3) distribution of alcohol on school grounds or during school-sponsored activities. A student under the influence of alcohol is deemed to have “used” alcohol for the purposes of this section. If a student has engaged in any of these three activities while on school grounds or during a school-sponsored activity, the student may be suspended from school and may constitute grounds for further disciplinary action including dismissal from MUHS. MUHS owns and operates an Alco sensor (breathalyzer) through the Dean of Students office, to be used in determining whether students are under the influence of alcohol.
2. **With respect to controlled substances, this policy prohibits:** 1) the possession; 2) use; 3) distribution; or 4) intent to distribute controlled substances. A student who distributes or intends to distribute will be dismissed. A student does not violate this policy if he is in possession of a legally prescribed controlled substance and he has followed MUHS’s policy concerning storage and taking of medication at school. A student under the influence of a controlled substance is deemed to have “used” a controlled substance for the purpose of this section. A finding that a student has engaged in any of these illegal activities while on school grounds or during a school-sponsored activity constitutes grounds for prompt dismissal from MUHS. A student suspected of being under the influence of a controlled substance will be required to immediately submit to a drug test following the school’s test procedure.
3. **Sanctions for Policy Violation:** When the MUHS administration determines that a student has violated this policy; the Principal shall determine the appropriate sanctions, as outlined below. These sanctions will be based on the totality of the circumstances involved in the violation including, but not limited to the student’s cooperation in the investigation into the alleged incident, the nature of the offense (e.g. possession, use or sale of illegal drugs) and any other aggravating or mitigating factors.
 - a. **Dismissal** from MUHS will extend through the remaining semester or school year with the option of making the dismissal permanent. A student who is dismissed from MUHS because of intent to distribute or distribution of controlled substances will not be considered for readmission to MUHS. The Principal shall determine the initial length of the dismissal. When the dismissal is not permanent, the student must petition to be readmitted as outlined in paragraph 3(c), below.

b. If circumstances dictate, a **sanction less than dismissal** can be imposed by the Principal for offenses involving either alcohol or controlled substances occurring on school grounds or during school-sponsored activities. In instances where the student will remain at MUHS, the student must undergo an evaluation by a certified alcohol and drug counselor. Additional consequences may include the following or a combination of the following:

- i. Administrative discipline, such as Saturday JUGs, school service, random testing, disciplinary probation or suspension from sports or other co-curricular activities or suspension from school
- ii. Successful completion of all evaluation recommendations (see below)
- iii. Referral to the police for criminal prosecution
- iv. Community Service

Students who are not dismissed are on probation and failure to undergo an evaluation or abide by any of the additional consequences imposed as part of the offense will result in the student's dismissal. A student who is placed on probation under this policy will receive a written summary of the condition of the probationary stature.

c. In those cases in which the dismissal is not permanent, the student may petition for reinstatement in the following semester or school year. The student and parent(s) must make a written request for early admission recommendation. The Principal may convene an *ad hoc* Discipline Committee consisting of the Dean of Students, the Academic Assistant Principal, a guidance counselor and the student's faculty advisor. The Discipline Committee may review the student's request for readmission and may make a recommendation to the Principal, who will have the authority to accept, reject or modify this recommendation. The Discipline Committee may make a recommendation to the Principal whether reinstatement is appropriate, based upon the circumstances leading to the dismissal, as well as a review of the student's entire record of performance during both the period he was enrolled at MUHS, as well as during the period of his dismissal.

4. Any student found to have engaged in a **second or subsequent offense** at school will be dismissed from MUHS.

5. Offenses involving the possession or use of alcohol or controlled **substances off school property and outside of school-sponsored activities** may constitute grounds for dismissal from MUHS or other disciplinary action or consequences depending upon the nature of the offense and its disposition by parents or legal authorities. **Dealing or distributing will result in an automatic dismissal from MUHS.**

e-Cigarettes / Vaping

Any use or possession of an electronic cigarette or vaporizer is a violation of this policy. MUHS considers these devices drug paraphernalia and possession or use of one will result in significant disciplinary consequences.

Testing

Testing for alcohol or controlled substances is the prerogative of the MUHS school administration under three circumstances.

1. Testing will occur when a student is suspected to have violated the school's AODA policy.
2. Testing will occur when a student is on probation from a previous AODA violation. When tests are performed, students are responsible for the costs of the tests. The administration will decide upon the best test method, and students are required to immediately, without prior notification, provide an adequate sample for testing, including, but not limited to, a hair sample, a saliva sample, a breath sample, a sweat sample, a urine sample or a combination of these methods. MUHS will determine where and when the test(s) are performed whether at MUHS, with a lab professional or at a test site.
3. Testing may occur at social events such as dances or athletic contests. On these occasions, testing could occur randomly and without suspicion. The inherent risks increase under these circumstances and MUHS considers these events important AODA safety concerns. The test method will be determined by administration.

Results of tests will be shared with parents after the test.

Finally, if a student refuses a test, this will be considered conclusive proof of being under the influence of alcohol or controlled substances, or for having violated the terms of probation. This includes instances when a parent refuses to allow their child to be tested. The student will be liable for all appropriate school sanctions, including possible expulsion.

Professional Evaluation and Treatment

In those situations in which a student who has violated the school's policy regarding alcohol or controlled substance use remains at MUHS, the student will be referred to the Director of the Student Support Program (SSP), who will oversee an evaluation process. The evaluation must include a review of substance use history, a review of current use pattern and a psycho-social evaluation.

1. The student will be professionally evaluated by a Certified Alcohol and Drug Counselor. Parents must select the treatment center of their choice and are responsible for the costs of the evaluation. MUHS must be notified of the time and location of this evaluation, which should take place within 48 hours of parental notification. In addition, parents must sign a waiver to release evaluation information to authorized MUHS personnel.
2. The Certified Alcohol and Drug Counselor will make a written recommendation regarding an appropriate course of action to parents and authorized MUHS personnel. Depending on the individual recommendation, any or all of the following may be required: periodic drug screening including urinalysis; successful completion of an 8-week AODA education program sponsored at MUHS; participation in MUHS educational seminars; in-school support groups; in-school individual counseling; and outpatient or inpatient treatment at an AODA facility. In addition, remains subject to a range of disciplinary actions by the school, as detailed above.
3. The student will be subject to any additional co-curricular consequences deemed appropriate by the sport or club moderator. These will be clearly presented by the coach or moderator at the beginning of the co-curricular activity.
4. If the student and/or student's legal guardian refuses the evaluation, refuses to follow evaluation recommendations, or fails to participate actively in the recommended intervention program, the student, at the recommendation of the Principal and the Dean of Students, will face further disciplinary action including dismissal from MUHS.

Students Suspected of Alcohol and Other Drug Abuse

A parent, teacher, peer or responsible outside agency may refer a student to the SSP Director for suspicion of alcohol or other drug abuse. Upon referral, parents will be notified and information will be gathered from as many sources as possible regarding the student's academic, social and behavioral performance. Possible sources of information will include teachers, family members, coaches and school records. The in-school screening will help determine the nature and severity of the problem. The problem may not be substance abuse; family, academic, emotional and developmental issues may produce the same symptoms.

If this screen indicates that a formal AODA evaluation is appropriate, the student will be required to participate in an evaluation with a Certified Alcohol and Drug Counselor, who will provide written results to authorized MUHS personnel. Failure to comply with this evaluation by students or their legal guardians constitutes grounds for dismissal from MUHS. The school will follow the recommendation of the Certified Counselor, as outlined above.

If the student or the student's legal guardians refuse to follow the recommendations provided, the SSP Director will meet with administration and guidance counselors to determine an appropriate course of action. Possible actions include parental conferences, disciplinary actions or a recommendation that the student be dismissed from MUHS.

If the screening by the SSP Director indicates no need for a formal evaluation, MUHS may explore other avenues of providing assistance to the student.

Student Initiated Consultations

Students may wish to consult with the SSP Director on their own initiative; and indeed, are strongly encouraged to do so, if they feel they have a substance abuse

problem or feel they are at risk of developing a substance abuse problem. Except in situations involving threat of serious and imminent danger to the student's well-being, this initial interview will be and will remain confidential.

Students and AODA Treatment

MUHS wishes to cooperate fully with professional treatment personnel to provide support for the student facing the challenge of recovery. Parents or guardians of students in inpatient or outpatient treatment should sign a release of information waiver to facilitate this process. The school will help provide special structures of support for students participating in outpatient programs, including regular consultation with the student's outpatient counselor. In addition, SSP personnel will participate in prerelease staffing to facilitate a smooth return to school. Recovering students should meet regularly with their advisor or the SSP Director.

Appeals

The decision of the Dean of Students may be appealed to the Principal. Appeals must be made within three school days of notification of sanction.

A Final Word on the Digest of Rules

Every effort is made to treat members of the MUHS community with respect and fairness. The digest of rules cannot, obviously, cover every possible situation. Other special rules are applicable and enforced in specific areas such as the Computer and Science Labs. The school has the right to amend the *Handbook* at any time. The general rule is to treat persons and property with the respect due them. The ideal goal of the MUHS community is to work actively in caring for one another and helping one another develop as full human persons.

Counseling

The philosophy of Counseling at Marquette University High School has its roots in the Latin term "cura personalis."

The Catholic, Jesuit concept of cura personalis, which translates as care of the whole person, suggests individualized attention to the needs of others, distinct respect for unique circumstances and concerns, and an appropriate appreciation for singular gifts and insights.

The purpose of the Counseling Department at Marquette University High School is to help the student grow into a happier, more complete, and more dedicated faith-filled person. An adviser can help him clarify his feelings and extend his knowledge about himself and his environment. This enables the student to gain greater freedom in making intelligent and responsible decisions.

Each sophomore, junior and senior at Marquette University High School chooses an advisor. At the end of the school year, students choose an adviser from the list of counselors and faculty who wish to serve in this capacity. The freshmen have a special affective education class called PAY, Positive Alternatives for Youth, which meets one period a week. The freshmen groups are facilitated by a faculty member or counselor who becomes the student's advisor for the year.

Confidentiality and Its Limits

What is said in the context of individual counseling or advising sessions, as well as in Support and P.A.Y. groups, is confidential within certain limits. Those limits to confidentiality include the threat of serious and imminent danger to a student's well-being such as: suicidal intentions; the intent to seriously harm another; concern that a serious alcohol/drug problem may exist; cases of physical or sexual abuse or sexual assault. In such cases, school personnel are obligated to get help for the student by contacting the student's parent/guardian and in cases of abuse, civil authorities.

If it is reported to us that a student is suicidal, we will confer with the student as well as his parent/guardian to make sure he receives assistance. If a problem of a serious nature regarding a student at another school comes to our attention, we will contact the Guidance Department at that school to ensure the student gets the help he or she needs.

Student Support Program

Marquette University High School believes that along with parents and other segments of the community, the school has a role to play in helping students make decisions about their lives. MUHS believes that students today encounter many challenging and stressful events in their lives. Reactions to these events vary widely, and sometimes include: depression, alcohol and other drug use, stress or suicide. We believe that students need education and assistance in dealing with these concerns. Therefore, in addition to the individual counseling services provided, the Student Support Program has been developed.

Functions of the Student Support Program (SSP)

1. Identify students who are in need of support services.
2. Provide initial screening to determine the nature or severity of the problem.
3. Motivate students to accept help.
4. Offer options for treatment (In-school support group/outside treatment)
5. Support the students' efforts to make positive life choices.

For information regarding the Student Support Program and other resources provided by the Counseling Department, including information on our Advising Program and Parent Network please visit the website [HERE](#).

Co-Curriculars and Code of Conduct

Introduction

The MUHS Co-curricular Code of Conduct details Marquette's philosophy for co-curricular activity and outlines expectations for participants and consequences for violations of the Co-curricular Code of Conduct. All student participants are required to abide by the Co-curricular Code of Conduct. Parents and moderators are expected to support compliance with the code. The Code of Conduct will be followed 365 days a year.

Co-curricular activities are divided into five categories: interscholastic athletics, pastoral activities, performance activities, competitive clubs & organizations, and general clubs, homerooms or activities. In addition to the Code of Conduct, the moderator of any group may set additional expectations for the group. These additional expectations must be communicated in advance to the participants, Dean of Students, Athletic Director and Principal.

MUHS Co-curricular Statement of Philosophy and Values

All students are expected to be involved in minimally one co-curricular activity each year. Marquette University High School is dedicated to the development and growth of young men. Co-curricular activities can enhance the educational experience by promoting leadership, cooperation, spiritual growth, teamwork, lifelong leisure skills, and a healthy lifestyle.

Participating students, moderators and coaches serve as role models and represent MUHS in the larger community. All involved in the co-curricular program join MUHS in its mission to facilitate the development of students who are open to growth, intellectually competent, religious, loving and committed to justice.

Participants, moderators, coaches and parents are called upon to work together to create an environment in which hard work, fair play, healthy competition, and respect for self and others can thrive. The following are examples of the many co-curricular offerings at MUHS:

Athletics: Baseball, Basketball, Cross Country, Football, Golf, Hockey, Lacrosse, Skiing, Soccer, Swimming, Tennis, Track, Volleyball, and Wrestling.

Pastoral: All pastoral leadership positions such as: Kairos, Freshmen Retreat, Somos Amigos, or service trips.

Performance: All performers and stage crew members in any play or musical, including Follies, winter production, spring musical, chorus, pep band, Prep Players, and etc.

Competitive Clubs or Organizations: Big Brothers, Bowling, Debate, Forensics, JHS, Latin Club, Math Club, NHS, Powerlifting, Robotics, Rugby, Science Olympiad, SMART Team, Trap Team, as well as any other school sponsored activity that is competitive or selective.

General Clubs, Homerooms or activities: Admissions Homeroom, Art Club, Best Buddies, Brothers of Culture, Celtic Club, Chess Club, Cinematography, Conclave, Engineering, Environmental Science, Flambeau Yearbook, German Club, Hilltoppers Defending Life, History, Improvisation Club, Intramurals, Key Club, M-H Spirit Club, Orgullo Latino, *Signatures*, Technology, Weightlifting and etc.

Code of Conduct

School rules provide structure for responsible members of the community to move toward the goals of academic excellence and personal maturity. The goal of the code is to assist students in making responsible choices and facing the consequences of poor choices. School rules represent expectations of all students. Every effort will be made to apply the rules in a fair and consistent manner.

MUHS expects students involved in co-curricular activities to present themselves, their school, and their families in a positive manner. MUHS students should promote positive behavior among their peers by modeling it themselves. Students found in violation of the Code of Conduct will be held accountable for their behavior. Each student participant commits to follow the code throughout the year.

It is expected that each student participant will:

1. Abide by the rules of the school set forth in the Digest of Student Rules.
2. Adhere to the specific rules outlined by the moderator of the activity.
3. Be academically honest (not cheat, plagiarize or allow work to be copied).
4. Not possess or use tobacco, alcohol or controlled substances.
5. Be honest when violations occur.
6. Respect opponents, officials and spectators.
7. Exhibit the qualities of the graduate at graduation.

The Dean of Students is responsible for making decisions regarding code violations. Sanctions may be imposed by the Dean or imposed directly by the moderator. The Dean may receive input from many sources before determining appropriate sanctions. In the event a student is suspended, any suspension will be in effect immediately upon notification by the Dean to the student and the parent(s).

Academic Eligibility

A student's academic well-being takes precedent over his participation in any activity outside of the classroom. This policy is meant to encourage students who participate in an activity to remain in good academic standing.

A student automatically becomes ineligible for competition, performance or some other group activities if his current GPA for a quarter or semester grading period falls below 1.7 (C-) or if they are identified as having two or more failing (F) or incomplete (I) grades.

A student may become ineligible for competition at a mid-quarter progress report time if he has two or more failing grades and/or incompletes, or falls below a 1.7 GPA. Determinations will be made on a case-by-case basis by the Assistant Principal for Academics in consultation with the Dean of Students. The student's advisor may also be consulted as needed.

Eligibility may be regained 1) at the next mid-quarter progress report time if the student is in good academic standing and does not have two or more failing grades and/or incompletes, or 2) at the next quarter/semester grading period if the student's GPA has risen to 1.7 or better with no more than one failure and/or incomplete. Any student who becomes ineligible at the first mid-quarter progress report time may seek review for possible reinstatement two weeks later.

Additionally, the Assistant Principal for Academics in consultation with the Dean of Students may elect to temporarily suspend any student from participation, practice and/or competition at any time during the school year due to poor academic performance (e.g. missing work, pattern of poor grades, etc.).

Students who become ineligible as a result of second semester grades who participate in a summer activity regain eligibility after serving a 21 calendar day suspension from the last day of the spring semester final exams.

Students who are ineligible as a result of second semester grades who participate in a fall activity regain eligibility after serving a 21 calendar day suspension from the first day of school or the first practice, whichever comes first.

Special Notes

Any violation of the MUHS AODA policy may lead to dismissal from MUHS. The Co-curricular Code and the MUHS AODA policy will be used as a guide in determining appropriate sanctions.

MUHS students are expected to leave the premises when they find themselves in the presence of underage drinking or drug use. Failing to leave these situations indicates support for these activities, therefore, MUHS will consider a student's presence at the gathering as a violation of school policy.

Any student found to have been dishonest for the purpose of avoiding code sanctions will receive a more significant penalty had the student been honest initially.

Any student's violation of the AODA policy means that he is on disciplinary probation for the current and next semester. The student is referred to the Student Support Program. The student must also complete an evaluation by a certified alcohol and drug counselor as outlined and may be subject to a random drug and alcohol test, as outlined in the MUHS AODA policy in the handbook.

For any violation the student and his parents may be required to meet with the Disciplinary Committee. This committee includes the Dean of Students, the Academic Assistant Principal, the student's advisor, and a guidance counselor. The committee is advisory to the Principal.

The appropriate sanction for any violation of the Code of Conduct will be administered through the sport, pastoral activity, or club in which the student participates following the violation. However, a student may not choose to participate in an activity solely for the purpose of satisfying a sanction so as to be able to participate in another activity. The Dean will make this determination.

Missing a WIAA tournament contest due to a Code of Conduct violation requires missing the entire tournament. Any sanction may carry-over from one season to the next.

Cheating and stealing are also violations of the Co-curricular Code of Conduct. Students in co-curricular activities or clubs may also serve additional penalties for cheating or stealing.

Any student who misses any of the last five class periods of the day without prior approval by the Dean may not participate in any co-curricular activities the day of the absence. When a student is unexcused from class he may be suspended from participation.

Appeals

The decision of the Dean of Students may be appealed to the Principal. Appeals must be made within three school days of notification of sanction.

Student Activities

Spiritual Formation

At Marquette High, the faith development of all students is encouraged and guided through a program of individual and group activities - academic and experiential. As a Catholic school in the Jesuit tradition, Ignatian Spirituality, a spirituality for everyday life, guides students in their faith development.

Our theology curriculum, a dynamic retreat program, expansive community service opportunities, sacramental life and prayer groups also help shape the faith experience of students.

For information on faith life at MUHS, community service, the Three Holy Companions Chapel and other faith resources, please visit the Faith and Service website [HERE](#).

A Prayer for Generosity

Dearest Lord, teach me to be generous.

Teach me to serve you as you deserve.

To give and not to count the cost,

to fight and not to heed the wounds,

to toil and not to ask for the rest,

to labor and not to ask for reward,

save that of the knowledge that

I am doing your will. Amen.

St. Ignatius Loyola

Retreats

Jesuit education works to give each student a chance to hear and respond to the Gospel of Jesus Christ.

To give each student a chance to grow in Christian self-understanding, the spirit of prayer and worship, and the Christian call to service, retreats are offered as an integral part of the Marquette High experience. Retreats are considered to be so essential that the academic year for all freshmen and sophomores is deemed incomplete unless a retreat has been made.

Freshman Retreat

The freshman retreat is a dynamic experience that builds community. Juniors and seniors lead the retreat, and a group of sophomores serve as the grounds crew. The upperclassmen develop leadership skills through the organization and implementation of this energizing experience. The retreat takes place in March but planning begins the previous summer.

Sophomore Retreat

The Sophomore Retreat provides students, faculty and staff time for reflection and contemplation away from school. Each year, eight to nine retreats are conducted at Schoenstatt Retreat Center. The administration and faculty members participate in the retreat by staffing the retreat, making phone calls to parents, and serving as liturgists or confessors.

Kairos Retreat

The Kairos Retreat for many students is the highlight and culmination of their entire MUHS experience. Kairos is an optional peer-led retreat for juniors and seniors. The retreats take place in September, November, January, March and April.

For information on faith life at MUHS, community service, the Three Holy Companions Chapel and other faith resources, please visit the Faith and Service website [HERE](#).

Student Organizations

The purpose of student organizations at MUHS is to complete and broaden the education of the student. There are three types: co-curricular, spiritual, and athletic. Every student should belong to one organization. The freshmen are especially encouraged to participate in them. Announcements are made early in the year regarding the procedure for joining them. If there are any questions, contact the moderators whose names are listed for each organization either on the [School Personnel Directory](#) or on the [schools website](#) .

Parent/Athlete Code of Conduct

The following athletic code has been approved for all students participating in athletics at Marquette University High School. This code is in effect for this calendar year and the next calendar year.

The [Code of Conduct](#) can be found on page 45.

Academic Eligibility

Marquette University High School encourages participation in extracurricular activities. A student's academic well-being, however, takes precedent over his participation in any activity outside of the classroom. This policy is meant to encourage students who participate in an activity to remain in good academic standing. In addition all WIAA academic eligibility rules apply.

A student athlete automatically becomes ineligible for competition, performance or some other group activities if his current GPA for a quarter or semester grading period falls below 1.7 (C-) or if they are identified as having two or more failing (F) or incomplete (I) grades.

A student athlete may become ineligible for competition at a mid-quarter progress report time if he has two or more failing grades and/or incompletes, falls below a 1.7 GPA. Determinations will be made on a case-by-case basis by the Assistant Principal for Academics in consultation with the Athletic Director. The student's advisor may also be consulted as needed.

Eligibility may be regained 1) at the next mid-quarter progress report time if the student is in good academic standing and does not have two or more failing grades and/or incompletes, or 2) at the next quarter/semester grading period if the student's GPA has risen to 1.7 or better with no more than one failure and/or incomplete. Any student who becomes ineligible at the first mid-quarter progress report time may seek review for possible reinstatement two weeks later.

Additionally, the Assistant Principal for Academics in consultation with the Athletic Director may elect to temporarily suspend any student athlete from participation, practice and/or competition at any time during the school year due to poor academic performance (e.g. missing work, pattern of poor grades, etc.).

Students who become ineligible as a result of second semester grades who participate in summer baseball regain eligibility after serving a 21 calendar day suspension from the last day of the spring semester final exams.

Students who are ineligible as a result of second semester grades who participate in a fall sport regain eligibility after serving a 21 calendar day suspension from the first day of school or the first practice, whichever comes first.

The appropriate sanction for any violation of the Athletic Code will be administered through the activity in which the student participates following the violation. A student may not choose to participate in an activity solely for the purpose of satisfying a sanction so as to be able to participate in another activity. The Dean will make this determination.

Behavior

All students are subject to school policy regarding the possession and/or the use of tobacco, alcohol, controlled substances or like substances. The possession and/or use of these drugs is prohibited. When in the presence of such substances the student must leave. Any student athlete who violates this rule, who will remain an MUHS student, will be subject to the following punishments:

For the first violation of the AODA policy, the athlete will be suspended one-fourth of the games, matches, or meets of that scheduled season. If the student/athlete comes forward by 10:00 a.m. the next school day, and admits the violation to the Dean of Students, the student will receive a one competition suspension.

For the second violation, the athlete will be suspended for one-half of the scheduled season.

For the third violation, the athlete will be suspended from participation in Marquette High athletics. The Dean, Athletic Director and student-advisor will review the student's overall performance after one year. At that time, sanctions could be modified and eligibility may be restored.

MUHS students are expected to leave the premises when they find themselves in the presence of underage drinking or drug use. Failing to leave these situations indicates support for these activities, therefore, MUHS will consider a student's presence at the gathering as a violation of the MUHS Athlete Code.

All students are subject to the schools Co-curricular Code regarding cheating and theft.

Any student-athlete found to have been dishonest for the purpose of avoiding athletic code sanctions will receive a double penalty had the student been honest initially.

Any student who misses any of the last five class periods of the day because of illness may not participate in any co-curricular activities the day of the absence. When a student is unexcused from class he may be suspended from participation.

A student disqualified from a contest for flagrant or unsportsmanlike conduct, is suspended from interscholastic competition for no less than the next competitive event (not less than one complete game or meet). In the event the athlete is suspended from one post-season, tournament game, WIAA rules prohibit the athlete from all tournament play.

No student may intentionally or recklessly engage in acts which endanger the physical or emotional health or safety of a student, regardless of the person's willingness to participate, for the purpose of initiation or admission into or affiliation with any organization operating in connection with Marquette High. The school prohibits hazing, initiations, harassment and discrimination of any form. A person who engages in an act that violates school policy or law shall be subject to discipline for that act. This applies to hazing behavior that occurs on or off school property and during or after school hours. For more information, please refer to the [MUHS Anti-Hazing/Initiation Policy](#).

In addition to the above rules, the coach of any athletic team may set rules for his or her team. These additional rules must be clear to the members of that team and to the Athletic Director.

A student who violates the athletic code is expected to report the infraction to the Dean of Students.

While participating in WIAA tournament competition, each athlete must observe the WIAA Code. Violation of this code will result in immediate disqualification for the remainder of the tournament series in that sport.

Administration/Health Insurance Coverage

Each athlete must have and pass a physical examination before he can participate. A valid examination must be on file with the athletic department before practice begins. Physical examination taken April 1 and thereafter is valid for the following two school years; physical examination taken before April 1 is valid only for the remainder of that school year and the following school year.

An athlete is responsible for all equipment issued to him. Stealing and vandalizing athletic equipment or school property will be subject to punishment by the administration.

Each athlete must have a signed parental consent slip before he can participate

Anyone participating in interscholastic athletics or competitive club sports must have health insurance. All athletes must be protected with personal health insurance in case of injury. Marquette University High School does not provide health insurance coverage for athletes. In any sport, especially contact sports, there is a risk of injury. Injuries to organs, paralysis and even death may occur. Students without health insurance may not participate or compete in any sport.

Parent Athletic Code Agreement

Parents or guardians of student athletes participating in Marquette University High School's athletic program support their son's agreement to abide by all the training rules stated in the athletic code. Parents or Guardians also support the school's belief that alcohol, tobacco and other drug use is harmful to a person's development and performance.

To demonstrate support as Parents or Guardians we pledge to:

1. Assert authority as parents/guardians in supporting and guiding our son.
2. Be aware of our son's academic status, psychological needs, behavior, and social status.
3. Set a good example for our son by making responsible decisions about our own use of alcohol and tobacco. Responsibly manage prescribed medications in our home.
4. Provide support for our son if it becomes apparent that a problem exists. We will seek information and assistance. (Information is available through the MUHS Guidance Department or sources outside the school.)
5. Not cover up or provide alibis if training rules are broken. We will communicate our intentions to our son at the beginning of the school year so he will be aware of what the consequences will be as he makes decisions about his behavior.

Wisconsin Concussion Law Act 172 – Statute 118.293

Summary – The law requires all youth athletic organizations to educate coaches, athletes and parents on the risks of concussions and head injuries and prohibits participation in a youth activity until the athlete and parent or guardian has returned a signed agreement sheet indicating they have reviewed the concussion and head injury information materials. The law requires immediate removal of an individual from a youth athletic activity if symptoms indicate a possible concussion has been sustained. A person who has been removed from a youth athletic activity because of a determined or suspected concussion or head injury, may not participate again until he or she is evaluated by a health care provider and receives written clearance from the health care provider to return to the activity.

Wisconsin Hazing Law - 948.51 Hazing

1. In this section "forced activity" means any activity which is a condition of **initiation** or admission into or affiliation with an organization, regardless of a **student's** willingness to participate in the activity.
2. No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a **student** for the purpose of **initiation** or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the **student**.
3. Whoever violates sub. (2) is guilty of:
 - a. A Class A misdemeanor if the act results in or is likely to result in bodily harm to another.
 - B. A Class E felony if the act results in great bodily harm or death to another.

MUHS Anti-hazing and Initiation Policy

No student may intentionally or recklessly engage in acts which endanger the physical or emotional health or safety of a student, regardless of the person's willingness to participate, for the purpose of initiation or admission into or affiliation with any organization operating in connection with Marquette High. The school prohibits hazing, initiations, harassment and discrimination of any form. A person who engages in an act that violates school policy or law shall be subject to discipline for that act. This applies to hazing behavior that occurs on or off school property and during or after school hours.

Students that learn of or are present for any type of hazing or initiation event must notify a teacher, coach or moderator immediately. Failure to do so indicates support for these activities, therefore, MUHS will consider the student in violation of the co-curricular and athletic codes. Reporting about such activities must be done immediately. Remaining silent is wrong and unacceptable.

Violation of this policy will include removal from co-curricular participation, and in most cases dismissal from MUHS and notification of the proper authorities.

Appendix

School Personnel

Administration

Rev. Michael Marco, S.J. (3040).....	President
Mr. Jeff Monday (3030).....	Principal
Mr. Bert Duerrmeier (3043).....	Vice President of Finance
Mr. Scott Rudie (3064).....	Vice President of Communications and Planning
Mr. John Thimmesch (3044).....	Vice President of Development
Mr. Casey Kowalewski (3032).....	Assistant Principal of Student Affairs/Dean of Students
Mr. Colin Dillon (3125).....	Assistant Dean of Students
Ms. Fran Maloney (3031).....	Assistant Principal for Academics

Department Directors

Mrs. Annette Cleary (3035).....	Director of College Counseling
Mrs. Megan Doering (3202).....	Director of Instruction
Mr. Juan Farmer (3050).....	Director of Building and Grounds
Mr. Paul Farrell (3083).....	Director of Campus Ministry
Mrs. Julie Felser (3203).....	Director of Donor Relations
Mr. Pat Foran (3104).....	Director of Alumni Relations
Mr. Robert Herman (3059).....	Athletic Director
Mr. Rene Howard-Paez (3082).....	Diversity Director
Mrs. Carolina Itsines (3188).....	Director of Events
Mrs. Tracey Josetti (3307).....	Director of Donor Philanthropy
Mr. John Meuler (3046).....	Director of Admissions
Mr. Nathan Mielke (3098).....	Director of Technology

Mrs. Christie Odenwald (3023).....	Registrar/Data Management
Mrs. Jennifer Reuchlen (3070).....	Director of Counseling
Mrs. Gina Tegge (3075).....	Director of Accounting

Staff

Ms. Angela Balistrieri (3041).....	Administrative Assistant for Athletics
Mrs. Mary Claire Barker(3042).....	Admin. Asst. for President and Vice President of Communications
Mrs. Amy Bathke (3204).....	Library Assistant
Mrs. Mary Donaldson (3048).....	Accounting Assistant
Mrs. JoAnn Cekanor (3303).....	Communications Coordinator
Mr. Mike Dubis (3026).....	Security Director
Mrs. Kathryn Glynn (3039).....	Counseling Secretary
Ms. Paula Guerrero (3020).....	Receptionist
Ms. Katherine Hess (3025).....	Executive Assistant
Mrs. Maureen Holahan (3076).....	Library Assistant
Mr. Eamon Holahan (3021).....	Assistant Director of Admissions, Junior Hilltopper Coordinator
Mrs. Elysse Krueger (3068).....	Administrative Asst. for Development
Mrs. Susan Lewandowski (3069).....	Administrative Assistant for Dean of Students
Mrs. Liz Merwin(3054).....	Human Resource Manager
Mrs. Patricia Nunez (3099).....	Assistant for Pastoral Ministry
Mr. Chris Oliva (3307).....	IT Support Specialist
Ms. Gail Sahagun (3110).....	College Applications/Scholarships Coordinator
Ms. Christina Sanchez (3067).....	Administrative Asst for Development
Mr. Joseph Sliker (3308).....	Digital Communication Specialist
Mr. Ronald Snopek (3028).....	Building Engineer
Mrs. Kathie Sullivan (3084).....	College Counseling Secretary
Mr. Scott Wolffersdorff (3028).....	Maintenance
Ms. Melanie Wreczycki (3022).....	Assistant Bookkeeper
Mrs. Nancy Zastrow (3027).....	Administrative Asst. for Admissions

Faculty

Mr. Erik Anderson (3163).....	Theology
Mrs. Cathy Azzalino (3061).....	Counseling
Mr. Peter Beck (3160).....	Fine Arts
Ms. Connie Bennett (3168).....	Asst. Director of College Counseling
Ms. Cynthia Blaze (3157).....	Theology
Mr. Joseph Cavanaugh (3185).....	Instructional Technology Specialist, English
Mrs. Annette Cleary (3035).....	Director of College Counseling
Mr. Daniel Cleary (3117).....	Mathematics
Ms. Sarah Clendening (3106).....	Mathematics
Mr. Jeremy Clifton (TBD).....	Chorus, Theology
Mr. John Collier (3171).....	Science
Mr. Joe Costa (3155).....	English, Dept. Chair
Mr. Russell Craze (3197).....	Science
Mr. Colin Dillon (3125).....	Mathematics
Mrs. Megan Doering (3202).....	English
Miss Ann Downey (3177).....	English
Mr. Michael Duehring (3063).....	Fitness and Performance Director
Mr. Mike Dybicz (3205).....	Latin
Ms. Katherine Egan (3195).....	Social Studies
Mr. Paul Farrell (3083).....	Theology

Mr. Michael Feely (3175).....	English
Mr. Paul Fleisch (3140).....	Science, Dept. Chair
Mr. Adrian Gardner (3173).....	Social Studies
Ms. Maeve Gavagan (3130).....	English
Mr. Joseph Griesbach (3121).....	Mathematics
Mr. Ryan Grusenski (3132).....	German
Mr. Daniel Holahan (3128).....	Theology
Mrs. Alexis Howard-Paez (3183).....	Spanish
Mr. Thomas Jackson (TDB).....	Theology, Dept. Chair
Mr. Matt Jaques (3149).....	Mathematics
Mr. Jim Kennedy, S.J. (TBD).....	Social Studies
Mr. Keith Klestinski (3141).....	Science
Mrs. Stacy Kodra (TBD).....	Fine Arts
Ms. Janice Kofler (3211).....	Social Studies
Mr. Phil Koski (3180).....	Theology
Mr. Andrew Kossow (TBD).....	Fitness and Performance Assistant Director
Mr. James Kostenko (3131).....	Science
Mr. Vince Kostos (3191).....	Theology
Ms. Mira Kresovic (3172).....	Mathematics
Mr. Chris Lese (3138).....	Social Studies
Fr. Doug Leonhardt, S.J. (TBD).....	Mission Associate
Mrs. Marie Mansfield (3107).....	Spanish
Ms. Alejandra Martinez (TBD).....	Spanish
Ms. Mary Beth McBride Doyle (3116).....	Theology
Mrs. Julie McDevitt (3306).....	Math
Mr. Luke Meuler (3126).....	Social Studies, Dept. Chair
Mr. Joe Meyer (3119).....	Science
Mr. Daniel Miller (3207).....	Spanish, World Languages Dept. Chair
Mr. Michael Neubeck (3127).....	English
Mrs. Ann O'Hara (3077).....	Librarian
Ms. Diana Oliva (3162).....	Spanish
Mr. Jon Parsons (3166).....	Social Studies
Mrs. Beth Piper (3153).....	Mathematics
Mr. Kyle Pollard (3210).....	English
Rev. Ross Pribyl, S.J. (TBD).....	Campus Ministry
Mr. Timothy Prosser (3144).....	English
Mr. Christopher Reis (3136).....	Mathematics/Computer Science, Dept. Chair
Mr. Javier Reyes (3208).....	English
Mr. James Schneider (3176).....	Social Studies
Mr. Randy Skowronski (3057).....	Music, Fine Arts Dept. Chair
Mr. Phil Stollenwerk (3038).....	Counseling
Mr. David Temple (3146).....	Mathematics
Mr. Markell Thompson (3039).....	Student Supervisor and Outreach
Mr. David Vogt (3156).....	Science
Mrs. Cheryl Warner (3139).....	Director of the Academic Success Center
Mr. Chris Williams, S.J. (TBD).....	Theology
Ms. Nicole Williams (3192).....	Science
Mr. Michael Young (TBD).....	Mathematics
Mrs. Erica Zunac (3301).....	English, Latin

Alumni Service Corp

Mr. Guy Chinang (TBD).....	Social Studies, Evening Enrichment
Mr. Riley DeMuelenaere (TBD).....	Science
Mr. Jack Hoover (TBD).....	TBD
Mr. Gabe Stark (TBD).....	TBD

Information Sources

Advanced Placement Coordinator.....	Ms. Fran Maloney
College Counseling.....	Mrs. Annette Cleary
Diversity Director.....	Mr. Rene Howard-Paez
Fathers Club Moderator.....	Mr. John Thimmesch
Food Service Director (Quest).....	Ms. Felicia Clements
Freshmen Advising Director.....	Mrs. Cathy Azzalino
Director of the Academic Success Center.....	Mrs. Cheryl Warner
Mothers Guild Moderator.....	Mrs. Mary Claire Barker
Parent Network.....	Mrs. Jennifer Reuchlen
Senior Shared Life Director.....	Mr. Paul Farrell, Mr. J.R. Collier
Service Program.....	Mr. Paul Farrell, Mrs. Patricia Nunez
Student Support Program.....	Mrs. Jennifer Reuchlen
Textbook Manager.....	Mrs. Ann O'Hara

Coaches and Moderators

Athletic Coaches:

Athletic Trainer.....	Mr. Gregg Strege, Ms. Michelle Whitaker
Baseball.....	Mr. Sal Bando, Jr.
Basketball.....	Mr. Casey Kowalewski
Cross Country.....	TBD
Fitness and Performance:	
Director.....	Mr. Michael Duehring
Assistant.....	Mr. Andrew Kossow
Football.....	Mr. Keith Klestinski
Golf.....	Mr. Brad Niswonger
Hockey.....	Mr. Dan Leveritt
Lacrosse.....	Mr. Adam Caccamise
Skiing.....	Mr. Robert Roenitz
Soccer.....	Mr. Steve Lawrence
Swimming:	
Varsity.....	Mr. Phil Davies
Dive.....	Mr. Herman Acevedo
Tennis.....	Mr. David Frank, Jr.
Track.....	Ms. Nicole Williams
Volleyball.....	Mr. Jack Cosson
Wrestling.....	Mr. Tom Dineen

Club Moderators:

Admissions.....	Mr. John Meuler
Art Club.....	Mr. Peter Beck
Best Buddies.....	TBD
Big Brothers.....	Ms. Cathy Azzalino
Bowling Club.....	Mr. Chris Oliva
Business.....	Mr. Matt Jaques and Mr. Luke Meuler
Celtic.....	Ms. Maeve Gavagan
Chess Club.....	Mr. Timothy Prosser
Cinematography.....	Mrs. Sarah Clendening
Climbing Club.....	Mr. Peter Beck
Conclave.....	Mr. Michael Feely, Mr. Jon Parsons, Mr. James Schneider
Debate.....	Ms. Annabelle Arney
eSports.....	Mr. Paul Fleisch
Engineering.....	Mr. Dave Vogt
Environmental Science.....	Mr. Joe Meyer
Forensics.....	Ms. Amy Geysler
German Club.....	Mr. Ryan Grusenski
Hilltoppers Defending Life.....	Mrs. Marie Mansfield
Hilltopper FC.....	Mr. Joe Costa
History.....	Mr. James Kennedy, S.J.
Improvisation Club.....	Miss Ann Downey
Intramurals.....	Mr. Phil Koski
Jesuit Honor Society/National Honor Society.....	Mrs. Cheryl Warner
Key Club.....	Mrs. Annette Cleary, Mr. Michael Neubeck
Latin Club.....	Mr. Michael Dybicz
M-H Spirit Club.....	Mr. Pat Foran
Math Club.....	Mr. Joseph Griesbach

Mock Trial.....	Ms. Maeve Gavagan
Model UN.....	Ms. Katie Egan, Mr. Adrian Gardner
Orgullo Latino.....	Mrs. Alexis Howard-Paez, Ms. Diana Oliva, Mrs. Beth Piper
Pep Band/Jazz Improv.....	Mr. Randy Skowronski
Powerlifting.....	Mr. Michael Duehring
Prep Players:	
Auditorium Manager, Production.....	Mr. Joe Cavanaugh
Music.....	Mr. Randy Skowronski
Senior Follies Director.....	Mr. Chris Lese
Spring Musical, Vocal Director (Follies/Play).....	TBD
Winter Play.....	Miss Ann Downey
Pride.....	Mr. Markell Thompson
Publications:	
Flambeau Annual (Yearbook).....	Mrs. Alejandra Martinez
<i>Signatures</i> Literary Magazine.....	Mrs. Erica Zunac
Retreats:	
KAIROS Directors.....	Mr. Chris Lese and Mr. Kyle Pollard
Sophomore Retreat.....	Mr. Paul Farrell
Freshman Retreat.....	Mrs. Sarah Clendening and Mr. Paul Fleisch
Robotics.....	Mrs. MaryAnne Stone
Rugby.....	Mr. Colin Dillon, Mr. Paul Fleisch
Science Olympiad.....	Ms. Nicole Williams, Mr. Russell Craze
SMART Team.....	Mr. Keith Klestinski
Somos Amigos.....	Mr. Javier Reyes
Strength and Conditioning.....	Mr. Michael Duehring
Trap Team.....	Mr. Kent
Ultimate Frisbee.....	Mr. Chris Lese
Weightlifting.....	Mr. Michael Duehring

Fathers Club, Mothers Guild, & Alumni Mothers Guild

Fathers Club Officers (Fathers Club Website)

Co-Presidents.....	Mr. Brandon Bergman, Mr. John Collopy, Mr. Frank DeGuire, Mr. Deluxe Garcia, Mr. Joel Lerner, Mr. Nate Marshall, Mr. George Menos, Mr. Marty Merrick, Mr. Chris Rusch
Moderator.....	Mr. John Thimmesch

Mothers Guild Officers (Mothers Guild Website)

Co-Presidents.....	Mrs. Angie Tappa, Mrs. Renee Washington
Co-Vice Presidents.....	Mrs. Jennifer Deslongchamps, Mrs. Terrie Stangl
Secretary.....	Mrs. Beth Parey
Treasurer.....	Mrs. Theresa Krajnak
Moderator.....	Mrs. Mary Claire Barker

Alumni Mothers Guild

President.....	Mrs. Jane Carrig
Vice President.....	Mrs. Christine Keyes
Treasurer.....	Mrs. Mary Boldt
Secretary.....	Mrs. Laurie Seward
Moderator.....	Mrs. Mary Claire Barker

Daily Bell Schedules

FORWARD		REVERSE		LITURGY	
1st Period	8:00-8:44*	8th Period	8:00-8:44*	8th Period	9:00-9:33*
2nd Period	8:50-9:34**	7th Period	8:50-9:34**	7th Period	9:39-10:12**
Homeroom	9:40-10:07	Homeroom	9:40-10:07	Liturgy	10:20-11:16
3rd Period	10:13-10:57	6th Period	10:13-10:57	6th Period	11:22-11:55
4th Period	11:03-11:47	5th Period	11:03-11:47	5th Period	12:01-12:34
5th Period	11:53-12:37	4th Period	11:53-12:37	4th Period	12:40-1:13
6th Period	12:43-1:30***	3rd Period	12:43-1:30***	3rd Period	1:19-1:52
7th Period	1:36-2:20	2nd Period	1:36-2:20	2nd Period	1:58-2:31
8th Period	2:26-3:10	1st Period	2:26-3:10	1st Period	2:37-3:10

* Period begins with morning prayer.

** Daily Announcements take place at the end of this period.

*** Daily Examen: Period will begin with 3 minutes of silent reflection.

External Links

[Fundraising Policy](#)

[MUHS Photograph, Video and Name Release Policy](#)

[Student/Parent Athletic Code of Conduct](#)