



Marshall High School

Student Handbook 2017-2018

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**Principal: Mr. Brian Jones
Assistant Principal: Mr. Travis Frazee**

Office Hours: 7:15 A.M. – 4:30 P.M.

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WELCOME TO MARSHALL HIGH SCHOOL

The school board has approved the policies and procedures cited in this handbook. District policy numbers are listed in the appropriate sections of this handbook. Copies of the full policy governing each section are available through the high school office, building media center or the district office as well as . All policies and procedures in this handbook are subject to change.

Vision Statement

"To work as one in the pursuit of excellence."

Mission Statement

Marshall Public Schools develops the potential of each learner for success in a changing world.

LIST OF STAFF

<u>STAFF</u>	<u>ASSIGNMENT</u>	<u>STAFF</u>	<u>ASSIGNMENT</u>
Brian Jones	Principal	Lindsey Larson	Science
Travis Frazee	Assistant Principal	Brian Leibfried	Mathematics
Karrie Alberts	Spanish	Kari Loft	ELL
Tony Alberts	Social Studies	Karen Londgren	Technology Integration
Kelsea Anderson	Language Arts	Kristen Maeyaert	Language Arts
Terry Bahlmann	Physical Education/Health	Alison Marshall	Mathematics
Heidi Bengtson	Counselor	Megan Mattison	Special Education
Toni Bladholm	Language Arts	Mitch Maxwell	Science
Alex Boddy	Spanish	Hayden McKittrick	Mathematics
Mallory Bowman	Special Education	Kari Meyer	Mathematics
Mike Braithwaite	Ag/Industrial Technology	Wes Myers	Orchestra
Marty Brandl	Mathematics	Tony Ortmann	Physical Education/Health
Kris Campion	FACS	Bonnie Parsons	School Nurse
Travis Carroll	Physical Education/Health	Kathy Pearson	Special Education
Alex Cleppe	Mathematics	Nicole Peterson	Social Studies
Nancy Cole	Social Studies	Rick Purrington	Social Studies
Brydie DeMuth	Art	Vickie Radloff	ELL
Neenah Eben	Language Arts	Becky Regnier	ELL
Pam Fier-Hansen	Science	Jon Schreurs	Ag/Industrial Technology
Shirley Greenfield	Counselor	Bessie Skalicky	Social Studies
Nonna Gutman	Mathematics	Daniel Smith	Language Arts
Deb Herrmann	School Nurse	Shayna Smith	Special Education
Jack Houseman	Social Studies	Emily Snyder	Language Arts
Emma Hoversten	Ag/Industrial Technology	Christy Steinbach	Business Education
Marcia Ivers	Business Education	Gretchan Stelter	Special Education
Wayne Ivers	Instrumental Music	Dawn Sterzinger	Mathematics
Nicole Jans	Special Education	Kris Tauchen	Counselor
Sharon Jensen	Science	Hannah Thooft	Language Arts
Katie Jenson	Social Studies/Reading	Nancy Thooft	Media Specialist
Cheryl Jeska	Vocal Music	Abby Tietz	Science
Brenda Kellen	Business Education	Jan Timmerman	Business Education
Julie Kent	Special Education	Christine Tromblay	Art
Holly Knudson	Science	Dan Westby	Physical Education/Health

OFFICE STAFF

Deb Mitlyng High School Office Kelly Deutz High School Office Jan Bahlmann Guidance Office

PARA-EDUCATORS

Correen Baake	Special Education	Ben Haugen	Special Education
Tracy Bloch	Media Center	Twyla Hennen	Special Education
Angela Bucher	Special Education	Paula Hunstad	Special Education
Diane Doll	Media Center	Roxanne Jahn	Media Center
Mary Erickson	Special Education	Jessica Kruk	Special Education
Tammie Feisthamel	Special Education	Maria Martin	Special Education
Robbie Goodmund	Special Education	Nancy Pratt	Special Education
Marilyn Gunter	Special Education	Deb Schmidt	Special Education
Brigit Harris	Special Education	Rashell Thordson	Special Education

ACADEMICS AND INSTRUCTION

EQUAL EDUCATIONAL OPPORTUNITY - The purpose of this policy is to ensure that equal educational opportunity is provided for all students of ISD #413. ISD #413 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

ACADEMIC INTERVENTION TIME- Students are required to attend Academic Intervention Time (AIT) if their grades are at a D, D- or F at the end of each 3 week progress reporting period. Upon notification of required AIT attendance, students must report to their classroom teacher for 30 minutes during their 60 minute lunch period. Students must attend daily or until they are “cleared” from AIT by attaining a grade of D+ or higher in the class(s) in which their grades were deficient.

Students must verify their own AIT attendance daily. This is accomplished by obtaining a signed note from the teacher(s) with whom AIT was served and then turning this note(s) in to the attendance secretary (located in the high school main office). Students who do not attend AIT will receive detention. Verification of being “cleared” from AIT will be accomplished in the same manner as daily attendance.

For this concept to continue to work, students will need to make choices that demonstrate a high level of individual responsibility and consideration of others. This means that students should be working during this period to get something to eat, complete school work and meet with their teachers (if need be). Lastly, students who are in good standing with their academics (not in Academic Intervention Time) may utilize the remaining time to reside in the cafeteria, gym or hallways. Students who would like to access the locker bank areas or media center are requested to do so quietly in consideration of the students who are working in these areas.

ACADEMIC REQUIREMENTS

Listed below are the **minimum** credit requirements needed to earn a Marshall High School diploma. The word minimum is emphasized as we expect the vast majority of students to exceed these requirements as they strive to reach their full potential.

The following credits are required for students graduating in 2015 and beyond:

- Four credits of Language Arts (must include English 9, English 10 or Honors English 10, American or British Literature, .5 credits of a Literature elective and 1 credit of writing)
 - Four credits of Social Studies (must include Social 9, U.S. History or AP U.S. History, World History or AP European History, Senior Economics, Business Economics or Ag Economics, and Senior Government or AP Gov’t & Politics)
 - Three credits of Mathematics (must include Algebra IB, Geometry, Algebra II, or Short-course Geometry and Short-course Statistics)
 - Three credits of Science (must include Physical Science, Biology, and Chemistry **OR** Physics)
 - One credit of Fine Arts
 - One credit of Technology
 - 1/2 Credit in Consumer Awareness
 - 12 credits of Electives
- | |
|----------------------------------|
| One credit of Physical Education |
| 1/2 credit Career Education |
| 1/2 credit in Health |

COURSE DROPS AND INCOMPLETE GRADES - In order to make it clear for students, parents, and faculty regarding dropping of courses, awarding of credit and grades to be considered in GPA, the following policy will be used: A student may not drop a course. The student must stay in the course until the end of the term/course or he/she will be given a failing grade for the term. Incomplete grades will be issued only in extreme cases. All incomplete grades must be made up within two weeks of the end of a marking period. Grades that are not made up will automatically become failing marks at that time unless prior arrangements are made with the instructor and principal.

CURRICULUM AND INSTRUCTION - Marshall High School provides a wide variety of required and elective classes. Quarter-long and semester-long classes are offered. Students must sign up for the equivalent of "16 blocks". A complete listing of classes can be found in the student registration booklet. (Policies #601-604)

GRADUATION POLICY - Students who have completed the 30.5 credit requirements set forth by the Board of Education of District #413, Marshall High School, or a prescribed I.E.P. and are in good standing, may participate in graduation commencement exercises of Marshall High School. The graduation ceremony is an optional ceremony. Students wishing to participate are required to wear a cap, gown, and tassel. To receive a diploma, students must meet the educational program as prescribed by the State of Minnesota, the Board of Education of District #413, Marshall Senior High School, or a prescribed I.E.P.

Marshall High School students who attend a study abroad program, such as a foreign exchange program, will need to meet with their counselor and administration prior to beginning their study abroad program to approve an educational plan for credits earned abroad. All students will need to meet the set graduation requirements and courses to graduate. Courses taken outside MHS to meet a required course credit will need to have the course syllabus approved by administration.

Graduation with Honors: Students with a 3.5 grade point average and having no chemical violations during their 9th-12th grade years will receive a white cord and tassel and are considered to have “honors” status. Students with a 3.9 grade point average and above and having no chemical violations during their 9th-12th grade years will receive an orange cord and will be considered as “highest honors” status. The class valedictorian will receive a gold cord and tassel.

HONOR SOCIETY - Selection to MHS is a **privilege, not a right**. Students do not apply for membership in the Marshall Honor Society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. **The Faculty Council selects students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.** Students will be notified by announcement and/or in the weekly bulletin regarding procedures and deadlines.

PARENT CONFERENCES/PROGRESS REPORTS - Parents/guardians may make appointments for conferences with teachers, counselors or the principal by telephoning the school office, 537-6920. Parent-Teacher conferences are scheduled during each quarter. Parent/Teacher Conference times run from 3:45-7:45 pm. Parents will receive a letter from the Administration prior to the dates. All other progress reports may be picked up at the office.

REPORT CARDS - At the end of each nine-week period, report cards will be issued to students. These cards are to be taken to the parent/guardian for their examination. A letter grade system based on a 12-point scale (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) is used in our school. Report cards are issued as soon as possible following each term and do not need to be returned.

SCHEDULE CHANGES - Changes will be considered for the following reasons: Errors or incomplete schedules or missing pre-requisite courses. Not all requests can be honored. Examples of these include: dropping student selected courses during spring registration, changing teachers, changing class hours, requesting classes with friends, switching courses due to extra-curricular activities. Please note that no schedule changes can be made after the Quarter or Semester has started.

ACTIVITIES

EQUAL OPPORTUNITY/DISCRIMINATION - It is the policy of the Marshall Public Schools to not discriminate on the basis of age, national origin, race, religion, handicapping condition, or sex, and that all students will be encouraged to participate in school activities.

ACTIVITY PRACTICE/PARTICIPATION ON DAYS OF ABSENCE - If a student has been absent from school on all or part of the day, eligibility will be determined as stated in the student activities handbook. When a student is ill on Friday or a day preceding vacation, the coach and the parents are the appropriate people to make the best decision concerning the well-being of the student in the activity.

ACTIVITY VIOLATIONS - When an eligibility violation occurs, the Marshall Public Schools and the Minnesota State High School League governs the probation time according to the activity and the offense. Please refer to the activities director or high school principal for the length of the probation.

ATHLETIC APPAREL/EQUIPMENT - At no time during warm ups, games, meets or matches will participants representing Marshall High School substitute uniforms, warm ups or equipment that is provided by the school.

ATHLETIC CONDITIONING PERIOD - If a student has been out of athletics because of injury, vacation, suspension, ineligibility or is a new student there should be a conditioning period. This conditioning period would vary with the time missed and appropriate to the level of skill needed. Each coach will be held responsible for the appropriate conditioning of their athlete.

FEES - The following fees were approved by the School Board for the 2017-2018 School Year. The fee schedule does not include the admission fee to Minnesota State High School League sponsored activities.

Extra-Curricular Activities	\$150.00
Students on Free/Reduced Lunch	\$ 25.00
Maximum yearly fee/family	\$700.00
Instrument Rental	\$ 25.00

INELIGIBILITY - Students who fail one or more classes at the end of any 9 week grading period will be ineligible to participate in any extra-curricular or social activities (school dances, prom, etc.) for two weeks/two events whichever is greater. To become eligible for extra-curricular or social activities after a 9 week grading period failure, the teacher of the class(es) must sign off on an eligibility sheet stating that the student has raised their grade to passing. Students failing one or more classes at the end of a term will be ineligible for extra-curricular activities for two weeks or two contests, whichever is greater.

INSURANCE INFORMATION - Any student may purchase a policy that will provide coverage for injury or accident while on the school premises or while participating in extra-curricular activities, excluding football, skiing, soccer or hockey.

LEADERSHIP OPPORTUNITIES – All students have the opportunity to become a part of the many organizations and activities that are offered here at Marshall High School. These activities are:

Varsity Athletics

1. Baseball (boys)
2. Basketball (boys and girls)
3. Clay Target (boys and girls)
4. Cross Country (boys and girls)
5. Dance Team
6. Football (boys)
7. Golf (boys and girls)
8. Gymnastics (girls)
9. Hockey (boys and girls)
10. Soccer (boys and girls)
11. Softball (girls)
12. Swimming (girls)
13. Tennis (girls)
14. Track (boys and girls)
15. Volleyball (girls)
16. Wrestling (boys)

Clubs and Activities

1. AFS Club
2. BEATS
3. BPA
4. Fall Musical
5. FFA
6. Honor Society
7. Intramurals
8. Knowledge Bowl
9. Link Crew
10. Marshall ACTS
11. Math League
12. SPECTRUM
13. Speech
14. Spring Play
15. Student Council
16. Winter Guard
17. Yellow Ribbon-Born to Be Alive (YR-BTBA)

Literary

1. School Annual – “Marhian”

Music

1. Band and Small Groups
2. Chorus and Small Groups
3. Orchestra
4. Fall Musical

ATTENDANCE

ATTENDANCE POLICY

A. Philosophy

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefit. This is a well-established principle of education which underlines and gives purpose to the requirements of compulsory education in Minnesota and every other state in the nation.

Absence from school can never truly be made up. Poor attendance reflects in grades. Success at school requires, like success at any job, promptness and dependability. Regular attendance at school is one of the most important items that will be recorded in your permanent record at Marshall High School. In some cases it can be the deciding factor in securing a job you want, or in getting accepted at a school you want to attend.

B. Responsibilities

Student's Responsibility-It is the student's right to be in school. It is also the student's responsibility to:

- attend all assigned classes every day school is in session and to be aware of and follow the correct procedures when absent from an assigned class.
- request any missed assignments / assessments due to an excused absence.

Parent or Guardian's Responsibility-It is the responsibility of the student's parent or guardian to:

- ensure the student is attending school.
- inform the school in the event of a student absence.
- work cooperatively with the school and the student to solve any attendance issues that may arise.

Teacher's Responsibility-It is the teacher's responsibility to:

- take daily attendance and to maintain accurate attendance records in each assigned class.
- be familiar with all procedures governing attendance and to apply these procedures uniformly.
- provide any student who has been absent with any missed assignments / assessments upon request.
- work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility-It is the administrator's responsibility to:

- require students to attend all assigned classes.
- be familiar with all procedures governing attendance and to apply these procedures uniformly to all students.
- maintain accurate records on student attendance.
- inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22 and Marshall Independent School District Board Policy 503, the students of the school district are REQUIRED to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school, has withdrawn, or has a valid excuse for the absence.

C. Student Absences and Tardiness

1. **Absence** – A student is marked absent if he or she misses more than fifteen (15) minutes of any class period.

A. Excused Absence – The following list of items are what constitutes an excused absence:

- i. Illness, injury, or hospitalization of the student. If the number of absences is considered "excessive" by the building principal, a doctor's note may be required to be considered an approved absence.
- ii. Medical, dental, orthodontic, counseling, driver's license exam and other appointments at the discretion of school administration which cannot be scheduled outside of the school hours. Examples of appointments which are NOT considered to be excused include: haircuts, nail appointments, pictures/portraits, car repairs, general errands, etc. Upon return from appointments, students may be required to provide the high school office with verification of such appointments.
- iii. Family emergency, serious illness of family member or death in the family.
- iv. Religious holidays.
- v. Mandatory court appearances.
- vi. Conditions beyond the student's control, such as fire, flood, storm, etc. This would include inclement weather conditions, but not the following: missing the bus, not catching their ride to school, oversleeping, traffic conditions, or car problems without verification.
- vii. Family trips taken with a parent if the principal or designee has approved the trip in advance. A maximum of five (5) days in one quarter, not to exceed ten (10) days per school year, will be excused. Approval must be obtained from the principal at least five (5) school days prior to the absence.
- viii. Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
- ix. Help at home - cannot exceed four (4) occurrences per school year and may not be used the last 5 days of a grading period. Any absence for this reason beyond four (4) will be considered unexcused. Missing school to go to a job outside of the home is not considered excused.
- x. Any pre-approved absence which, in the principal's opinion, will provide educational value to the student. Approval must be obtained from the principal at least five (5) school days prior to the absence.
- xi. Religious instruction not to exceed three hours in any week.
- xii. Active duty in any military branch of the United States.

B. Exempt Absence – The following list of items are what constitutes an exempt absence:

- i. Participation in school-sponsored event. This would include attending state tournaments in which Marshall is a participant provided verification of attendance is provided upon return.
- ii. Suspensions.
- iii. College visits for seniors (two absences during the year; any additional will be considered an excused absence contingent upon verification being provided by the student.)
- iv. College visits for juniors (one absence during the year; any additional will be considered an excused absence contingent upon verification being provided by the student.)

C. Unexcused Absence – Any absence which does not fall under any of the excused or exempt categories will be considered unexcused. Sleeping in or oversleeping are not considered excused absences. Additionally, an absence will be considered unexcused unless a written note by the parent or parental phone call stating a valid reason is

provided to the building administration within one (1) school days of returning to school. An example of this would be if a student misses on Monday and returns to school on Tuesday, the student would have until 8 am on Wednesday to have this absence addressed or it would stand as unexcused and a consequence will be assigned.

An informational attendance letter will be sent to the parents when a student accrues three unexcused absences for the school year. An attendance team meeting (including the county truancy officer) will be scheduled to discuss a student’s attendance once they accrue five unexcused absences for the school year.

2. **Tardiness** - A student is “tardy” if he or she enters class after the period was scheduled to begin and does not have a pass that has been signed by a staff or faculty member. A tardy is given if a student misses up to 15 minutes of a class. Students arriving to class any time after the bell has rung are asked to report to the office first to receive a tardy pass to be able to enter the classroom unless they have a pass from another teacher. Students are not to be out of class for the first 10 minutes and the last 10 minutes of a class period. Teachers are requested to keep students in class during this time.

D. Consequences for Unexcused Absences and Unexcused Tardiness

Presence and participation are directly related to academic performance and are essential components of a sound education. Tardiness and unexcused absence reflect, among other things, a lack of responsibility and a lack of academic effort on a student’s behalf. Learning is inevitably lost when a student fails to fully attend class. Regular attendance not only provides the foundation for achieving success as a high school student, but also for achieving success as an adult in the working world. The primary responsibility for assuring that each student fully attends classes and acquires the knowledge and skills necessary for effective citizenship rests with the individual student and his or her parent/guardian.

1. Unexcused Absences

Unexcused absences will result in one hour of Saturday School for each full block missed. Unexcused absences in classes considered to be a “skinny” class will result in a half hour Saturday School for each skinny block missed.

2. Unexcused Tardiness

If a student has an unexcused tardy for class (including Ramp Up), the following consequences will be assigned. Tardies will be counted per individual class, not as a total for all classes and will reset to zero at the start of each quarter.

# of Tardies	Consequence	Consequence if student fails to show-up for detention
1 st tardy	Warning	
2 nd and 3 rd tardy	30 min. of Detention after school	If student fails to show up for detention it becomes 1 hour of detention.
4 th tardy – 6 th tardy	1 hr. of Detention after school	If student fails to show up for detention it becomes 1 hour of Saturday school.
7 th tardy and beyond	1 hr. of Saturday School	If student fails to show up for the hour of Saturday School, it becomes a full Saturday school.

If a student fails to show-up for the full Saturday School, he/she will receive In-School-Suspension

A. When and Where Tardy Detentions are served:

Detention – When?	Detention – Where?
After school Monday and Thursday, from 3:15-4:15 PM	Classroom—A159 or Media Center

E. NOTIFICATION

Every student will be given a copy of this attendance policy at the start of the school year by way of the student handbook, whether it be a digital or paper copy.

F. Truancy - Lyon County Human Services School Truancy Procedures policy is as follows:

Lyon County Human Services, in collaboration with schools and Lyon County Courts, have developed this truancy procedure protocol, to be incorporated into the policies and procedures of local schools. We have worked together to develop this procedure because we believe it is in the best interest of the child to attend and be academically engaged in order to be successful in school.

1. Unexcused absences, as defined below, are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools in Lyon County.

2. According to Minnesota Law (MN Statute 120.101), “Habitual Truant” means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school.
3. After three unexcused absences (as defined above) from a class period on three days, a letter will be mailed to the parents concerning the pattern of attendance and the fact the student is considered a “Continuing Truant.” The parent will be informed that the School District should be notified if there is a valid excuse for the child’s absences; that the parent is obligated to compel the attendance of the child and failure to do so may lead to prosecution under Minn. Stat. 120A.34.
4. After five unexcused absences (as defined above), an Attendance team meeting will be scheduled by the school. Members of the Attendance team will consist of the truant child, parents, school personnel, and Human Services or others pertinent to the child's wellbeing. An attendance plan will be developed to address the current attendance issues.
5. If the attendance plan is not followed and the student continues to be truant, at seven unexcused absences the matter will be referred to the Lyon County Attorney’s Office to be reviewed with Human Services.
6. Human Services will offer voluntary services to the family to assist in improving the student’s attendance. Human Services will also outline possible outcomes that may take place after the matter is referred to the County Attorney’s Office. They include but are not limited to:
 - a. A Child in Need of Protection or Services (CHIPS) petition may be filed with Lyon County Court by Human Services. The student and his/her parent(s) will need to appear before a Judge regarding the truancy petition. At that time the CHIPS petition may be granted or a trial will be scheduled to determine the basis of the petition.
 - b. Judges can consider the following recommendations in a CHIPS hearing in regards to truancy:
 - i. A Child may lose their driving privileges until he/she is 18 years old.
 - ii. That any necessary evaluations, treatment, and counseling services be completed by the child and/or family.
 - iii. That attendance at summer school is mandatory.

G. MAKE-UP POLICY

1. Excused Absences

Students who miss class work (including assignments / assessments, labs, and exams) as a result of an excused absence will have an opportunity to make up the work. Students will receive credit for any work they make up. Failure to make up work will result in no credit being given for that work. Make-up work is due to the instructor no later than two (2) school days after the most recent date of the absence. For example, if the student is absent on Monday and Tuesday, their school work would be due on Thursday (2 days) unless an alternative plan has been made with the teachers. The goal of the policy is to encourage the student to get their work completed in a timely manner so they can get back on track with what the rest of the class is currently working on. If the absence covers more than three consecutive days, the makeup work is due to the instructor no later than five (5) school days after the student returns to class. Exceptions to this rule may be granted if a student has missed more than ten (10) consecutive school days because of an injury or illness or other condition beyond the student’s control. Exceptions must be cleared by the teacher and/or Principal.

Students who know they will be absent from school must get their assignments from their teachers in advance. The assignment(s) will be due before they leave or upon their return.

2. Unexcused Absences

Students who miss class work (including class assignments/assessments, labs and exams) as a result of an unexcused absence will not be allowed to receive credit on any assignment(s)/assessment (s) or alternative assignments from the day and class in which the unexcused absence occurred.

3. Suspensions

Students who miss class work (including class assignments / assessments, labs, and exams) as a result of a suspension will be allowed to receive credit for the work they missed while suspended provided that, the student hands in all assignment(s) / assessment(s) which were assigned while suspended upon the first day of returning to school. Failure to hand in all such assignment(s) / assessment(s) will result in the student receiving no credit for such assignment(s) / assessment(s).

H. REQUESTS FOR HOMEWORK

When a student is absent, it is the student's responsibility to request any missed assignments. Students may email their teachers or log into their Schoology accounts to check for missed work.

I. ABSENCE MAKE-UP PROCEDURES

1. Anytime a student misses class regardless of the reason, an absence will be recorded. The principal's office staff will provide notification to the staff regarding the types of absences (exempt/excused/unexcused) and parents will be notified of absences.
2. Class work missed because of excused absences shall be made up within two school days after returning to school. It is the student's responsibility to make up the work. In some cases, such as hospitalization or other special circumstances, arrangements will be made through the administration or school counselor.

J. THE APPEAL PROCESS

1. Appeal to Building Principal

Within five (5) school days after being informed that an absence or tardy will be counted as unexcused, or within five (5) days after receiving notice of an unexcused absence or unexcused tardies pursuant to section I.(F.) of this policy, the student or the student's parent/guardian may make a written request to the building principal, or designee, to schedule a conference to contest, or appeal, the classification of the absence(s) or tardies. A form for making an appeal is available from the principal's secretary. At the conference, the student and parent/guardian will have the opportunity to present any information relevant to the absence(s) or tardies in question, including any extenuating circumstances.

The building principal or administrative designee will provide the student and parent/guardian with written notice of the appeal decision within five (5) school days of the conference.

K. CHECKOUT PROCEDURES - If a student is to leave the school campus during the regular school day, the following procedure shall be followed:

1. The student shall present the parental request to leave the school campus to personnel on duty in the principal's office prior to the 1st period class on the day they are to leave. Legitimate reasons for out-of-building passes includes such things as medical or dental appointments, court appearances, and special family obligations. The student shall present a written request signed by a parent or guardian. Parents may also make arrangements by calling 537-6920 or emailing the school at MHS.Attendance@marshall.k12.mn.us. The authority to decide whether an absence is excused rests with the building administration. Student requests without parental consent will not be honored.
2. When the request to leave campus is approved, the office personnel will issue a pass stating the time that the student will be excused from class. At that time, the student will report to the office, show the pass and sign out indicating the time and destination.
3. All students arriving at school or returning to school during school hours shall check in at the office prior to reporting to any class.
4. See **Closed Campus** (page 11) for lunch hour check out procedures.

GENERAL INFORMATION

BACKPACKS – Backpacks, satchels, and bags are not to be worn or carried during the school day. Backpacks must be stored in the student lockers during the school day. Students should obtain study materials for classes before school and during passing times. No one should leave classes to go to their locker except with special permission. Failure to follow this policy will be viewed as insubordination and will be treated as such.

BULLETINS AND ANNOUNCEMENTS - In order to keep abreast of happenings at Marshall High School we will be utilizing the following communication tools:

- The *Weekly Bulletin* will be posted on the website at www.marshall.k12.mn.us under the high school tab. Hopefully this will help you keep up with your child's busy schedule.
- Infinite Campus Parent Portal – this tool gives you access to your child's entry of the teacher gradebook, food service balance, and classroom assignments. If you were using parent portal last year, you do not need to re-apply; simply use your same user name and password. If you are new to our district or have not used the portal in the past, it is an excellent way to stay current with your child's academic progress and food service account. If you would like more information on the parent portal, please stop by the high school office.

- Twitter – @MHS Tigers and Facebook - @marshallhighschool for occasional updates about real time happenings in our school.
- Blackboard Connect – this program allows us to send out mass emails and/or phone calls to households about upcoming events or when critical information needs to get sent out to large groups in a short amount of time.

CAMPUS REGULATIONS - Marshall Senior High School operates under the concept of a “closed campus.” This is to say that once students arrive at school for the beginning of the school day, all students are to remain in the building throughout the school day. The court area directly off the cafeteria is considered “in building”. At no times are students to be loitering in the parking lot. It is the responsibility of the school to supervise students during the entire school day. Therefore, students are asked to remain in assigned and supervised areas at all times. Students must sign out in the main office and obtain a pass in order to leave the building. Attending professional appointments (i.e. medical) during lunch time is encouraged. Students may be asked to provide proof of attending the appointment within 24 hours of returning to school. Students attending lunch time appointments are encouraged to eat before returning to school. Students bringing meals into the building will be asked to eat in the office area.

CELL PHONES – Cell Phones and other personal communication and electronic devices will be allowed before school, during lunch, after school, and between classes. Students are not allowed to use these devices during the time that class is in session. Such items include, but are not limited to cell phones and iPods. It is the expectation of the school that students place their cell phones in a designated location within the classroom that has been determined by the classroom teacher. If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office.

A first violation will result in the device being turned into the office. The device will only be released to a parent at the end of the school day. A second violation will result in the device being turned into the high school office and held for five school days. See the table below for subsequent violations. The use of such devices in school is a privilege and not a guaranteed student right. The school will not be held accountable for the security of electronic equipment brought to school.

Additionally, if the school determines that a student has violated the network and internet acceptable use policy (Policy #524), the district has the authority to take disciplinary action.

Consequences for Electronic Device Violations-

1 st Violation	Device held in office and will only be released to a parent at the end of the school day
2 nd Violation	Device held in Office for 5 Days
3 rd Violation	Device held in Office for 10 days.
4 th Violation	Device held in Office for 15 Days
5 th Violation or more	Device held in Office for 20 Days

CONTAINER POLICY - Due to an increased trash problem, as well as creating a mess when contents are spilled, students may not bring into the school any beverage containers. This would include coffee, pop, juice, etc., or cups with or without removable covers. The only beverages permitted in the high school will be water or beverages purchased in the cafeteria or Tigers Den.

CRISIS MANAGEMENT - Each building in the district maintains a set of procedures for dealing with crisis situations. In the event of such occurrences (examples include: severe weather, fire, bomb threats, hazardous materials, intruders, or other situations affecting safety) building staff will direct students, staff and visitors where to move and what to do to ensure the safety of all. (Policy #806)

DAY-LONG SCHEDULE

Warning Bell – 7:56 AM, Tardy Bell - 8:00 AM

Normal Schedule	Begin	End		Wednesday Schedule	Begin	End
Block 1	8:00 AM	9:27 AM		Block 1	8:00 AM	9:07 AM
Block 2	9:33 AM	10:59 AM		Block 2	9:12 AM	10:19 AM
<i>Block 2A</i>	<i>9:33 AM</i>	<i>10:14 AM</i>		Block 2A	9:12 AM	9:44 AM
<i>Block 2B</i>	<i>10:18 AM</i>	<i>10:59 AM</i>		Block 2B	<i>9:48 AM</i>	<i>10:20 AM</i>
LUNCH	11:03 AM	12:03 PM		Ramp-Up to Readiness	<i>10:25 AM</i>	<i>11:00 AM</i>

Block 3	12:06 PM	1:32 PM		LUNCH	11:00 AM	12:00 PM
<i>Block 3A</i>	<i>12:06 PM</i>	<i>12:47 PM</i>		Block 3	12:00 PM	1:08 PM
<i>Block 3B</i>	<i>12:51 PM</i>	<i>1:32 PM</i>		<i>Block 3A</i>	12:00 PM	12:32 PM
Block 4	1:38 PM	3:05 PM		<i>Block 3B</i>	12:36 PM	1:08 PM
				Block 4	1:13 PM	2:20 PM

DIRECTORY INFORMATION - Directory information is part of the student's educational record that may be disclosed to the public. It includes, but is not limited to: the student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent/guardian(s). Directory information does include personally identifiable data that references religion, race, color, social position or nationality.

Parents/guardians or students can restrict the release of any or all of the directory information by submitting a written request to the principal. Contact the school office for specific instructions for restricting the release of information. (Policy #515)

FIRE DRILLS - Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible, moving at least 150 feet away from the building. The teacher in each classroom will give the students instructions.

FLORAL DELIVERIES - Marshall High School has asked the local florists to not accept orders to be delivered to students at the high school. Parents are asked to honor this request by not asking office personnel to deliver these orders to students.

LINK CREW - Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Boomerang Project's proven high school transition program trains mentors from your junior and senior classes to be Link Crew Leaders. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success.

Link Crew is a year-long transition program with four components that contribute to its success:

- **High School Orientation** - Link Leaders and freshmen start building the mentor relationship and freshmen receive information about how to be successful in high school
- **Academic Follow Ups** - Link Leaders support freshmen academic success and character development through structured classroom visits
- **Social Follow Ups** - Link Leaders and freshmen connect outside the classroom at social events to increase student engagement, and promote positive school climate
- **Leader Initiated Contacts** - Link Leaders connect with their freshmen on a more individual basis"

LOCKERS - Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept in an orderly manner, a usable condition and locked at all times. School combination locks are to be used. The lockers are the property of the school and may be opened for inspection at any time. Materials that may be of an offensive nature must not be placed in lockers. Students must use the locker they are assigned. Please do not share your locker with a friend. **Do not leave money, or other valuables in your locker.** Keep your locker combination to yourself, as someone who will not respect your property may obtain these combinations. Locker damage will be assessed fines. If you experience any difficulty using your locker, please see someone in the office for assistance.

LOCKER SEARCH - The purpose of this policy is to provide a safe and healthy educational environment. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities, for any reason, may conduct inspection of the interior of lockers at any time without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when authorities have a reasonable suspicion that the search will uncover evidence of a violation of a law or school rule. (Policy #502)

LOST AND FOUND - Students who find lost articles are asked to take them to the office where the owner can claim them. Unclaimed items will be disposed of once a quarter.

MEDIA CENTER EXPECTATIONS - Recognizing that the Media Center is a place for individual study and reading:

1. Students will be courteous and respectful to staff members and other students.
2. Students shall refrain from excessive noise and talking.
3. Students coming from a class must have a signed pass.
4. Students shall not bring candy, beverage (other than water), or other food into the Library Media Center.
5. E-mail is only allowed before and after school.
6. Chat rooms and web logs (blogs) that are not specific to a course are not allowed.
7. Music and video streaming is not allowed on the computers.

Consequences for violation of these rules may include denial of Library Media Center privileges for a period ranging from one week to the end of the school year. The Library Media Center staff and building principals will deem what is inappropriate and their decision is final. The administration, faculty and staff of the Marshall Public Schools may deny, revoke, or suspend specific user accounts. (Policy #524)

NETWORK AND INTERNET ACCEPTABLE USE POLICY #524

1. *Acceptable Use:* The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and opportunity for collaborative work. The use of an Internet account must be in support of education and research consistent with the education objectives of the Marshall Public Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. *Privileges:* The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

The Media Center staff and building principals will deem what is inappropriate and their decision is final. The administration, faculty and staff of the Marshall Public Schools may deny, revoke, or suspend specific user accounts. (Policy #524)

NUISANCE ARTICLES - The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school, on the bus, and/or school sponsored activities. Included, but not limited to squirt guns, toys, spray bottles, fireworks, spray paint, lasers, and other nuisance articles in school will result in confiscation of such articles, and possible disciplinary action.

PLEDGE OF ALLEGIANCE - Marshall High School students shall recite the Pledge of Allegiance once a week. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students and employees shall respect another individual's right to participate in the pledge. (Policy #531)

PRAYER – Any student who requests time for prayer during the school day will be granted the following schedule

	<u>DISMISSAL FROM CLASS</u>	<u>ARRIVE TO CLASS</u>
Monday	1:27 PM	1:38 PM
Tuesday	1:27 PM	1:38 PM
Wednesday	1:03 PM	1:13 PM
Thursday	1:27 PM	1:38 PM
Friday	1:27 PM	1:38 PM

SCHOOL CLOSINGS - If it becomes necessary to close school due to inclement weather, announcements will be made on local radio stations, KARL-107.5 FM, KMHL-1400 AM, KKCK-99.7 AM, and Minneapolis WCCO-830 AM.

SCHOOL DANCES/PROM - Guests for any social activity will need to submit a completed *Guest Permission Form* to the HS office prior to the event and must meet the following guidelines:

1. Must be **currently attending** 9th through 12th grade at another high school and/or not older than 20 years old.
2. Guests must bring a picture ID to get into school dances.
3. Guests must be signed-up for dances by the deadlines given for each dance.
4. MHS students must bring their MHS student ID to get into dances and/or prom.
5. Prom guests must be in 11th or 12th grade **at another school**, or **have earned a HS diploma** and not be older than 20 years old at the time of the event.

6. MHS students must be passing their classes as measured by the most recent grading period in order to be eligible to attend prom.

RAMP UP TO READINESS - All students are assigned an Advisory Period. Students must report to their Advisory Period during the designated time every Wednesday for the Ramp Up to Readiness program. Ramp-Up to Readiness is a career and college preparedness program designed to help Minnesota middle and high school students succeed at the next level- whether they choose a two-year technical college, a two-year community college, or a four-year university.

SCHOOL MEAL INFORMATION - The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition well-balanced breakfasts and lunches are offered at a reasonable rate. In order to be charged a meal and not ala carte (this includes those students on free or reduced lunches), a students' lunch must contain three of the following food items: milk, meat/meat alternate, vegetable and/or fruit (2 items), and grain/breads.

Children who may be eligible for free and reduced priced meals can have their parents complete the application forms available in the school office. Students who were eligible at the end of the 2016-2017 school year will be eligible to reapply through September 30, 2017. This grace period will allow time to complete and return the new application form. If a family's financial situation changes during the school year, families may apply for free and reduced meals at any time during the school year. Applications are available from the office and are considered confidential information.

2nd Chance Breakfast will be served between blocks 1 and 2 daily. Students will only be able to have one breakfast a day. A complete, reimbursable breakfast needs to be taken. There is no charge for students who qualify for free/reduced meals.

Foodservice management and your fellow students will appreciate your cooperation in:

1. Depositing all litter in wastebaskets.
2. Returning all trays and utensils to the tray room.
3. Leaving the table and floor around your table clean.

Pop and food (other than sack lunches) should not be brought into the building during school hours. Violation of cafeteria rules may result in a disciplinary consequence.

SCHOOL SONG –

LET'S WIN THIS GAME

Go Tigers Go Tigers Go Tigers Go Tigers Go
Oh, Let's Win This Game
Go Onward Tigers, Go
Never to Yield
A Victory to the Foe
On to the Goal
A Gain on Every Play
Let's Fight Fight Win This Game
The Same Old Way!

Let's Win This Game Go Tigers Go. Let's Win This Game Go Tigers Go
Let's Win This Game Go Tigers Go. Go Tigers Go Tigers Go Tigers Go Tigers Go
GIVE A CHEER – THE TIGERS ARE HERE!

STUDENT SURVEYS - Occasionally ISD #413 utilizes surveys to obtain student opinions and information about students. Student surveys will be conducted anonymously and in an indiscernible fashion. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232 h. (Policy #520) **A complete copy of the Student Surveys policy is on file in the Principal's Office, Student Services and District Office.**

TELEPHONES - The office telephones are available to students needing to make phone calls.

TIGERS DEN - Students may visit the Tiger's Den before school, after school or between blocks 1 and 2.

VISITORS - No visitors are allowed during the school day unless they have a school related purpose.

STUDENT CONDUCT

MARSHALL PUBLIC SCHOOLS CODE OF CONDUCT

Definition of a Code of Conduct - A Code of Conduct is a set of behavioral expectations, based on organizational or community principles and goals that are designed to guide and positively influence the choices, actions, and practices of persons who are members of that organization or community.

Purpose of the MPS Code of Conduct - The Marshall Public Schools Code of Conduct establishes behavioral expectations. The Code is designed to guide the choices, actions and practices of our diverse educational community, which includes students, staff, parents, and guests. The MPS Code of Conduct will help maintain a safe, quality learning environment, which will foster high achievement and excellence in our schools and community.

Honesty - Honesty is being truthful and worthy of others' trust. To uphold this commitment, I choose to keep my promises; be truthful to myself and others no matter what the consequences; never lie, cheat or steal; and be trustworthy, straightforward and sincere.

Responsibility - Responsibility is doing the right thing, being prepared, giving your best effort, and taking ownership. To uphold this commitment, I choose to be in charge of my behavior and accept responsibility for it; do the right thing for myself, others, and my community; be prepared and on time for my school activities; give my best effort and ask for help when I need it; and follow the rules and laws of my school and community.

Respect - Respect is to commit to treating others like you want to be treated. Everyone deserves respect, but my actions may affect the amount of respect I receive from others.

Fairness - Fairness is providing equal opportunities for everyone to contribute. To uphold this commitment, I choose to treat others fairly, including a fair opportunity to explain a disagreement; work to create an environment where all have equal opportunities; be open-minded toward differences; never disrupt learning opportunities; and display appreciation and respect for all at sporting events, competitions and performances.

ACADEMIC DISHONESTY - Cheating in any form, (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments or projects) will result in a consequences to be determined by school administration in consultation with the teacher. Factors to consider may include type of assignment, previous infractions, etc. Consequence could range from school detention to out of school suspension. Students may be required to re-submit or complete an alternate assignment. Parent(s)/guardian(s) will be notified by the teacher.

BULLYING - Bullying is conduct that interferes with a student's ability to learn and a teacher's ability to educate students in a safe environment. Marshall Public Schools will investigate, respond, remediate, and discipline those acts of bullying that affect the educational environment of the school.

Bullying means any written or verbal expression, physical act or gesture, or a pattern that is intended to cause or is perceived as causing distress to one or more students. Bullying includes, but is not limited to, conduct by a student against another student and has the effect of harming the student, damaging a student's property, placing a student in reasonable fear of harm to his or her person or property, or creating a hostile educational environment. (Policy #514)

Cyber bullying Policy: All students at Marshall High School are entitled to a safe school environment. Therefore, all types of bullying, including cyber bullying, are unacceptable. Cyber bullying is sending or posting harmful or cruel text and/or images using the internet or other digital communication devices. This generally occurs through the use of computers, cellular telephones and/or internet websites (e.g. Snapchat, Instagram, Twitter, and Facebook).

Cyber bullying often occurs outside normal school hours, however, it is detrimental to school climate and can adversely affect student learning. Anyone who engages in cyber bullying is considered to be in violation of this policy and shall be subject to appropriate disciplinary actions. This could include, but is not limited to, the loss of Internet/computer privileges.

COMPUTER VANDALISM POLICY - Vandalism to the equipment and software will not be tolerated. The following policy applies to all students using equipment/programs.

- **Vandalism includes:** Any alteration or removal of equipment (monitor, keyboard, mouse, cables, etc.), any alteration of software (programs and/or student files), and/or any alteration or removal of printers.
- **Discipline policy:** 1st violation - detention may be assigned, suspension of computer privileges, and parents may be notified; 2nd violation - loss of computer privileges.

DRESS CODE - The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean and non-offensive. (Policy #504) Common courtesy means appropriate dress, including footwear, should be worn at all times. Students in violation of this policy will be asked to change into appropriate clothing. School consequences may also be applied. Examples of inappropriate dress include but are not limited to:

- Clothing advertising or representing substances illegal for juveniles.
- Clothing containing obscene, discriminatory, profane language or pictures, or that could be considered as sexually offensive to other people.
- Clothing containing or construed to be containing gang symbols or clothing worn in a manner to identify gang membership.
- Immodest clothing (i.e. bare midriffs, muscle tees, spaghetti straps, exposed undergarments) Shorts/skirts may not be shorter than the middle of the thigh. Shirts must cover 3/4 of the shoulder.
- Coats/jackets must be removed upon entering the building and stored in lockers during the school hours.
- Headgear (this includes anything worn on the head, excluding wearing of head gear for religious purposes) must be stored in lockers between the hours of 8:00 and 3:00. Any violations will be confiscated and stored in the office for 1 day at first offense, and an additional 5 days for any further violations.
- Hooded sweatshirts are allowed, however, hoods are not to be worn on the head during school hours.

School officials reserve the right to confiscate any inappropriate clothing items.

FIGHTING - Fighting is an unacceptable method of solving a problem and it will not be tolerated by the school. Students involved in fighting may be subject to any or all, but not limited to, the following: detention, Saturday School, parent conference, one to five days of suspension, possible expulsion, and reporting of the incident to the local police department.

HAZING - It is the policy of District 413 to maintain a safe learning environment for students and staff that is free from hazing. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing includes physical brutality, any activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts to the building principal. (Policy #526)

PROFANITY - A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures or publications, including those displayed on clothing. Violation of this rule may result in an assignment of detention, Saturday school or out-of-school suspension.

PUBLIC DISPLAYS OF AFFECTION - This type of behavior is inappropriate in the school setting. Students should refrain from displaying physical signs of affection in the school and on school grounds. Displays of affection can be interpreted as sexual harassment. School consequences may be given if the behavior does not cease.

PROHIBITING HARASSMENT AND VIOLENCE - The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. ISD #413 prohibits any form of religious, racial, or sexual harassment and violence.

It is the policy of ISD #413 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. ISD #413 prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of ISD #413 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

ISD #413 will act to investigate all complaints, formal or informal, verbal or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. (Policy #413)

A complete copy of the Equal Educational Opportunities policy is on file in the Principal's Office, Student Services and District Office.

SCHOOL PROPERTY - Destruction or damage to school property will result in school consequences and possible referral to law enforcement. Examples of property crimes may include, but are not limited to: arson, theft, false fire alarm, bomb threat, possession and/or detonation of pyrotechnic devices, robbery, and extortion. Willful damage of school property involves the

intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district or to any individual within the school setting.

TOBACCO, ALCOHOL AND DRUGS OR DRUG PARAPHERNALIA - Students, whether participating in activities or not, are not permitted to use or to possess tobacco, alcohol or drugs at any time in the school building, on the school grounds or in a vehicle. This applies to the parking lot, school lavatories, and to all school sponsored activities within the school building, grounds, Southwest Minnesota State University or Legion Field. Violation of this rule constitutes a serious offense and will result in suspension or expulsion from school. If the violation occurs at a school sponsored dance, the violator will be banned from all school dances, including the prom, as well as suspension/expulsion. Any student involved in the selling of controlled substances on the school grounds or at school activities will be subjected to immediate expulsion.

Tobacco products are not to be carried at any time in or about the school facilities. A violation of this policy will result in a meeting with the principal and a police referral to determine the appropriate action. (Policy #418)

TOBACCO-FREE ENVIRONMENT - The purpose of this policy is to maintain a learning and working environment that is tobacco free. It shall be violation of this policy for any student, teacher, administrator, and other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased and all vehicles that a school district owns, leases, rents, contracts for or controls. This prohibition includes all school district property and all off-site school district sponsored events.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy. (Policy #419)

A complete copy of the Tobacco-Free Environment policy is on file in the Principal's Office, Student Services and District Office.

WEAPONS POLICY - The School Board of District 413 recognizes the need to provide safe and secure schools throughout the District. Safe and secure schools lead to effective teaching/learning situations. This, in turn, leads to positive outcomes. The presence of weapons creates an environment that is opposed to what schools believe. (Policy #501)

For the purpose of this policy: **A weapon means:** any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use is capable of threatening or producing great bodily harm or death and any device or instrument that is used to threaten or cause bodily harm or death. **Possession:** shall mean having a weapon on one's person or in an area subject to one's control on school property or at a school activity. **Consequences:** confiscation of the weapon, notification of the police department, immediate suspension for five (5) days, and a possible recommendation that the student be expelled from school.

STUDENT DISCIPLINE

DETENTION - Teachers may assign detention to be served with that teacher either before or after school. If a student fails to show up for the detention assigned, they will be assigned 1 hour unit of Saturday School.

DISCIPLINARY ACTION - Disciplinary action may be taken for violation of federal, state, and local laws or district rules/policies and procedures. (Policy #506) Students must participate with administration in any disciplinary investigation. Non-cooperation will be subject to disciplinary action.

SATURDAY SCHOOL - Saturday School is held from 8:00-11:30 AM on Saturday mornings. Saturday School may be assigned as a consequence to students who fail to show up for an assigned detention or when an administrator deems it the appropriate disciplinary action. All students must report at 8:00 AM and will be dismissed according to the time assigned. Saturday School may be assigned from 30 minutes to 3.5 hours. Any student who is more than 10 minutes late will be assigned 3.5 hours of Saturday School on the next available Saturday. Any student who is absent or does not follow Saturday School guidelines will be assigned one day of In-School Suspension on the Tuesday following the date of the Saturday School assignment.

IN-SCHOOL SUSPENSION- May be assigned for various disciplinary issues, especially those issues that have been repetitive in nature.

OUT OF SCHOOL SUSPENSION - Out of school suspension may be assigned when there is a statutory violation. This means a school, local or state statute is broken by that action. Examples may include but are not limited to:

1. Use or possession of a controlled substance (i.e. tobacco, illegal drugs, alcohol, etc.)
2. Physical aggression, such as harassment, assault, theft, vandalism, etc.
3. Insubordination/disorderly conduct or defying authority. Law enforcement may be notified and charges may be filed.
4. When a student refuses to serve detention and/or Saturday School.

When suspended out of school, students are not eligible to attend or participate in any school activities or be on school grounds.

OTHER CONSEQUENCES - School staff and administration will determine appropriate consequences for violations of school policies and procedures. In addition to detention, Saturday School and suspension, the following disciplinary consequences may be assigned:

1. Conference with student/teacher/administration
2. Confiscation of property
3. Immediate notification of police
4. Recommendation for expulsion
5. Restitution
6. Mediation
7. Could affect enrollment at MHS
8. Removal from class for a period of time
9. Notification of parents or guardians

The following grid is designed to assist high school administration in order to work toward better consistency in working with all students. This is a suggested grid only. High school administration reserves the right to lessen or increase the consequences as they determine necessary.

Offense:	1st Offense	2nd Offense	3rd Offense	Habitual
Attendance:				
Skipping class	Unexcused Absence - resulting in Saturday School			Unexcused Absence - resulting in Saturday School and a parent conference
Forging a Note/Call	30 min. Saturday School and call to parents	60 min. Saturday School and call to parents	Full Saturday School and call to parents	OSS (1-3 days), parent conference
Leaving Campus during Lunch	30 min. Saturday School and call to parents	60 min. Saturday School and call to parents	Full Saturday School and call to parents	OSS (1-3 days), parent conference
Behavior:				
Academic Dishonesty	Consequence to be determined by school administration in consultation with teacher. Factors to consider may include type of assignment, previous infractions, etc. Consequence could range from school detention to out of school suspension. Students may be required to re-submit or complete an alternate assignment.			
Disrespectful/obscene language and/or gesture(s) directed at a person	Full Saturday School and call to parents	OSS (1-3 days), parent conference	OSS (3-5 days), parent conference	OSS (5-10 days), parent conference and/or Reassignment
Disruptions to Classroom/School Building/Grounds/Buses	Teacher assigned detention, parent contacted by the teacher	Office referral: Student will remain in the office for the rest of the block	Office referral: 30 min. detention, parent contacted by office	Saturday School, Behavior Plan and/or OSS (1-3 days), parent conference
Insubordination, disrespectful/obscene language or gesture	30 min. Saturday School and call to parents	Full Saturday School and call to parents	OSS (1-3 days), parent conference	OSS (3-10 days), parent conference
Missed Detention assigned by a teacher	30 min. Saturday School and call to parents	Full Saturday School and call to parents	OSS (1-3 days), parent conference	OSS (3-5 days), parent conference
Not Following School Rules	30 min. Saturday School and call to parents	Full Saturday School and call to parents	OSS (1-3 days), parent conference	OSS (3-5 days), parent conference

Public Displays of Affection (PDA)	30 min. Saturday School and call to parents	60 min. Saturday School and call to parents	Full Saturday School and call to parents	OSS (1-3 days), parent conference
Illegal Offenses:				
Possession of/smoking tobacco/nicotine (e-cigarette) products	ISS (2 days), call to parents, police referral when appropriate	OSS (3 days), parent conference, police referral when appropriate	OSS (5 days), parent conference, police referral when appropriate	OSS (10days) or expulsion, police referral when appropriate
Theft (Level of consequence is determined by severity of crime)	Full Saturday School to OSS (1-3 days), restitution, call to parents, and police referral when appropriate	OSS (1-3 days), restitution, call to parents, police referral when appropriate	OSS (3-5 days), restitution, call to parents, police referral when appropriate	Long term suspension or recommendation of expulsion to the superintendent and police referral when appropriate
Violence, fighting, intimidation (bullying), physical injury, harassment, secret societies/club, sexual harassment	OSS (1-3 days), parent conference, counselor referral, police referral when appropriate	OSS (5-10 days), parent conference, reduce suspension if student and parent participate in conflict resolution training, restitution and police referral when appropriate	Long term suspension or recommendation of expulsion to the superintendent and police referral when appropriate. Student and parent must attend conflict resolution training before student returns to school.	Reassignment
Drugs, Alcohol—possessing and under the influence at school	Long term suspension or recommendation of expulsion to the superintendent and police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.			
Alcohol — In possession of the substance but not under the influence	OSS (5 days), parent conference, police referral	Long term suspension or recommendation of expulsion to the superintendent and police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.		
Drugs - possessing or possessing drug paraphernalia at school	Long term suspension or recommendation of expulsion to the superintendent and police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.			
Vandalism	OSS (1-3 days), Parent conference, restitution and police referral when appropriate	OSS (3-5 days), parent conference, restitution and police referral when appropriate	OSS (5-10) days, parent conference, restitution and police referral when appropriate	Long term suspension or recommendation of expulsion to the superintendent and police referral when appropriate
Weapon(s), bomb threat, terroristic threat, fires, endangering the lives of other	Long-term suspension or expulsion, parental conference, referral to authorities. Mandatory 12 month expulsion for firearm possession.			

STUDENT SERVICES

EL - English Learners is a program that instructs students of limited English proficiency in the four language skill areas of listening, speaking, reading and writing.

HEALTH SERVICES/ MEDICATION –

The MHS Health Office is staffed by Deb Herrmann, MS RN PHN LSN and Bonnie Palmer, RN LSN. The office is open from 7:45 – 3:45 PM each school day.

Please note that Licensed School Nurses or Health Staff are not in the building at all times - When the health staff are not in the building other staff such as building administrative assistants may/will be covering the health office. Please note times Health office staff and/or nurses are available.

The school health staff intends to use the requested health information listed below to provide for your child's health and safety needs while at school. You may refuse to supply the requested personal information. There will be no consequence for not providing the information. It may result in an incomplete health and safety plan for your child. The information you provide will be shared only with staff in the school whose jobs require access to this information to ensure your child's safety and school success.

Allergy Awareness: To assist with the health and safety of all students, staff, and visitors in the Marshall Public School setting, we ask for you to be aware of the following items that can impact the health and safety of others. Your help and understanding are appreciated to keep all students, staff, and visitors safe and healthy at school.

- We are a Peanut aware school. Due the possibility of severe allergic reactions we request refraining from bringing, sharing or distributing peanut items with others at school.
- We are a Latex aware school. Due to the possibility of severe allergic reactions we request no latex items such as latex balloons be brought onto the school property or shared with others on school property.
- We are a Fragrance sensitivity aware school. Related to allergic reactions and sensitivities we ask that strong fragrances not be worn or shared in the school setting. These are known triggers that possibly cause severe asthma and/or respiratory reactions.

Immunizations: No Shots; No School – If your child does not meet the criteria listed below they will not be allowed to attend school. If you have questions regarding necessary immunizations contact the school nurse or visit the website at www.marshall.k12.us/page/104

Minnesota Statutes, [Section 121A.15](#), requires all students enrolling in an elementary or secondary school to show evidence of immunization or a legal exemption for medical reasons or conscientiously held beliefs. Minnesota law requires every student enrolled in school to be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, hepatitis B, and varicella.

Exemptions to this law may be made by:

- A statement from a physician indicating that the immunization is contraindicated for medical reasons
- A laboratory confirmation of the presence of adequate immunity, or
- A notarized statement signed by the minor child's parent/guardian or by the emancipated person because of a conscientiously held belief.

Medications: (District policy #516) All medication at school must be stored in the nurse's office. The prescription must be in the original, labeled container and the following criteria met:

- 1) A health provider's written order.
- 2) A signed written permission from the parent/guardian to dispense medication.
- 3) Medication delivered by the parent or a signed note with the bottle indicating the number of pills sent. Controlled substances will be counted and discrepancies will be discussed with the parent.
- 4) At the end of the school year, parents should pick up all medications (over the counter and/or prescription) from the nurse.
- 5) If medications are not picked up by one week after school ends they will be disposed of per procedure.

Children who have emergency medication (inhaler, insulin, epi-pen, etc.) needs may possess and use as prescribed in school, provided the following requirements are met:

- 1) Parent must provide an annual written authorization which is signed by provider.
- 2) The emergency medication must be properly labeled for the student.
- 3) The school nurse must annually assess student's knowledge and skill level to possess and use Emergency medications in the school setting.

Over the counter medications must be stored in the nurse's office and may only be dispensed by the school nurse.

- 1) These medications must be in the original container and accompanied by written authorization from the parent/guardian.
- 2) Any medications and medication permission forms transported to school should be left in the health office upon entering the building.
- 3) Over the counter preparations will only be administered to a student according to the label directions, unless contrary written directions are received from a parent and/or provider.
- 4) For safety reasons, students should not be carrying or storing medications in their lockers, school bags, or pockets unless following the emergency medication process.

Distribution of prescription or over the counter medication by a student is illegal and will result in suspension and police referral.

Illness: If a student becomes ill in school, he/she should report to the school nurse (or office, if nurse is not available.) **Students should report to their class before coming to the health office** if this occurs between classes. The school nurse will call parents as needed and students are not to leave the building without permission or without signing out at the office. A student complaining of feeling ill or having a temperature of 100 degrees or greater will be sent home. Health needs will be assessed by the nurse and if necessary the parent/emergency contact will be notified.

If a student sees a medical provider, please bring verification of the visit and any diagnosis or instructions (discharge summary sheet) that were given at the appointment to the nurse.

Hospitalization/Surgery: If a student is hospitalized for any reason or if they have had surgery, the family should notify the nurse. At this time necessary accommodations can be addressed for the health and safety of your child.

Field trips: Nurses do not attend or travel with students during a field trip. The medication needs of students on field trips/school sponsored activities during the school day will be met. Any student taking routine medication will have their medication administered by an adult, whom the nurse has delegated the responsibility for security of the medication and medication administration. If the parent is chaperoning the event – the child’s parent could assume the responsibility during the event.

Lice: Lice is a public nuisance, not a communicable disease. When a case of head lice is suspected, a parent should be advised to check their children for lice and treat them if an infestation is found. Children with head lice infestations do not need to be dismissed from school.

SCHOOL COUNSELOR - Licensed School Counselors are available to meet with students regarding personal/social, academic and career issues. Students are assigned to a counselor based on the first letter of his/her last name.

A-C	Ms. Tauchen
D-M	Ms. Bengtson
N-Z	Mrs. Greenfield

Counselors are located in Student Services. Please stop in the Student Services office to make an appointment with your counselor.

SPECIAL EDUCATION - Extra help is provided to qualifying students through a broad range of programs such as Early Childhood Special Education, Speech, Specific Learning Disabilities, Emotional/ Behavioral/Severely Impaired, Physical Therapy, Occupational Therapy, Developmental Adaptive Physical Education and Hearing Impaired. A school psychologist is employed to provide diagnostic assessment of students and make recommendations to teachers and parents relative to specific needs of students. You may contact your building special education staff for additional information.

STUDENT RECORDS - Student records are maintained for each student for the purpose of aiding the student in the educational process and to fulfill the requirements of state law. Students and parents may request copies of their permanent records (transcripts) from the high school guidance office. The office staff may need advance notice. Student records are generally kept in the school office. Health records are kept in the nurse's office. Special education IEP information is kept with the student cumulative files. Parents/guardians may review all information maintained in the cumulative file. Copies are available upon request. (Policy # 515)

TRANSPORATION

BICYCLES - Bicycles must be parked in the racks provided. All bicycles should be provided with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are parked in the racks.

BUS

For the safety of all bus riders, a Pupil Transportation Safety Policy (#709) has been adopted by District 413. This policy will also be addressed at school. Any questions regarding this policy should be addressed by our District's Transportation Safety Director (537-6924).

PARKING REGULATIONS

1. All students driving to school are required to purchase a \$20 parking permit. Students who do not display the required permit will receive a \$25 fine.
2. Students are to park their vehicles parallel between the lines in parking spaces. Parking at an angle across two spaces as well as over the line dividing the row is prohibited.
3. Students are not to park in the visitor parking area or parking spaces that are reserved for handicapped parking.
4. All drivers will observe a 15 MPH speed limit.
5. Failure to comply with parking regulations #2-4 will result in a \$25.00 fine. This fine will be payable to Marshall High School.
6. Vehicles may be subject to search.
7. Students driving all-terrain vehicles to school must stop in the office to sign in. (Policy #527)

DISTRICT INFORMATION

ANNUAL ASBESTOS NOTIFICATION

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act - AHERA) each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. I.S.D. #413 has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, I.S.D. #413 shall continue to maintain a safe and healthy environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and an independent laboratory analyzed samples. Based on the inspection, the district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, I.S.D. #413 has completed in AHERA 3-year re-inspection requirement every three years. I.S.D. #413 buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year, I.S.D. #413 conducted the following with respect to its asbestos containing building materials:

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be re-inspected every three years after a management plan is in effect.

Short-term workers (outside contractors) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

I.S.D. #413 has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to the district office. NOTICE CONCERNING USE OF PEST CONTROL MATERIALS PROCEDURES

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

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

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which

they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

INDOOR AIR QUALITY

I.S.D. #413 now has in place a program to monitor and improve air quality at our school. The Marshall School District considers no objective more important than providing its employees, students, and visitors a healthy, safe environment. Because we believe that indoor air quality is essential to this objective we are sending this notification to inform parents, students and staff of our program to monitor and improve indoor air quality.

As part of the program implementation, an Indoor Air Quality Coordinator has been appointed. An annual walk-through will be performed by the Coordinator to evaluate school facilities for obvious water intrusion, ventilation failures, structural problems, overall cleanliness, and the status of the O&M program.

In that we have adopted the EPA's Tools for Schools, the guidelines contained therein will be used to evaluate all classrooms, ventilation systems, and building maintenance issues.

The District's response to parental concerns will be timely and direct. Parent's questions are always welcome. If a concern would arise, we ask the parent contact Warren Buchholz, Indoor Air Quality Coordinator. The Coordinator will be able to assist in evaluating the child's home or other out of school situation. Additional information is available to parents about school facility construction; maintenance, housekeeping practices, chemicals used, mold and HVAC related information, and other activities that may contribute to a child's symptoms.

ISD #413 accepts the responsibility of monitoring indoor air quality and will/has conducted a survey of the mechanical ventilation rate of each occupied space in the District.

Marshall Public Schools are proud to be taking a leadership role in providing a safe, comfortable, and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will continue to follow EPA guidance to improve our indoor air quality by preventing as many problems as possible.

If you would have any questions or concerns about this or any other health and safety program, please contact Warren Buchholz at (507)537-6932.

STUDENT DISABILITY NONDISCRIMINATIONS - Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that protects individuals with disabilities from discrimination. Schools need to identify and evaluate learners who need special services, accommodations, or programs in order that learners may receive a free appropriate public education. Persons who have questions, comments, or complaints should contact the district 504 Coordinator at 537-6924. (Policy #521)

STUDENT/PARENT RIGHTS UNDER FERPA - ISD #413 recognized its responsibility in regard to collection, maintenance and dissemination of public records and the protection of the privacy rights of students as provided in federal law and state statutes.

The procedures and policies adopted by ISD #413 regarding the protection and privacy of parents and students are pursuant to the requirements of 20 U.S.C. §1232g, et seq., (Family Educational Rights and Privacy Act) 34 C.F.R. Part 99 and consistent with the requirements of the Minnesota Government Data Practices Act. Minn. Stat. Ch. 13 and Minn. Rules Pts. 1205.0100 to 1205.2000. (Policy #515).

A complete copy of the Student/Parent Rights under FERPA policy is on file in the Principal's Office, Student Services and District Office.

STUDENT SEX NONDISCRIMINATION - Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. ISD #413 provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. (Policy #522)