

Welcome to Marshall Middle School

401 S. Saratoga Street, Marshall, MN 56258
507-537-6938

Vision Statement

Working together as one in the pursuit of excellence.

Mission Statement

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

Administrative Office

Ms. Mary Kay Thomas, Principal
marykay.thomas@marshall.k12.mn.us

Mr. Jeff Hansen, Assistant Principal
jeff.hansen@marshall.k12.mn.us

Ms. Abbie Boelter, Administrative Assistant
abbie.boelter@marshall.k12.mn.us

Officer Sara VanLeeuwe, School Resource Officer
sara.vanleeuwe@marshall.k12.mn.us

Student Services Office

Ms. Krista Bjella, Counselor
krista.bjella@marshall.k12.mn.us

Ms. Jennifer Hey, Counselor
jennifer.hey@marshall.k12.mn.us

Lindsay Pelz, Nurse
lindsay.pelz@marshall.k12.mn.us

Nicole Wichmann, Student Support
nicole.wichmann@marshall.k12.mn.us

SCHOOL HOURS — Classes begin at **8:00** and are dismissed at **3:05**. If a student reports to school after 8:00 AM, he/she is to check in at Student Services before going to his/her classroom. Also, if a student is leaving school prior to 3:05 PM, he/she is to check-out at Student Services. Prior notification (note or phone call 507-537-6938 ext 4004) is required if a student comes to school after 8:00 AM or leaves before 3:05 PM.

SCHOOL CALENDAR

September 5: Orientation Day

September 6: First day of classes

October 18: Noon release

October 19-20: MEA Break

November 23-24: Thanksgiving Break

December 22: Noon release

December 25 – January 2: Winter Break

January 22: No school – staff development

February 16: Noon release

February 19: No School

March 28: No school – staff development

March 29-April 2: No school

May 28: No school

May 31: Last day of school, noon release

Snow Make-Up Days: February 19, April 2, June 1

CONFERENCE DATES

October 5 and 10 – grades 5-8 Student- led Conferences

February 8 and 12

****Conference dates are subject to change; please watch for updates.***

Marshall Middle School Staff 2017-2018

GRADE 5 – CORE

Mathematics, Grade 5	Ashley Haken, Derek Long, Laura Miller
Language Arts, Grade 5	Ethan Hoppe, Karen Peterson, Emily Pollock
Social Studies, Grade 5	Ethan Hoppe, Nadine Weedman
Science, Grade 5	Derek Long and Nadine Weedman

GRADE 6 – CORE

Mathematics, Grade 6	Mary Jo Hmielewski, Taylor Johnson, Samantha Tauer, Amber Altheide
Language Arts, Grade 6	Virginia Bossuyt, Jean Mather, Samantha Tauer
Social Studies, Grade 6	Justin Bouwman and Taylor Johnson
Science, Grade 6	Justin Bouwman and Danielle Thor

GRADE 7 – CORE

Mathematics, Grade 7	Jennifer Chepa, Lexie Paradis, Peter Thor
Language Arts, Grade 7	Cathie Crouse and Amber Meulebroeck
Social Studies, Grade 7	Dana Moore
Science, Grade 7	Carrie Sueker

GRADE 8 – CORE

Mathematics, Grade 8	Jessica Leibfried, Tara Ryks, Peter Thor
Language Arts, Grade 8	Emily Dorschner and Denise Smith
Social Studies, Grade 8	Zachary Thomas
Science, Grade 8	Annetta Ewald

EXPLORATORY, ENRICHMENTS, AND OTHER SERVICES

Academic Support	Brian Bertrand, Paula Curry, Ethan Fisk, Beth Roelfsema
Art, Grades 5, 7-8	Kelly Pochardt
Band, Grades 5 – 8	Christian Witherow
Choir, Grades 7-8	Katy Haltvick
Deaf & Hard of Hearing, Grades K-12	Molly Grady
ELL, Grades 5-8	Stacy Abraham, Samantha Downing, Lori Dyce
General Music, Grades 5-6	Cheryl Jeska and Katy Haltvick
Health and Physical Education, Grades 5-8	Cheri Buysse, Cheryl Henn, Loren Johnson, and Blaine Schnaible
Media Center	Nancy Thooft, JoEtte Swan, and Tracy Bloch
Orchestra	Wes Myers
Reading Coaches	Jill Gordon and Kala Kopitski
School Psychologist	Jennifer Gregoire-Swedzinski
Spanish, Grades 5-8	Ellen Helgerson and Stefanie Scarset
Special Education, Grades 5-8	T. Anya Brenner, Damian Dagele, Tom Guttormsson, Amanda Norby, Carrie Remerowski, and Penny Swope
Speech Therapy	Erin Roberts
Technology	Theresa McCoy

PARAPROFESSIONALS

Becky Anderson	Ann Andries	Mary Bartz	Kelli Buysse	Monica Doom
Betty Eberling	Cammy Gould	Linda Larsen	Briana Morgan	Cinara Munford
Beverly Welu	Lorrie Milner			

CUSTODIANS

Bruce Garrels	Cory Kumerow	KC Kumerow	Jim Paradis	Ron Schultz
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ACADEMIC AND FINE ARTS CLASSES AND ACTIVITIES – Marshall Middle School provides course offerings to prepare students for further success. The following are academic and fine arts classes and activities offered at Marshall Middle School:

Regular Education Classes

- Grade 5: language arts, math, social studies, science, art, physical education, general music, technology and Spanish.
- Grade 6: language arts, math, social studies, science, health, physical education, general music, technology and Spanish.
- Grade 7: language arts, math, social studies, science, health, physical education, art, technology and Spanish.
- Grade 8: language arts, math, social studies, science, physical education, health, art, technology, and Spanish.

Co-Curricular Classes - Opportunities include band, Jazz Band, orchestra and choir (7th and 8th). Additional vocal opportunities include Select Choir and Jazz Choir. Every student can participate in band and/or orchestra.

Band, Orchestra, and Chorus Groups - Band, orchestra, and chorus groups are elective opportunities that require a serious commitment by the student to participate. Part of that commitment by the students will be to agree to participate with enthusiasm and a cooperative spirit. The classes are intended to be a learning and growing experience in the performing arts.

Students are expected to participate in their musical group for the **entire** school year. If a class drop is anticipated, a written request from the student's parent should be given to the teacher and a conference or consultation between the parent, student, and teacher is strongly encouraged. **A student may drop band, orchestra, or chorus ONLY during the first week of the school year or at semester break.**

Attendance at concerts or performances is required to be a participant in a musical performance class, and a portion of the student's grade may be determined by that participation.

Placement Test Opportunities - Eighth grade students will have the opportunity to test-out of two different classes before attending Marshall High School. Keyboarding and Spanish are the two areas in which MMS students will be given the opportunity to test and address appropriate placement at MHS. Please keep in mind that passing these tests does not give your child Marshall High School credit. These tests allow for appropriate placement only.

ACTIVITY TICKETS FOR SENIOR HIGH EVENTS - Activity tickets may be purchased for all home senior high school activities (approximately 45 events) through the Marshall M Club; the cost is \$30.00 for Middle School students. Individual ticket prices for senior high athletic events and music activities are \$6.00 for adults and \$4.00 for students. Adults may purchase an activity ticket for ALL events for \$80.00 through the Marshall M Club. Season tickets or multiple event tickets are not valid for special events such as the Holiday Tournament or any MSHSL related tournaments or playoffs.

ANNOUNCEMENTS AND BULLETINS – Announcements are made each morning at Marshall Middle School, either through the office or through advisory teachers. Students should listen carefully for important school and activity related information. Announcements are posted on Parent Portal each day.

To communicate from Marshall Middle School, we will be utilizing the following communication tools: **Daily Announcements** will be posted to Parent Portal. We hope this answers most of your day to day questions. **Infinite Campus Parent Portal** – this tool gives you access to your child's entry of the teacher gradebook, food service information, and academic assignments and practice. If you were using Parent Portal last year, you do not need to re-apply; simply use your same username 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 contact the District Office. **Twitter** – @TigersMms and **Facebook** – www.facebook.com/MarshallMiddleSchoolMN for additional details and activities 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.

ATTENDANCE - Regular school attendance is the best way to assure that students receive the best education. All students are expected to be present and punctual for all classes throughout the year. State statute requires all students under the age of 18 to attend school daily. **Minnesota Statue 260A.02 Sec. 38 Subd. 3 states, "Continuing truant means a child who...is absent from instruction in a school...without valid excuse within a single year for: three or more class periods on three days if the child is in middle school, junior high school, or high school."**

When illness or family obligations necessitate a student's absence, parents are requested to phone Marshall Middle School between 7:30 and 8:00 AM or **leave a message on the school's voicemail 537-6938 extension 4004** to inform office personnel of the student's absence. If parents do not phone, school personnel will phone the parent(s) at home or at the place of employment. Students will be marked **Absent Unexcused** until parent/guardian has contacted the school to verify absence with a valid excused absence, to be determined by MMS administration.

Excused Absence/Tardy - The following is a list of examples that typically constitutes an excused absence/tardy:

1. 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. Student should stay home if: s/he has a temperature of 100.0 degrees or s/he has had an episode of vomiting or diarrhea. For more information please visit the Health Services section of the district website.
 2. Medical, dental, and other professional appointments (not haircuts, etc.) which cannot be scheduled outside of the school hours; upon return from appointments, students shall provide Student Services office with verification of such appointments.
 3. Family emergency, serious illness of family member, or death in the family
 4. Religious holidays
 5. Mandatory court appearances
 6. Conditions beyond the student's control, such as fire, flood, storm, etc. This would include inclement weather conditions, but not such excuses as missing the bus, a late ride, oversleeping, or car problems without verification.
 7. Family trips taken (with a parent) if the principal or designee has approved the trip in advance. A maximum of five days in one quarter, not to exceed ten days per school year, may be excused. **Approval must be obtained at least (5) five school days in advance of the absence.**
 8. Compliance with any provision of a disabled student's Individualized Education Plan (IEP) or Section 504 Accommodation Plan.
 9. 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 school days prior to the absence.
- Attendance letters are mailed to the parent/guardian at 7 days, 14 days, 21 days and 28 days of absence (excused or unexcused). **After 14 days of absence**, doctor notes may need to be provided to establish excused absences.

Exempt Absence - The following constitutes an exempt absence:

1. Participation in a school-sponsored activity.
2. Suspensions.

Unexcused Absence

Any absence which does not fall under any of the excused or exempt absence categories will be considered unexcused. Sleeping late or oversleeping is not considered excused absences. **A student who is more than 15 minutes late for a class will be considered absent for that class.**

An absence will be considered unexcused unless a written note or phone call from the parent stating a valid reason is provided to the building administration within two (2) school days of returning to school. Students will make up double time that is absent unexcused in the Independent Study Room after school or during school hours, dependent on individual and extenuating circumstances.

Truancy

Lyon County Human Services School Truancy Procedures policy are as follows: Lyon County Human Services, in collaboration with schools and Lyon County Courts, has 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 to be successful in school.

1. Unexcused absences are cumulative throughout the school year. Records regarding attendance will transfer with students who transfer between schools within 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 3 unexcused absences (as defined above), parents will be notified 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 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 regarding 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.

MMS Tardy Procedure

- 1. Bell rings to start class
- 2. Teachers close doors (doors are in lock mode)
- 3. Students not in class report to Student Services.
- 4. When students return to class they will have a pass from Student Services
- 5. 10/10 rule – Students are not to be out of class during the first and last 10 minutes of each class.

Unexcused Tardy - A student is 'tardy' if he/ she is not in the classroom ready to learn at the start of class and/or comes to class with an unexcused pass from Student Services. A tardy is given if a student misses up to 15 minutes of a class. If more than 15 minutes is missed, the student will receive an unexcused absence. If a student has an unexcused tardy the following consequences will occur:

Number of Tardies	Consequence
1	Warning
2	Parent contact
3 & 4	30-minute detention and parent contact
5 & 6	1 hour of detention
7 and Beyond	2 hours of detention meeting with parent, office staff, and teacher
****At the end of each <u>quarter</u> , a student's tardy record will reset to zero.	

Check-Out Procedures/Appointments - Marshall Middle School maintains a closed campus. If it is necessary for a student to miss part of a school day, the student shall present a written parental request to leave school grounds. Although a written request is preferred, parents may also phone the office to inform school personnel. **Students must bring the note, or parents should make a phone call to the school office before school begins.** Upon leaving and/or returning to the building, the student must report to Student Services to sign out and sign in.

Requests for Homework - When a student is absent, we encourage student responsibility in requesting work from teachers. Students may email their teachers or log into their Schoology accounts to check for missed work. If the parent is making the request, please do not make requests for homework/practice work on the first day of absence. When a student is absent for more than one school day, please make the request before 8:00 AM and plan to pick-up between 3:00 and 3:30 PM. In most cases students will be granted two days per day of absence to complete or practice work.

BEHAVIOR – The goals of discipline are to allow and encourage individuals to become self-disciplined with mature attitudes and socially acceptable standards of conduct. Marshall Middle School utilizes Positive Behavior Interventions and Supports (PBIS) to assist the students in making respectful and responsible decisions. The entire staff of Marshall Middle School understands how important it is to have a safe learning environment. We want all children to feel safe and have the best opportunity to be successful. This plan is a guideline for teaching students to be positive, contributing members of our school and community. Through communication with your child's teachers, you will remain informed and actively involved in his/her education. We encourage you to discuss this policy with your child and support the actions taken by the staff and administration to encourage proper student behavior in school and within our community.

MARSHALL MIDDLE SCHOOL EXPECTATIONS

We believe that all students will be:

- **Striving for their best achievement,**
- **Prompt, prepared and organized,**
- **Physically appropriate,**
- **Verbally appropriate, and**
- **Respectful to themselves, others, and property.**

It is the position of Marshall Middle School's administration and staff that fair and equitable discipline procedures will contribute to the quality of our students' educational experiences. Before effective learning can take place, reasonable

order and disciplined respect must be present. Good citizenship is largely a matter of being respectful and courteous. The rights of all take precedence over the selfish desire and action of the individual.

If a student chooses not to follow our basic rules and expectations, interventions will be put in place. **With each similar incident, a student will progress to an increased intervention level.** Staff will use interventions that may include, but are not limited to, the following:

- Verbal or visual reminders
- Student conference with teacher(s)
- Loss of privileges
- Reassigned seating
- Restrictions of free time – before school, modified lunch
- Day student status – no participation or attendance at school activities after 3:05
- Parent contact and/or conference
- Detention
- Administration involvement
- Removal from class
- Contract for learning and/or behavior
- Referral to police or to court services
- Suspension (in or out of school) under the Pupil Fair Dismissal Act
- Expulsion under the Pupil Fair Dismissal Act

These procedures will be used in conjunction with District 413's Discipline Policy #506. Copies of this policy are available in the school office. Adherence to the rules are a requirement of all students in this building.

Office referrals will be issued to students who choose not to follow classroom and/or school expectations. Whenever possible, classroom teachers are expected to work with the student and his/her parents to correct the misbehavior prior to a referral to the principals. You are urged to discuss the misbehavior with your child and support the corrective action taken by the teacher.

Bullying & Cyber Bullying - A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. The purpose of District Bullying Prohibition Policy #514 (Safe & Secure Schools) is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school-related functions or activities, or on school transportation.

Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyber bullying as defined in this policy. Cyber bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may consider the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Cheating - Cheating (i.e. copying, plagiarizing, providing or receiving answers to assessments papers, assignments, and/or projects) will result in no credit. A modified version of the assessment or assignment will be required and at teacher discretion. Appropriate consequences will be assigned. Parents will be notified by the teacher.

Dress Code - The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean, non-offensive and appropriate. Attire should not be a distraction to any learning environment nor a distraction to another learner. (Policy #504) Appropriate attire, including footwear, should be worn at all times. Examples of inappropriate dress include but are not limited to:

- Clothing or accessories advertising or representing substances illegal for juveniles.
- Clothing or accessories containing obscene, discriminatory, sexual innuendos, or profane language or pictures.
- Clothing or accessories 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, etc. Shirts should cover three-fourths (3/4) of the shoulder.
- Pajamas, slippers, or costume-wear is not appropriate attire for regular school days.
- Headgear must be removed upon entering the building and stored in lockers during school hours.
- Coats/jackets and book bags are not allowed in classrooms.
- Concert attire as directed by the instructor must follow school dress code.

The dress code applies to all school sponsored events including concerts and field trips. School officials reserve the right to confiscate any inappropriate clothing items. Students wearing such apparel will be required to call home for a change of clothing, be required to change into clothing provided by the school office, or will work in an alternative location for the day. In the event a student continues to exhibit inappropriate attire, appropriate interventions will be accessed.

Harassment - Students that engage in physical, mental, or verbal behavior that ridicules, taunts, or demeans other students or staff will be subject to appropriate consequences.

Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000 et seq., and MN Stat. 363-01-14, the Minnesota Human Rights Act. It shall be a violation of this policy for any student or staff of Marshall Middle School to harass another student or any employee through conduct or communication of a sexual nature as defined by the statute.

It is the practice of Marshall Middle School to maintain a positive and safe learning and working environment that is free from racial, religious, or sexual harassment or 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. For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.

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.

The school is required to investigate and report all complaints, formal or informal, verbal or written, of racial, religious, or sexual harassment or sexual violence, and to discipline any student or staff member who is found to have violated this policy (Policy #413). Copies of District Policy #413 regarding Sexual Harassment are available in the office.

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, 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 inappropriate gestures, signs, pictures or publications, including those displayed on clothing.

Tiger Traits - The Tiger Traits are 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.

The Tiger Traits are designed to guide the choices, actions, and practices of our diverse educational community, which includes students, staff, parents, and guests. Using the Tiger Traits we will help maintain a safe, quality learning environment, which will foster high achievement and excellence in our schools and community.

School-Wide Matrix

	Pride	Respect	Responsibility
Any Time Any Place	<ul style="list-style-type: none"> • Clean up after yourself • Recycle • Keep school safe for all 	<ul style="list-style-type: none"> • Keep hands to yourself • Use kind words • Positive encouragement for others 	<ul style="list-style-type: none"> • Be on task • Be prepared • Be responsible • Always do your best • Report concerns
Classroom	<ul style="list-style-type: none"> • Clean up after yourself • Keep a clean work area • Do your best work • Use class time appropriately 	<ul style="list-style-type: none"> • Raise hand to talk/answer • Use appropriate voice • Keep hands to yourself • Walk/appropriate physical behavior 	<ul style="list-style-type: none"> • Follow classroom rules/expectations • Follow directions • Listen to staff • Staff dismiss students (not bell)
Cafeteria	<ul style="list-style-type: none"> • Pick up trash • Empty tray in garbage • Stack trays neatly • Clean up your space 	<ul style="list-style-type: none"> • Hands to self • Leave space for others to sit • Be friendly to everyone • Be polite. Use kind words • Use good table manners 	<ul style="list-style-type: none"> • Wash or sanitize hands • Walk to and from the lunchroom • Orderly in line • Sit 6 to a small table and 8 to a large table • Push in chairs
Hallway & Locker Bank	<ul style="list-style-type: none"> • Pick up trash • Keep lockers clean and organized • Keep lockers locked 	<ul style="list-style-type: none"> • Respect others' spaces • Use appropriate voice levels • Walk • Respect student work on display 	<ul style="list-style-type: none"> • Follow all staff directions • Stand and wait patiently • Move directly from one location to the next
Bathroom	<ul style="list-style-type: none"> • Keep area clean • Return to class when finished 	<ul style="list-style-type: none"> • Use appropriate voice • Respect privacy 	<ul style="list-style-type: none"> • Stay in your own stall • Flush toilet • Wash hands
Playground	<ul style="list-style-type: none"> • Appropriate use of equipment • Keep hands to self when lining up • Put equipment away when finished 	<ul style="list-style-type: none"> • Play appropriately • Wear proper clothing and shoes • Respect others' space • Respect others' property • Take turns and include others 	<ul style="list-style-type: none"> • Compliment others • Show good sportsmanship • Cooperate • Compromise • Follow playground rules • Share equipment
Theater & Presentations	<ul style="list-style-type: none"> • Use appropriate etiquette • Use listening skills 	<ul style="list-style-type: none"> • Appropriate Language • Keep your hands to yourself • Applaud when appropriate 	<ul style="list-style-type: none"> • Sit quietly • Pay attention
Bus	<ul style="list-style-type: none"> • Keep the whole bus clean • Use appropriate language • Feet on the floor 	<ul style="list-style-type: none"> • Be on time before and after school • Go directly to your seat. • Remain seated. • Listen to bus driver. 	<ul style="list-style-type: none"> • Assist people who need help • Be prepared for your stop • Use appropriate voice level
Computer Labs & Technology	<ul style="list-style-type: none"> • Keep work station/device clean • Key boards under monitor when done • Push chairs in at labs when done 	<ul style="list-style-type: none"> • Acceptable/Appropriate use • Handle equipment carefully • Be patient with technology/devices 	<ul style="list-style-type: none"> • No food or drink near technology/ devices • Access appropriate websites • Carry devices closed between classes – handle carefully • Keep devices charged overnight

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 can access their lockers before school and during passing times. Students should not leave classes to go to their locker except with special permission.

BICYCLES – Students who wish to ride their bicycles or other mode of transportation to school must park their bikes in one of the bike racks located on Middle School grounds in front of the school building. Students may not leave them at any other location. Marshall Public Schools is not responsible for damage or theft of bicycles while on school property, and students are strongly encouraged to use a lock when leaving a bicycle on school property. Students are not allowed to utilize other personal modes of transportation once on school property, i.e. skateboards, rip-stick, rollerblades, etc.; these modes of transportation must be left in the administrative office during the school day. **For the safety of all, students must walk their bicycles and/or carry other modes of transportation on all sidewalks and school grounds.**

BUS TRANSPORTATION – For the safety of all bus riders, a Pupil Transportation Safety Policy (District Policy #709) has been adopted by the School Board. Copies of this policy are available in the school office. Any questions regarding the policy are to be addressed to Mr. Bruce Lamprecht, District Transportation Director, at 507-537-6924. Only regular bus students can ride to and from their home on the bus. Bus routes may be viewed at Southwest Coaches' web site: www.swcoaches.com or call them at 507-532-4043.

The 1994 Legislature made significant changes in the laws and rules governing pupil transportation in Minnesota. **One of the most significant changes may be that the new law now clearly states that riding a school bus is a privilege, not a right, and that privilege can be suspended when students do not comply with policies, rules, or laws.** It also states that the School District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds. The school bus is an extension of the classroom. **If a student is removed from the bus for misbehavior, the suspension will also be for any co-curricular or field trips that would fall within the suspension period.**

BUILDING HOURS AND OFFICE HOURS – Marshall Middle School will open its doors at 7:30 AM on each regularly scheduled school day. Students are to report to the cafeteria until 7:45. At 7:45 the locker bank area is open to all students. MMS Office is open from 7:30 AM – 4:30 PM.

COMPLAINT PROCEDURE – Complaint forms can be found on the Marshall Public Schools website under District Information.

CONFERENCES - Parent-Teacher and Student-led Conferences are important to ensure the success of your student. It is important that parents attend conferences as it encourages communication by each student's entire educational team and by the student.

October 5 and 10 – Student-led Conferences

February 8 and 12 – Traditional Conferences

Conference times are scheduled between 3:45 – 7:45 PM. Parents and students are strongly encouraged to attend. Either the parent or the teacher may schedule conferences at other times of the school year also. If you would like to schedule a conference, please contact the teacher.

***Conference dates are subject to change; please watch for updates.**

CONFIDENTIALITY - In certain circumstances, employees may have or receive confidential information regarding a student's medical, discipline, or court records. Employees are required to keep student and personnel information in the strictest confidence and are legally prohibited from sharing confidential information with any unauthorized individual. Please understand that requesting information about another student and consequences would fall into this category.

CRISIS MANAGEMENT - Each building in the district maintains a set of procedures for dealing with crisis situations. In the event of such occurrences (examples: 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). Marshall Middle School practices fire, severe weather, and lockdown drills throughout the school year.

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, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time and 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 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)

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

EQUAL EDUCATION OPPORTUNITY — The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Marshall Public Schools. Marshall Public Schools does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital status, parental status, students regarding public assistance, disability, sexual orientation, or age.

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

FIGHTING — MMS promotes a safe and caring environment. Fighting and/or perceived fighting is an unacceptable method of solving a problem and the school will not tolerate it. Students that engage in behavior that is physically threatening will be subject to suspension from school, all school-related activities, and school property.

FIRE ALARMS/FIRE EXTINGUISHERS — Tampering with a fire alarm or fire extinguisher is dangerous and against the law. Anyone doing so will be prosecuted under Minnesota State Statutes. Matches and lighters are not to be brought in the building or on school grounds.

GRADING — Grades are an indication of how your student is doing in school. We encourage parents to monitor the progress of their student on a regular basis. The portal is updated on a weekly basis. If you have any concerns, please do not hesitate to contact the teacher of record and/or the MS office.

Report Cards — Quarterly report cards will be posted to each student account in Parent Portal.

Extra Credit — Extra credit is not offered. Students will have opportunities, per instructor, to re-assess to demonstrate level of mastery dependent on circumstances.

Incompletes — The purpose of the incomplete is to allow the student who has been absent from school due to a major illness or injury an opportunity to make up his or her assignments. Generally speaking, students have two school days to make-up work for each day they are absent. In most cases, incomplete work at the end of the school year (4th quarter) will need to be made up before the last school day.

GUIDANCE, COUNSELING, & SCHOOL-BASED MENTAL HEALTH - The philosophy of the guidance and counseling department of Marshall Public Schools states that major emphasis will be given to the development of the whole child. Counselors/social workers will assist students in understanding and accepting themselves as growing and changing individuals who recognize their responsibility to themselves and to society. The Marshall Middle School counselors and social workers will work in classrooms to provide information and develop skills; in small groups covering a variety of topics; and with individual students. If needed, the counselors or social workers will make a recommendation for the parents to seek additional services deemed necessary for the student's well-being. The counselors and social workers are available to consult with parents and staff. Students may access the counselor/social worker by obtaining a pass from his/her teacher, seeking a pass from the counselor/social worker, or leaving word with the office staff that a conference is needed. Students, staff, parents, and community members are invited to contact the counselor/social worker if questions or concerns arise.

Crisis Help Numbers

1. 911: for law enforcement, fire, or ambulance **emergencies**
2. 507-537-7000: **Marshall Police Department** for non-emergency situations
3. 1-800-658-2429: **Mental Health Crisis Line** for mental health issues, i.e. depression, suicide
4. 1-800-543-7709: www.211unitedway.org : Anytime you need help, use this 24-hours a day hotline to find the right resource.
5. 1-800-222-1222: **Poison Control Center**
6. 1-800-621-4000: **Runaway Crisis Line** National Runaway hotline
7. 1-800-862-1453: **Alcohol/Drug Abuse Referral (Project Turnabout)**
8. 507-532-5764, 1-800-881-7493: **New Horizons Crisis Center** for victims of sexual assault/rape, child abuse, or crime.
9. 507-537-6747: **Southwest Minnesota Health and Human Services** Long term needs for families (health care, housing assistance, resources)
10. 1-800-233-TALK (8255): **Suicide Prevention Hotline**
11. 1-855-4ALERT1 (1-855-425-3781): **SafeSchools Alert Incident Reporting**, the district code is 1014, or visit www.swmn.org and select the link on the left to report the incident online.

12. **Text4Life:** text LIFE to 61222 for confidential crisis counselors

HEALTH SERVICES - Please note that Licensed School Nurses or Health Staff are not always in the building. When the health staff are not in the building, other staff such as building administrative assistants may/will be covering the health office.

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. However, 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.

Immunizations - No Shots No School: If your child does not meet the criteria listed below, s/he 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:

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

Medications - All medication at school must be stored in the nurse's office (District policy #516). 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 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 student services, if nurse is not available. Students should report to their class before coming to the health office, and must have a pass to come to the nurse. **Students should not use a cell phone to call or text a parent/guardian to come get them due to illness or injury.** The school nurse will call parent/guardian as needed. Students are not to leave the building without permission and without signing out in Student Services. A student who is ill (such as vomiting or diarrhea) or having a temperature of 100.0 degrees or greater will be sent home, per the nurse. Health needs will be assessed by the nurse and if necessary the parent/emergency contact will be notified. **It is very important for parents/guardians to have someone who can come to school or some way to get to school to bring sick children home.** Keeping students who are ill at school or having them travel home on the school bus is not good for the student and puts other students at risk of getting sick. If a student sees a medical provider, please bring verification of the visit and any diagnosis or instructions that were given at the

appointment. The school nurse does not call the family for every minor referral. It is expected that children will tell their family after school if they went to the school nurse, even if it was for a minor matter.

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.

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 is appreciated to keep all students, staff, and visitors safe and healthy at school.

- We are Peanut Aware:** Due to the possibility of severe allergic reactions, we request you refrain from bringing, sharing, or distributing peanut items with others at school.
 - If a child wishes to bring a treat to share with the class, please let the teacher and building nurse know.
 - Tips for Peanut Aware Environment
 - Be Aware – read labels, look for “may contain nuts” or “produced on shared equipment with nuts”
 - Be safe – after exposure to peanuts wash hands and table/desk tops with soap and water, not dish soap or alcohol based hand sanitizers – these will not remove the peanut protein.
 - Alternate rewards from food include pencils, stickers, extra minutes at recess, listening to music while doing class work
- We are Latex Aware:** Due to the possibility of severe allergic reactions we request no latex items such as latex balloons be brought, sent, or shared.
- We are Fragrance Sensitivity Aware:** Related to allergic reactions and sensitivities, we ask that strong fragrances not to be worn or shared in the school setting. These are known triggers that possibly cause severe asthma and/or respiratory reactions.

Lice - Lice is a public health nuisance not a communicable disease. When a case of head lice is suspected, a parent will 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.

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 his/her 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 should assume the responsibility during the event.

LOCKERS – Each student is assigned a locker for the storage of books and coats. It is the student’s responsibility to see that his/her locker is kept in an orderly manner and locked at all times. It is recommended that students not leave money or other valuables in lockers. Students must use the locker they are assigned. Keep your locker combination to yourself. Locker damage will be assessed fines. Students are not allowed to share lockers with other students. (Policy #502) Backpacks and coats are not allowed in the classrooms. They must be stored in the student lockers. All items must be stored inside the locker, and not on top of the lockers.

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.

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 and two weeks after school is out.

LUNCH PROGRAM - Students are required to prepay money into their lunch account. They may prepay as many days as they wish. As students go through the lunch line, their account will be debited for the proper charge. Your student has the ability to charge ala carte items to his/her lunch account unless a parent contacts the school to put a block on ala carte. Marshall Public Schools is on a computerized accounting program. The same account may also be used to pay for breakfast as well as students in the same family located at different schools. Make all checks payable to Taher.

Students who bring their lunch may purchase milk, juice, bottled water, or other healthy options in the cafeteria. All food must be consumed in the cafeteria. All students will be expected to eat. It is essential all students eat a nutritious lunch to afford academic energy for the afternoon. Students who choose not to eat will sit in Student Services during lunch time.

Pop and food (other than sack lunches) should not be brought into the building during school hours.

Second Chance Breakfast will be served between 8:15 and 10:00 AM 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.

Lunch Prices

Student Lunch	2.60
Pizza or Salad Bar Line	3.55
Adult Lunch	4.05
Reduced Lunch (any line)	0.00
Additional milk	0.40

Breakfast/2nd Chance Breakfast Prices

Student Breakfast	1.40
Reduced Breakfast	0.00
Adult Breakfast	1.75

Free & Reduced Lunches & Breakfasts - Parents of children who may be eligible for free and reduced priced meals must 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 immediately, but they must reapply before **October 1, 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 kept confidential.

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)

Cell Phones and Personal Devices - Cell phones and other personal devices will be allowed before and after school. While the school is not liable or accountable for the security of personal devices brought to school, devices may be used as an enhancement to the learning experience should a teacher invite students to bring in a device. Students should not use personal devices as a communication tool during the school hours unless instructed to or granted permission from a staff member. If a need to contact a parent/guardian during school hours should arise, **all students are required to report to Student Services to use the student phone.** While not being utilized as part of the classroom experience, students are required to leave electronic devices off and locked securely in his/her individual locker. **If a teacher determines that a student has violated this policy, the teacher will collect the device and bring it to the office.**

Violation	Intervention
1 & 2	The device will be turned in to the office and released to a parent at the end of the day.
3 & 4	The device will be turned in to the office and held for five school days and will be turned over to a parent after that time.
5+	The device will be held for 10 school days

School-Issued Devices

Guidelines for Use:

- Carry device in closed, zipped case
- Place device securely on desk – away from edge
- No food or beverages near device
- Keep device screen, keyboard, and case clean
- Completely shut down device each night and charge
- Have screen at full brightness at all times
- One internet/browser tab open at a time
- DO NOT DROP YOUR DEVICE
- Device stays in case at all times
- Do not abuse or destroy your case
- Professional courtesy at all times

Marshall Public Schools provides students with the opportunity to utilize technology in the classroom for educational purposes only. Students are expected to follow classroom rules regarding technology use and device management. If a student does not follow those expectations, the following guidelines and consequences will occur:

Violation	Intervention
1-2	Student will conference with the teacher about violation. Student will demonstrate and discuss what the expectations are for appropriate device use.

3-4	Student will conference with the teacher about violation. Student will demonstrate and discuss what the expectations are for appropriate device use, classroom expectations. Teacher will contact parent and communicate next steps.
5	Office referral – administration will meet with student, 1 hour of detention, administration will contact parent, student will check in/check out device from advisor’s room each day for 2 weeks.
6	Office referral- administration will meet with student and parent, detention or in school suspension, student will check in/check out device from advisor’s room each day the remainder of the quarter and/or the student may lose access to the device.

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, spray bottles, fireworks, spray paint, pagers, laser pointers, and other nuisance articles in school will result in confiscation of such articles, as well as disciplinary action.

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS – 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. The 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 materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from 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 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.

PLEDGE OF ALLEGIANCE – Marshall Middle School students shall recite the Pledge of Allegiance on a regular occasion. Any student or teacher may decline to participate in recitation of the Pledge of Allegiance. Students and employees shall respect another individual’s rights to participate in the pledge (Policy #531).

SCHOOL CLOSINGS – When there is a need to delay the start of school, close school early, or cancel school for a day, an announcement will be on local radio stations, KARZ-107.5 FM, KMHL-1400 AM, KNSG/KKCK-94.7, 103.3, or 99.7 FM, and Minneapolis WCCO-830 AM. You may also check www.marshallradio.net It is very important that we have current contact information so please be sure to update this with Student Services. It is strongly encouraged and expected that students have standing arrangements for early dismissals.

Note: When school is canceled or closed early due to inclement weather, all extracurricular and co-curricular practices and activities affiliated with Marshall Middle School will also be canceled for that day and evening.

SECTION 504 – REHABILITATION ACT OF 1973 – Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal financial assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment, which substantially limits one or more major life activities. (Major life activities include such things as caring for one self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.)
2. Has a record of such an impairment, or
3. Is regarded as having impairment.

It is the policy of the Marshall Public School District not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities. The district will identify, evaluate, and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

Copies of Section 504 of the Rehabilitation Act of 1973 are available in the office.

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/PARENT RIGHTS UNDER FERPA – Marshall Public Schools recognizes 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/Parents Rights under FERPA policy is on file in the office or district office.

STUDENT SEX DISCRIMINATION – Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and Minnesota Human Rights Act. Marshall Public Schools provides equal education for all students, and does not unlawfully discriminate on the basis of sex (Policy #522).

STUDENT SURVEYS – Occasionally, Marshall Public Schools 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 Student Surveys policy is on file in the office or District Office.

TELEPHONES & CELL PHONES – It is requested that all calls to students be made only on an emergency basis.

Students will not be called to the telephone during a class unless the school deems the request an emergency. Messages will only be delivered to the student at a time when classes will not be disrupted. Because classes are in session throughout the day, we do not guarantee a message will get to a student at the end of the day.

Students should use the school office phone during an emergency or when it is considered necessary by office personnel. A phone is available in Student Services for students to use if there is a school related need to use it, and permission has been granted. Students are strongly encouraged to leave messages if parents are not available.

TEST DATES – All 5th through 8th grade students will take the Minnesota Comprehensive Assessment- III in math and reading. Students in 5th and 8th grade will take the Minnesota Comprehensive Assessment-III in science. The purpose of these tests is to ensure that the school is providing all students with the academic foundation that will allow them to have success in the future. **Please avoid family vacations during this time!** For the 2017-18 school year, the testing windows are scheduled for (dates noted are subject to change):

MCA-III 5th through 8th: reading and math test ‘window’ – April to mid-May

MCA-III 5th and 8th: science ‘window’ – April to mid-May

TOBACCO, ALCOHOL, & CONTROLLED SUBSTANCES – Students are prohibited from using, possessing, selling, or distributing tobacco products, alcoholic beverages, or other controlled substances on school grounds, in school vehicles, or at school sponsored activities.

Interventions may include, but are not limited to: student and/or parent conference; loss of school privileges; suspension from school and/or school activities; referral to in-school support services; referral to police or other law enforcement for criminal action; referral to court services; and expulsion from school. Copies of the District Policies #417 and #418 regarding Chemical Health and Violations are available in District Office.

Tobacco-Free Environment - The purpose of this policy is to maintain a learning and working environment that is tobacco free. It shall be a 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. A copy of the District Policy #419 regarding the Smoke/Tobacco Free Environment policy is available in the office or the District Office.

TERRORISTIC THREATS – The use of terroristic threats by anyone as a means of coercion will be reported to the appropriate law enforcement agency. Terroristic threats may also include bomb scares, possession of explosives, firearms or weapons used with the intent to threaten or coerce others, etc. Terroristic threats are punishable by law and may carry a sentence of up to three years in prison.

Consequences: confiscation of a weapon or explosive, notification of the police department, immediate suspension for five (5) school days, a recommendation that the student be expelled from school if in possession of a weapon or dangerous article.

VANDALISM, PROPERTY DAMAGE/LOSS – Willful damage of property is against the law and will be referred to police. Students will be fined or required to pay for equipment, books, or any materials issued by the school that are lost, damaged, or stolen.

VISITORS – For the safety and security of our young people, all visitors to the school are to check in at the office upon entering the building. Guests of students will not be allowed to attend school during the regular school day. Parents/guardians are encouraged to visit the school, to eat lunch with your child, to chaperone field trips, and/or to have conferences with teachers, the counselor, or the principal. Please telephone Marshall Middle School at 537-6938 to make an appointment for a conference.

VOLUNTEERS – Parents and other community members may volunteer time to assist with school activities. Because the safety of students is our number one priority, the District has adopted a policy regarding volunteering within the District. Please contact the Administrative Assistant to receive appropriate forms and policies regarding volunteering.

WEAPONS – 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. Copies of the District Weapons Policy #501 are available in the office.

- **A weapon means:** any firearm, whether loaded or unloaded, any device or instrument designed as a weapon, or through its use can threaten or produce great bodily harm or death. Also, a weapon is any device or instrument that is used to threaten or cause bodily harm or death. (See District Policy for more examples.)
- **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/or a recommendation that the student be expelled from school. Dangerous or illegal articles will be confiscated and turned over to the proper authorities. Such articles will not be returned to the student.

** The policies cited are subject to change pending situations that may arise during the school year and/or school board actions related to policy modifications.*