

# MARSHALL MIDDLE SCHOOL



**100 East Green Street  
Marshall, Michigan 49068  
(269) 781-1251**

## **2020-2021 Parent/Student Handbook**

### **Mission Statement**

We, the staff of Marshall Middle School, are committed to helping all students achieve growth in the academic, affective, and physical domains in order to enhance the development of each individual's unique potential in our transitional program from elementary to high school.

### **Middle School Administration**

Principal: Tara Egnatuk  
Assistant Principal: Matt Siebert

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### **Marshall Middle School...**

**Believes successful schools for adolescents are characterized by a culture that includes:**

1. **Educators who value working with this age group and are prepared to do so.** Effective middle level educators understand the developmental uniqueness of each age group, the curriculum they teach, and effective learning and assessment strategies for the transition between elementary and high school. They need specific teacher preparation before entering the classroom and continuous professional development as they pursue their careers.
2. **Courageous, collaborative, innovative, and supportive administrative leadership.** Middle level leaders understand adolescents, the society, and the theory and practice of middle level education. As the prime determiner of the school culture, the principal influences student achievement and teacher effectiveness by advocating, nurturing, and sustaining an effective instructional program which is backed by research of multiple sources. Decisions and actions need to be timely and with input from those it will affect whenever possible. An effective system of communication is vital to leadership.
3. **A shared vision that guides decisions.** All decisions made about the school should be guided by a shared vision and the mission statement derived from it. This vision should be the filter through which decisions are screened.
4. **An inviting, supportive, and safe environment.** A successful school is an inviting, supportive, and physically and emotionally safe place, a positive community that promotes in-depth learning and enhances students' physical, intellectual and emotional well-being. In such a school, human relationships are paramount. Clear behavioral expectations and consistent follow through help create this environment.
5. **High expectations for every member of the learning community.** Administrators, educators, students and parents hold themselves and each other to high expectations. Such confidence promotes positive attitudes and behaviors and motivates students to tackle challenging learning activities. Successful schools use rigorous and differentiated instruction to challenge students in order to allow all to meet the requirements. Expectations are clearly presented and handled with firmness, fairness, and consistency. Leaders and staff members strive to be good role models and welcome opportunities for reflection.
6. **Students and teachers engaged in active lifelong learning.** The most successful learning strategies are ones that are interactive and involve each student personally. When students routinely assume the role of teacher, and teachers demonstrate that they are still learners, a genuine learning community is present.
7. **An adult advocate for every student.** Academic success and personal growth increase when young adolescents' affective needs are met. All adults in successful middle level schools are advocates, advisors, and mentors. Students and teachers need opportunities to build smaller learning communities which provide a sense of identity and belonging.
8. **School-initiated family and community partnerships.** Successful middle schools promote family involvement and take the initiative to develop needed home-school bonds. The involvement of family is linked to higher levels of student achievement and improved student behavior. Positive interactions between the students and the community are achieved by both sides connecting and supporting each other. Positive communication of school events needs to be publicized.

### **Therefore, successful schools for young adolescents provide**

1. **A school board adopted curriculum that is relevant, challenging, integrative, and exploratory.** An effective curriculum is based on criteria of high quality and includes learning activities that create opportunities for students to pose and answer questions that are important to them. Such a curriculum provides direction for what young adolescents should know and be able to do and helps them achieve the attitudes and behaviors needed for a full, productive, and satisfying life.
2. **Multiple learning and teaching approaches that respond to their diversity.** Since young adolescents learn best through engagement and interaction, learning strategies involve students in dialogue with teachers and with one another. Teaching approaches should strive to enhance and accommodate the diverse skills, abilities, and prior knowledge of young adolescents, and draw upon students' individual learning styles.
3. **Assessment and evaluation programs that promote quality learning.** Continuous, authentic, and appropriate assessment and evaluation measures provide evidence about every student's learning progress. Academic grades alone are inadequate expressions for assessing the many goals of middle level education.
4. **Organizational structures that support meaningful relationships and learning.** The interdisciplinary team of teachers working with a common group of students is the building block for a strong learning community with its sense of family, where students and teachers know one another well, feel safe and supported, and are encouraged to take intellectual risks. Smaller class sizes can contribute to a more successful learning environment.
5. **School-wide efforts and policies that foster health, wellness, and safety.** A school that fosters physical and psychological safety strives to build resiliency in young people by maintaining an environment in which peaceful and safe interactions are expected and supported by written policies, scheduled professional development, consistent student supervision before, during and after school, and student-focused activities.
6. **Multifaceted guidance and appropriate support services.** Developmentally responsive middle level schools provide both teachers and specialized professionals who are readily available to offer the assistance many students need in their lives both in and out of school.

### **Disclosure Statement**

The expectations and rules that are presented within the contents of the Marshall Middle School student handbook apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

Each student will receive a copy of this handbook and is responsible for its entire contents. Failure to read this handbook is an unacceptable reason for not following the rules. If you have any questions, please discuss them with an administrator, teacher, parent, or counselor.

The building administration has been given the authority by the Superintendent and Board of Education to make decisions on all items not covered in the handbook and enforce appropriate consequences when deemed necessary by the building administration.

### **Equality**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Marshall Public Schools are hereby notified that this institution does not discriminate on the basis of race, color, age, national origin, sex, or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning the Marshall Public Schools' compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact:

Dr. Randy Davis, Superintendent, 100 East Green Street  
Marshall Public Schools, Marshall MI 49068

The Superintendent has been designated by the Marshall Public Schools to coordinate the District's efforts to comply with the regulations implementing Title VI, Title IX and Section 504.

**Rights and Responsibilities of Students**

Marshall Public Schools recognize the following:

**Right** – The most important right that students have is the right to a free public education.

**Responsibility** – Students have the responsibility to come to school regularly, to be on time and be prepared to learn.

**Right** – Students have the right to be safe at school.

**Responsibility** – Students have the responsibility not to act in a way which threatens, scares, or injures others.

**Right** – Students have the right to a clean building.

**Responsibility** – Students have the responsibility not to litter or deface school property.

**Right** – Students have the right to get help from a counselor, teacher, or administrator.

**Responsibility** – Students have the responsibility to respect each other and staff members.

**Family Education Rights and Privacy Act (FERPA)**

In compliance with the Family Educational Rights and Privacy Act, parents of students in the Marshall public schools are hereby notified of the following rights.

As a parent, you may:

1. Upon request, inspect and review your child's educational records and or portfolio.
2. Challenge any said records.
3. Obtain, at reasonable cost, copies of said records.
4. Request and inspect all instructional materials, including teaching manuals, films, tapes, or other supplementary material used in connection with any survey, analysis, or evaluation of a program funded by federal funds.

If you wish additional information, contact the school office (781-1251 ext. 1100).

**Parent Involvement**

Marshall Middle School acknowledges that research and practical experience indicate parent involvement benefits students and schools. Student benefits include improved grades, better attendance, positive attitudes toward school, and fewer disciplinary actions. Parents can become more involved by attending parent teacher conferences, sporting events, drama productions, and music/band concerts, as well as volunteering their time to help tutor students, organize events/activities, or participate on district or building committees. For more information contact the middle school administration.

**Order of Communication**

In order to contact and communicate with teachers please follow these steps:

1. Parent should first contact the teacher to ask for clarification or to express concern (If you leave a message with the office secretaries or on the teacher's voice mail, the teacher will contact you during his/her planning period, after school, or within 48 hours).
2. After step one has been followed, should the parent feel that his/her concern or complaint has not been resolved, he/she - may then address the concern or complaint with the middle school administration.
3. After step two has been followed, should the parent feel that his/her concern or complaint has not been resolved, he/she may bring the concern to the Superintendent of Schools.

### **Directory Information**

The policy of the Board of Education as it relates to directory information on students is as follows: No employee of the school may furnish lists of names and addresses of pupils to anyone other than school officials. If a parent objects to this information being listed, he/she can, upon written request, have such information withheld. Directory information on students includes name, age, grade, and date of birth, place of birth and address. This information is used for such things as athletic eligibility, job application and college entrance.

### **Over the Counter and Prescription Medicines**

The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. School personnel specifically authorized by the building principal or his/her designated representative will administer medication. This authorization shall be issued only in compliance with the following conditions:

1. Medication must be brought in by a parent/guardian in a clearly marked container prepared by a pharmacist, doctor or pharmaceutical company. **Medication brought in by a student will be held, but will not be administered until established guidelines have been met.**
2. The parent or guardian of the student must sign the Request for Administration of Medication form.
3. For all over the counter and prescription medications, written instructions signed by the parent and the student's physician must be furnished and must include:
  - a. child's name
  - b. name of medication
  - c. purpose of medication
  - d. time to be administered
  - e. dosage
  - f. possible side effects
  - g. termination date for administering the medication
4. The office of school administration or another designated school district employee will:
  - a. inform appropriate school personnel of the medication
  - b. keep a record of the administration of the medication
  - c. keep the medication in a locked cabinet
  - d. return the unused medication to the parent only
5. The parent or guardian of the child assumes responsibility to inform the school of any change in the child's health or change in the medication.
6. A record shall be maintained which indicates time/date of medication, the amount of medication and adult witness present. The adult in charge shall sign this form.

### **Inhalers**

In order for students to carry an inhaler on their person, written instructions must be presented to office personnel from the student's physician. Staff members will be notified when students are carrying inhalers.

### **Insurance**

Insurance against physical injury is available to students at a reduced cost. It is available in two forms:

1. Twenty-four hour coverage or
2. Coverage from the time a student leaves for school until they return home in the afternoon. This insurance is entirely voluntary and is offered only as a service to students. Insurance or a waiver of liability for students participating in our interscholastic athletic program is mandatory and is handled by the middle school's Athletic Department. The school does not carry student liability insurance. Students injured at school are not covered by insurance carried by the school.

### **School Counselors**

The School Counseling Program benefits students, parents, teachers, administrators and the overall community. The school counseling program is an integral part of students' daily educational environment, and school counselors are partners in student achievement. The counseling program focuses on supporting all students' development of knowledge, attitudes and skills necessary to be successful academically, socially and emotionally at school, home,

and in the community.

### **Reporting Time for Students**

**Students may be admitted to designated waiting areas of the building at 7:00 a.m.**

Students must remain on school premises once they arrive for the day. Any student leaving school grounds after arrival will be subject to school discipline code of conduct.

### **ATTENDANCE**

Compulsory State of Michigan law requires daily attendance of all students enrolled in Michigan Public Schools. Students must attend regularly scheduled classes unless officially (validly/lawfully) excused. When students arrive at school they are considered in attendance and must attend their scheduled classes.

#### **Middle School Attendance Policy**

Student achievement is directly related to consistent school attendance. Each day of school is unique and important academically and socially. It is well established that students with good attendance records generally achieve higher grades, enjoy school more, are consistently employable, and generally are better prepared to meet the challenges of our complex society.

In accordance with state law each student's achievement is made a matter of record and is permanently placed on each student's transcript. Employers and institutions of higher education often consider this record of equal importance with academic grades. Good attendance at work is expected and rewarded in the adult world and is desired objective to be attained by students at Marshall Middle School.

#### **Student Responsibilities**

- It is the student's responsibility to be in class, on time and prepared.
- When absent, students are required to request make-up work at appropriate times. (i.e. advisory, before and after school, etc.) Students are required to complete work in accordance to the MMS handbook.
- It is the student's responsibility to verify that an absence has been excused.
- It is the responsibility of students who are 10 or more minutes late for class to get an admit slip from the main office before going to class.

#### **Parent/Guardian Responsibilities**

- The Michigan School Code states that it is the responsibility of parents/guardians to see that their children between the ages of six (6) and sixteen (16) are in regular attendance to school.
- Parent/Guardians are responsible to report attendance in the following way:

#### **Absence Reporting Procedure**

- Parents/Guardians may send a note to the attendance office or may call in by 9:00 a.m. to the main office to report an absence 24 hours a day at 781-1291. An absence will be considered unexcused if the attendance office has not received a call or a note from the parent/guardian within two days following the absence. The attendance office may verify written and telephoned explanations.
- It is the parents/guardian's responsibility to make sure that the student is on time and present in school.

#### **Types of Absence**

There are many different reasons for absences and we will designate these absences as they are submitted. The following lists define Valid and Invalid reasons for absences as defined by the State of Michigan:

##### **Valid/Lawful School Absences**

- Illness with doctor's excuse
- Doctor's appt. with doctor's excuse/slip
- Religious Holidays
- Extreme Family emergencies

##### **Invalid/Unlawful School Absences**

- Overslept/Too Tired
- Missed bus or suspended from bus
- Child not immunized
- Needed student to help at home

- Travel/Vacation (w/2 wk prior approval)
- Weather
- Travel/Vacation (w/out 2 wk prior approval)

### **Definition of Absence**

When a student misses ten (10) minutes or more of any class, he or she is considered absent for the period.

### **Explained Absence**

Explained absences are absences that are explained by the parent so that the school knows where your student is. Explained absences differ from excused absences for legal reasons. An explained absence can become excused when proper legal documentation is provided. If a parent does not meet the 2 week prior approval for a vacation then the absences will be considered explained and not excused.

### **Excused Absence**

Excused absences are those absences which are **explained by the parent with proper legal documentation provided to the middle school office (or administration) at Marshall Middle School**. Excused absences include the following:

- Illness. The student may be asked to submit a note obtained from a doctor when a total of five (5) days accumulated absence has been reached.
- Death in the immediate family
- School-sponsored activity or field trip. Absences from class due to school related functions such as field trips, athletic events, performances, etc. will be counted as “non-chargeable” absences. In addition, senior students will be allowed two (2) school days for college visitations as school sponsored absences. While there will be a twelve (12) hour limit for these absences, additional hours may be granted with an administrator’s approval.
- Permit to leave school. Must be approved by parent and school administrator.
- Conference with counselor or administrator.
- Approved family vacations. Request forms for family vacations must be completed through the middle school office at least two (2) weeks in advance of the vacation. The parent will have the opportunity to study the recommendations prior to the final signing of the request. Any vacations, other than family vacations, are unexcused.
- Any absence not mentioned above which is deemed necessary and mutually agreed to be excused by the parent and administrator.

### **Unexcused Absences**

- Unexcused absences are those absences which are not covered by the excused absence list and/or those deemed unexcused by the administrator.
- When a student has received five (5) unexcused absences in a class, the parent will be notified.
- Any unexcused absences may result in detention, in-school suspension, progressive out-of-school suspension, and/or expulsion.

### **Process for Appeal of an Unexcused Absence**

If the student and/or parents wish to appeal any unexcused/unexplained absence, they must contact the office to request the appeal within three (3) school days of the date of the absence. To appeal the decision of the Assistant Principal, the student and/or parents shall contact the office and request an appointment within three (3) school days of the Assistant Principal’s decision.

### **Making Up Work Missed During Absences**

Students will be given one (1) day for each day absent to make up assignments. Students are expected to meet with their teachers upon return from an absence to get their work and for needed clarification.

### **TARDINESS**

Being on-time is an important habit to form in order to succeed in life. It is also important to maintain an undistracted learning environment for staff and students alike.

- Students are tardy to a class when they have missed less than ten (10) minutes of a class period.
- Tardiness due to a late bus is non-chargeable.
- Students who are tardy due to detainment by a staff member or administrator should be excused upon presentation of a signed excuse by the staff member or administrator.

Unexcused Tardy #1: **Conference with teacher or administrator**

Unexcused Tardy #2-4: **Lunch detention each occurrence**

Unexcused Tardy #5-7: **Administrator conference and after school detention per occurrence**

Unexcused Tardy # 8+: **Parent meeting, in-school suspension, and/or referral to the Calhoun County Intermediate School District Truancy Office**

### LEAVING THE BUILDING DURING THE SCHOOL DAY

Written permission from parents and approval from administration is required for any student, including teacher assistants to leave the building during the school day. Students will sign out through the middle school office and back in upon their return.

If parents wish to have a student excused for part of the school day, they must send a note explaining the absence. This note must be presented to the office first thing in the morning. At that time, students will receive a pass to present to their teacher informing them of any classes which will be missed. Leaving the building without the permission of parents and the attendance office will result in an unexcused absence and further disciplinary action.

### TRUANCY

Students will be allowed no more than 10 days absent during a semester. When students exceed 10 days absence they may receive a short-term suspension from school until parents and student meet with the Principal or designee to develop an educational plan. Students absent for more than 10 days in a semester will be reported to the CISD for truancy.

#### **Absence Codes that will be reported for truancy:**

- U = Unexcused absence
- A = Parent explained
- S = Out of school suspension
- T = Tardy

#### **Absence Codes that will not be reported for truancy:**

- C = College Visit
- F = Family emergency/religious/funeral
- H = Homebound/Hospital
- I = In School Suspension
- L = Legal/Court
- M = Medical/dental/FMLA ... doctor signed notes
- N = Nurse/Office
- R = School related
- V = Vacation days ... must be approved 2 weeks prior

### Parental Rights

Custodial and non-custodial parents have the right to be involved in their child's education and to receive student and school-related information. If parents do not reside together, it is important that yearly enrollment information list both parents' addresses and phone numbers to ensure on-going communication regarding their child. Parents have custodial rights **unless** there is current written legal documentation that prohibits or restricts these rights. These documents must be on file in the school office.

### **Daily Dismissal from School**

After school, students are not to be lingering on school grounds or in the school building after 2:30 p.m. unless they are staying after with a teacher, for disciplinary action or supervised activity. Students who do not ride a bus are not permitted in the bus area.

### **Bus Passes**

Passes to ride the late bus will only be issued for those students staying after school for a teacher or program; **passes for disciplinary actions** may only be approved by administration.

Passes to ride another bus are issued in the office. Students must bring a note from **their** parent requesting the pass. Students are advised to get bus passes in the morning, as buses leave shortly after school lets out.

### **Hallway Passes**

**Students must have a pass to be in the halls during class time.** They may be asked to show a proper pass. Students wishing to see an administrator or counselor should get a pass from the appropriate office or from their teacher. **Students' first responsibility is to be in their classroom for attendance.**

### **Visitors**

**All visitors must report to the middle school office upon arrival to school. Visitors will be asked to sign a log and will be given an identification sticker to wear during their stay.** Students will not be allowed to bring student visitors to school or their classes. Exceptions may include guest speakers pre-approved by teacher and administration.

### **Deliveries**

Flowers, balloons, etc. will not be delivered to students during the school day. Such items will be kept in the office upon arrival and given to the student at the end of the day. Forgotten lunches and lunch money, instruments, projects, and homework should be delivered to the middle school office. Lunches and lunch money will be taken to the cafeteria.

### **Academics, Dual Enrollment Program**

This program is designed to provide an opportunity for qualified middle school students to earn high school credit. Questions regarding this program should be directed to the principal or call 781-1251. A student will be given Michigan Merit credit for a requirement that is successfully completed prior to high school, as long as it is of the same level of content and rigor associated with the corresponding high school required course content expectations. Students wishing to do so must be certain to follow the process outlined below:

- 1) Notify assigned high school counselor in the Student Services Center at Marshall High School of intentions and obtain and complete the "Permission to Take Classes Form."
- 2) Submit course description documentation from educational institution. (As stated above, course must equal same level of content and rigor associated with the corresponding high school course content expectations.)
- 3) Student must pass the appropriate end of course content assessment(s) of that course by attaining a grade of not less than a C+ on the scheduled date in August to ensure that MI content standards and benchmarks have been comprehended accordingly.
- 4) The course will be recognized on the student transcript as credit; no grade will be assigned.

### **Lunch Period**

Students will remain on the school grounds for lunch. Each grade has its own lunch period. Students will go outside for about 10 minutes of each lunch weather permitting and with administrative permission. The school cafeteria offers students hot lunch or students may bring lunch from home and purchase separate items at the ala carte line. A monthly menu is available by request in the office as well as on the Marshall Public Schools website.

**Families in need of financial assistance may apply for reduced/free lunch programs through the middle school office or at student registration.**

During lunch all food and beverages are to be consumed in the cafeteria. No food or drink is to be open in student lockers or is to be eaten in the hallways between classes or outside during lunch periods. **Any open beverages or food containers will be confiscated and discarded.**

### Learning Resource Center

#### **Circulation**

Books from the general collection may be checked out for two weeks. Reserved books, reference books, and magazines - With the approval of the media specialist, these may be checked out at 1:30 p.m. and must be returned by 7:45 a.m. the next school day.

#### **Replacement**

If a book or other material is lost or destroyed, the student will be required to replace it or pay for it. Payment will be based on current replacement costs with following **minimums**:

Paperback books: \$5.00

Hardcover books: \$10.00

Magazines: Face value of the most recent issue.

Other Items: Replacement Value

#### **Hours**

The LRC is open to students during regular school hours. Students wishing to use the LRC outside regular hours must have made arrangements with the LRC staff at least one day in advance. **Students wishing to use the LRC during class may do so by obtaining a signed pass from the teacher and having it signed upon leaving by the LRC staff.**

### Use of Technology

All students will be required to sign and abide by the internet/intranet access and use agreement.

**Students not signing the agreement will not be allowed to use the internet at school. The agreement will be filled out at student registration. Teachers will be given a list of students who have not signed the agreement.**

Students will not knowingly damage, disable or introduce viruses to any technology equipment. Students determined to have done so will face suspension and will be charged for labor and materials to repair the equipment. Violation of the district technology agreement can result in loss of computer/technology privileges or if deemed necessary, intervention by the Marshall Police Department.

### Guest Teachers

Guest teachers are important members of the Marshall Middle School team in our school and are here to assist us when the regular teacher is unable to be in their classroom. Guidelines have been developed for guest teachers in order to promote a safe and orderly environment conducive to learning. Guest teachers will be asked to leave the names of students who are uncooperative or disrespectful. Potential consequences may include lunch detentions, after-school detentions, or calls home.

### Working Permits

Work Permits are available in the guidance office.

### Homework

Homework is needed to supplement, extend, and strengthen mastery of all assigned regular class work. Students are encouraged to call classmates when missing one day of school. If students are out for two days or longer periods of time, homework requests may be made through our office and homework may be picked up in the office.

The middle school office personnel are **available to assist until 3:00 p.m. daily.** Please call **781-1291 or 781-1251** for assistance.

### Student Evaluation and Report Cards

Marshall Middle School's students are evaluated using a variety of methods and instruments during the school year. In each course, students will receive two grades. One will be for achievement (e.g., Math Achievement), and a separate grade will be given for effort and attitude (e.g., Math Effort/Attitude). The achievement grades will determine pass/fail for each course. The following ranges and criteria will be applied and will be computer generated:

**Academic Achievement Grading Range**

A	92.5%	B+	86.5%	C+	76.5%	D+	66.5%
A-	89.5%	B	82.5%	C	72.5%	D	62.5%
		B-	79.5%	C-	69.5%	D-	59.5%
						E	0.0%

**Effort/Attitude Grading Range and Criteria**

Completes assignments on time; treats others (students and adults) with respect.  
 Prepared for class (books, pencil, etc.); treats school's and others' property with respect.  
 Participates positively in class; assumes responsibility for meeting expectations;

A+	Student <b>EXCEEDS</b>	C	Student <b>USUALLY</b>
A	Student <b>CONSISTENTLY</b>	D	Student <b>INFREQUENTLY</b>
B	Student <b>FREQUENTLY</b>	E	Student <b>RARELY</b>

Each quarter, parents will receive a report card on their child's achievement and effort/attitude in each course. Report cards will be handed out during conference times and mailed home when there are no conferences.

1 <sup>st</sup> Quarter Report Card - Parent Conference	3 <sup>rd</sup> Quarter Report Card- Parent Conference
2 <sup>nd</sup> Quarter Report Card - Mailed Home	4 <sup>th</sup> Quarter Report Card - Mailed Home

Academic Progress Reports will be issued to all students receiving a D or lower in a core class at the mid-point of each marking period.

**Online Learning**

**Online learning is available for middle school students.** Students are eligible to take up to two on line classes a semester (pending district approval). Marshall Middle School will follow all the guidelines stipulated in Section 21f of the State School Aide Act. More information regarding on line learning is available through the middle school counseling office.

**Academic Support**

Upon request, a list of tutors will be made available to parents each spring if remedial help is necessary. **Parents must cover the cost of any remediation.** Students may be assigned to the school's Academic Resource Room from 2:30 to 3:30 if they are found to be missing more than three assignments.

**Classroom Interruptions**

Classroom interruptions must be kept to a minimum. Visitors will not be allowed to go to a classroom without prior consent from the building administration and teacher.

For the benefit of our students, discussion between teacher and parent should not take place while class is in session. Every effort will be made to arrange meetings with classroom teachers at times other than class time. Any conference between a parent or guardian and a teacher that is at the parent's request may be conducted in the presence of a third party, counselor, administrator, or other staff member.

**Instructional Materials Fees**

There is a \$20.00 book deposit required of all students. This must be paid before a student will be issued books. There is a \$50.00 limit per family. (Any family who has paid more than \$50.00 total, middle school and high school, may request reimbursement after the 4<sup>th</sup> Friday of the school year.) Deposits will be refunded to 8<sup>th</sup> grade students at the end of the school year. The amount of the refund will depend upon condition of material and/or any financial obligations at the time of check out. 6<sup>th</sup> and 7<sup>th</sup> grade student deposits will be rolled over to the next school

year.

Students are also responsible for replacement of all issued materials in case of loss or damage. This will include, but is not limited to: agendas, physical education locks, athletic uniforms, and performance arts materials.

#### Agendas

Students will be issued an agenda or planner the first day of classes. This agenda is to be treated as any other school issued textbook. It is an expectation that agendas are to be used everyday in every class as an organizational tool and parent to teacher communication method. Defacing an agenda so that it can no longer serve its purpose will result in the student having to **pay \$2.00 to replace it.**

#### Lockers

Students will be issued a school locker by advisory teachers. All students are responsible for keeping lockers in good order and will be accountable for any excessive damage or wear. If a lock or locker does not function properly, students are directed to leave their name and locker number in the school office.

Students should not give locker combinations to other students. Students are cautioned not to bring large amounts of money, iPods, cell phones, cameras, or any other item they would not like to lose at school. If students wear jewelry, glasses, or watches, they are to keep track of them at all times. *Students*, not the school, are responsible for their property. Should this type of property be lost or stolen, **school personnel will not become involved in getting the property back.**

Backpacks, coats, and purses must be left in lockers. Book bags should be of reasonable size to ensure safe movement in classrooms and hallways. Book bags should be small enough to fit inside lockers.

#### Search and Seizure

Student lockers and desks **are school property and remain at all times under the control of the school.** Students are expected to assume full responsibility for the security of their lockers and desks. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

School authorities may search a student, student lockers and desks and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic- bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

#### Police Officers

It shall be the policy of the Marshall School District that a cooperative effort is maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or to maintain the educational environment. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property.

Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall act in a manner that protects and guarantees the rights of students, parents and staff.

#### Fire and Disaster Drills

State law requires that fire, disaster, and lock down drills be held for our students' and staff's protection. Each classroom has posted the route to follow for a fire drill and also shows the portion of the building to be used as a shelter area. Students must become familiar with the routes and areas used by each classroom they attend. It is imperative that there be silence during these drills so that any necessary changes in routing, building evacuation, or changed shelter areas can be clearly heard by the students and staff.

### **Severe Weather**

The following procedures will be followed when the school is notified by the sheriff department of possible severe weather:

1. Tornado Watch
  - a. Buildings are notified of possible storm.
  - b. Parents may pick up and sign out their student if they so desire in the office.
2. Tornado Warning
  - a. Students will go immediately to shelter areas (Roll is taken).
  - b. Students will remain in shelter area until warning ends. Parents may pick up and sign out students if they so desire in the office.
3. Tornado Strike/Explosion/Gas
  - a. Students are assembled in undamaged areas or outside and roll is taken.
  - b. Responsible adults will keep a list of persons needing emergency services.
  - c. Parents may pick up and sign out students if they so desire in the office.

### **CODE OF CONDUCT**

#### **Code of Conduct/Students Discipline Rules**

In recognition of the negative impact on a student's education, we view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort; except where these disciplines are required by law (Policy 5610.01). We will utilize restorative practices in addition to, or as an alternative to, suspension or expulsion which emphasize repairing the harm to the victim and school community caused by the student's misconduct. Restorative practices may include victim-offender conferences that are initiated by the victim, are approved by the victim's parent or legal guardian (or if the victim is at least fifteen 15, by the victim), are attended voluntarily by the victim and supporters of the victim and offender, and would provide an opportunity for the offender to accept personal responsibility for the harm caused to those affected and to participate in the setting of consequences to repair the harm. The selected consequences and time limits for their completion will be incorporated into an agreement signed by all conference participants.

School officials/administrators may find it necessary to discipline students when their behavior interferes with school purposes or educational functions. In accordance with Board of Education policies, administrators and staff members may take the following actions:

#### **Removal from Class or Activity (see Teacher Suspension from Class Policy)**

- 1 class by teacher
- 2 or more classes must have administrative approval

#### **Suspension from School**

- 1 to 10 school days must have administrative approval
- Suspensions of 10+ days may be considered by superintendent and/or board of education

#### **Expulsion from School**

- Up to 180 school days must have board of education approval, with an opportunity to apply for reinstatement

#### **Teacher Suspension from Class (excerpts from Board Policy 5610)**

The Board also recognizes that it may be necessary for a teacher to remove a student from class for conduct which is disruptive to the learning environment, and that such removals are not subject to a prior hearing, provided said removal is for a period of less than twenty-four (24) hours

A student may be removed from a class, subject, or activity for one (1) day by his/her teacher for certain conduct as specified in the Code of Conduct, or s/he may be given a short-term suspension by the principal. A student so removed will not be allowed by the principal to attend other classes taught by other teachers during the term of the one (1) day removal.

### **Out of School Suspension (OSS)**

Procedures: Students violating major handbook rules will be issued suspensions out of school (OSS). Major rules are those defined as criminal acts, fighting, substance abuse/possession, pulling false alarms and vandalism. Other actions deemed as severe will also be applied under this heading along with continued acts of lesser misconduct.

- a. The student shall be informed of the specific charges which could be the basis for disciplinary action to be taken.
- b. The student will have the right to present to the school administrator any relevant information that will support the student's defense.
- c. If the student is suspended by the school administrator, the administrator will:
  1. Notify the parents as soon as possible of the suspension. The reasons for the suspension and the steps necessary to effect the student's return shall be given to the student, parent and teacher.
  2. Meet (when necessary) with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
- d. If the student's parents or guardian are dissatisfied with this action, they may appeal to the building administration to review the decision.
- e. All correspondence regarding suspension will be sent to the parent or guardian by mail.
- f. Suspensions: Homework will be provided and credit will be given for all work provided it is turned in within two days of the student's return to class. Homework may be obtained through the principal's office. Teachers will be given 24 hours to prepare assignments after which a parent may pick up assignments in the office between the hours of 7:30 a.m. and 3:30 p.m. When necessary, suspended students who have made prior arrangements may pick up their assignments.
- g. Suspensions will follow the school's discipline plan and point system.
- h. **Students suspended in or out of school are ineligible for extra curricular activities on all days when a suspension is assigned/served and are not allowed on any Marshall Public Schools property.** All suspensions are subject to review by the superintendent of schools.

Out of School Suspensions interrupted by snow days, vacations, breaks in school calendar, excused or unexcused absences, bereavement, etc. do not count as days served.

### **Expulsion**

An expulsion is defined as an exclusion of a student from classes for the balance of a semester, school year or permanently for violation of the rules contained in this handbook rests solely with the Board of Education. Recommendations for expulsion will follow the Expulsion Procedure.

### **Expulsion Procedures**

The following procedural guidelines will govern the expulsion process:

1. Written notice of charges against a student shall be supplied to the student and parent or guardian and included within the notice shall be a statement of the time and place for the hearing which time thereof shall be reasonable for the parties involved.
2. It is recommended that a parent or guardian and the student be present at the hearing.
3. Legal counsel may represent the student, parent or guardian.
4. The student shall be given an opportunity to present evidence. The student should be allowed to offer the testimony of other witnesses who may also present evidence.
5. The student shall be allowed to observe all evidence produced. In addition, the student shall be allowed to question any witness.
6. The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing.
7. A record shall be kept of the hearing.
8. The Board of Education shall state within a reasonable time after the hearings its findings as to whether or not the student charged is guilty of the conduct and its decision as to expulsion.
9. The findings of the hearing authority shall be reduced to writing and sent to the student and the student's parent or guardian.
10. The student and parent or guardian shall be made aware of the right to appeal the decision of the hearing

authority to the appropriate appellate authority.

11. All correspondence regarding expulsion will be sent to the parent or the guardian by certified mail.

#### **Grounds for Suspension or Expulsion**

The grounds for suspension or expulsion may apply when a student is:

- On school grounds;
- Off school grounds at a school activity, function, or event;
- Traveling to or from school or a school activity, function, or event.

#### **Due Process**

Procedural rules and regulations for the school community: The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures was developed with regard to the administration of discipline in schools of Michigan.

The Supreme Court states that a student's due process rights were met if:

- The student was told of the charges against them;
- The student had the opportunity to respond to the charges;
- The disciplinary action is based on the appropriateness of the sanction imposed by a discipline authority.

An appeal hearing is granted only if a student/parent/guardian believes the disciplinary action taken was inconsistent with what is expressed in this handbook. Appeals are heard when there is a disagreement concerning the correct application of rules and regulations set forth in this handbook. The judgment of a teacher or administrator regarding whether a student did or did not commit the action in question is not subject to appeal. The right to appeal should follow the appropriate chain of command beginning with the teacher, building administration, and finally the superintendent.

#### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is illustrative and not limited to the type of conduct prohibited by this rule:
  - Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
  - Setting fire to or damaging any school building or property.
  - Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.

4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substance. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. **The use of illicit drugs and the unlawful possession, sale, and use of alcohol is wrong and harmful.**  
 Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  3. The student has been instructed in how to self-administer the prescribed medication.
  4. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant or any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Gambling during the school day, or while attending school events is not permitted. Participation in activities wherein students use their personal property, or that of another person, as collateral for the use in betting or wagering on the specific outcome of some event, contest, activity, or situation is prohibited.

17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Michigan that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. Examples of cheating/plagiarism include but are not limited to the following:
  - Copying another student's answers or work
  - Using notes on test/quizzes without permission
  - Submitting work done by another as your own
  - Doing assignments for someone else
  - Giving answers to someone else
  - Changing answers after test and/or quiz review
  - Using another person's hard drive, USB port, or other media device without the teacher's approval
  - Gaining an unfair advantage by looking at another student's test/quiz or soliciting help during a test/quiz

Cheating/Plagiarism is dishonest. Receiving credit dishonestly is unfair to the majority of students who earn their grades. Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement including Internet sources. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

23. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
24. Engaging in pranks that could result in harm to another person.
25. Use or possession of gunpowder, ammunition, or an inflammable substance.
26. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - Engaging in sexual behavior on school property
  - Engaging in sexual harassment of a student or staff member
  - Disobedience of administrative authority
  - Willful absence or tardiness of students
  - Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes
  - Violation of the school's acceptable use of technology policy or rules
  - Violation of the school's administration of medication policy or rules
  - Possessing or using a laser pointer or similar device

27. A student may possess a cellular telephone or other electronic communication device (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities and at school-related functions, provided that during school hours and on a school vehicle the cell phone or other ECD remains off unless directed otherwise by a certified staff member; and provided that during school events and on a school vehicle the use of electronic storage devices are not disruptive or distracting to the educational process, the scheduled activity, or other participants.
  - o The unauthorized use of cellular phones and ECD/ESD to communicate or access information during classes or testing is prohibited.
  - o Also, during school activities when directed by the administrator or sponsor, cell phones and other ECD/ESD shall be turned off and stored away out of sight.
  - o The use of cell phones and other ECD/ESD in locker rooms or restrooms is prohibited.
28. Making or throwing snowballs on school property is not permitted at any time
29. Skateboards/Rollerblades/Roller shoes may not be used on school property at any time.
30. False Alarms Students who accidentally trip a fire alarm should do the following: Report immediately to their teacher or building principal. Students found guilty of deliberately setting a false alarm are subject to disciplinary action.
31. Students are to respect all staff member's right to privacy in regards to their professional work station, filing cabinets, computer and computer station and any other personal items. Students are to stay out of and away from these areas.
32. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
33. Felony - Any student convicted of a felony in relation to the school operation will be referred for expulsion.

### **B. Bullying/Harassment**

HARASSMENT is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical, or emotional well being. This would include harassment based on any of the legally protected characteristics such as sex, race, color, national origin, religions, height, weight, sexual orientation, or disability. Harassment would include such activities as stalking, bullying, name calling, taunting, hazing, or other disruptive behavior.

BULLYING is a form of harassment. For the purposes of this policy, "bullying" is defined as: the repeated intimidation, humiliation or ridicule of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Bullying behavior may include, but are limited to, actions such as: verbal taunts, name calling and put downs, including ethnically based or gender based verbal put downs, and extortion of money or possessions. Bullying is disruptive to the educational process and, therefore, is not acceptable behavior and is prohibited.

Students who engage in any act of bullying while at school, at any function in connection to or with any District sponsored activity or event, or while traveling to or from school are subjected to disciplinary action up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

1. This rule applies when a student is:
  - o On school grounds immediately before or during school hours, immediately after school hours or

- at any other time when the school is being used by a school group (including summer school)
  - Off school grounds at a school activity, function, or event
  - Traveling to or from school or a school activity, function, or event; or
  - Using property or equipment provided by the school
2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
  3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.

### **Dress Code**

Marshall Middle School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

#### **1. Basic Principle: Certain body parts must be covered for all students at all times.**

Clothes must be worn in a way such that genitals, buttocks, and breasts are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

#### **2. Students Must Wear\***, while following the basic principle of Section 1 above:

- **A Shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes.**

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

#### **3. Students May Wear**, as long as these items do not violate Section 1 above:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Athletic attire

#### **4. Students Cannot Wear:**

- Violent language or images.
- Hats, hoods or headcoverings except for headbands or head scarves (except as a religious observance).
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments.

- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

### **5. Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities.

### **D. Possessing a Weapon** (Board Policy 5772)

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives. This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- weapons under the control of law enforcement personnel;
- items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- theatrical props used in appropriate settings.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition

to enforcement of this policy.

The penalty for possession and/or use of a weapon: up to 45 school days suspension and possible expulsion from school for a period of up to 180 school days. If expelled, the student may reapply for reinstatement

#### **E. Possessing a Dangerous Weapon, Firearm, and/or Destructive Device**

(excerpts from Board Policy 5610.01)

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. The term "firearm" is defined as: a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; b) the frame or receiver of any such weapon; c) any firearm muffler or firearm silencer; or d) any destructive device. Such term does not include an antique firearm.

The Board need not expel for possession of a dangerous weapon if the student can establish to the satisfaction of the Board that:

1. the object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. the weapon was not knowingly possessed;
3. the student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
4. the weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

The penalty for possession of a dangerous weapon: up to 45 school days suspension and expulsion from school for a period of up to 180 school days. If expelled, the student may reapply for reinstatement

#### **F. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### **G. Remaining after School**

Any teacher or school official has the right to detain a student after school for disciplinary purposes providing parents are given 24 hours prior notice and **agreement/confirmation is made** between staff and parents.

Any student refusing to stay after school when parents have been notified and directed to do so by a staff member will face disciplinary action.

#### **H. Buses**

Our aim is to have students on the buses for as short a time as possible, and yet have the runs reasonably economical. We know that in working for the best interests of the greatest numbers, a few students inevitably have

inconvenient bus scheduling. Reasonable conduct while on the bus is expected. Disciplinary action is taken when necessary. Continuous misconduct may cause the student to be excluded from riding the bus. Students do not have a right to ride, they have the privilege.

1. All rules applying to students while at school or a school activity (i.e., use of tobacco, fighting, possession of weapons, damage of property, etc.) are in effect while on a school bus.
2. Persons other than regular student riders or district employees are not allowed on a bus without prior permission from the transportation office.

#### **Bus Route Policies**

Bus stops will be set by Marshall Public Schools in compliance with the safety rules and regulations established by the Michigan Department of Education and Marshall Public Schools. The following general guidelines will be followed:

1. Bus stops generally will be established for students living in excess of 1.5 miles from their neighborhood school.
2. Walking distance to bus stop shall be up to one mile for high school and middle school students and one-half mile for elementary students.
3. There will not be more than four bus stops scheduled in any one mile and generally less than four.
4. Kindergarten students shall be picked up and dropped off at home when possible and legal, if they are eligible for bus service.
5. Bus stops and routes are subject to change when conditions warrant.
6. All bus passengers must abide by the rules, regulations and laws set forth by the State of Michigan and Marshall Public Schools.
7. The parents and/or guardian are responsible for getting the students to and from the bus stop in a safe manner and their conduct while at the bus stop.
8. School buses will not be scheduled to travel or stop on private roads.
9. Marshall Public Schools do not have to furnish bus transportation to any student. It is a privilege to ride the school bus. Your children do not have to ride the school bus on any given day (due to snow, ice, fog, etc.), but, if school is in session, it is up to the parent to get them to school.
10. Baby-sitter's - pick up and drop off at student's baby-sitters house will only be made when residence is on the regular scheduled bus route and when possible within the school's guidelines.
11. Any vandalism to the bus such as cutting seats, etc. could result in criminal charges. Malicious destruction of seats will lead to an automatic suspension from riding the bus until such time and a seventy-five dollar (\$75.00) fine is paid for the new seat cover.
12. There is an automatic suspension from riding the bus for fighting, tobacco use (smoking, chewing, etc.), and the throwing of any item inside of or outside from the bus. The suspension will be up to five days.
13. Bus students are to be standing at their bus stop waiting for the bus if riding. Please allow five (5) minutes either way of your scheduled time for the bus to arrive.
14. Each Marshall Public School bus is equipped with audio-video surveillance equipment to insure the safety of passengers and the driver. These tapes may be used to verify students demonstrating unsafe behavior, vandalism, or violation of school bus rules.

#### **Bus Rules**

1. Students shall comply promptly with suggestions of bus drivers.
2. When necessary, students will sit three in a seat.
3. Students shall wait until the bus has come to a complete stop before attempting to enter or leave the school bus.
4. Students shall not board the bus until the driver is in the bus, and then enter in an orderly fashion. Students shall cross the road in front of the bus (never behind).
5. Students shall keep hands, arms, head and feet inside the bus at all times.
6. Students shall avoid loud, boisterous or profane language or indecent conduct of any kind.
7. Students shall not eat or drink on the bus. Glass items of any kind are prohibited.
8. Students shall not be destructive.
9. Students shall stay in their seats.
10. The bus driver is authorized to assign seats, and change them at any given time.

11. Observe the same conduct as in the classroom.
12. **All** rules applying to students while at school or a school activity (i.e., use of tobacco, fighting, possession of weapons, damage of property, etc.) are in effect while on a school bus.
13. Persons other than regular student riders or district employees are not allowed on a bus without prior permission from the transportation office.
14. High School and Middle School students will only be allowed to ride the late bus home when they have been working with school staff. Under no circumstances will students be allowed to ride the late bus without a pass from a teacher or the office.
15. Failure to obey any of the above regulations may result in a suspension of the student's bus riding privileges.

### Consequences for Violation of Code of Conduct

#### **Aiding, Assisting, or Conspiring with Individuals who Violate Code of Conduct**

1<sup>st</sup> Offense: Student may receive the same consequence warranted by perpetrator's actions.

#### **Controlled Substance: Use or Possession (including look-a-likes)**

1<sup>st</sup> Offense: Up to a 45 school day OSS suspension and possible 180 school day expulsion.  
If expelled, the student may reapply for reinstatement.

Marshall Police Department will be notified and citation may be issued.

2<sup>nd</sup> Offense: 45 school day OSS suspension.

Recommendation for up to a 180 school day expulsion.

If expelled, the student may reapply for reinstatement

Marshall Police Department will be notified and citation may be issued.

Look alike and uncontrolled substances, including non-alcoholic beer, possessed, used or sold on school property or at a school sponsored event are in violation of school policy. Over the counter remedies such as Nyquil must be delivered to the attendance office or to the school nurse accompanied by a note from the parent or guardian giving permission and directions to administer. Drug paraphernalia found in a student's possession (including locker) will be confiscated by a school official. Parents will be notified and the items will be turned over to the police. The student may face suspension.

#### **Controlled Substance: Distribution or Transmission (including look-a-likes)**

1<sup>st</sup> Offense: 45 school day OSS suspension and a recommendation for up to a 180 school day expulsion. If expelled, the student may reapply for reinstatement.

Marshall Police Department will be notified and citation may be issued.

#### **False Alarms**

1<sup>st</sup> Offense: Subject to arrest by the fire marshal plus a five (5) school day OSS suspension.

2<sup>nd</sup> Offense: Up to a 45 school day OSS suspension. Subject to arrest by the fire marshal. Recommendation for up to a 180 school day expulsion. If expelled, the student may reapply for reinstatement

#### **Tobacco Use or Possession**

1<sup>st</sup> Offense: A minimum three (3) school day OSS suspension.

Marshall Police Department will be notified and citation may be issued.

2<sup>nd</sup> Offense: A five (5) school day OSS suspension.

Marshall Police Department will be notified and citation may be issued.

Any subsequent offense will result in a ten (10) school day OSS suspension and a possible referral to the board of education for expulsion. If expelled, the student may reapply for reinstatement

### Cheating/plagiarizing

1. If a student cheated/plagiarized on a task in the "C grade" category:

A. Zero for the assignment until retaken (2 week window of opportunity to retake-if student chooses to retake)

B. Phone call home and office referral for documentation

2. If a student cheated/plagiarized on a task in the "E grade" category:

- A. Zero for the assignment – homework, classwork, and daily work (comment will be placed in the gradebook about cheating for that assignment)
- B. Zero for the quiz (2 week window of opportunity to retake-if student chooses to retake)
- C. Phone call home and office referral for documentation

#### **Cell Phones and other Smart Devices**

Cell phones and other smart devices are to be out of sight in the building at all times. Student cell phones must be stored in individual lockers from 7:30 a.m. to 2:30 p.m.

If cell phones are not in lockers between 7:30 a.m. and 2:30 p.m. the following will occur:

1st offense – Phone taken to office and student will be given the phone after school

2nd and future offenses - Parent must get the phone from the office

**Discipline Rubric**

All students will be informed of PBIS and school behavioral expectations at the beginning of, and throughout, the school year.

<b>Detailed Behavior Description</b>			
<b>Moderate Criminal:</b> Acts performed that public safety defines as “against the law”.	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Theft less than \$20.	3 Days ISS and parent contact. Counseling and police notified. Restitution.	3 Days OSS and parent contact. Counseling and police notified. Restitution.	5 Days OSS and parent contact. Counseling and police notified. Restitution.
Destruction of property less than \$20.			
<b>Severe Criminal:</b> Acts performed that public safety defines as “against the law”.	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Theft more than \$20.	3 Days OSS and parent contact. Counseling and police notified. Restitution.	10 Days OSS and parent contact. Counseling and police notified. Restitution.	<b>Referral for expulsion.</b> Parent meeting. Counseling referral. Superintendent, Board of education, and police notified. Restitution.
Destruction of property more than \$20.			
<b>Possession of Dangerous Weapons</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Knife: blade over 3 inches in length. Instrument that can fire or discharge a projectile.	10 Days OSS. Referral for Board of Education action - possible expulsion. Parent and Police contacted.	Up to 45 Days OSS. Referral for Board of Education action - possible expulsion. Parent and Police contacted.	Up to 45 Days OSS. Referral for Board of Education action - possible expulsion. Parent and Police contacted.
<b>Possession of Weapons</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Knife: blade under 3 inches in length. (Not used or intended to be used as a weapon)	10 Days OSS. Parent meeting. Counseling referral. Police notified.	10 Days OSS. Parent meeting. Counseling referral. Police notified.	Up to 45 Days OSS. Referral for Board of Education action - possible expulsion. Parent and Police contacted.
<b>Tier 1 Behaviors:</b> (examples include but are not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Class disruption	Redirection and Teaching	Redirection and Teaching	Tier 2 referral

Derogatory comments: name calling, teasing, insulting remarks, spreading rumors	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Destruction of property (accidental)	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Disrespect: peer/adult (w/out disruption)	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Dress code violation	Redirection, see about anything else to change into, and documented	Redirection, see if have anything else to change into, and documented	Tier 2 referral
Gambling	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Inappropriate display of affection	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Insubordination	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Loitering, trespassing	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Lying/obstructing	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Profanity (accident, not directed at person)	Redirection and Teaching	Redirection and Teaching	Tier 2 referral
Smart devices (cell phone, smart watch, tablet, etc.)	Taken to office until end of day - student collects	Taken to office until end of day -parent collects	Taken to office until end of day -parent collects
<b>Tier 2 Referral from Repeated Tier 1 Behaviors:</b> (examples include but are not limited to)	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
Class disruption	IR remainder of period and 1 after school detention	1 day ISS teacher meeting	3 days ISS teacher meeting
Derogatory comments: name calling, teasing, insulting remarks, spreading rumors	1 after school detention	3 after school detentions	3 days ISS teacher meeting
Destruction of property (accidental)	1 lunch detention	1 day ISS teacher meeting	3 days ISS teacher meeting
Disrespect of peer or adult (w/out disruption)	1 after school detention	3 days ISS teacher meeting	3 days ISS teacher meeting
Dress code violation	1 after school detention	3 after school detentions	3 days ISS teacher meeting
Gambling	1 after school detention	3 after school detentions	3 days ISS teacher meeting
Inappropriate display of affection	1 lunch detention	3 after school detentions	3 days ISS teacher meeting

Insubordination	1 after school detention	3 after school detentions	3 days ISS teacher meeting
Loitering, trespassing	1 period of ISS	3 after school detentions	3 days ISS teacher meeting
Lying/obstructing	1 lunch detention	3 after school detentions	3 days ISS teacher meeting
Profanity (accident, not directed at person)	1 after school detention	3 after school detentions	3 days ISS teacher meeting
Smart devices (cell phone, smart watch, tablet, etc.)	Taken to office until end of day -parent collects	Taken to office until end of day -parent collects	Taken to office until end of day -parent collects
<b>Tier 2 Immediate Classroom Removal Behaviors:</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Destruction of property (intentional)	3 days ISS teacher meeting (restitution)	3 days OSS teacher meeting (restitution)	5 days OSS teacher meeting (restitution)
Disrespect of peer or adult (w/class disruption)	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Disorderly conduct/unruly behavior	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
False fire alarm	3 days OSS teacher meeting	5 days OSS teacher meeting	10 days OSS teacher meeting
Gang related expression, communication and activity	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Harassment/bullying/extortion/intimidation	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Horseplay/play fighting/rough play (classroom or hallway)	1 lunch detention	3 after school detentions	3 days ISS Teacher meeting
Inappropriate/uninvited touching of a sexual nature	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Leaving room without permission/skipping	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Major disrespect	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Physical aggression (kicking, hitting, pushing, tripping) with imbalance of power and/or intent to injure	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Pornography/obscene materials (intentional)	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Possession of pyrotechnic (fireworks, lighters, etc)	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting

Profanity - aggressive, directed at person	3 days ISS teacher meeting	3 days OSS teacher meeting	5 days OSS teacher meeting
Throwing objects at others: food, snow, etc.	1 lunch detention	3 lunch detentions	3 after school detentions
<b>Tier 3 Behaviors:</b> (examples include but are not limited to)	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Arson	5 days OSS parent meeting	10 days OSS meeting – possible expulsion	Up to 45 days OSS - possible expulsion
Assault	5 days OSS parent meeting	10 days OSS meeting – possible expulsion	Up to 45 days OSS - possible expulsion
Threats and plan to harm self or others through personal contact or technology	5 days OSS parent meeting	10 days OSS meeting – possible expulsion	Up to 45 days OSS - possible expulsion
Throwing large/dangerous/harmful items	5 days OSS parent meeting	10 days OSS meeting – possible expulsion	Up to 45 days OSS - possible expulsion

Parent/Guardian contact will be made informing...

- A. At all levels, a notice will be sent home and/or a phone contact will be made informing parents or guardians of violations of behavior code. Parental conferences may also be necessary at various times during the year to help modify behavior.
- B. Whenever appropriate, counselors/social workers, outside agencies and law enforcement officials may be brought into the process.
- C. Any points assessed during the final two weeks of school may be held over to the following school year on the individual's point record.

Students that have had multiple discipline issues may not be allowed to participate in trips away from the school grounds.

## **Extracurricular Activities & Athletics**

Extracurricular activities increase student's interest and pride in their school, and aid in the development of personality and character, as well as the ability to get along with peers. Disciplinary action applied will affect involvement in extracurricular activities.

### **Unsportsmanlike Behavior**

Students attending athletic events are expected to show respect towards players, fans, and officials. Failure to act appropriately may result in the following consequences:

- 1<sup>st</sup> Offense:**      **Removal from premises, parents notified and possible suspension.**
- 2<sup>nd</sup> Offense:**      **Potential ban of attendance at extra-curricular events for up to one year as a spectator, parents notified and possible suspension.**

### **Conflicts in Activities**

The athletic and fine arts departments recognize that each student should have the opportunity for a broad range of experiences in the area of co-curricular activities every attempt will be made to schedule events in a manner that minimizes conflicts. If conflict does occur between practices, contests, and/or performances, the following criteria will be used:

- A. If a conflict occurs between a performance or contest and practice, the athlete may go to the

- performance or contest without any reprisal; if this conflict occurs on the same day, but at different times, all coaches and instructors involved will devise a plan to solve the conflict.
- B. If a conflict occurs between two events, the academic event has precedence.
  - C. If a conflict occurs between two non-academic events, a meeting will be called as soon as possible to work out a solution.

Additionally, students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

#### **Athletics Criteria**

**In determining athletic teams at Marshall Middle School the following criteria will be considered: skill level of student, ability to learn skills, attendance, behavior, academic achievement and overall citizenship.**

Grades received at the end of a marking period may also have direct impact upon selection of members for an upcoming sport. The intent is to have true student athletes representing our school.

#### **Athletic Participation**

Before any athlete may participate in either a practice or interscholastic event they must have the following items on file:

- 1. Current Physical Card - The card must be completely filled out after April 15 of the previous school year.
- 2. Signed Training Rules - Located on physical card. Must be signed by both parents and athlete.
- 3. Insurance Waivers – Must be signed by parents and on file.

#### **Locker Room Theft**

Any athlete stealing another athlete's personal items out of the locker rooms (either Marshall's or opponents) will be subject to the following discipline:

- 1<sup>st</sup> Offense: athletic suspension for rest of season
- 2<sup>nd</sup> Offense: athletic suspension for rest of school year
- 3<sup>rd</sup> Offense: athletic suspension for remainder of MMS career

#### **Pay to Participate**

Marshall Public Schools has adopted a pay to participate fee for all middle school and high school athletics. The middle school fee will be \$35 per athlete for each sport season. A \$200 family maximum fee will be applied between middle and high school athletics.

Scholarship opportunities are available by request or by calling the athletic office at 781-1291. If pay to participate fees are not paid by the deadline given to athletes, participation will be revoked.

#### **Athletic Training Rules**

The following rules apply to all students participating in athletics at Marshall Middle School.

- 1. Regular hours, conduct, practice and game attendance are prescribed by the coaches of the individual sports. Consequences for violations of the above will be governed by the in-season coaches and athletic director. Any behavior that does not comply with the Marshall Middle School Student Code of Conduct as prescribed in the Marshall Middle School Student Handbook may be brought forward for disciplinary action.
- 2. The use or possession of alcohol is prohibited. The use, sale or possession of controlled substances, look a likes and uncontrolled substances used or sold as controlled substances is prohibited.

**FIRST OFFENSE:** Athletes who have failed to act in accordance with Rule #2 will be subject to a penalty of dismissal from the squad for a period of 50% of the season if the violation occurs out of season. A minimum penalty of dismissal from squad for the entire season will be applied if the infraction occurs during the season. Fifty percent of the season is defined as half of the scheduled contests and can be carried to the next sport of competition. (In the event the violation occurs at the end of the season the student may try-out for a team but

will still have to serve the remaining portion of the suspension). The student is not eligible for any season awards.

**SECOND OFFENSE:** Athletes who have failed to act in accordance with Rule #2 and commit a second violation during one calendar year from their first offense will be subject to a minimum penalty of dismissal for the remainder of the current season and the equivalent of one full season, during their next season of competition.

**THIRD AND FOURTH OFFENSE:** Athletes WHO FAIL TO ACT IN ACCORDANCE WITH Rule #2 and commit a third violation during one calendar year from their 1<sup>st</sup> offense will not compete in any Marshall Public School athletics for one entire school year. If a 4<sup>th</sup> violation occurs at anytime during the athlete's suspension, the athlete may not compete in any Marshall Public School athletics for one full calendar year. An athlete dismissed from the team will forfeit his/her participation certificate.

### **Athletic Academic Eligibility**

- Students' grades from previous semesters will be considered and monitored when deciding rosters for Fall, Winter and Spring seasons.
- Any student participating in athletics at Marshall Middle School may not be failing more than one class during the course of a marking period or semester.
- Eligibility forms are issued to all teachers every two weeks by the Middle School office. Teachers will report the athlete's present grade if they are failing or in danger of failing. Academic "E" grades will be considered for eligibility.
- If the athlete is failing (E) more than one class, he/she is ineligible until he/she has achieved a passing grade.

### **Daily Athletic Attendance Policy**

Athletes must be in at least 4 academic classes in order to participate on a daily basis. The only exceptions to the rules are: doctor's appointments, school sponsored activities or the athletic director's/administrator's permission. Athlete's involved in late contests will still be expected to be in class by 7:40 a.m. the following day.

### **Injury and Illness, Athletics**

For the safety of our student-athletes, anyone excused from physical education with a doctor's note or returning from an injury or lengthy illness that required medical attention will need to bring a doctor's note releasing them to participate.

