

# Marshall High School 2011-12 Student Handbook

There have been changes to the MHS Student handbook! They will be highlighted in yellow and marked



**SCHOOL CODE 232-475**

[www.marshall.k12.mi.us/mhs/](http://www.marshall.k12.mi.us/mhs/)

**SCHOOL COLORS – RED AND BLACK**

## Code of Conduct

*“It is the responsibility of students and parents/guardians to read and understand this handbook. We urge parents/guardians to support our discipline guidelines and work with us in providing the best possible, safe school experience for our students.”*

*“These rules apply to any student or spectator who is on school premises, in a school-related vehicle, at a school sponsored activity, or whose conduct at anytime or place directly interferes with the operations, discipline or general welfare of the school environment.”*

To the students:

On behalf of the faculty, we would like to welcome you to Marshall High School for the coming year. We are looking forward to assisting you in fulfilling your educational goals.

Marshall has a history of fine academic and extra-curricular accomplishments. We expect you to meet the goals that have been set and to carry on the tradition of making MHS even better. You can benefit from everything MHS has to offer by being actively involved in the learning in your classes and the programs offered.

Should you encounter difficulties, seek out a counselor, principal or teacher and we will do our best to help you. Remember we are not mind readers. We are here to make your years in school as successful, yet educationally challenging as possible.

Sincerely,

Marshall High School Administration of:

Daniel G. Luciani – Principal

Nicholas G. Dent – Assistant Principal

Thomas J. Duffey – Athletic Director



## **MARSHALL HIGH SCHOOL 6-BLOCK CLASS SCHEDULE**

### Monday, Wednesday and Friday

Period 1 – 7:40 to 8:38

Period 2 – 8:43 to 9:41

Period 3 – 9:46 to 10:51

Period 4 – 2<sup>nd</sup> floor; “A” Lunch – 10:51 to 11:21

Class from – 11:26 to 12:24

1<sup>st</sup> floor; Class from – 10:56 to 11:54

“B” lunch – 11:54 to 12:24

Period 5 – 12:29 – 1:27

Period 6 – 1:32 to 2:30

### Tuesday and Thursday

Period 1 – 7:40 to 8:31

Period 2 – 8:36 to 9:27

Period 3 – 9:32 to 10:23

Seminar – 10:28 to 11:12 (CACC dismissed at 11:00)

Period 4 – 2<sup>nd</sup> floor; “A” Lunch – 11:12 to 11:42

Class from – 11:47 to 12:38  
1<sup>st</sup> floor; Class from – 11:17 to 12:08  
“B” lunch – 12:08 to 12:38  
Period 5 – 12:43 – 1:34  
Period 6 – 1:39 to 2:30



**Block 3 is longer on Monday, Wednesday and Friday to allow for daily announcements (announcements are no longer at the beginning of the day!). Announcements will be incorporated into Seminar on Tuesday's and Thursday's.**

**BUILDING SECURITY** -- All visitors must report to the main office (located on the second floor) upon entering the building during regular school hours. Parking lots and the interior of the buildings are under camera surveillance. When classes or regularly scheduled activities are not in session, the building is locked and an alarm system is activated.

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## **PHILOSOPHY**

Marshall High School:

Recognizes that students have worth and dignity and have the right to learn according to their unique aptitudes, abilities, creative endeavors and interests.

Provides students with the opportunity to acquire an understanding of themselves and their worth as members of a democratic society and to develop a sense of pride in one's self and in the accomplishments of others.

Offers an educational program stressing the mastery of basic skills in the cognitive, affective and psychomotor domain.

Provides students with the opportunity to study the body of basic knowledge in the physical, scientific, social and cultural areas and interdisciplinary relationships.

Affords students the opportunity to develop desirable work attitudes, exploratory experiences and job skills in areas of their interest.

Allows students to have experiences that will give them an understanding of our democratic heritage and develop the social skills required of citizens who live in a free democratic society.

Encourages students to recognize the linkage of cultural traditions and heritage of our past with the present and to emphasize shared values and understanding common to all segments of our society.

Assists students in becoming more effective problem-solvers and decision-makers.

Strives to provide the best educational and enrichment opportunities for young adults in accordance with their needs and the needs of the community.

## **DISTRICT VISION STATEMENT**



*The Marshall Public Schools vision for our students is to prepare our graduates to be productive citizens by demonstrating that they are:*

- Self – directed **Learners** who exhibit positive self – esteem, are self – confident and self – motivated.
- Complex **Thinkers** who are creative, independent, think critically and use a range of skills to solve problems in a variety of contexts.
- Quality **Producers** who have a high work ethic and display a knowledge of resources and technologies.
- Collaborative **Workers** who use effective communication, organizational and cooperative skills, and who can accept diversity with flexibility and empathy.

- **Community Contributors who show a local / global awareness and an understanding of democracy resulting in productive contributions to society**

## **HIGH SCHOOL MISSION STATEMENT**

Improving Tomorrow by Inspiring Today!

## **CENTRAL ADMINISTRATION**

Superintendent

Dr. Randall K. Davis

## **HIGH SCHOOL ADMINISTRATION**

Principal

Daniel G. Luciani

Assistant Principal

Nicholas G. Dent

Athletic Director

Thomas J. Duffey

## **GENERAL INFORMATION**

**This handbook contains Marshall High School's rules and regulations. Each student will receive a copy 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 the principal, assistant principal, a 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.**

### **ACCREDITATION**

Marshall High School has, for over 100 years, been accredited by the North Central Association of Schools and Colleges. North Central Association accreditation is the most desired accreditation for high schools and its standards are understandably high. The fact that nearly all high schools in the eighteen states that comprise its area seek accreditation by the North Central Association is an indication that, through the years, we have maintained a sound educational program.

**COMPUTER INTERNET/WEBPAGE INFORMATION:** Permission forms for those students who wish to use the Marshall Public Schools computer network to access the Internet will be available at registration. A usage agreement will accompany the permission form. This agreement must be read and accepted before the permission form is signed by a parent or guardian and returned to the high school office. Only students who have a signed agreement form on file will be allowed to use the Internet at school. In addition, as the Marshall Public Schools' web page develops, staff members may desire to publish students' artwork or writing samples or to post photos showing groups of students involved in a class project or extra-curricular activity. In order to place a student's work or photo on the web page, a parent or guardian must sign a form granting permission to do so. This permission form will be available at registration.

**CONFLICTS IN ACTIVITIES:** Students have a responsibility to do everything they can to avoid continuous conflicts. This includes being cautious about belonging to too many activities where scheduling conflicts are bound to occur. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

Faculty sponsors should schedule events on the Community Calendar (kept both in the central administration office and the building principal's office) to avoid conflicts. When conflicts do arise, the sponsors should get together and work out a solution so that the student is not placed in the middle. If a solution cannot be found, the principal will make the decision based on the following:


- The relative importance of each event.
- The importance of each event to the student.
- The relative contribution the student can make to each event.
- How long each event has been scheduled.
- Discussion of the conflict with the parents or legal guardian.

Once the decision has been made and the student has followed that decision, he or she is not to be penalized in any way by the faculty sponsor. If it becomes obvious that the student cannot fulfill his/her obligation to a school activity, he/she should withdraw from that activity.

**DIRECTORY INFORMATION:** Each fall the schools compile directory information on the students. This includes such things as name, age, grade, date of birth, place of birth and address. This information is used for such things as athletic eligibility, job application and college entrance. All items to be used in the directory information are read at a public Board of Education meeting. 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. The superintendent of schools may authorize the release of the list of names of the senior class to local schools and colleges, to military authorities, and other appropriate persons or

agencies. If a parent objects to this information being released, an opt out form can be secured from the principal's office. Opt out requests must be made annually by September 30.

**EQUALITY:** Applicants for admission and/or 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, religion, or handicap in admissions or access to 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:

  
Saundra Hainline  
100 East Green Street, Marshall, MI 49068  
(269 781-1250 + 1106)

who 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.

In compliance with the non-discrimination regulations of the Vocational Education Division of the Michigan Department of Education, notice is hereby given that Marshall Public Schools, Calhoun County, Michigan does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, marital status, or handicap in offering vocational education and applied technology opportunities to students of the school district. For more information contact the Office of the Superintendent.

**EXTRA CURRICULAR ACTIVITIES:** Marshall High School provides extensive extracurricular activities in the belief that these activities increase students' 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 resulting in suspension from school will affect extracurricular activities for the same period of time. This includes practice and contests in athletics, debate and forensics, band, orchestra, vocal music, and/or any other school club or school-sponsored activity. Students suspended/expelled from school may not attend or participate in any school district activity on campus or away from campus.

**SCHOOL SPONSORED CLUBS AND ACTIVITIES:** The following is a list of school sponsored clubs and activities that may run during the year as determined by student interest. Any student wishing to form their own club must meet with the Assistant Principal for further information. National Honors Society, Student Council, Close Up, Spanish Club, French Club, Business Club, Redhawk Players, M Club, FFA, Debate, Forensics, Yearbook, Newspaper, Knowledge Master Open.

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT:** 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. No Child Left Behind requires charter schools, academies, and public school districts to transfer the disciplinary records of any student with respect to suspensions and expulsions, to any private or public school to which that student is enrolling.

As a parent you may:

- Upon request, inspect and review your student's educational records.
- Challenge any of said records.
- Obtain, at reasonable cost, copies of said records.

If you desire additional information, contact the High School Principal's Office.

**FIRE DISASTER AND LOCK DOWN DRILLS:** State law requires that fire, disaster, and lock down drills be held for your protection. Each classroom has a posted route to be followed for fire drills and information about the portion of the building to be used as a shelter area for disaster and lock down drills. Familiarize yourself with the routes and areas to be used by your classrooms. It is imperative that there be silence during these drills so that any necessary changes in routing, building evacuation, or shelter areas can be clearly heard by the students and staff.

**SEVERE WEATHER:** The following procedures will be implemented whenever the school receives notification from the sheriff's department of possible severe weather:

**TORNADO WATCH**

- Buildings are notified of a possible storm.
- Parents or legal guardians may pick up their student or students if they so desire. The parent or guardian must notify the principal's office or the assistant principal's office and meet their student or students there.

**TORNADO WARNING**

- Students will go immediately to their designated shelter areas. Roll will be taken.
- Students will remain in the shelter area until the warning ends.
- Parents or legal guardians may pick up students, but the students must be signed out before leaving the shelter area.

## TORNADO STRIKE/EXPLOSION/GAS

- Students will assemble in undamaged areas or outside the building. Roll will be taken immediately.
- Responsible adults will keep a list of persons going into emergency vehicles.
- Parents or guardians may take students only after clearing with the person in charge.
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## **FREEDOM OF SPEECH AND ASSEMBLY:**

Freedom of speech and assembly is a constitutional guarantee, but this guarantee must not infringe on the rights of others.

- Students are entitled to express verbally their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves.
- The use of obscenities or personal attacks is prohibited.
- All student meetings in school buildings or on school grounds may function only as part of the formal education process or as authorized by the principal.
- Students shall have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which are deemed inappropriate is prohibited.

## **FREEDOM TO PUBLISH:**

Freedom to publish is guaranteed only when it is responsible and does not interfere with the rights of others.

- Students are entitled to express in writing their personal opinions. Such written opinion must be signed by the author. The distribution of such material may not interfere with or disrupt the educational process.
- Students who edit, publish, or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications.
- Libel, obscenity and personal attacks are prohibited in all publications.
- The distribution of unlawful or unauthorized material by students in school buildings or on school grounds is prohibited.

## **INFORMATION – WHOM SHALL I CALL?**

Whether you are the parent of a freshman just beginning the high school experience or one who has already had students enrolled at Marshall High School, we believe this handbook can be helpful to you. Please take a few moments to read and review the book with your student. We also encourage you to contact either the Principal or Assistant Principal whenever you have questions, complaints, or are in need of further information.

Following is a list of phone numbers to help you:

Principal	781-1311	Assistant Principal	781-1312
High School Office	781-1252	Attendance Reporting	781-1313 (24 hours a day)
Athletic Director	781-1334	Attendance Office	781-1337
Athletic Office	781-1314	Guidance Office	781-1321
Library	781-1328	Pool Director	781-1331

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

**LOCKERS:** Lockers are assigned for the student's convenience. Students are to use their assigned lockers. Students are responsible for the maintenance of any locker assigned to them, including gym lockers. Cost of repair to lockers due to student negligence will be borne by the student. It is the students' responsibility to make sure all their belongings are securely locked in their lockers. **Students are cautioned not to bring large amounts of money, Ipods, cell phones, cameras, or any other item they would not like to lose to 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.**

**MEDICINES AND PRESCRIBED DRUGS:** 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. Medication will be administered only by school personnel who are specifically authorized to do so by the building principal or his/her designated representative. This authorization shall be issued only in compliance with the following conditions:

- Medication must be brought in by a parent/guardian in a clearly marked container prepared by a pharmacist, doctor, or pharmaceutical company.
- The Request for Administration of Medication form (which can be obtained in the Attendance Office) must be signed by the student's parent or guardian. All prescription medications, treatments and limited activity orders must have written instructions signed by the student's physician as well as the parent and must include:
  1. The child's name

2. The name of the medication
  3. The purpose of the medication
  4. The time to be administered
  5. The dosage
  6. The possible side effects
  7. The termination date for administering the medication
- The office of the assistant principal or other designated school district employee will:
    1. Inform appropriate school personnel of the medication
    2. Keep a record of the administration of the medication
    3. Keep the medication in a locked cabinet
    4. Return unused medication to the parent/guardian only.
  - 5. The parent or guardian of the child assumes the responsibility to notify the building principal or his/her designated representative of any change in the child's health or change in the medication. A record shall be maintained which indicates the time/date of medication, the amount of medication given and adult witness present. This form shall be signed by the adult in charge.

**MOTOR VEHICLE REGISTRATION:** Students who lack sufficient credit to graduate on schedule (i.e. 18 credits after three (3) years or 11 credits after two (2) years) may be denied driving privileges. Students who are using a vehicle as a means of transportation to and from school will assume full responsibility for that vehicle any time it is parked or driven on school property. Students should note that vehicle violations will be determined by administrators, teachers and/or other hired school personnel, as well as the city police. Students should be aware that a Marshall City Ordinance covers traffic violations on school property. This ordinance will be used to enforce penalties for traffic violations occurring on school property.

- All vehicles must be registered in the attendance office. The current license plate registration must be shown for correct identification at registration.
- When new license plates are received, the registration must be updated.
- Parking permits will be issued at a cost of \$5.00 per permits and must be displayed on the passenger side of the rear window of the car. Stickers are needed for easy identification of cars and drivers. Should a student who does not have a sticker find it necessary to drive to school on a one-day basis, the student should get a temporary permit from the attendance office. This permit must be returned at the end of the day. Students driving unregistered cars are subject to having their cars removed at the driver's expense.
- Vehicles, while parked on school property, shall be locked at all times. The registrant shall be responsible for violations of school policy that take place in the vehicle.
- Students will park only in the Marshall Avenue parking lot.
- Parking along the yellow-lined driveway around the school is forbidden. The driveways are fire lanes and must be kept clear at all times.
- Vehicles will be parked only in designated spaces, so that only one space is occupied. Driving lanes must be kept open.
- The maximum speed for any vehicle operated on school property is twenty (20) miles per hour.
- Speeding and reckless driving are serious violations and will be evaluated by the principal or a police officer.

**NEW**

- **Parking violations may result in the vehicle being removed from school property, with the vehicle registrant incurring all costs.**

**NEW**

- **Parking violations may result in ticketing by the Marshall Police Department.**
- Violations of driving and parking regulations will result in suspension of driving privileges. The length of suspension will be determined by the administration.
- By law, the school does not cover insurance that covers damage to cars parked at school.
- The parking lot is "off limits" to students, except during the time they are parking in the morning and leaving in the afternoon. **STUDENTS FOUND LOITERING IN THE PARKING AREA ARE SUBJECT TO DISCIPLINARY ACTION.**
- There will be no parking in the handicap zones without a permit from the Marshall City Hall or a state agency. Failure to have the proper permit will result in a \$50.00 fine over which the high school and its authorities have no control.
- Students caught littering in the parking area will lose parking privileges.

**PARENT TEACHER CONFERENCES:** To hold classroom interruptions to a minimum and prevent incidents of a disruptive nature, no non-school person will be allowed to go to a classroom unless accompanied by an adult employee. Every effort will be made to arrange meetings with classroom teachers when they are available. If it is necessary to meet with an instructor during class time, arrangements will be made to cover the instructor's class. Insofar as possible, any conference between a parent or guardian and an instructor that is at the parent's request will be conducted in the presence of a third party, counselor, administrator, department head or other staff member. No instructor will allow a discussion with a parent or guardian to take place in the classroom while class is in session. There will be scheduled conferences for parents after the first marking period of each semester.

**PARENTAL RIGHTS/ACADEMIC RIGHTS OF 18 YEAR OLDS:** It is assumed that both 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. It is the assumption of Marshall Public Schools that both parents have custody rights **unless** current written documentation that prohibits or restricts rights is given to the building administrator. Reaching the age of majority (18 years or older): Student records can only be accessed by the student unless a waiver has been signed in the guidance office by the student to allow their parent/guardian to access their records. If you have a concern about a student's report of a classroom situation, please contact the teacher FIRST to clarify the question or concern. (If you leave a message with the office secretaries the teacher will contact you during his/her planning period, after school, or within 48 hours).

**PARENT INVOLVEMENT:** Marshall High School acknowledges that research, and practical experience indicates parent involvement benefits students and schools. Student benefits include improved grades; better attendance, and 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 building principal.

**PASSES:**

**HALL PASSES** Student must have a hall pass to be in the hall during class time. Travel from one classroom to another, to the bathroom, to get a drink, to the office, or other destination in the building requires a written hall pass from the faculty or staff initiating the travel. Students may be questioned by school personnel and returned to class if they do not have a proper hall pass. Students discovered in the hall without a proper pass may be subject to disciplinary action.

**ORANGE PASSES** The orange pass is used exclusively for prearranged travel (the pass must be signed in advance by the teacher who has assigned the work or whom the student is going to see) during seminar. The orange pass is used for academic enhancement activities including additional help from a teacher, obtaining assignments or making up tests/quizzes due to excused absences, working on labs or assigned class projects, using the library or computer lab for an assigned task. Students are to return to their seminar teacher before they leave for their next class.

**YELLOW PASSES**

- No student will leave school during the regular school day without a yellow pass. Any student found leaving without a yellow pass will receive an unexcused absence for the hours missed and may receive a suspension.
- All students obtaining yellow passes will either have a note from their parents or guardians or will call a parent or guardian from the attendance office.
- The yellow pass must be shown to the teacher from whose class the student is leaving.
- On returning to school, the student must return the pass to the attendance office.
- No yellow passes will be issued during seminar unless for a documented absence.

**RELEASING STUDENTS:** Students may only be released from school to those adults listed on the enrollment cards unless the school is notified by the parent allowing another adult to pick up a student.

**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.

**USE OF THE PHONE:** Students are asked not to use the phones in the offices unless it is an emergency and permission has been obtained.

**VACATIONS:** Family vacations taken during the school year are discouraged. The high school principal retains the right to deny vacation time if the student in question is doing failing work in any class. Parents or guardians wishing to remove their children from school for a family vacation must comply with the following procedures:

- Notify the high school attendance secretary, in writing, of the family vacation plans including a departure and return date. This must be done two weeks prior to the date of departure unless there is an emergency involved.
- Students must consult with their teachers regarding assignments prior to the vacation. This should be done before or after school or during the student's seminar period – not during the regular class period.
- The parents are asked to realize it is not the responsibility of the teacher to tutor the child with regard to the work missed upon his/her return to school.

Following the vacation the teacher should be contacted by a parent or guardian so that the parent knows exactly what the circumstances are with regard to whether or not the student has completed all of the work missed

## **STUDENT ATHLETICS**

FALL:

Girls: volleyball, swimming, golf, cross-country, cheerleading, and equestrian

Boys: football, cross-country, tennis, soccer, and equestrian

WINTER:

Girls: basketball, cheerleading, and bowling

Boys: basketball, swimming, wrestling, and bowling

SPRING

Girls: tennis, track, softball and soccer

Boys: baseball, track, and golf

**PAY TO PARTICIPATE:** Marshall Public Schools has adopted a pay to participate fee for all high school athletics and certain extracurricular activities. A \$200 family maximum will be applied between middle school and high school athletics.

**TRAINING RULES:** The following rules apply to all students participating in athletics at Marshall High School. It is expected that these rules will be followed during the entire year (12 months).

1. The coaches of the individual sports prescribe regular hours, conduct, practice and game attendance.

**PENALTY:** Penalties for violations of the above will be governed by the in-season coaches.

**NOTE:** Length of hair is not regulated, but if it is long enough to interfere with the student's performance, it should be tied back. The hair should be clean and no headbands are allowed. All hair policies pertain to in-season athletes.

2. The use, sale or possession of alcohol, tobacco, controlled substances, look-alikes, and uncontrolled substances used or sold as controlled substances are 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 in or out of season. Fifty percent of the season is defined as half of the scheduled contests and can be carried to next sport of competition. (In the event the violation occurs at the end of a season the student may try-out for a team but will still have to serve the remaining portion of the suspension.) The student forfeits all points/time earned towards their letter.

**SECOND OFFENSE:** Athletes who have failed to act in accordance with Rule #2 for a second offense, 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 our entire 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 MHS athletics for one entire school year. If a 4<sup>th</sup> violation occurs anytime during the athletes' suspension they will no longer be allowed to compete in the Marshall athletic program.

## **ACADEMIC ELIGIBILITY:**

**NEW**

- Students who have not received credit for a minimum of four (4) classes and a seminar the previous semester may not participate in interscholastic athletics.
- Any student participating in athletics at Marshall High School may not be failing more than one class during the course of a semester.
- Eligibility forms are issued to all teachers (including CACC) every two weeks by the athletic office. Teachers will report the athlete's present grade accumulated from the beginning of the semester.

- If the athlete is failing more than one class, he/she is automatically ineligible until he/she has achieved a cumulative passing grade.

### **DAILY ATHLETIC ATTENDANCE POLICY:**



Athletes must be present in all afternoon classes in order to participate in either a practice or an interscholastic contest. The only exceptions to this rule are doctor's appointments, school-sponsored activities, or permission of the athletic director.

**ATHLETIC TICKETS:** Fall and winter athletic tickets are available in the athletic director's office. These tickets provide students and adults a substantial saving from gate prices.

**ATHLETIC PARTICIPATION:** Before any athlete may participate in either a practice or an interscholastic event, the following items must be on file in the athletic director's office:

- Current physical card – The card must be completely filled out after July 1 of the upcoming school year.
- Signed training rules – These rules are located on the physical card. Both the athlete and his/her parent or legal guardian must sign the training rules.
- Informed consent form – This is due before the first interscholastic event.
- Insurance form or waiver – This is a requirement only for football.

### **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 one semester
- 2<sup>nd</sup> offense: athletic suspension for one year
- 3<sup>rd</sup> offense: athletic suspension for remainder of MHS career

**Students on out-of-school suspension are ineligible to participate and attend extracurricular activities during suspension.**

**If out of school suspension days straddle a weekend, vacation days, or snow days, students are ineligible to attend or participate in any extracurricular activities or events during those days off.**

## **SERVICES FOR STUDENTS**

**CALHOUN AREA CAREER CENTER:** There is an opportunity for junior and senior students to attend the Calhoun Area Career Center. It is possible to leave high school with a salable skill that may lead to gainful employment. Students who are accepted for one of the programs attend Marshall High School for the first half of the school day, and the CACC for the second half of the school day. Both one and two year programs are offered. Our counselors follow the progress of Marshall's students at the Career Center closely. Interested students should contact their counselor for more information.

**COUNSELING AND GUIDANCE SERVICES: PURPOSE STATEMENT:** The purpose of the Guidance Department Curriculum at Marshall High School is to assist students in their academic and emotional growth during their high school years, and to provide students with post secondary options. The guidance and counseling curriculum includes opportunities for 100% of the students in areas of career planning, knowledge of self and others, and educational development.

**REFERRALS:** The school counselors are available to students on an individual basis by self-referral and teacher or parent referral, in addition to group and classroom settings.

**CONFIDENTIALITY STATEMENT:** The information a student discloses is confidential and will not be discussed with others without consent, except as required by law.

**GUIDANCE CURRICULUM:**

- 8<sup>th</sup> Grade Parent Orientation Night
- Classroom Presentations for all students grades 9-12
- 9<sup>th</sup> Grade Career Planning Support
- 10<sup>th</sup> Grade Calhoun Area Career Center Presentation
- College Planning Seminar for Parents
- Financial Aid Planning Seminar for Parents
- Scholarship Information and Applications

**RESPONSIVE SERVICES:**

- Academic, Career and Personal Counseling for students grades 9-12
- Agency/Community Referrals

- Crisis Intervention
- CISD Special Education Referrals
- Parent/Teacher Consultations

**INDIVIDUAL PLANNING:**

- 8<sup>th</sup> to 9<sup>th</sup> Grade Orientation
- Scheduling Presentations for students grades 8-11
- Educational Development Plans (EDPs) for students grades 9-12
- 10<sup>th</sup> Grade Career Interest Survey and ACT PLAN test
- 10<sup>th</sup> Grade Tour of the Calhoun Area Career Center
- 11<sup>th</sup> Grade PSAT Testing and MME (ACT included)
- Special Education Needs
- Individual Interviews with students
- AP testing
- 9<sup>th</sup> Grade MEAP

**SYSTEMS SUPPORT:**

- Counselor Conference Meetings with Teachers
- Parent/Teacher Conferences
- Community Crisis Response Team
- Staff School Improvement
- Department Head Meetings
- Career Development Committee Meetings
- CACC Monthly Meetings
- EDP Committee Meetings
- North Central Accreditation member
- Professional Development
- K-12 Guidance Department Meetings

**COURSE/CLASS INFORMATION**

**ADVANCED PLACEMENT PROGRAM:** Advanced placement courses offer students the opportunity to accomplish college-level programs while still in high school. These courses are available to qualified, motivated, academically oriented students who have successfully completed prerequisites in a particular area of study. Upon completion of the advanced placement course, students may take a nationally administered examination in May. (According to their performance on the examination, they may receive up to twelve (12) college credit hours for each passed examination.) This may enable a student who is successful in the course(s) and on the examination(s) to enter college at or near the sophomore level

**BOOK FEES:** There is a \$20.00 book deposit required of all students. This must be paid before books will be issued to the student. This fee is waived for students who receive free or reduced lunch prices. Book fees will be returned at the time the student exits Marshall High School if there are no fines.

**INDUSTRIAL ARTS MATERIALS FEES:** As a convenience to students the school will make available for purchase, materials to be used in student selected projects. It is the student’s responsibility to pay for these materials before starting the project.

**CREDIT CHANGE:** Any student who wishes to have a correction made in the grade or credit received in a course must do so before the end of the fourth (4<sup>th</sup>) week of the following semester. No student requests will be accepted after that time. Students must see his/her teacher to make any changes.

**FINAL EXAM POLICY:**

- All 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students will take a final exam in each class.
- Students who miss a final exam due to an excused absence will be expected to contact the teacher about scheduling time to make up the exam and will be allowed one (1) day for each day missed.

All second semester seniors may waive the final semester exam in any class in which they have at least a “B” average prior to grade-weighting, no more than two (2) absences second semester, and no in or out of school suspensions during their senior year. To meet this requirement, absences due to school sponsored activities (field trips, athletics, job shadowing, etc.) will not count against the student.

**GRADING:**

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67

B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	.67
C+	=	2.33	E	=	0.00

I = Incomplete

G = Credit (Pass/fail grades)

H = No credit (Pass/fail grades)

**GRADING:** (ADVANCED PLACEMENT AND DUAL ENROLLMENT)

A	=	5.00	C	=	3.00
A-	=	4.67	C-	=	2.67
B+	=	4.33	D+	=	2.33
B	=	4.00	D	=	2.00
B-	=	3.67	D-	=	1.67
C+	=	3.33	E	=	0.00

I = Incomplete

**Grade Point Averages will start accumulating once a student enters the ninth grade.**

**SCHOOL WIDE GRADING SCALE:**

Mark	Minimum Percent
A	94.5
A-	89.5
B+	86.5
B	82.5
B-	79.5
C+	76.5
C	72.5
C-	69.5
D+	66.5
D	62.5
D-	59.5
E	0.0

**HOMEWORK:** Homework is encouraged when it is needed to supplement or strengthen regular class work. All students benefit from a certain amount of systematic study.

The amount of home study necessary may vary from class to class depending on the style and nature of the class. Homework is a part of the student's grade, and the student will be held responsible for turning it in to the teacher. Each teacher will post a formal procedure on homework in the classroom.

**HONORS CLASSES:** Honors classes are available in the English, Mathematics, and Science fields. These classes are designed for highly motivated students who have displayed a strong understanding of the subject.

**PASS/FAIL:** Seniors, with the approval of their parents and teacher, may request placement on a pass/fail basis for any combination of one (1) credit during the school year, limited to one (1) class per semester. This program is designed to encourage a student's enrollment in courses in which he/she might not ordinarily enroll.

- A student must notify the teacher of his/her interest in taking a course by pass/fail during the first ten (10) days of the class. Passing is contingent upon meeting the course requirements.
- Forms for requesting pass/fail status may be obtained in the guidance office. Forms must be signed by the student's parents or legal guardian.
- A passing grade will be recorded as a "G" (credit) and a failing grade will be recorded as an "H" (no credit) on the report card and on the permanent record. No GPA points will be given for pass/fail credits.

- Required courses cannot be taken on the pass/fail system.

### **PHYSICAL EDUCATION – 9<sup>th</sup> Grade**

Students are required to take a half credit of PE 9 during their freshman year. Students will participate in many sport, recreational and fitness units. Units are generally two weeks in length, which includes a swimming unit. Students **MUST** dress and participate daily in order to successfully meet the requirements of the course. If a student is ill or injured, a note from a parent or guardian is required to excuse the student from participation. A physician's note is required if the injury/illness is to keep the student out for more than two days. When obtaining a note from a physician please have the physician write the date on which the student can resume activity.

**PREREQUISITES:** Pre-requisites have been established for some courses. A prerequisite is a requirement that must be met before enrollment in an advanced course is allowed. Not only do these requirements preserve the integrity of certain courses, but they also serve as an aid to students in the process of course selection. These requirements are usually designed to discourage students from enrolling in courses where frustration and/or failure will most likely occur due to lack of background knowledge. If a course name is listed as a prerequisite, then credit must be earned for the listed course. Other kinds of prerequisites may be waived by approval of the principal, by passing a departmental prerequisite waiver examination, or by providing a parent-completed waiver form which allows the student to enroll in the course on a probationary basis.

**SUBSTITUTE TEACHERS:** The substitute teacher who is hired on a daily basis to replace an absent classroom teacher has the same responsibilities and authority as the regular classroom teacher.

**SEMINAR:** Seminar provides instructional time during which students may seek individual help, complete homework assignments, make up work including tests, have pictures taken, use the media center, attend assemblies, and participate in music department sectionals and/or other school-related activities. Seminar also allows time for the seminar teacher to become better acquainted with the students in his/her seminar and to work with them to improve academic progress and/or attendance. This is also a time when students may work on their EDP's, study, or work on community service activities.

**CREDIT RECOVERY COURSES:** Students taking courses for credit recovery shall have had the course approved by their counselor and high school principal in advance of enrollment in the course. Forms and course registration information are available in the guidance department. The institution offering the credit recovery course must be approved by both its State Department of Education and its regional agency. Credit recovery courses may be used to assist in making up course deficiencies where the school feels that the study is appropriate and useful to the student concerned.

1. All courses must be approved prior to registration.
2. All course work must be completed and grades received at Marshall High School on or before May 2 within their senior year.
3. It is the responsibility of the student and his/her parents to register, monitor, and mail/fax assignments to the credit recovery institution.
4. Tutoring for credit recovery courses is not the responsibility of the MHS staff.
5. If the student requests that the final exam be administered outside the regular school day, a proctoring fee of \$50 will be assessed.
6. All tuition, fees, and textbook costs are the responsibility of the student and his/her parents.
7. Credit will be granted after successfully completing the course.

**COURSE CHANGES:** Every spring students register for the following year's classes. This pre-registration system allows the course schedule to be based upon the desires of the students.

Unless one of the following conditions applies, the student will be expected to attend the classes for which he/she has pre-registered.

- Missing class in schedule
- Course previously taken.
- Summer study: student may have successfully completed the course in a summer program.
- Graduation requirements
- Academic placement: student placed above or below his/her academic capabilities.
- Prerequisite: student placed in a class without having completed the proper prerequisite.

**CREDIT COURSES TAKEN ABROAD:** In these cases prior approval shall be requested of the principal. If there is difficulty in interpreting credits, it is recommended that the credentials received be attached to the student's transcript. If, after reviewing the transcript, it appears that additional credits will be needed for graduation, an evaluation can be made in time to avoid delaying graduation.

### **CREDIT TRANSFER PROCEDURE:**

1. Credit will be accepted from either public schools or non-public schools of the State of Michigan who meet the Michigan Department of Education (MDE) requirements for reporting and appear on the MDE approved listing. Credits from out of state public or non-public schools will also be accepted if they appear on an approved state listing or national listing.
2. Students who have attended a non-public school that is not on the MDE list of approved schools and does not meet the MDE requirements for reporting, or students from out of state schools that do not meet the requirements previously stated in number one

must test out of the highest level previously achieved. (Example: students who wish to register for an English 11 course must test out of English 10). This testing will also be used to determine the appropriate placement of the student. Students who fail the test will be placed in an appropriate course level and grade level as determined by the administration, counseling staff and course level department chairs.

Letter grades will not be accepted for students who have attended a non-public school that is not on the MDE list of approved schools and does not meet the MDE requirements previously stated in number one. These students will receive Credit for all courses previously passed and No Credit for courses not passed. Credit/No Credit cannot be averaged into the student's GPA.

3. Students are encouraged to enroll at the beginning of a new semester when possible. All attempts will be made to enroll students in the same or similar course offerings that they were enrolled in at their previous school. Grades will be accepted for students who have attended a non-public school that is on the MDE list of approved schools and meets the MDE requirements for reporting or students from out of state schools who meet the requirements previously stated in number one. Students entering in the middle of a marking period will have their grades from the previous school averaged with the grades they achieve at Marshall High School. The average of these grades will be used to determine the semester grade. The students' GPA will be determined by averaging the students' previous grade and grades earned at Marshall High School.

4. Students transferring into Marshall from a non-public school which is not on the MDE list of approved schools and does not meet the MDE requirements for reporting or students from out of the state schools who do not meet the requirements previously stated in number one must provide Marshall Schools with proof that they have been in attendance for not less than sixty course hours per class per semester to receive .5 credit per course completed. Verified attendance records of the students will be accepted as proof of meeting this requirement.

5. Credits from a correspondence school will only be accepted if the correspondence school is either on an approved state listing or national listing. A copy of the correspondence school's curriculum, course offerings, course descriptions and grading requirements will also be required. Students who can not provide the above will not have their credits accepted by Marshall Schools.

6. Credits from a home-schooling program will only be accepted if the home-schooling program is provided through an accredited institution. A copy of the home-schooling curriculum, course offerings, course descriptions, grading requirements and an official student transcript will also be required. Students who cannot provide the above will not have their credits accepted by Marshall Public Schools. Students may utilize the testing out process as described in number two above.

#### **DUAL ENROLLMENT PROGRAM (KELLOGG COMMUNITY COLLEGE – OLIVET COLLEGE)**

In order for any student to be eligible for dual enrollment he/she must receive a passing score on the PLAN, PSAT, or MME. See your guidance counselor and/or MCL 388.511 to 388.524 for further rules, regulations, requirements and details pertaining to a student's eligibility for dual enrollment. Marshall Public Schools is not responsible for any fees or tuition for students who enroll in unapproved course work. Students wishing to dual enroll shall have had the course pre approved by the counselor and building principal.

#### **GRADE CLASSIFICATION OF STUDENTS:**

The following classifications indicate minimum number of credits needed for each grade for the class of 2012.

9 <sup>th</sup> Grade	0	To	3.5	Credits
10 <sup>th</sup> Grade	4	To	10.5	Credits
11 <sup>th</sup> Grade	11	To	17.5	Credits
12 <sup>th</sup> Grade	18	To	24.0	Credits

The following classifications indicate minimum number of credits needed for each grade for the class of 2013.

9 <sup>th</sup> Grade	0	To	3.5	Credits
10 <sup>th</sup> Grade	4	To	10.5	Credits
11 <sup>th</sup> Grade	11	To	16.5	Credits
12 <sup>th</sup> Grade	17	To	23.0	Credits

The following classifications indicate minimum number of credits needed for each grade for the class of 2014.

9 <sup>th</sup> Grade	0	To	3.5	Credits
10 <sup>th</sup> Grade	4	To	9.5	Credits
11 <sup>th</sup> Grade	10	To	15.5	Credits
12 <sup>th</sup> Grade	16	To	22.0	Credits

The following classifications indicate minimum number of credits needed for each grade for the class of 2015.

9 <sup>th</sup> Grade	0	To	3.5	Credits
10 <sup>th</sup> Grade	4	To	8.5	Credits
11 <sup>th</sup> Grade	9	To	14.5	Credits
12 <sup>th</sup> Grade	15	To	21.0	Credits

## GRADUATION REQUIREMENTS:

It is the goal of Marshall High School to provide opportunities for each individual student to experience various learning activities which will enhance the required subjects of the core curriculum. Students are required to be enrolled in and to attend regularly six (6) classes and one (1) seminar for all eight semesters of their high school career. However, students who have met all other graduation requirements by the end of the seventh semester may meet the eighth semester requirement through participation in an alternate educational program if recommended by the high school principal and approved by the board of education. Students who fail to meet graduation requirements as spelled out in the above framework will be required to complete their course work at Marshall Alternative High School or another program of their choice.

To graduate from Marshall High School and participate in commencement exercises, each student must earn a minimum of twenty-four (24) credits for the class of 2012, twenty-three (23) credits for the class of 2013, twenty-two (22) credits for the class of 2014, and twenty-one (21) credits for the class of 2015 and pass all required courses. Students must also take the Michigan Merit Examination or its equivalent.

### The following credits/requirements are required to be taken and passed to graduate from Marshall High School

- Four (4) credits in language arts; English 9, 10, 11 & 12
- Four (4) credits in mathematics, to include Algebra I (or Algebra IA & IB), Geometry (or Informal Geometry), and Algebra II (or Algebra IIA and IIB). A mathematics course (or equivalent course) must be successfully completed during the final year of high school enrollment.
- Three (3) credits in science, to include Biology, either Chemistry or Physics or Conceptual Physics, plus another science credit. A fourth year of science credit is encouraged, but not required for graduation.
- Three (3) credits in social studies: These must include one (1) credit of World History, one (1) credit of American History, one-half (1/2) credit of American Government and one-half (1/2) credit of Economics.
- One half (1/2) credit in 9<sup>th</sup> grade Physical Education.
- One half (1/2) credit in 9<sup>th</sup> grade Health.
- One half (1/2) credit in Intro to Info Tech (computer course).
- One (1) credit in visual, performing, or applied arts to be selected from the following:

### INDUSTRIAL

#### AGRICULTURE

Aquatic Science  
Plant and Soil  
Animal Science  
Horticulture and Landscaping  
Ag Business Management  
Basic Ag Mechanics  
Michigan Natural Resources  
Ag Co-Op  
Leadership by Design

#### TECHNOLOGY

Introduction to Industry  
Drafting  
Engineering Drawing I, II (1 credit each)  
Architectural Drawing !&!!  
Woods Technology I, II, III,IV  
(1 credit each)

### FAMILY & CONSUMER SCIENCE

#### ART

Studio  
Art and Design  
Art II  
AP Art Studio  
Life Centered Career Education

Design for Living

Culinary Arts (1/2 cr.)

Consumer Buying Power ( 1/2 cr.)

Child Psychology (1/2 cr.)

Family Living(1/2 credit)

Independent Living (1/2 cr)

### BUSINESS EDUCATION

General Business  
Accounting I, II, III (1 cr. each)  
Principles of Marketing (1/2 credit)  
Retail Merchandising (1/2 credit)  
Business Communications (1/2 credit)  
Business Law (1/2 credit)  
Mixed Choir  
Humanities

#### MUSIC

Concert Symphonic Ban

**Advanced Ensemble**

Orchestra

Marshall Singers

Women's Ensemble

### COMPUTER EDUCATION

Microsoft Office I, II (1 cr.)  
Computer Data Base  
Computer Technology (1/2 cr.)

Music Theory

Music History

### CALHOUN AREA

Basic Computer Programming Networking (1/2 cr.)	<b>TECHNOLOGY CENTER PROGRAM CLUSTERS</b>
C++ Computer Program	Arts & Communication
Intro To Info. Technology (1/2 cr.)	Business Manage., Marketing,
Web Page Design (1/2 cr.)	Engineering/Manufacturing &
Digital Imagery (1/2 cr.)	Industrial Technology
Health Sciences	
Human Services	
Natural Resources & Agri-science	

This leaves eight and one half (8.5) elective credits that a student may select in specific areas of interest and aptitude. Students who are interested in attending the Calhoun Area Career Center should plan to complete the maximum number of required subjects during their freshman and sophomore years. This will allow more flexibility and individualization of schedules during the junior and senior years, which will make the vocational school experience more meaningful.

#### IN ADDITION

- All students are required to carry a full schedule of classes. If more credits are required to graduate than can be completed during the normal school day, students must obtain prior approval for credit recovery.
- Any credits taken outside the normal school day with the intent of receiving credit must have advance approval of the principal. Such approval will be noted in writing in the student's permanent record.

**STUDENTS AND THEIR PARENTS ARE RESPONSIBLE FOR DETERMINING THAT THE STUDENT'S RECORDS ARE CORRECT AND UP-TO-DATE AND THAT COURSES REQUIRED FOR GRADUATION HAVE BEEN TAKEN AND COMPLETED SATISFACTORILY.**

#### GRADUATING WITH HONORS:

##### GRADUATING WITH HIGHEST HONORS

- Cumulative GPA of 3.75 or higher.
- Four (4) years standard English sequence to include English 12 or Advanced Placement English.
- Combination of eight credits in Mathematics and Science (Algebra, Geometry, Algebra II, Algebra III w/Technology, Pre-Calculus, Calculus, Advanced Placement Calculus, Advanced Placement Statistics, Biology, Conceptual Physics, Chemistry, Physics I, Advanced Placement Biology, Anatomy/Physiology, Advanced Placement Chemistry and Aquatic Science)
- Two (2) years of the same foreign language.

##### GRADUATING WITH HIGH HONORS

- Cumulative GPA of 3.5 or higher.
- Four (4) years standard English sequence (see above).
- Combination of seven credits in Mathematics and Science (see above).

##### GRADUATING WITH HONORS

- Cumulative GPA of 3.25 or higher.
- Four (4) years standards English sequence (see above.)
- Combination of seven credits in Mathematics and Science (see above)

Highest Honors, High Honors and Honors are calculated on the seventh (7<sup>th</sup>) semester grade point average (GPA)

#### COMMENCEMENT POLICY:

- Participation in commencement exercises shall be optional if the student has met all graduation requirements.
- All eligible students must complete a special form for participation in commencement exercises prior to April 1 of the year of graduation. This form must be dated and signed by the students and their parents/guardians and must indicate clearly a desire to participate in commencement exercises or a request not to participate.
- Those electing to participate in commencement exercises will be required to adhere to all rules and regulations pertaining thereto.
- Seniors will not be allowed to participate in commencement exercises unless they are dressed appropriately for the occasion. Appropriate dress will be determined by the school authorities.
- Seniors are expected to exhibit appropriate behavior at the commencement exercises.
- Students exhibiting behavior that indicates that they have consumed illegal substances will be removed from the commencement exercises.
- Foreign exchange students will be allowed to participate in commencement exercises.

## **TRANSFER STUDENTS, DIPLOMAS, SCHOLARSHIPS AND AWARDS:**

- A minimum of one (1) year's attendance at Marshall High School is preferred in order to obtain a diploma. However, if an incoming senior transfer student has met the requirements and has attended less than one (1) year in our district, we will grant a diploma.
- In those cases involving only a few months of attendance in our district, we may request that the sending school grant the diploma if the student so desires. No student should be penalized for a move of this nature. As long as the requirements for graduation have been met, the diploma may be awarded by either our district or the sending school.
- Students transferring into Marshall High School must meet the following criteria to qualify for local scholarships and/or awards having a monetary value. The student must have attended Marshall High School for two (2) semesters by the time the scholarship or award is granted.

**RECOMMENDED COURSE LOAD:** All students are required to take six (6) classes plus one (1) seminar. If there are extenuating circumstances involving a physical, psychological or major life function that has a direct limiting effect on a student's ability to successfully fulfill the required course load, the parent must submit a written request with appropriate documentation that the student be placed on a reduced schedule. The student's counselor and the building principal will review the request and approve or deny it. Under this provision, the student's schedule can only be reduced by twenty percent of the total contact time required by the State Department of Education. Requests requiring more than the twenty-percent reduction will be forwarded to the Marshall Public Schools Board of Education for their consideration

**REPEATING COURSES** With the exception of a few courses offered at Marshall High School a student may not repeat a course for credit if he/she has already taken and passed the course. See your guidance counselor for more information.

**TRANSFERRING TO ANOTHER SCHOOL** When a written request for transference of a student's records to another public or private school is received by Marshall Public Schools, all records, including disciplinary records with respect to expulsions and suspensions of the student, will be transferred within 30 days after receipt of request.

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

- Twenty-four (24) hour coverage.
- Coverage from the time students leave for school until they return home in the afternoon.

This insurance is entirely voluntary and is offered only as a service to students. An insurance waiver for students participating in our formal athletic program is mandatory if the insurance offered through the school is not taken. This is handled by the Athletic Department. Students injured at school are not covered by insurance carried by the school.

## **LIBRARY MEDIA CENTER (LMC):**

The library media center is open to all students and staff before and after school. We welcome students throughout the day with a pass from the students' teachers, as well as during seminar and lunch.

### **CIRCULATION OF LMC MATERIALS**

- Books (Fiction, Non Fiction, Biographies, and Audio Books) – May be checked out for three weeks.
- Reference Books and Back-issue periodicals – May be checked out for one week.
- Reserve books, reference books, and current periodicals – May be checked out overnight and must be returned by 7:40 am the next school day.
- Students are responsible for the materials they check out – this includes: condition and return of materials and any fines or fees for materials.
- Materials are due on the date indicated. If they are not returned on time overdue fees will be assessed. Students with overdue materials out will not be allowed to check out other materials until overdue materials have been returned.

### **LIBRARY MEDIA CENTER FINE POLICY**

- Overdue fines for all materials -- \$.10 per school day.
- 3 day grace period – if materials are returned within 3 days of the due date no fine will be assessed; however, fines for materials returned after the 3 day grace period will be charged from the initial due date.
- Fines will only be charged for the days when school is in session. Students are expected to pay for each school day the material was overdue, whether or not the student was in school.
- Students will not be required to pay fines greater than the replacement cost of the material.

### **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 the current replacement costs with the following minimums:

- Books -- \$10.00
- Paperbacks -- \$5.00
- Periodicals – Face value of current issue

**NATIONAL HONOR SOCIETY:** The four criteria used in selecting students to become members of the National Honor Society are scholarship, leadership, service, and character.

**Scholarship:** The student must be a junior or senior student with a cumulative grade point average of 3.67 in the areas of math, science, English, social studies, and foreign language. Students who have achieved this level will receive notification and will be invited to begin the application process.

**Leadership:** The student who exhibits leadership skills:

- Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, and demonstrates reliability and dependability in any responsibility accepted.
- Serves as a leader in the classroom, at work, and in other school and/or community activities.
- Upholds the 3.67 grade point average and maintains a loyal attitude toward the school and its activities.
- Delegate responsibility when appropriate.
- Exemplifies positive attitudes.

To verify the student's leadership ability, the applicant must provide a stamped, addressed envelope to an adult sponsor who will write a letter evaluating the student's leadership skills and mail it to the National Honor Society sponsor.

**Service:** The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities .
- Does committee work without complaint.
- Participates in some activity outside of school, such as Girl Scouts, church groups, volunteer services for the elderly, poor or disadvantaged.
- Shows courtesy by assisting visitors, teachers, and students.

Junior and senior students must have performed 30 hours of service activities. An adult must verify the number of service hours completed by signing the student information sheet. If accepted for membership, the student must continue to do individual and group service projects.

**Character:** A student of character:

- Demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship.
- Upholds principles of morality and ethics.
- Demonstrates the highest standards of honesty and reliability.
- Manifests truthfulness in acknowledging obedience to rules, avoids plagiarism and cheating in written work, and shows unwillingness to profit from the mistakes of others.
- Complies with school regulations concerning property, programs, office, etc.
- Consistently exemplifies desirable qualities of behavior (friendliness, cheerfulness, etc.).

Each student must provide the National Honor Society sponsor with two sealed envelopes, each containing a character evaluation letter written by a teacher who has worked with the student.

**NHS Selection** When the student information packets have been received, a Faculty Council composed of five teachers and the NHS advisor meets to vote on membership. The NHS advisor is not a voting member of the council. Copies of the student information form and the evaluation letters are given to each member of the council. After reading the information and reviewing and discussing each student, the Faculty Council members vote on the membership request of each student, with a majority vote (3) granting membership. If a student is not granted membership, the student and parents will be notified and the area of weakness will be disclosed. This enables juniors who do not receive membership a chance to prepare for membership in their senior year. Those who are chosen for membership will be notified by mail.

**NHS Discipline Procedure** As a member of NHS, the student must uphold the ideals of the group. A student is never automatically dismissed from the chapter. If there is a problem, a hearing will be held to allow the student a chance to meet with the Faculty Council to discuss the problem and its consequences. The student may choose to have his/her parents present at the meeting. After the student has presented his/her case, the Faculty Council will vote for or against the dismissal. The student and parents will receive written communication as to the outcome of the vote. The student may be placed on probation or be dismissed from the National Honor Society.

Therefore, if any of the following situations occur, the student and parents will be notified and the appropriate action will be taken.

- Cumulative GPA drops below the Marshall NHS Chapter's standard of 3.67 –  
The student will be put on probation for a semester and the parents informed. If during the probationary period the GPA does not improve, a hearing will be scheduled.
- Any documented incident of academic dishonesty (i.e. cheating, plagiarism, etc.) in- or out-of-school suspension, or any other violation of school policy .

The student and parents will be notified of the incident, and a hearing will be scheduled.

- Any civil or criminal infraction where the student is found guilty .  
A hearing will be scheduled with the student and parents.

### **SCHOOL NURSE SERVICES:**

Health services will be available from the School Nurse during scheduled hours each week. Services available include: First aid, treatment for minor injuries and illnesses, health counseling, health education for students, staff, and families, chronic disease

management and care, and referral to community resources as needed. Any information a student discloses to the School Nurse is confidential and will not be discussed with others without consent, except as required by law.

**WORK PERMITS** Michigan law controls what type of work can be done by young people under eighteen (18) years of age. The type of work, the amount of weight that is allowed to be lifted, the number of hours worked per day and week, as well as the type of business establishment allowed for employment are all controlled. The school acts as an official agent in helping students obtain work permit. Students may get applications for work permits in the guidance office. Since the student and the prospective employer must fill out the forms, it is usually impossible for a student to complete the required work in one day. Proof of age will be required. If a student changes jobs, a new work permit listing the new employer must be obtained. The school has the right to revoke the work permit if it deems the student's schoolwork is being adversely affected or if it is apparent that the job has been misrepresented.

## **STUDENT CODE OF CONDUCT**

**STUDENTS ARE EXPECTED TO BE RESPECTFUL AT ALL TIMES:** Faculty and staff at Marshall High School receive administrative support in the matter of discipline, whether in the classroom, around the building or at school activities. Teachers are expected to maintain good discipline and may use all reasonable methods to achieve it. Faculty and staff have the responsibility of requiring correct conduct from all students.

**To ensure a climate for learning, the following rules and procedures are in effect at Marshall High School:**

### **ASSAULTS AGAINST STAFF AND STUDENTS:**

- **PHYSICAL ASSAULTS:**

The Board shall permanently expel a student in grade six or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

- **VERBAL THREATS (Written or Spoken):**

Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or a contractor for the district shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, "verbal assault" shall be defined as "...any willful verbal/written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury."

- **VERBAL THREATS COMMITTED AGAINST OTHER STUDENTS**

Any student in grade six or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against another student shall be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. The purpose of this policy, "verbal assault" shall be defined as "...any willful verbal/written threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury."

- **PHYSICAL ASSAULTS COMMITTED AGAINST OTHER STUDENTS:**

The Board shall expel a student in grade six or above for up to 180 days if the student commits a physical assault, as defined by MCL 380:1310(3)(B)1, against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the expulsion period on a case-by-case basis.

**Reinstatement** – The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may petition the Board for reinstatement. The Board will provide all due process rights to reinstatement as outlined in state law.

**Application to Student with Disabilities** – This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

**Implementation** – The student handbook/code of conduct shall specify procedures for dealing with expulsions authorized by this policy. Regulations ensuring due process to all students before an expulsion is imposed shall be included therein as well. The regulations shall include procedures for reporting violations of this policy to the Board, procedures for referring permanently expelled students to appropriate Family Independence Agencies or County Community Health Agencies and specifics for the reinstatement of students.

**ATTENDANCE:** - State law requires daily attendance of all students enrolled in Michigan Public Schools. Students must attend regularly scheduled classes unless officially excused. When students arrive at school they are considered in attendance and must attend their scheduled classes.

**HIGH 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 High 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. seminar, before and after class, etc.) Students are required to complete work in accordance to the MHS 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 attendance office before going to class.

**PARENTS/GUARDIANS 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 the attendance office to report an absence 24 hours a day at 781-1313. An absence will be considered unexcused if the attendance office has not received a call or a note from the parent/guardian before 12:00noon of the day following the absence. The attendance office may verify written and telephoned excuses.

- It is the parents/guardian's responsibility to make sure that the student is on time and present in school.

**KINDS OF ABSENCE:** All absences from school will be either excused or unexcused.

**DEFINITION OF ABSENCE:** When a student misses ten (10) minutes or more of any class, he or she is considered absent for the period. The teacher may use discretion in the final determination.

**EXCUSED ABSENCE:** Excused absences are those absences which are excused by the parent and the attendance office (or administration) at Marshall High School. Legally emancipated minors, completely self-supporting eighteen-year old students living alone and eighteen year old students with parental permission may report their own absences to the attendance office according to established procedures. Permission to do so can be revoked. 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 ten (10) block limit for these absences, additional blocks 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 high school attendance 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 two (2) unexcused absences in a class, the parent will be notified.



Any unexcused absences may result in detention, in-house suspension, Saturday School, 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 of the Assistant Principal 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 of the Principal and request an appointment within three (3) school days of the Assistant Principal's decision.

### **MAKING UP WORK MISSED DURING ABSENCES**

**EXCUSED ABSENCES** – An opportunity for make-up work will be provided within the framework and guidelines set forth by the instructor. It is the student's responsibility to contact the teacher about making up work missed during an excused absence. Students will have one (1) day to make up work for each day missed.

**UNEXCUSED ABSENCES-** A student will receive a zero for all daily work (work done in class on the specific day of the absence) in all classes for unexcused absences.

### **TARDINESS**

- 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 an excuse signed by the staff member or administrator.
- At three (3) tardies the teacher will refer the student to Assistant Principal for disciplinary action.

**LEAVING THE BUILDING DURING THE SCHOOL DAY:** With permission from the parents or guardian and approval of the administration, all students leaving the building during the school day will sign out through the attendance office and sign back in upon returning. Leaving the building without the permission of the parents or guardian and the attendance office will result in an unexcused absence.

**LEAVING THE BUILDING (ILLNESS)** Any student who becomes ill during the school day must report to the attendance office. School personnel will contact the parent/guardian before the student leaves the building.

**BOOK BAGS** – Book bags should be of reasonable size to ensure safe movement in classrooms and hallways. Book bags should be small enough to fit under students' desks.

**CELLULAR PHONES** –It is a violation of school policy for a student to use cellular phones during school hours. Students must keep cellular phones out of site at all times. Cellular phones must be stored in backpacks or purses and turned off during the school day. If used improperly or if seen by a staff member, the following consequences will take place:

First offense: phone is confiscated by staff member, **phones will only be returned to students after school hours on THURSDAYS.**

**NEW**

Second offense: phone is confiscated by staff member, phone will only be returned to a parent, parents must come into the school to retrieve the phone, student will be assigned to detention.

Third offense: phone is confiscated, parent conference, ISS or Saturday detention

Continued offenses will result in progressive discipline that will include ISS, Saturday detention, and out of school suspension.

**CHEATING/PLAGIARISM:** Cheating/plagiarism in the learning environment means taking or helping someone to take unearned credit for school work. Examples of cheating/plagiarism include but not limited to:

- Copying another student's answers or work.
- Using unauthorized notes on tests and/or quizzes.
- 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 approval of the instructor.
- 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.

Consequences for cheating/plagiarism on any work will be as follows:

- First occurrence in any class: Zero credit for the work, principal and parents notified.
- Second occurrence in any class: Zero credit for the work, principal and parents notified, three (3)-day suspension.
- Third occurrence in any class: Zero credit for the work, principal and parents notified, five (5)-day suspension.

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.

**CRIMINAL ACTS:** The following activities are among those defined as criminal under the laws of the State of Michigan. Commission of these acts in relation to the school operation, as well as other acts listed under the Michigan Criminal Code; will result in an immediate 10 day suspension and referral to the Board of Education for expulsion.

- Arson – The intentional setting of fire.
- Assault – Physical threats of violence to persons.
- Explosives (Possession or use of) – Explosives are not permitted on school property or at school-sponsored events.
- Extortion, Blackmail or Coercion – Obtaining money or property by violence or threat of violence or causing someone to do something by force or threat of force.
- Felony – Any student convicted of a crime which statute provides greater punishment than for a misdemeanor, in relation to the school operation, will be referred for expulsion.
- Firearms – Possession of firearms on school property is prohibited. (Exception: carried by law enforcement officials.)
- Offensive weapons – Knives, martial arts paraphernalia, numchucks, as determined by state law, are not allowed at school or at school-sponsored events.
- Robbery – Stealing from an individual by force or threat of force.
- Sale, Use or Possession of Alcoholic Beverages or Illegal Drugs – The school official in charge will immediately remove from contact with other students anyone under the influence of alcohol or drugs and thereupon shall contact the parent or legal guardian.
- Unlawful Interference with School Authorities – Interfering with administrators, teachers, or other school employees by force or violence.

**DISPLAYS OF AFFECTION:** Student demonstrations of affection towards each other are personal and not meant for public display. This includes kissing, touching, petting, suggestively dancing or any other contact that may be considered sexual in nature during the school day or any school related function. Such behavior may result in suspension from school.

**DISRUPTIVE CONDUCT:** Conduct that materially and substantially interferes with the educational process is prohibited. A suspension of up to ten (10) days could occur.

**DRESS CODE:** Students must be neat and clean at all times. Their dress and appearance must not present health and safety problems or cause disruption to the learning environment of the school. Students' dress that is determined to be disruptive or distracting is considered inappropriate. Inappropriate dress will include but will not be limited to the following conditions:

- Suggestive or double-meaning clothing at school and school related functions.
- Clothing should cover a persons body from their shoulders to their fingertips with arms normally extended.

**FALSE ALARMS** Students who accidentally trip a fire alarm should report immediately to a teacher or the building principal. Students found guilty of deliberately sending a false alarm are subject to arrest by the fire marshal plus a five (5) day suspension from school for the first occurrence. A second occurrence will result in a ten (10) day suspension and a recommendation to the Board of Education for expulsion of the student.

**FIGHTING:** Fighting on school property or during a school-sponsored activity is prohibited. Fighting is defined as uninvited, unfriendly physical contact.

- First occurrence: Student will be suspended from one (1) to five (5) days depending on the circumstances, severity of the fight, involvement, and previously recorded handbook violations.
- Second occurrence: The student shall be suspended for ten (10) days and a recommendation will be sent to the Board of Education asking for the student's expulsion from school.

**FIRECRACKERS:** Fireworks or smoke bombs are not to be possessed on school property or any school related activity. Students found possessing or using fireworks on school property will face suspension and referral to the Marshall Police Department.

**HARASSMENT/BULLYING:** We recognize that the causes of harassment/bullying are varied. Home and/or environment, individual temperament, and social context are factors that contribute to harassment/bullying. Harassment will not be tolerated.

**“Bullying”** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three.

**“Harrassment”** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

**HEADWEAR** - Headwear is not to be worn in the high school building. The headwear must be placed in the student's locker upon

arrival at school and left there until the student is ready to leave the building.

**NEW**

Headwear, including, but not limited to, hats, bandanas, hoods, etc. can be confiscated by staff and administration to be returned at a later date.

**INSUBORDINATION:** Insubordination is defined as a student's failure to take direction from school personnel when the given instruction is reasonable and/or complies with school policy. See examples below.

- A. Failure of the student to report to the office immediately when asked to do so by school personnel.
- B. Failure of the student to accurately identify himself/herself when asked to do so by school personnel at school or at school-sponsored events.
- C. Failure of the student to accept comments and direction as set forth by board policy from any school employee. A student may question but will never resort to profanity to make a point.

Students who are insubordinate may face in-school or progressive suspension.

**LARCENY-THEFT:** A student who steals from another person or from the school or who has stolen goods on his/her person or in his/her locker, will be suspended and restitution must be made.

- First offense: 1-5 day suspension and restitution made by either returning stolen items/money or restitution equivalent to the value of the items stolen, possible police contact made.
- Second offense: 10 day suspension, recommendation to Board of Education for expulsion, police contact, and restitution made as stated above.

**LUNCH PERIOD:** Lunches must be eaten in the cafeteria. Students are expected to pick up all litter and place it in trash containers. Because Marshall is a closed campus, yellow passes will not be issued for students to leave school grounds to obtain or eat lunch even if excused by parent. A parent will be allowed to take their student to lunch only if that parent comes into the school building to sign their student out during the lunch period and escorts their student from the building. Students leaving campus will be subject to consequences by administration. Food may only be consumed in the classroom if specifically approved in the teacher's classroom rules.

**PERSONAL LISTENING DEVICES:** Personal radios, walkmans, CD players, tape players, head phones, I-pods, MP3 players, and any other personal listening devices: Teachers may allow students to use these, at the teacher's discretion. If used improperly these items will be confiscated and returned at administration's discretion.

### **SCHOOL BUS RULES AND REGULATIONS:**

1. Marshall Public Schools in compliance with the Safety Rules will set bus stops and regulations established by the Michigan Department of Education and the Marshall Public Schools. The following general guidelines will be followed:
  - Bus stops generally will be established for students living in excess of one and one-half miles from their neighborhood school.
  - Walking distance to a bus stop shall be up to one mile for high school and middle school students and one-half mile for elementary students.
  - There will be no more than four bus stops scheduled in any one mile and generally less than four.
  - Kindergarten students who are eligible for bus service shall be picked up and dropped off at home when possible and legal.
2. Bus stops and routes are subject to change when conditions warrant.
3. All bus passengers must abide by the rules, regulations and laws set forth by the State of Michigan and the Marshall Public Schools.
4. The parents or legal guardian are responsible for getting the students to and from the bus stop in a safe manner and for their conduct while at the bus stop.
5. School buses will not be scheduled to travel or stop on private roads.
6. Marshall Public Schools does not have to furnish bus transportation to any student. It is a privilege to ride the school bus. Students do not have to ride the bus on any given day (due to fog, snow, ice, etc.) but, if school is in session, it is up to the parent or guardian to get them to school.
7. Pick up and drop off at a student's baby-sitter's house will only be made when the residence is on a regularly scheduled bus route and when possible within the school's guidelines.
8. A shuttle bus to the high school will be scheduled for high school students who live south of a line from the east city limits along Spruce Street; west to Sycamore Street; north to West Michigan Avenue; and west to West Drive. Students who qualify for the shuttle bus must obtain a shuttle pass from the school bus garage through the high school attendance office. All regular school bus rules apply to the shuttle bus route. Shuttle bus stops are located at the old Calhoun County Courthouse parking lot and at the B. E. Henry Building.
9. 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 as a seventy-five (\$75.00) fine is paid for the new seat cover.

10. There is an automatic suspension from riding the bus for fighting, tobacco use (smoking, chewing, etc.), and the throwing of any item from inside the bus. The suspension will be up to five days.
11. Bus students are to be standing at their bus stop waiting for the bus if they are riding. Please allow five minutes either way of your scheduled time for the bus to arrive.

The following are the rules and regulations for Marshall Public Schools:

- Students shall comply promptly with suggestions of bus drivers.
- When necessary, students will sit three in a seat.
- Students shall wait until the bus has come to a complete stop before attempting to enter or leave the school bus.
- Students shall not board the bus until the driver is in the bus, and then shall enter in an orderly fashion. Students shall cross the road in front of the bus – never behind the bus.
- Students shall keep hands, arms, head, and feet inside the bus at all times.
- Students shall avoid loud, boisterous or profane language and indecent conduct of any kind.
- Students shall not eat or drink on the bus. Glass items of any kind are prohibited.
- Students shall not be destructive.
- Students must stay in their seats.
- The bus driver is authorized to assign seats, and to change them at any given time.
  - Student conduct shall be the same as it would be in a classroom.
  - All rules applying to students while at school or a school-sponsored activity (i.e. use of tobacco, fighting, possession of weapons, damage of property, etc.) are in effect while on a school bus.
  - Persons other than regular student riders or district employees are not allowed on a bus without prior permission from the transportation office.
  - Failure to obey any of the above regulations may result in suspension of the student's bus riding privileges.
  - 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.
  - 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 circumstance will students be allowed to ride the late bus without a pass from a teacher or the office.

### **SEXUAL HARASSMENT**

*DEFINITION: Sexual Harassment is making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and otherwise creating an intimidating, hostile, or offensive educational learning environment.*

Sexual harassment of students by other students or by employees of the Marshall School District is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide a stable learning environment. Marshall Public Schools will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, other adult employees of this district, and persons engaged as volunteers or contractors for the district be in keeping with respect for the individual student, be of a nature which does not make the student feel uncomfortable, and be conducive to creating a stable learning environment. If a student has concerns about the nature of any conduct or physical contact by an adult employee of this district or by another student, the student should immediately report this concern to the student's principal or counselor, as well as discussing this concern with the student's parent or guardian. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment. All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if a student, or termination from employment if an employee. The right to confidentiality, both of the complainant and of the accused will be respected consistent with the district's legal obligations and the necessity to investigate allegations of misconduct. It should be understood that the district is required by law to report suspected cases of child abuse to the Department of Social Services.

**SKATEBOARDS/ROLLERBLADES:** Because of Marshall Public Schools' concern about the safety and welfare of students on school grounds, skateboarding/rollerblading will not be allowed.

**SUBSTANCE ABUSE:** The use, under the influence, sale, or possession of alcohol/narcotics on or before the following school activities is prohibited:

1. School day in buildings
2. While on school grounds
3. During school sponsored activities

### **SUBSTANCE USE/POSSESSION:**

- First occurrence: Parents or guardian and police will be notified via phone and in writing. Students who are in violation of this rule will be suspended a mandatory five (5) days out of school.
- Second occurrence: Parents or guardian and police will be notified via phone and in writing. The student will be suspended for ten (10) days pending action of the Board of Education on an expulsion hearing.

**SUBSTANCE DISTRIBUTION AND/OR SELLING:** Students who distribute and/or sell any alcohol, drugs (prescription or non prescription), or controlled substances during the time stated above will be subject to an immediate 10 day suspension and a referral to the Board of Education for expulsion. The police will be notified. 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.

**TOBACCO USE:** The use or possession of tobacco products or paraphernalia such as lighters, matches, etc. on school property or at school sponsored activities is prohibited. Students violating this rule will be dealt with according to the following policy:

- First occurrence: The student will be given a three (3) day Out-Of -School Suspension.
- Second occurrence: A five (5) day out-of-school suspension will be given. All continued violations are covered under the Progressive Suspension Policy.
- If student is under the legal age for possession of tobacco products, the police will be notified.

**TRESPASSING/LOITERING:** This is defined as being present in an unauthorized place or refusing to leave when ordered to do so. Students will be subject to suspension. (See Marshall City Ordinance No. 133.03 and 134.01)

**VANDALISM:** Vandalism is defined as the willful or malicious destruction or defacement of public or private property. Any student found guilty of vandalizing school property, the property of any school employee, or the property of another student will result in the following punishment.

- First occurrence: Notification of police and parents or guardian via phone and in writing. Student suspended for five (5) days.
- Second occurrence: Notification of police and parent or guardian via phone and in writing. Student suspended for ten (10) days pending board action on an expulsion recommendation.
- Restitution will be sought in all instances.

**NEW**

**VISITORS:** Students will not be allowed to bring visitors to their classes unless approved by administration 48 hours in advance of the scheduled visit.

**WEAPONS (WEAPON FREE SCHOOL):**

The Marshall Public School District has been designated as a "Weapon Free School Zone." The Board of Education of Marshall Public Schools, as mandated by state and federal laws, has instructed building level principals to issue the following information to all parents and guardians of school-age students. The Board of Education of Marshall Public Schools (or the Superintendent, a Principal, or other District official as may be designated by the Board) shall expel a pupil from attending school in the School District for a minimum of one (1) full year if the pupil possesses a weapon\* in a weapon-free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- The object or instrument possessed by the pupil was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
- The weapon was not knowingly possessed by the pupil.
- The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or a dangerous weapon.
- The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

"Weapon" or "dangerous weapon" includes but are not limited to: a firearm: gun/revolver, air soft gun/rifle; pistol; dagger, dirk; stiletto; knife, pocket knife opened by a mechanical device; or objects possessed that could cause bodily harm. Examples: steel spheres, clubs, chains, iron bars, brass knuckles, etc. Furthermore, "firearm" means (A) a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including explosives, incendiaries, poison gas, or any weapon which will or may readily be converted to expel a projectile by the action of an explosive or other propellant. For the purposes of application and enforcement of this policy, a BB gun is considered to be a "Firearm". Additionally, if an appeal is desired, forms for a petition for reinstatement will be available in the Marshall Public Schools Administrative Offices.

**DISCIPLINE CODE:** A committee of students, teachers, administrators, parents, and a school board representative wrote the following disciplinary code. It was adopted by the board of education as a policy of the Marshall School District.

**COOPERATING WITH LAW ENFORCEMENT OFFICIALS:** It shall be the policy of the Marshall School District that a reasonably cooperative effort be 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 at all times act in a manner that protects and guarantees the rights of students and parents.

There may be an employee/police officer on-site during different periods of the school day. This person's duties will include:

- Checking for improperly parked cars and authorizing removal of improperly parked cars at the owner's expense.
- Checking passes of students leaving school.
- Enforcement of handbook policies as they relate to student behavior on school property.
- Aiding the principals when asked in search and seizure activities of a student's person or personal property.

**DUE PROCESS:** An individual's right to due process is protected by law. If a concern should arise in regard to a certain discipline action taken by the school, the individual is afforded an opportunity to have this discipline action reviewed in light of due process.

U.S. Supreme Court has ruled that a student's due process rights are met if:

- The student was told of the charges against him/her;
- The student had the opportunity to respond to the charges; and
- 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, assistant principal, principal and finally the superintendent.

**SEARCH AND SEIZURE:** To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search students, student lockers and student automobiles under the circumstances outlined below 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, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Student lockers and desks are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspection of lockers and desks for any reason, at any time, without notice, without student consent and without a search warrant.

Students are permitted to park on school premises as a matter of privilege, not of right. The school district retains authority to conduct routine patrols of the student parking lot and inspections of the exterior of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

If a properly conducted search yields illegal or contraband materials, such findings will be turned over to proper legal authorities for ultimate disposition.

**REMAINING AFTER SCHOOL:** Any teacher or school official has the right to detain a student after the regular school day for disciplinary purposes. Students failing to stay after school when directed to do so by the classroom teacher will face disciplinary action by the assistant principal. Detention after school may be delayed twenty-four (24) hours to allow the student to make arrangements for fulfilling the detention assignment.

**SUSPENSIONS:** Suspension is the exclusion of a student from a class or classes for a period of from one (1) to ten (10) days for a violation of the rules contained in this handbook. A school administrator will take action utilizing the Suspension Procedure.

School administrators are authorized by the Board of Education to suspend a student for committing a violation of the student handbook. However, suspensions and expulsions for longer than ten (10) student attendance days may be imposed only by action of the Board of Education.

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the ability of other students to learn.

- Any student suspended pursuant to this policy shall not be allowed to return to the class, subject, or activity from which he or she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who orders the suspension.
- Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes in the school building for the balance of that school day (unless the suspension is extended for a longer period of time by a building administrator).
- Any student suspended from the same class, subject, or activity for ten accumulative or consecutive school days during the school year shall be given a formal procedural Board hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspension of ten days or more.

**SUSPENSION PROCEDURES:** Suspension days and classroom dismissals will be counted as "non-chargeable" absences. An exception to this policy is the Calhoun Area Career Center. The CACC provides an extension to the Marshall High School curriculum. The policies established in the CACC handbook apply when a Marshall High School Student is in attendance at the CACC facility. Suspended students will be expected to make up all work missed. For make-up work procedures see item 6. The following procedural guidelines will govern the suspension process:

1. The student shall be informed of the specific charges that could be the basis for disciplinary action to be taken.
2. The student will have the right to present the school administrator with any relevant information which will support the student's defense.
3. If the student is suspended by the school administrator, the administrator will:  
As soon as possible the parents/guardians will be notified of the suspension, in writing and if possible orally. The reasons for the suspension and the steps....
  - ...necessary to effect the student's return shall be given to the parents/guardians, student, and teachers.
  - ...meet with the parents or guardian and the student to plan the satisfactory return of the student to the school setting.
4. If the parent or guardian is in disagreement with the disciplinary action, see the due process section of this handbook for appeal process.
5. All correspondence regarding out of school suspension will be sent to the parent or guardian by certified mail.
6. Homework will be provided and credit will be given for all work if it is turned in within two (2) days of the student's return to class. Homework assignments may be obtained by calling the attendance office. Teachers will be given twenty-four (24) hours to prepare the assignments after which a parent may pick up the assignments at the attendance office between the hours of 7:30a.m. and 3:00p.m. When necessary, suspended students who have made prior arrangements may pick up their assignments.
7. Suspensions that are not of mandated length will be progressive per similar occurrence:
  - First occurrence: 3 days
  - Second occurrence: 5 days
  - Third occurrence: 10 days and possible recommendation for expulsion
8. Suspensions are accumulated on a per year basis
9. Students on out-of-school suspension are ineligible to participate and attend extra curricular activities during suspension.
10. Suspensions interrupted by snow days, vacations, breaks in school calendar, excused or unexcused absences, bereavement, etc. do not count as days served.

**IN-SCHOOL SUSPENSION REGULATIONS:** In-school suspension is an alternative to out-of-school suspension. Students in violation of major handbook rules will not be offered ISS as an alternative to suspension. Major handbook rules are designated as criminal acts, fighting, substance abuse/possession, pulling false alarms and vandalism.

The In-School Suspension classroom rules are as follows:

- Students will report to In-School Suspension at the start of the school day and will not be dismissed until the official end of the school day.
- Students must be working at all times on assigned work. A student may read a book or magazine only after all teacher assigned work is completed and handed in to the ISS Supervisor.
- Students must bring all needed books and materials in the morning.
- Students must stay in their assigned seats.
- Students may only talk if given permission by the ISS Supervisor.
- Students will be allowed no visitors while in ISS.
- Students who do not have teacher-assigned work to do may be assigned work by the ISS Supervisor. This work must be completed and turned into the ISS Supervisor by the end of the school day.
- Students will have an opportunity to purchase lunch in the cafeteria.
- Students are not permitted to sleep.
- Students are not permitted to use individual listening or viewing devices unless they are needed to complete teacher assigned work.
- Students are not allowed to eat or drink except during the designated lunch period.
- Students are not permitted to leave the room without permission from the ISS Supervisor.

- Students who are given a discipline referral for violating any of the above rules will be given an out of school suspension for the remainder of the day. Students will then be required to return to ISS (upon their first day back at school) to serve a full day of ISS for the day they were suspended. No time in the ISS room is counted on a day the student is given out of school suspension for violating the rules of the ISS room.

In order to be released from In School Suspension three (3) criteria must be met. These include:

1. Serve the amount of time assigned to the ISS room (out of school suspension time does not count toward time assigned to ISS).
2. Complete all work assigned by the classroom teachers and hand it in to the ISS Supervisor at the end of the school day and / or have remained on task all day.
3. Follow all of the ISS classroom rules.

**SATURDAY DETENTION:** Saturday detentions will be assigned at the discretion of the administration for students violating the student code of conduct. The following rules and regulations apply to Saturday detention:

- Meet at the doors outside the main office off of the teacher's parking lot.
- DO NOT BE LATE. You need to be here before 8:00AM.
- If you arrive after 8:00AM, you may not enter Saturday detention.
- If you arrive late or do not show, the following week you will receive a day of ISS. Each time you miss Saturday detention, a day of ISS is added. You will need to make up your Saturday detention on the next available Saturday.
- Please bring homework or a book.
- The rules for ISS apply to Saturday detention.
- If you fail to follow the rules of Saturday Detention, you will be asked to leave. You will then be given ISS and will have to make up your Saturday Detention on the next available Saturday.
- You may not leave Saturday detention until excused by the staff member in charge. You must leave through the same doors you entered in the morning.
- Saturday detention hours are from 8am -12pm.

**EXPULSIONS:** Expulsion -- The exclusion of a student from classes for the balance of a semester, a 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 procedures.

**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 his/her parent or guardian. Included within the notice shall be a statement of the time and place for the hearing and that time shall be reasonable for all parties involved.
2. It is recommended that a parent or guardian be present for the expulsion hearing.
3. The student, parent or guardian may be represented by legal counsel.
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 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 on 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 hearing its findings as to whether or not the student charged is guilty of the conduct charges and its decision as to expulsion.
9. The findings of the hearing authority shall be put in writing and sent to the student and the student's parent/guardian.
10. The student and parents/guardian shall be made aware of their 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 guardian by certified mail.
12. Expelled students shall not participate or attend MHS extracurricular activities on campus or away from campus where MHS teams/students are participating.

**DISCLAIMER** School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.